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07 July 24

LOWLAND LEADER TRAINING COURSE 12/13 October 24 – CALLING LETTER

General

1. Central and East Region will be running Mountain Training Lowland Leader **Training** Course on 12/13 October 24 in the Suffolk/Norfolk area.
2. This course is to be run on a non-residential basis and candidates will be required to travel to and from the training venue each day or arrange their own overnight accommodation. The practical element of the course will take place over two separate days, supplemented by one 2-hour virtual training session.
3. Courses are open to all CFAVs, Service Instructors and Staff Cadets who meet the course prerequisites.
4. Only candidates that meet all the prerequisites should apply. All Perspective candidates must read and understand the detail within this document.
5. **Candidates must understand the prerequisites and that they must evidence the necessary experience in their Mountain Training DLOG – Review of the DLOG is part of the selection process at the time of receiving nomination. This document includes details of how to evidence appropriate experience and meet the prerequisites.**
6. The nomination form asks perspective candidates to declare they meet all the prerequisites; these will be checked and those that do not meet the requirements will not receive a place. Please ensure you understand the prerequisites before applying for a place on the course.
7. All candidates are expected to familiarise themselves with the content of the Mountain Training Lowland Leader Handbook.
8. Candidates are expected to demonstrate ownership of their journey and prepare accordingly, ensuring quality DLOG, having appropriate walking kit and complete any preparation work required.
9. **Location:** -
 - Day 1 is to be in Santon Downham, Thetford, IP27 0TJ, Grid Reference 815 877,
 - Day 2 is Castle Acre, Norfolk, PE32 2AE, Grid Reference 816 151

The two practical days are supplemented with a 2-hr evening VC on Wednesday 2 Oct

Course Overview

10. The Lowland Leader is a National Governing Body qualification for those who wish to lead groups on day walks within lowland countryside and woodland in 'summer' conditions. Progress through the award can be broken into the following stages:

- a. Gain experience.
- b. Register for the award with Mountain Training
- c. Complete a training course (16 hours)
- d. Consolidate experience & gain a first aid certificate.
- e. Complete an assessment (16 hours)
- f. Complete an optional Camping Leader qualification if not already done so (this would be for those who wish to lead and supervise overnight expeditions)

11. This course fulfils the training course element and will run on the dates below.

Course No	Date	Times	Venue
LL(T)/24-10	VC 2 Oct 24	19.45 – 21.30	Microsoft Teams
	12 Oct 24	08.30 – 18.30	Thetford Forest, Suffolk
	13 Oct 24	08.30 – 16.00	Castle Acre, Norfolk

12. Attendance at all sessions listed is mandatory. Some work will be required in between the sessions.

13. Due to the non-residential nature of the course and length of the training day, applications will only be accepted from CFAVs whose journey to the venue will normally be less than 90 minutes. Individuals are welcome to arrange their own overnight arrangements. The total working day including travelling is not to exceed 11 hours in align with RAFAC policy.

14. Full details of the Lowland Leader scheme can be found on the Mountain Training website at <https://www.mountain-training.org/qualifications/walking/lowland-leader>.

Course Prerequisites

15. All candidates must meet the following minimum prerequisites:

- a. Be a CFAV, Service helper or cadet over the age of 18 and have completed all appropriate RAFAC mandatory training in line with ACTO99.
- b. **Must be registered** on the Lowland Leader scheme. Registration is via the Mountain Training Candidate Management System (CMS) at <https://mt.tahdah.me/account/registernew>.
- c. **Must have recorded an absolute minimum of 10 varied walks in Lowland terrain** where the use of a map is required which can have taken place at any point (pre- or post-registration). These must be recorded on the Mountain Training DLOG system to be formally accepted on the course. Further information on quality days can be found at Annex A.
- d. When considering the above focus on.
 - Absolute minimum

- Varied – this means several different areas and conditions, for example, different counties, a mix of Open Countryside, Woodland areas, Coastal areas, Marshlands, Downs, Wolds, wet, dry, windy, cold, hot. – No need to tick all of these, but you must have a reasonable selection.
- Quality day definition can be found in Annex A
- Lowland Environment – Not Mountain or Hill and Moorland, albeit some of the entries could include these.

Ensure the DLOG entries contain the required detail to establish the above

16. If anyone has any questions on the course prerequisites, then please contact the undersigned.

Application

17. Applications should be submitted on the enclosed form. Once an application form has been received, the course staff will load everyone onto the course on the Mountain Training CMS. DLOGs will be checked at this point and the application will only be accepted if the minimum prerequisites have been met.

18. Places will be allocated on a first come first served basis for each course. An application will not be held if the DLOG is incomplete, and the place will be reallocated immediately.

19. There are limited places on the course currently. Demand for the courses is expected to be high so early application is encouraged.

Course Information

20. **Course Content.** The course will involve a minimum of 16 hours contact time and will be mostly practical training in the outdoors. Theory lessons and planning exercises will be conducted by a virtual training session. The assessment course will cover the syllabus outlined in the Mountain Training course handbook, there will be a requirement for some preparation work by candidates, and this will be detailed nearer the time.

21. **Equipment.** All candidates will need to be equipped for a day walk in the prevailing conditions. Candidates are to pack their kit as leaders. Everyone must be self-sufficient. Candidates will need to bring a packed lunch.

22. **Travel and Volunteer Allowance.** Claims for Volunteer Allowance are admissible from eligible staff within the normal allowance. F1771 claims for travel may require pre-approval from individual WHQ, candidates are responsible for getting approval as necessary. All claims are to be through the usual channels.

23. **Costs.** A nominal course fee for these non-residential courses has been set at £30. Candidates are to be responsible for any parking charges at the training venues. The Mountain Training registration fee is also the responsibility of individual candidates.

24. **Joining Instructions.** Joining Instructions for successful applications will be sent directly via email.

25. **How the DLOG review and subsequent evaluation of experience works.**

Candidates must firstly be specifically registered for the Lowland Leader on the Mountain Training CMS – Google Lowland Leader for the guide to get registered.

Once registered and have passed the Mountain Training Candidate number to me, we can access your DLOG for review.

We use a simple check list to ensure the requirements are met, here are the details of that check list:

Have the required number of days been logged min the Lowland environment.
 Is the route explained through description or with an attached map.
 Do the days that have been logged meet the “quality day” requirement.
 Is the experience varied (see what is meant by varied in detail above).

Note that when candidates subsequently apply for assessment, the experience evidence requires further detail, such as more days logged, details of what syllabus areas were practiced, supervision/leadership examples and reflection comments as to the supervision/leadership experience, basically what went well or otherwise, what approach you might use again or not, what was the aim and the associated outcomes. These details are explored during the training course, but for candidates that are planning assessments reasonably soon after the training should seek to get some of this in place at the training stage.

Lowland Leader DLOG Review Course Candidates 12/13 October 24

	Name	Mem No	FA/Expire	Total Days	Route Description	Varied	Assist Lead	Practice	Reflection
1	Someone Else	123456	✓ 2026	14 Lowland +4 other	✓	✓	✓	✓	✓
Notes Feedback	A varied selection of days evidenced across 3 different counties and includes open countryside, woodland/forest, and coastal walks. Practices evidenced. Leadership examples given & Reflective Comments were included for them. Good route and supporting detail in description. The Lowland experience evidenced is above the minimum for training and enhanced with some other non-lowland experience. Worth considering advantages of using GPS to download routes which saves time writing up the route. Requirement met								
2	Different person	654321	✓ 2025	10 Lowland +15 other	GPS download attached	✓	No	No	No
Notes Feedback	A varied selection across 5 counties including Mountains and Hill and moorland areas. A minimum of Lowland days but enhanced with some QMD and H&M days. GPS used so no need for route description. Need to get some Leadership experience and think about the reflection process. Need to practice some of the syllabus areas on any consolidation days between training and assessment. Requirement met								
3	Different person	654321	✓ 2025	2 Lowland +15 QMDs +5 WQMDs	Vague	✓	No	No	No
Notes Feedback	Minimum number of Lowland days insufficient, lots of experience that is not relevant. Not enough route detail Does not meet the requirement								

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 Annexes

- A. Lowland Leader Quality Day Description
- B. Lowland Leader Application Form

ANNEX A – LOWLAND LEADER QUALITY DAY DESCRIPTION

The basic requirements of the syllabus in terms of personal experience are usually summarised in terms of 'quality days' in appropriate terrain. There are a number of common characteristics that contribute to a 'quality day' although it is impossible to provide an exact definition as every day out will vary.

'Quality days' for the Lowland Leader should include elements of planning, exploration of an unfamiliar locality, and a substantial part in the map reading/navigation and decision making. They will normally require 5 to 6 hours travel time to accomplish. The primary function of the quality day is to enable the prospective leader to learn something new about the environment, to explore new areas or to practice and hone skills. Must be a minimum of 4 hours.

The experience of a quality day should lead to feelings of accomplishment, improvement, and satisfaction.

Days spent leading groups or acting as an assistant leader, while valuable experience, do not count as quality days (and should be logged separately). Whilst you are assisting a qualified leader/instructor they are the one ultimately making the judgements and decisions and having overall responsibility; you may be picking up tips about how to manage groups, but your personal abilities will not be being stretched. It will similarly be the case that whilst working as a group leader you will normally be operating well within your own 'comfort zone' and not extending your personal abilities.

Whilst overseas experience can be useful as an indication of breadth of experience, if used as part of your logged 'quality days' these days should be in similar terrain and conditions to those found in the UK to be truly relevant as preparation for assessment.

Experience gained in areas other than the UK and Ireland can be recorded if in similar conditions to those found in the UK were encountered.

Most of your experience however, at least 50% of the days recorded, should be in the UK.

A Quality Day will involve most, if not all, of the factors below:

- The individual takes part in the planning and leadership.
- Navigation skills are required.
- Knowledge is increased and skills practised.
- Attention is paid to safety.
- Adverse weather and poor underfoot conditions may be encountered.
- Four hours or more journey time.

These criteria mean that days as a course member under instruction, a member of a group practising skills, or days spent repeating familiar routes are very unlikely to meet the requirements of a Quality Day. However, these can be recorded in the appropriate place in your logbook even though they are not suitable for use in meeting the minimum requirements for attending assessment.

ANNEX B

CENTRAL AND EAST REGION ATC

LOWLAND LEADER COURSE APPLICATION FORM

Personal Details	
First Name	Click here to enter text.
Surname	Click here to enter text.
Rank	Click here to enter text.
Squadron	Click here to enter text.
Wing	Click here to enter text.
Mountain Training CMS No	Click here to enter text.
Contact Mobile	Click here to enter text.
Best email contact	Click here to enter text.

Course Selection		
Course Number	Course Dates	Tick to apply
LL (T)/24-10 VC	12/13 Oct 24 Wed 2 Oct - 19:45 hrs	<input type="checkbox"/>

Course Prerequisites	
I confirm that all RAFAC mandatory training has been completed in line with ACTO99	
I confirm that my journey to the training venues would be less than 90 minutes to ensure total of 11 hours are not exceeded.	
I understand that all training modules are mandatory and confirm that I can attend all dates and times listed in the calling letter.	
I confirm that I have registered on the Lowland Leader award scheme with Mountain Training	
I confirm that I have personally undertaken an absolute minimum of 10 quality varied walks in Lowland terrain and these are entered in my DLOG .	

Definition examples of Varied Lowland terrain = Open Countryside, Coastal Walks, Downs, Woodlands, Marshlands, various environmental conditions,

Completed application forms should be sent to ratto.ce@rafac.mod.gov.uk