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**EXTRACTS FROM AIR CADET POLICY 237 (ACP 237) DETAILING WHEN CONSENT FORMS TG21, TG22 AND TG23 ARE MANDATED**

**ACP 237: Air Cadet Annual Camp – Administrative Instructions**

**Camps**

Page 4-4 of ACP 237:

17. Consent/Medical Declaration Forms. Consent Forms (TG Forms 21 and 22) and, where necessary, the Medical Declaration Form (TG Form 23) are to be completed by staff and cadets and forwarded to the Wg HQ before the camp. The TG Form 21 enables adult cadets or cadet's parents/guardians to indicate whether they wish to claim exemption from food charges if they are in receipt of qualifying state benefits. Details of adult cadets or cadets who complete this section of the form are to be treated as sensitive. The Wg HQ are to retain the original TG Forms 21 - 23 and provide a copy of each for the CC. Wg HQs are also to alert the host station to any special dietary or medical requirements for their individual staff/cadets as soon as possible before the start of the camp. CCs are to be aware that the TG Forms 21 - 23 should be treated as "Official-Sensitive (Medical)" and are to be safeguarded accordingly.

18. Retention of TG 21 - 23. Wg HQs are to retain TG 21-23 for the following periods of time, following which they are to be destroyed:

- a. TG 21. For adult cadets, 3 years from the end of camp. For cadets under 18, to the age of majority (18 years) plus 3 years, from the end of camp.
- b. TG 22. Three years from the end of camp.
- c. TG 23. To be retained/destroyed with the corresponding TG 21/22.

**EXTRACTS FROM AIR CADET TRAINING ORDERS (ACTO), AIR CADET ADVENTURE TRAINING INSTRUCTIONS (ACATI) AND AIR CADET FIELD CRAFT TRAINING INSTRUCTIONS (ACFTI) DETAILING WHEN PARENTAL CONSENT FORMS ARE MANDATED**

**ACTO 31 AEF Flying**

12. To be eligible for AEF a cadet must:

- a. Be an enrolled ATC/CCF (RAF) cadet and have attended for a minimum of 12 weeks.
- b. Be aged 13¼ years or over.

c. Have the parent's/guardian's consent to fly as follows:

- (1) For ATC Certificate in RAF Form 3822 (ATC Record of Service).
- (2) For CCF (RAF), in RAF Form 7537D (ID/Consent Card).

## **ACTO 32 VGS Flying**

### **ELIGIBILITY**

11. To be eligible for a FAM course a cadet must:

- a. Be an enrolled ATC/CCF (RAF) cadet and have attended for a minimum of 12 weeks.

12. To be eligible for Blue ATP a cadet must:

- a. Be an enrolled ATC/CCF (RAF) cadet and have attended for a minimum of 12 weeks.
- b. Be aged 13¼ years or over.
- c. Have the parent's/guardian's consent to fly as follows:

- (1) For ATC Certificate in RAF Form 3822 (ATC Record of Service).
- (2) For CCF (RAF), in RAF Form 7537D (ID/Consent Card).

- d. Meet the medical standard laid down at Annex A (to ACTO 32).
- e. Hold a completed RAFAC Av Med Form 1 in accordance with Annex A.
- f. Additionally, where aviation medical fitness is in doubt, hold a completed and countersigned RAF Form 6424 in accordance with Annex A.

13. To be eligible for Bronze Wings ATP a cadet must:

- a. Have completed the Blue ATP course.
- b. Be aged 13¼ years or over.
- c. Have the parent's/guardian's consent to fly as follows:

- (1) For ATC, Certificate in RAF Form 3822 (ATC Record of Service).
- (2) For CCF (RAF), in RAF Form 7537D (ID/Consent Card).

- d. Meet the medical standard laid down at Annex A.
- e. Hold a completed RAFAC Av Med Form 1 in accordance with Annex A.
- f. Additionally, where aviation medical fitness is in doubt, hold a completed and countersigned RAF Form 6424 in accordance with Annex A.

14. To be eligible for SGS or GWGT a cadet must:

- a. Be aged 16 years or over.
- b. Be a Leading Cadet.
- b. Have the parent's/guardian's consent to fly as follows:
  - (1) For ATC, Certificate in RAF Form 3822 (ATC Record of Service).
  - (2) For CCF (RAF), in RAF Form 7537D (ID/Consent Card).
- c. Hold a completed and countersigned RAF Form 6424 in accordance with Annex A.
- d. Hold a completed RAFAC Av Med Form 1 in accordance with Annex A.
- e. For SGS, have completed the Bronze ATP (G) course.
- f. For GWGT, have previously completed the SGS and are serving as a Flight Staff Cadet on a VGS.

### **ACTO 34 Air Cadet AEF Course (ACAEFC)**

3. Air Cadet AEF Course (ACAEFC). The ACAEFC comprises of ten hours flying training at an RAF Air Experience Flight (AEF). This course does not include the potential for solo flight, but does expose the student to aspects of applied Service flying, including advanced handling and low level flying skills. Accommodation and/or messing may not be available at certain AEF locations. Cadets will be responsible for seeking and funding alternative domestic arrangements.

4. To be eligible for the scheme, a cadet must:

- a. ACPS. Be 16 years old on/or before the course commences.
- b. ACAEFC. Be 18 years old on/or before the course commences. Applicants are to note that ACAEFC scholarships are normally held during the summer leave period. Therefore applicants must have reached their 18th birthday by July of the year the scholarship will take place.
- c. Hold, or be predicted to pass, GCSE Grade C (grade 4 or 5 with effect from Aug 17) or above in English Language and Mathematics, or the equivalent in SCE. A BTEC in Aviation Studies is an acceptable alternative for the Mathematics qualification.
- d. Have attended a Gliding Scholarship (GS). GS solo standard (Silver Wings) is desirable but not essential. Exceptionally, cadets who have not completed a GS may also be considered, for example due to a pause in gliding operations or Cadets who may be a member of a remote squadron from which it is difficult to regularly attend a Volunteer Gliding Squadron (VGS). In these circumstances, staff are asked to consider the Cadet's interest in aviation, motivation, past achievements and their ability to follow instruction before making recommendations.

- e. Have their parent's or guardian's written permission to attend the course if under the age of 18 at time of application.
- f. Be able to attend for a continuous residential period of up to 14 days.
- g. Be an enrolled member of the ATC or CCF (RAF) until training is completed. Exceptionally CCF (RAF) membership may be extended by OC CCF (RAF) to include the course until the commencement of the next school term.

## **ACTO 35 Flights in Non-Service Aircraft**

### **CONDITIONS**

3. The following conditions apply:

- a. All applications are to be made using form 2 FTS Form 001 – Application for Flight in a Non-Service Aircraft. All applications are to be received by HQ 2FTS at least 10 days prior to the proposed flights.
- b. Cadets must be enrolled, aged 13 ¼ years or over and have attended for a minimum of 12 weeks.
- c. Flights are geographically restricted to the within the UK or overseas Sovereign Base Areas (SBA).
- d. No expense to public funds is permitted.
- e. Specific parental/guardian consent must be obtained via 2 FTS Form 002 – Parent/Guardian Consent for Cadet Flight in Non-Service Aircraft. This form should be submitted with the application proforma - 2 FTS Form 001.

## **ACTO 36 Air Cadets Pilot Navigation Training**

### **ELIGIBILITY**

3. To be eligible for the Scheme a cadet must:

- a. Be 18 years of age or above. Due to Tutor noise exposure restrictions cadets will only be able to undertake a maximum of 4hrs flying training in a 7 day period.
- b. Hold, or be predicted to pass GCSE Grade C or above in English Language and Mathematics, or the equivalent in SCE. A BTEC in Aviation Studies is an acceptable alternative to the Mathematics qualification.
- c. Have passed the Air Navigation examination or be assessed to be able to pass the examination during the ACPNTS (with tuition by AEF instructors).
- d. Have their parent's or guardian's written consent if under 18 years of age at the time of application.

## **Adventure Training ACATI 002**

## GOVERNANCE

5. To provide governance of AT across all levels of the organisation, the following measures are to be undertaken:

a. The Sqn Cdr is to:

(1) Examine each AT application in accordance with ACP 17 ACATI 13 to check that they are soundly-based, are within the scope and competence of those taking part and supervised by the appropriately qualified staff at the correct ratios. If in doubt, specialist advice should be sought from the WATTO before the application leaves the unit.

(2) Ensure that a Parent's Consent Form and Certificate of Health is obtained for cadets taking part in the activity and that a comprehensive briefing on emergency procedures is given to all persons involved in the exercise by the adult IC not more than 48 hrs before departure.

## ACFTI 002 Fieldcraft Training

### GOVERNANCE

2. To provide governance of FT activities across all levels of the organisation, the following measures are to be undertaken:

a. The Sqn Cdr is to:

(1) Examine each FT application in accordance with ACFTIs to check that they are soundly-based, are within the scope and competence of those taking part and supervised by appropriately qualified staff at the correct ratios. If in doubt, specialist advice should be sought from the WgFTO before the application is entered onto BADER SMS.

(2) Ensure that a Parent's Consent Form and Certificate of Health is obtained for cadets taking part in the activity and that a comprehensive briefing on emergency procedures is given to all persons involved by the OIC exercise immediately before

## Junior Leaders Course

9. Parent/ Guardian Approval

Parent/Guardian's Approval (where in full time education and/or under 18)

I consent to.....attending the Junior Leaders Course, and appreciate that all course dates must be attended. I also confirm that he/she is physically fit and has no medical conditions, which would prevent this course being undertaken. The completed Medical form(s) are an accurate reflection of the state of health of the candidate at the time of this application.

Date:                      Signature:

Print name:

**Note:** Because of the very wide diversity of the activities that cadets engage in, the requirement for parental consent forms in addition to that specified above is judged on a case by case basis.

## **GLOSSARY OF ABBREVIATIONS**

AEF	- Air Experience Flight
ATC	- Air Training Corps
CCF	- Combined Cadet Force
ACTO	- Air Cadet Training Order
VGS	- Volunteer Gliding Squadron
FAM	- Familiarisation
ATP	- Aviation Training Package
SGS	- Silver Wings Gliding Scholarship
GWGT	- Gold Wings Gliding Training
ACPS	- Air Cadet Pilot Scholarship
2 FTS	- 2 Flying Training School
ACPNTS	- Air Cadets Pilot Navigation Training Scheme
ACATI	- Air Cadet Adventure Training Instruction
ACP	- Air Cadet Policy
WATTO	- Wing Adventurous Training Technical Officer
FT	- Fieldcraft Training
ACFTI	- Air Cadet Fieldcraft Training Instructions
Wg FTO	- Wing Fieldcraft Training Officer
CC	- Camp Commandant
OIC	- Officer in Charge
BADER SMS	- Air Cadet IT management system
ACP 237	- Air Cadet Policy 237: Air Cadet Annual Camp – Administrative Instructions
ACP 17	- Air Cadet Policy 17: Air Cadet Adventure Training Instructions

