

Kent Wing Notes on completing an LSE1 Adventure Training Application.

1. This booklet has been compiled to assist staff in completing the L&SE Proforma No 1 (Revised Oct 00) - generally referred to as the "LSE1". It is not an authoritative document, ACP 17 and various other correspondence deal with the technical side of Adventure Training, this merely documents examples of observations made over the past months from documentation received at WHQ and rejections sent back from L&SER.
2. It is hoped that the tone of the document does not come across as condescending; it's not meant to be. It has to be basic, to get to the points that cause difficulty, and forthright as so many applications received contain what appear to be basic errors.
3. If you have any suggestions that may be applicable for inclusion please send them to the WATTO or Dep.WATTO, who are also available if you need further advice (better to ask questions beforehand and get approval first time than risk a rejection).
4. You don't have to refer to this booklet; it will not answer all queries on LSE1s or matters relating to Adventure Training - but it may help!

V R Beaney  
Sqn Ldr  
Dep. WATTO  
for OC Kent Wing

Enter where the activity will take place eg.  
CPTA, Mereworth Woods Trg Area,  
Mereworth, Kent

Region Approval Reference .....

There must be more than 2 males/females in the group - 1 male/female on his/her own is not permissible

**L&SER – APPLICATION FOR APPROVAL**  
**to be completed in DUPLICATE –**  
**to be submitted to Wg HQ at least 7 days before event**

**TRAINING**  
**HQ**  
**event**

**Details of Application**

Submitted by ..... Sqn/DF ..... ETD SHQ ..... DTG<sup>2</sup> .....  
 Through Kent Wg HQ ..... ETA SHQ ..... DTG .....  
 Location or area .....  
 Number of male cadets ..... Type of Training .....  
 Number of female cadets .....  
 Total Cadet Strength .....  
 If female cadets included, state type of Accommodation (tented/permanent) .....

Has application been made to any other authority MOD/RN/Army/RAF/Private landowners in connection with this exercise Yes/No\* If so, to whom .....

Note that if a permanent accommodation block separate facilities for females ie. Sleeping accommodation, and washing facilities must be provided.

Finally remember you cannot use your HQ as sleeping accommodation without OCKW prior permission.

**Ration Claim** (see ACP 300/ACAI 302)

.....X..... Days = ..... Ration Days  
 .....X..... Days = ..... Ration Days

**Travel Claim**

..... Costs on ACCTS 4 (attach .....  
 ..... Method of travel (SOV/car .....

**Staffing**

Time	Unit	Qualifications/Experience
.....	.....	.....
.....	.....	.....

Type of Training:  
 Example Entries are:  
 Canoeing.  
 Trekking.  
 Camping.  
 Caving and Potholing  
 Climbing - State Type.  
 Sailing.  
 Mountain Biking.  
 Horse Riding.  
 White Water Rafting.

D of E practice or assessment.  
 (stating level eg. Silver).  
 If in Wild Country an approval number from the DEA panel is required.

ETD = Estimated Time of departure.  
 ETA = Estimated Time of Arrival.

**Just put time and date ie: 1200 hrs 1 Feb 2005**

(continue on separate sheet if necessary)

<sup>1</sup> See ACP 17 Section 1, ACATI No 5 & JSP 419  
<sup>2</sup> Date Time Group  
 \* Delete as appropriate



**STAFFING:**

**You have to make sure these details are 100% accurate so check the following:**

1. Sufficient staff - always check the ratios in ACP 17, basics are as follows;  
1:10 non-hazardous activities, 1:5 minimum hazardous activities.
2. If female cadets are present there must be a female cover/supervisor (it can be a female instructor cadet, but don't forget to also include this person in the cadet totals). You must identify the female staff by the annotation **(F)** against each female. If there are two or more female staff identify who is the i/c of them.
3. The adult in charge must be qualified to supervise the activity; for a multi-activity weekend the senior person will probably be overall i/c with the qualified "activity commanders" taking charge of running separate parts of the programme. Again the correct qualifications are in the ACP 17 - don't guess - check. Qualifications for ACO personnel must match those logged on the Wing database of instructors held by the WATTO.
4. Staff that have not been Certificated ie. Probationary CIs cannot form part of the supervisory staff ratio for Adventure Training Activities, nor can ratios be claimed for them.

5. Staff should not appear on two (or more) LSE1s for the same dates!  
If this is the case then you probably need to combine the separate activities into one programme on one LSE1 and make it clear which staff are supervising what and when.  
An example would be where one group of cadets is undertaking a DEA exped, camping at CPTA Mereworth Trg Area, while another group does an AT weekend there and with the same staff covering both activities. This would need to be submitted on one LSE1.

This is the STAFF ID Number and must be entered

Total Staff .....

F1771 claim  
ht to defray

<u>No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>	<u>Qualifications/Experience<sup>1</sup></u>	<u>Tasking</u>
.....	.....	.....	.....	.....	Adult in Charge
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

Ranks must state if adult or Instructor Cadet (AWO, ASgt, IC/FSgt, etc).  
Instructor Cadets should only be included in the list if they have a relevant qualification or are being used as female cover  
CIs must be shown as such and not as Mr/Mrs.

Where outside instructors are used you must either include a copy of their qualifications or else quote their AALA Registration number (and if possible some sort of document to show that they hold an AALA registration, e.g. brochure, copy of their hire agreement, etc). Remember you still need sufficient ACO staff as supervisors.  
(Remember also that 'visiting' service personnel are covered by the same rules and also need THEIR OC's permission to take part)

(continue on separate sheet if necessary)

<sup>1</sup> See ACP 17 Section 1, ACATI No 5 & JSP 419  
\* Delete as appropriate

<sup>2</sup> Date Time Group

The signature in this box **MUST** be that of the adult i/c and **NO** one else. So do not mention Smith overleaf and get Jones to sign.

**Expedition**

I have read and understood the instructions on Adventure Training contained in ACP 17, and any other such orders or instructions concerning the activities for which I seek approval. I am satisfied that the nominated Adult Staff are competent and qualified, and that suitable, fully serviceable equipment is available to meet all the needs of this activity/expedition.

Date ..... Name..... Signature ..... Appointment .....

Attached:

1. Detailed programme of events/activities
2. Map of area (if required)
3. H&S Risk Assessment (if required)
4. Approval to use MOD/private land (if required)
5. HQAC Form ACCTS 4 (to Wg HQ only)

**Example:**

1234 (Lower Valley) Sqn - Camping and Initiative Exercise

Date: 12/12/05 (Separate page for each day)

Time	Location	Activity	Supervision	Remarks
1600	Sqn HQ	Assembly	Cadet NCOs	Roll call to be checked
1630	Sqn HQ	Load Transport	CI Jones	Check RA for Manual Handling
1700	Sqn HQ	Transit to Camp site	OIC	
1730	XXX Campsite	Prepare site erect tents	Instructor Cdt FS Jones	
1830	XXX Campsite	Exercise Briefing	OIC	*See Briefing Notes attached
1900	XXX Campsite	Exercise Start	OIC	*See Exercise programme and RA
2100	XXX Campsite	Exercise Endex	OIC	Roll Call
		etc. etc. etc.		

\*You **MUST** provide additional details (ideally a short narrative) of activities (especially night exercises or where the meaning is unclear, e.g. "inner tube race" or "initiative ex"), to show what the training aims are and exactly what is being proposed. This needs to be the "staff brief", not merely the scenario that the cadets are told, which is often entertaining ("shark infested custard", etc) but does not give the necessary detail to let HQ L&SER know exactly what you are planning. (NB. No real names to be used in exercise scenarios)

Put yourself in the position of the reader and make sure it is clear as to what you are planning!

**Certificate by Adult in Charge of the Activity or Expedition**

I have read and understood the instructions on Adventure Training contained in ACP 17, and any other such orders or instructions concerning that the nominated Adult Staff are competent and the equipment is available to meet all the needs of the activity.

Each activity on your programme requires a Risk Assessment - we suggest you check the Generic ones in ACP17 first, then using these as a basis add any further hazards/points as needed. Must be signed by the activity commander (ie. the person qualified to run the activity) and in date. Keep it to significant hazards. RA Review date must be after activity date.

Date ..... Name.....

Attached:

1. Detailed programme of events/activity
2. Map of area (if required)
3. H&S Risk Assessment (if required)
4. Approval to use MOD/private land (if required)
5. HQAC Form ACCTS 4 (to Wg HQ only)
6. Wg Shooting Officer approval (if required)

Do allow time to get the printed document, a record of a phone call does not count.

**Certificate and Remarks by Squadron**

You (yes you not WingHQ!) need to get the approval of the Wing Shooting Officer on the standard form for this purpose in advance of sending the LSE1 in.

**IMPORTANT:** If you are shooting HQ L&SER require you to attach a copy of your RASP.

Expedition. I am satisfied that the arrangements are fully competent and qualified to supervise the activity.

Unless you are going to the Moon, include an OS Map with the route marked on it (e.g. with a highlighter). **Traces and route cards are NOT acceptable alternatives.**

Many Sqns have access to mapping software (e.g. MemoryMap) and use this to print out the required map, however if doing this **DO NOT** get the software to plot the route and then overprint it with a line – we need to see whether you are following rights of way, so ensure that however it is marked, we can still see whether the route goes along roads, public footpaths, etc.

**DEA Expeditions**

If you are requesting permission for a DEA exped between 1<sup>st</sup> November and 31 March, you need separate authorisation from the L&SER DEA Officer for an “out-of-season” expedition.

This needs to be applied for in advance (easiest via e-mail) via the Kent Wing DEA Officer and the approval attached to the LSE1.

Signature .....

Signature ..... Appointment .....  
(for OC Kent Wg ATC)

**Regional Headquarters**

**Application: Approved/Not Approved\***

**Adult/Cadet ratio to be** .....

**CILOR: Approved/Not Approved\*** subject to max ..... adults claiming pay/rations

**Additional Remarks:** .....

Date ..... Name ..... Signature ..... Appointment .....  
(for Rgnl Comdt ACRHQ L&SE)

**Certificate by Adult in Charge of the Activity or Expedition**

I have read and understood the instructions on Adventure Training contained in ACP 17, and any other such orders or instructions concerning the activities for which I seek approval. I am satisfied that the nominated Adult Staff are competent and qualified, and that suitable, fully serviceable equipment is available to meet all the needs of this activity/expedition.

Date ..... Name..... Signature ..... Appointment .....

Attached:

Make sure all attachments are submitted with the form, and do not submit it with anything "to follow" or it will be sent back – it's up to you to collate the documents and submit them as one package

quired)  
)

This section must be signed by the Unit OC, NO OTHER SIGNATURE WILL DO!

**Certificate and Remarks by Squadron Commander**

Before submission, please double check that all signatures are in place, both on the LSE1 form itself and on attached Risk Assessments

dition. I am satisfied that the arrangements are ff are fully competent and qualified to supervise prepared for the activities. I affirm that a Health that I am content that proper measures are in let taking part. I have the following additional

comments\* .....

.....

Date ..... Name ..... Signature ..... OC. .... Sqn/DF

**Remarks and Recommendations by Wing Headquarters**

Recommended/Not Recommended\* Additional comments .....

Amount allocated from Wing Budget

Details below this line are to be left blank!

SOV/Coach ..... PMV .....

A report on the activity/expedition is/is not\* required

Date ..... Name ..... Signature ..... Appointment .....  
(for OC Kent Wg ATC)

**Remarks/Decision by Regional Headquarters**

Application: Approved/Not Approved\* Adult/Cadet ratio to be .....:

CILOR: Approved/Not Approved\* subject to max ..... adults claiming pay/rations

Additional Remarks: .....

Date ..... Name ..... Signature ..... Appointment .....  
(for Rgnl Comdt ACRHQ L&SE)

**For Your Notes:**