**AIR CADET TRAINING ORDER (ACTO) 100**



**THE RAF AIR CADETS DEVELOPMENT TRUST – BURSARY SCHEME**

Amendment Sheet

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| **Date** | **Amendment** | **Amended By** | **Version No** |
| 13/10/2017 | Insert Front Cover and Amendment Sheet | J Stones | 5.00 |
| 06/03/2018 | Insert Paragraph 15 - Application Guidance Notes | P Liron | 6.00 |
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**AIR CADET TRAINING ORDERS**

**TRAINING ORDER NO 100**

**THE RAF AIR CADETS DEVELOPMENT TRUST – BURSARY SCHEME**

**Introduction**

1. The RAF Air Cadets Development Trust was conceived as part of the ATC's 75th anniversary celebrations in 2016. It aims to provide a legacy for current and future generations of cadets and junior adult volunteers which will support their transition into full time employment, be that via college or university education, work placements or apprenticeships. The RAF Air Cadets Honorary Ambassador, Gp Capt Carol Vorderman RAFAC, has graciously agreed to be Patron of the Trust, and our Royal Patron, HRH The Duchess of Cambridge, has also given her support.

2. The Trust has several strands, which cover sponsored university and apprenticeship places as well as fund-raising with business and industry sponsors. This instruction deals only with the award of cash bursaries to eligible cadets and junior adult volunteers.

**Eligibility**

3. To be eligible to apply for a bursary, cadets need to be aged 16 or over and have been a member of either the ATC or CCF(RAF) for a minimum of 2 years.

4. Junior adult volunteers wishing to apply for a bursary need to be aged under 25 and must have been a member of either the ATC or CCF(RAF) for a minimum of 4 years.

5. Cadets and junior adult volunteers applying for a bursary must be able to detail and explain the training or development course they wish to fund via the bursary. The application form is attached at Annex A and applicants will note the requirement for a supporting statement from their chain of command.

**Timing of Applications**

6. Cadets and staff will be able to apply for a bursary from 1 Oct to 15 Dec. Applications will be available on BADER and will be transmitted electronically via the chain of command, albeit hard copies of supporting evidence may be required.

7. All applications will be considered by a panel of Trustees from 1 Jan to 28 Feb and awards will be confirmed by end Mar via the chain of command, with a view to the bursary being put to use in the following autumn college/university term or whenever a work placement or apprenticeship commences thereafter.

**Number and Value of Awards**

8. The number of awards available each year will be determined by the Trustees who will assess the amount of funding available in the Trust. Funding derives from sponsorship, donations and other fundraising activity and cannot be guaranteed from year-to-year, although it is expected that a small number of bursaries will be awarded each year as part of the ATC75 legacy.

9. Cadets and junior adult volunteers will be able to apply for a bursary ranging from £500 to a maximum of £2000, depending on the nature of the proposed training and development course or placement and total associated cost.

**The Awards Panel**

10. The Awards Panel will be a subset of the ATC General Purposes Fund and will, for the first 2 to 3 years, comprise:

 Comdt RAF Air Cadets (Deputy: COS, if Comdt not available)

 Rgnl Comdt S&NI

 Rgnl Comdt C&E

 OC Plymouth & Cornwall Wg

 Special Projects Officer, S&NI

 SO to Comdt (Sec)

11. Beyond 2018, the intent is to seek significant external sponsorship of the Trust. Depending on the success of that venture, the Trust may be set up as a separate charity with its own Constitution and Trustees, albeit still linked to the General Purposes Fund for administrative purposes.

12. The findings of the Awards Panel will be final and there will be no appeal process. However, cadets and junior adult volunteers who are unsuccessful in a bid may seek feedback on their application and re-apply the following year if deemed appropriate. It is likely that the competition for bursaries will be very fierce and, due to the finite resource available, only the most deserving applicants will receive support.

13. Questions relating to the Trust should, in the first instance, be staffed via the chain of command to RC S&NI who will act as the initial conduit for the Trust.

**Application Process**

14. Applicants are to complete the application form at Annex A. The application is then to be commented on by the Sqn/Section Cdr. Once completed, an electronic copy is to be sent to the HQ RAFAC Finance Officer at acfo@aircadets.org with a copy sent to OC Wg/Contingent Cdr and RC/Wg Cdr CCF and Comdt 2FTS as applicable.

**Application Guidance Notes**

15. To enhance the potential success of an application, the following guidance has been provided by the Awards Panel based on previous applications:

a. Breakdown of costs. In some cases, the individuals did not break down the overall costs being cited in their statements. This hampered the Panel in making an informed decision as it led to some confusion as to how the costs were otherwise being met. For example, citing the total cost of a 3-year degree programme but not breaking down tuition fees, accommodation costs, course materials and supplies etc and also not mentioning if student grants/loans or other subsidies were also being used, meant the Panel were guessing what level of support was really necessary. It is expected that the Sqn/Section Cdr’s input will address such anomalies before the case is submitted, adding weight to the narrative by clearly articulating why the Panel should find the application persuasive. In some cases, sqn cdr input added little, by way of content or argument, which amounts to a missed opportunity.

b. Personal Development. Some statements were not clear on the benefit the personal development would bring, ie how it would improve job opportunities, career progression, provide a new skill to teach others, etc. Applications with clear expressions of the benefits to be achieved, particularly if used in support of delivering cadet activity, greatly assist the Panel. So, too, do clear descriptions of what the applicant has already achieved as a cadet and/or CFAV.

c. Special Circumstances. Applicants often talked about how not achieving a bursary would put financial pressure on themselves or their family but most did not give detail in terms of the actual impact that not receiving a bursary would bring. If the individual has special circumstances that hinder their ability to undertake part time work to help fund their course, or if there are simply no opportunities in their geographical location to achieve a part time income, then the Panel would wish to know so such applications could be weighted accordingly.

d. Adventure Training Instructor Courses. The Panel recognised that these courses were already provided for within the RAFAC at either of the 2 RAFAC AT Centres. Applicants should articulate any reason in their supporting statements why these courses could not be achieved via this already existing opportunity as, in the first instance, individuals should be looking to gain Adventure Training qualifications through current RAFAC opportunities. However, if a case can be made as to why this is not achievable then the Panel would be willing to consider.

e. Expeditions. Previous applications sought support for an RAFAC overseas expedition. Whilst these expeditions undoubtedly provide experiential personal development, these cases were not considered as compelling as applications for personal development with more formal outcomes such as qualifications and defined pathways into employment, especially as financial support for such activities could be requested from Sqn/Wg/Reg funds and also from personal fundraising efforts. The applicants should show that they have sought Wing and Region support and that none was available to them. These applications would have gained more weight if there had been an argument of financial hardship that would preclude their joining the expedition.

f. Driving Licences. Several applications have been made for full payment of driving courses to achieve a driving licence. These were not supported by any compelling argument such as financial hardship, domestic considerations or lack of public transport due to geographical location etc. Without such an argument, the Panel felt that a driving licence should remain as a self-funded activity since to do otherwise would set a very expensive precedent since almost every 17-year old wishes to learn to drive.

g. Flying Training. Various applications have been made for flying training with some supporting statements making no mention of any applications to the RAF Air Cadet Pilot Scholarship or other flying scholarship schemes. The Panel considers that these already existing routes should be utilised first. However, if not successful in securing a scholarship, applicants could then consider a Development Trust application but include this information in their statement. An application for the cost of flying training gains more weight if the individual has already shown commitment by self-funding some hours, or for support towards more advanced training with a specific career or personal goal attached. The Panel did, however, note several applications from individuals who live in geographical areas with no access to local flying training opportunities and were pleased to award small bursaries to assist with the cost of travel and accommodation for these individuals.

Annex:

A. Application for a Bursary from the RAF Air Cadets Development Trust.

**APPLICATION FOR A BURSARY FROM THE RAF AIR CADETS DEVELOPMENT TRUST**

|  |  |
| --- | --- |
| **RANK AND NAME** |  |
| **AGE** |  |
| **SQN/CCF CONTINGENT** |  |
| **DATE JOINED RAF AIR CADETS** |  |
| **DATE JOINED AS CFAV** |  |
| **AMOUNT OF BURSARY REQUESTED (delete as required)** | **£500** | **£1000** | **£1500** | **£2000** |
| **AWARDED BURSARY PREVIOUSLY?** | **Y** | **N** | **DATE & AMOUNT AWARDED:** |  |
| **PERSONAL OR PROFESSIONAL TRAINING DEVELOPMENT WHICH BURSARY WOULD SUPPORT** |
| (Provide details of the course/training provider, type of course, duration of training, overall cost of training and any other information to assist the Awards Panel in their assessment – See guidance at para 15 above) |
| **YOUR STATEMENT TO SUPPORT THIS APPLICATION** (Max 500 words – attach separately if necessary) |
|  |
| **SIGNATURE OF APPLICANT** |  | **DATE** |  |
| **ADDRESS**  |  |
| **EMAIL ADDRESS**  |  |
| **COMMENT BY OC SQN/SECTION CDR**  |
|  |
| **SIGNATURE**  |  | **DATE** |  |

**APPLICATION TO BE SUBMITTED ELECTRIONICALLY TO HQ RAFAC, C/O RAFAC FINANCE OFFICER** **acfo@aircadets.org****, COPIED TO OC WG, REG COMDT, CONTINGENT CDR, WG CDR CCF OR COMDT 2FTS AS APPLICABLE**

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| **DECISION BY AWARDS PANEL** |
| **Supported in Full** |  | **Supported in Part** |  | **Rejected (Feedback below)** |  |
|  |
| **AMOUNT AWARDED** |  |
| **SIGNATURE OF PANEL CHAIR** |  | **DATE** |  |