

ACTION: ASOs (IT), Commanding Officers, Training Officers

SUBJECT: NATIONAL TRAINING PROGRAMME 2009 - 2010

1. The change to using Project Westminster for National Courses booking, and the coincident move of the Courses Office from MSSCHQ to Fort Blockhouse in Gosport, have required a number of changes to the traditional procedure and timeframe of publication of the National Training Programmes for 2009 – 10.
2. The Onshore elements (Adults, Boatwork and Cadets') of the National Training Programme for 2009 – 10 will not be published until the end of January 2009, and courses on these programmes will **not be open to bookings until 1 Feb 09**. Publication of the programmes will be by means of:
 - a. The Training & Admin website
 - b. Full details will be inserted in Project Westminster
 - c. Paper copies, with supporting documentation such as the updated Chapter 39 of TI, will be posted to Units and Training Centres.
3. Bookings for Onshore courses on the current Training Programme (up to 31 March 09) will now only be accepted using Project Westminster. Applications for the current year already received using forms T 24 and T 25 have been loaded into Westminster, and applicants have been informed of the outcome of their applications. Applications on T 24 and 25 despatched before the date of this memo will be input to Westminster by the Courses Office, and applicants will be informed of the outcome by Westminster. There is no method of electronic payment in Westminster, and so Units applying on Westminster for courses are to post cheques for the full course fees to the Courses Office, at the address in paragraph 5. Applicants' places on course will not be confirmed until the cheque for the fees has been cleared.
4. The Offshore element of the National Training programme for 2009 is available on the T & A website; bookings to date have been progressed using the T 24 / T 25 procedure. For business continuity, during January 2009, telephone bookings for Offshore voyages will be taken (02392 765102). During this month the Offshore programme will be migrated to Westminster, and will go live on 1 Feb 09.
5. User instructions on use of Westminster for course bookings are on the Training & Admin website at <http://www.scheadquarters.com/Westminster/User-Documentation>
6. Units at present unable to use Westminster may apply for courses using paper application forms, which are enclosed with this memo, and which are now available for download on the T&A Website at <http://www.scheadquarters.com/Forms/Training-Forms>. These applications should be sent to:

Sea Cadets Courses Office
Fisher Block

Fort Blockhouse
Gosport
Hants PO12 2AB.

Tel 02392 765102

Paper applications are to be accompanied by a cheque for the full course fees, payable to "The Marine Society & Sea Cadets".

7. In order to ease the process of moving the courses office from MSSCHQ to Gosport, phone calls about bookings for courses on the 2008 – 09 programme are to be kept to an absolute minimum, and no calls about courses on the 2009 – 10 programme are to be made before 1 Feb.

Enclosures:

Course Application Consent Form (Adult)
Course Application Consent Form (Cadet)