
	<p>Head Quarters Joint Service Mountain Training Centre Plas Llanfair LLANFAIR PG Anglesey LL61 6NT</p> <p>Telephone: 01248 718355 Military: 95581 7955 Fax: 01248 718311 Military: 95581 7911 Guardroom: 01248 718301 Military: 95581 7901</p>	
<p>See Distribution</p>		<p>Reference: JSMTC/J3/319</p> <p>Date: 24 Oct 11</p>

JOINING INSTRUCTIONS FOR JOINT SERVICE MOUNTAIN TRAINING CENTRE (JSMTC) COURSES

Course Details

Course Title: RLT

Location: RIPON

Assembly Date: 20 Nov 11

Dispersal Date: 25 Nov 11

General

1. Your application for a JSMTC course has been successful.
2. This instruction provides you with the essential information to ensure you arrive at the correct Joint Service Mountain Training Wing
3. Course outlines are available in JSP 419.

COURSE CONFIRMATION

4. It is of **paramount importance** that you return the Course Attendance Confirmation Proforma, Annex A, to affirm your attendance at the earliest opportunity. The demand for Joint Service Adventurous Training (JSAT) course vacancies is extremely high and, currently, the bids greatly exceed the availability of places. Failure to return Annex A at least two weeks prior to the course start date will result in your vacancy being offered to another applicant from the list of reserve candidates.

5. JSMTC fully understands that unit commitments and the operational tempo can, often at the last minute, affect the availability of personnel to attend training courses. An email sent to the JSMTC Training Office, even with the shortest of notice, will provide us with the opportunity to fill the vacancy to ensure the valuable resources are not wasted. ¹

¹ Be aware that a letter will be sent to the unit CO for personnel who have not cancelled their course vacancy in a timely manner and subsequently do not show up for the course or who arrive late for the course with no reasonable explanation.

FIT TO ATTEND

6. You are to ensure you are fit to attend the course, as the demands of the training programme require you to be both physically and mentally robust. Do not attend the course if you are injured or have recently suffered an illness that will inhibit or restrict your full participation in the training programme.

JOINT SERVICE ADVENTUROUS TRAINING SWIMMING TEST (JSATST)

7. In compliance with current Service policy non swimmers can not take part in water based JSAT activities. Personnel applying to attend JSMTW water based activities (canoeing and caving) are to ensure they have passed the JSATST.

REPORTING

8. All Students are to report to the relevant JSMTW no later than 1900hrs on the day before the course commencement date (this is usually a Sunday, first meal breakfast Monday). The Duty Instructor will give a detailed brief at 1930hrs for all courses being conducted that week.

9. Courses will not disperse before 1600hrs on the final day of the course.

TRAVELLING INSTRUCTIONS, ACCOMMODATION / MESSING, SECURITY AND FIRE

10. Directions to the relevant JSMTW, details regarding accommodation and messing and basic Security and Fire detail are at [Annex B](#).

COURSE NOMINAL ROLL

11. A course nominal roll can be found at [Annex D](#).

12. **Allowances/Food Charges.** Students listed at Annex D are attending a directed course and are therefore entitled to submit the following claims as directed in JSP 752.

a. Food Charges: JSMTW's located at Anglesey and Ballachulish are subject to a food charge and units should start and stop food charges for those personnel that are not already paying the DFC for the duration of their course at these wings. It is the responsibility of students attending the course to inform their own unit HR staff to start and stop food charges.

b. Missed Meal: Personnel who as part of their course spend time away from the JSMTW's located at Anglesey and Ballachulish may recover their food charges for meals missed using JPA, provided they met the criteria laid down within JSP 752.

CLOTHING AND EQUIPMENT

13. You will be provided with the necessary clothing and all the technical equipment for your course and an equipment List can be found at Annex C. However, you are strongly encouraged to provide your own clothing and equipment, especially walking boots, from the list provided. Your equipment will be checked for suitability by your instructor. Students requiring extremely large or small sizes of clothing or footwear are to identify the information on the Course Attendance Confirmation Proforma (Annex A). No items of military uniform are to be brought on courses except your issued boots which **ARE** required for river crossings during Summer Mountain Leader courses.²

² Please note that action will be initiated to recover the cost of equipment that is lost or damaged by a student as a result of negligence.

14. Students attending Summer Mountaineering Leader awards and Canoeing Foundation courses will undertake an expedition involving one or two overnight camps.

LOG-BOOK OF EXPERIENCE

15. For JSAT courses and more particularly National Governing Body (NGB) Schemes, such as the MLTE/MLTS or BCU, you are required to present an up to date log-book of experience and evidence of the pre-requisite qualifications.

16. **NGB Accreditation and Awards.** NGB courses are conducted in conjunction with JSAT courses. However, the NGB course will only be conducted if you have completed the essential administrative work beforehand and if we have the necessary accredited Contracted Course Providers available. Please note that an inadequate logbook is a common cause of deferral or failure.

17. Students seeking MLTE/MLTS or BCU awards must arrive at the start of the course with all relevant documentation and, where applicable any exemptions in their logbooks. Although you can still be awarded the JSAT qualification, **If you are not registered with the relevant NGB scheme when the course commences then you will not be accredited with the NGB qualification.** If you are in any doubt, contact the relevant organisation **now**:³

MLTE (England)	01690 720314	website: www.mlte.org
MLTNI (Northern Ireland)	02843 722158	website: www.mountaineering.ie
MLTS (Scotland)	01479 861248	website: www.mltuk.org/docs/MLTS.html
MLTW (Wales)	01690 720361	website: www.mltw.org
British Canoe Union (BCU)	0300 0119 500	website: www.bcu.org.uk
Canoe England	0845 370 9506	website: www.canoe-england.org.uk
Canoe Wales	01678 521199	website: www.canoewales.com
Scottish Canoe Association	0131 3177314	website: www.canoescotland.com
British Caving Association	01298 873810	website: www.british-caving.org.uk

18. **Research Paper.** Students attending an assessment course must complete the enclosed research paper and hand it to the Course Director on day one of the course.

SUMMARY

19. Further information and enquiries regarding the administration of the course you can contact the relevant JSMTW on one of the numbers below:

a. JSMTW (R) Trg Wg AO - 94711 4261 / 01765 632261

20. For information on the most current policies, JSAT course detail and JSP 419, log onto the HQ ATG (A) Internet website: www.ahrc.co.uk

21. We look forward to seeing you correctly prepared and on time.

Original Signed

A Fowle
Maj

³ You are required to organise your own personal administration/registration with the NGBs prior to arrival. Students on caving courses can register with the BCA at JSMTW(R).

OC Trg

Annexes:

- A. Course Attendance Confirmation Proforma.
- B. Travelling, Accommodation and Messing, Security And Fire.
- C. Clothing and Equipment.
- D. Course Nominal Roll.

Enclosure:

- 1. Research Paper - (Assessment Courses Only)

Distribution

Course Attendees - Annex D

JSMTW (I) COURSE ATTENDANCE CONFIRMATION PROFORMA

This proforma must be completed and returned by **return email at least 2 weeks** before the course start date. Failure to comply will result in your vacancy being offered to a student on the reserve list. Please also note that unit replacements will not be accepted and will inevitably result in that person being RTU'd.

You are to confirm your attendance/non-attendance by placing an "X" in the appropriate boxes.

(e.g.)

I will be attending

I will not be attending course detailed below.

Passed Joint Service Adventurous Training Swimming Test (JSATST)? Yes No

Date Passed:

COURSE TITLE	RLT
COURSE LOCATION	RIPON
ASSEMBLY DATE & TIME	20 Nov 11
SERVICE NUMBER	
RANK	
NAME	
MALE/FEMALE	
SERVICE	
UNIT COMMANDING OFFICER's RANK & NAME	
FULL UNIT ADDRESS + 24 HR TEL NUMBER	
Outsize clothing/boot requirements (e.g. boot size if under 8 or over 11)	
Special dietary requirements	

TRAVELLING INSTRUCTIONS TO JSMTW(R)

Postal Address: JSMTW(R)
DEVERELL BKS
RIPON
HG4 2RD

Telephone: 01765 632261 / 94711 4261

1. **By Road – North Bound:**

- a. A1 (M) – Leave at Junction 48, sign posted “Boroughbridge - Ripon” following road signs for Ripon A168 and then the B6265 once you have left the A1 (M).
- b. M1 – Follow new Leeds Link Road A1 (M) North and follow instructions above.
- c. Once on the B6265 it will bring you into Ripon past the race course. At the roundabout, take the second left into Ripon (the canal is on your left). At the next roundabout take the second left and at the next set of traffic lights turn right and stay in the left lane, turn left at the traffic lights on the T-junction (this road is one-way). Go straight ahead at the next junction, past ‘Ripon Swimming Baths’ and the ‘The Best Western Ripon Spa Hotel’ on your left, at the next mini roundabout turn right down Clotherholme Road which takes you past two schools. Continue to follow the road until you arrive at the main gate to Claro and Deverell Barracks. Deverell Barracks is on the right, follow the road up the hill, turn right at the top and the accommodation block is the second building on the left, building number 30.

2. **By Road – South Bound:**

- a. A1 (M) – Leave at Junction 50, sign posted for A61 “Thirsk - Ripon”. On reaching Ripon take the right hand turning off the roundabout, then left at the small roundabout which takes you over a bridge. Follow the road through the next set of traffic lights (there is a clock tower on your right) into the centre of Ripon. Follow the one-way system keeping right around the Market Square, through the next traffic lights (this road is one-way), go straight ahead at the next junction, past ‘Ripon Swimming Baths’ and the ‘The Best Western Ripon Spa Hotel’ on your left, at the next mini roundabout turn right down Clotherholme Road which takes you past two schools. Continue to follow the road until you arrive at the main gate to Claro and Deverell Barracks. Deverell Barracks is on the right, follow the road up the hill, turn right at the top and the accommodation block is the second building on the left, building number 30.

3. **By Rail/Bus:** The nearest Railway Station is Harrogate, which has frequent connecting buses to Ripon, log onto www.harrogate.co.uk. Both Leeds and York are mainline stations and you can catch a train to Harrogate from both. Tel 01423 566061 for bus timings (No 36).

4. For those with access to the Internet you can log onto www.greenflag.co.uk and follow instructions for a route planner using the postcode HG4 2RD. 'Lycos' also provides good route planning facilities. Hire cars, keys and relevant documentation are to be handed into the Guardroom at 21 Engineer Regiment, Claro Barracks. For those arriving by car, the Guardroom is able to issue temporary car passes for the duration of the course.

RIPON CLOTHING AND EQUIPMENT LIST

MOUNTAINEERING

Issued Summer	Personal Items (Individual to bring)
Boots Walking (if required)	Walking boots (Recommended)
Bags Survival	Sleep Bag (Suitable for climate)
Compass (If required)	Trousers/Tracksters
Gaiters	Thermal Underwear
Head Torch	Jumpers/Sweatshirts
Karrimat	Fleece Jacket
Rucksack Exped	Compass (Recommended)
Whistle	Walking Socks
Jacket Waterproof	Gloves
Fleece Jacket	Knife/Fork/Spoon/Mug
Hat Fleece	Thermos Flask
Trousers Waterproof	Toilet Requisites
Tents	Towels
Cooker Pots	Casual Clothing
Fuel Bottle	Water Bottle
Technical Equipment	First Aid Kit (Assessment courses)
Map and waterproof case	Training Shoes
Winter	
Winter Boots (If required)	Bivi bag (recommended)
Crampons	
Ice Axe	
Hat & Gloves (If required)	Sunglass / Sun cream
Goggles	Insect Repellent
Walking poles	Log Book as required
Transceiver, Shovel, Probe	Warm Hat
Bivi Bag	GPS (desirable)

CANOEING

Issued	Personal Items (Individual to bring)
Inland	Sleep Bag (Suitable for exped)
Buoyancy Aid	Thermal Underwear
Cagoule	Woollen Sweaters/ Fleece Jacket
Helmet	Trainers
Dry Bag	Swimming Trunks/Swimsuit
Paddle	Nose Clip/Goggles (optional)
Spray Deck	Towels
Wet Suit	Casual Clothes
Neoprene Boots	Thermos Flask
Fleece Jacket	KFS for exped only + Mug
	First Aid Kit
<u>Sea (Additional)</u>	Toilet Requisites
Head Torch	Compass (Recommended)
Compass (If Required)	Knee pads (Canoeing -issued)
	For Assessments
	Games Equipment
	Leaders equipment
	Repair Kit
	Sun Hat

NOTE: All students are strongly encouraged to bring your own clothing and equipment, but it will be checked by instructors for suitability. Expedition equipment is not required for the ASL course.

ROCK CLIMBING

N.B Climbing at Ripon includes overnight camping (not RLT courses)

Issued	Personal Items (Individual to bring)
Boots Walking (if required)	Walking boots (Recommended)
Shoes Climbing (Stickies)	Trousers/Tracksters
Helmet Climbing	Thermal Underwear
Harness	Jumpers/Sweatshirts
Rucksack Day	Fleece Jacket
Jacket Waterproof	Socks
Trousers Waterproof	Gloves
Fleece Jacket	Mug
Gloves	Thermos Flask
Technical Equipment	Water bottle
Winter	
Tec Ice Tools	Towels
Winter Boots	Casual Clothing
Crampons	First Aid Kit
Leader Equipment (If required)	Leader Equipment (if in possession)
	Sleeping Bag

CAVING

Issued	Personal Items (Individual to bring)
Oversuit	Sleeping Bag
Undersuit	Thermal Underwear
Wellingtons	Woollen Sweaters/ Sweatshirts
Helmet	Trainers
Belt, Lamp & Battery	Fleece Jacket
Personal bag	Walking Socks
Knee Pads	Towels
Wet Socks	Casual Clothes
Whistle	Thermos Flask
Caving Book	First Aid Kit
Harness	Toilet Requisites
Chest Ascender	Sunglass / Sun cream
Descender	Insect Repellent
Hand Ascender	Log Book as required
Chest Strap	
Mallions 7&10mm	
SRT Bag	
Cowstail	
Sling & Karabiner	
Snaplink Karabiner	
Footloops	

MFA COURSES

(Individual to bring)
Waterproof jacket/trousers and warm clothing
Karrimat and/or Bivibag
Writing materials
Flask
Indoor shoes/trainers