

From: SQN LDR J MATRAVES-PIOTROWICZ RAFVR(T)

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Distribution: All Staff

STAFF INDUCTION WORKSHOP 3- 4 JULY 2010

As previously advertised the next Staff Induction Workshop will be held at RAF St Mawgan Education Centre from 09.30 hours on Saturday 3rd July to 16.00 hours on Sunday 4th July 2010. This workshop will consolidate learning completed at unit level and ensure all new staff have an effective understanding of the organisation they have joined and an up to date knowledge of current Corps policies and matters. Civilian Instructors must undertake this BASIC course prior to formal appointment being approved.

In addition to delivering the mandatory staff BASIC course, it is hoped the workshop will also cover the mandatory Health and Safety training for new staff, delivered by the Regional Health and safety advisor. Prior to attendance applicants should familiarise themselves with the Health and Safety CD Rom as issued to all units.

This workshop is open to all staff, irrespective of length of service, civilian committee members and chaplains and completion is mandatory before any candidate is able to seek a uniformed appointment. This particular course will also provide an opportunity for delegates to meet and mix with a broad range of staff from the Wing.

Pay will be admissible for uniformed staff within allowances and travel claims will be admissible for all staff.

Unit Commanders are requested to circulate this notice widely and applicants should return the attached nomination proforma by e-mail to **WHQ NLT 28 Jun 2010**. Please copy response to wso9.plymouth@aircadets.org.

J C Matraves-Piotrowicz
Squadron Leader
For OC Plymouth & Cornwall Wing



Edexcel
Success through qualifications
Approved Centre



STAFF INDUCTION WORKSHOP 03-04 JUL 2009

The following personnel are nominated to attend:

Surname:

Initials:

Rank

Unit:

Personal e-mail address for contact:

Any Special Dietary Needs