VOLUNTEER RESOURCES AND INFORMATION

NEED TO REPORT AN INCIDENT? CLICK TO REPORT

HAVE A QUERY FOR OUR ADMIN TEAM? CLICK TO EMAIL

COMBINED CADET FORCE

Cadet Force Adult Volunteer Guide

CCF RN | CCF RM | CCF NUV

Everything you need to get started

RIGHT HERE

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Past



Present

Welcome Aboard!

The Combined Cadet Force Royal Navy and Royal Marines exists because of the commitment and dedication of our Adult Volunteers. The time, energy and care you give has a profound impact on the lives of the young people you support.
Through your involvement, cadets gain confidence, learn to work as part of a team, and are encouraged to take responsibility for themselves and others. These experiences help shape their character, broaden their horizons and equip them with skills that will stay with them well beyond their time in the CCF. For many young people, the influence of a trusted Adult Volunteer can be genuinely life-changing.

I am deeply grateful to all those who choose to volunteer with the CCF RN / RM. Whatever your background or level of experience, your contribution is valued and makes a real difference — not only to individual cadets, but to the wider school community and to our society as a whole.

This handbook is intended to support you as you begin, or continue, your journey as an Adult Volunteer. I hope it provides reassurance, clarity and encouragement, and reflects the respect we have for the vital role you play.
Thank you for your commitment and for the positive example you set for the next generation.

Cdr Russ Haines RN
Commanding Officer
Combined Cadet Force RN & RM
for Comd RN CF (Director People & Training)





Bold and brave beginnings.

The CCF's story starts in 1859, when British schools rallied in the face of a looming invasion threat from Napoleon III. Young volunteers stepped forward with courage and purpose, creating cadet units that sparked a powerful tradition of service, leadership and youth development that still inspires us today.

In the following decades, the Service continued to grow in recognition and evolved through major milestones:

- **The creation of the Junior Officers' Training Corps in 1908**
- **The transition to the Junior Training Corps in 1938**
- **During WWII, the Corps expanded across the Royal Navy, Army and RAF**
- **Finally, the Tri-Service CCF was launched, unifying all school-based cadet activities in 1948**



Born brave. Building futures.

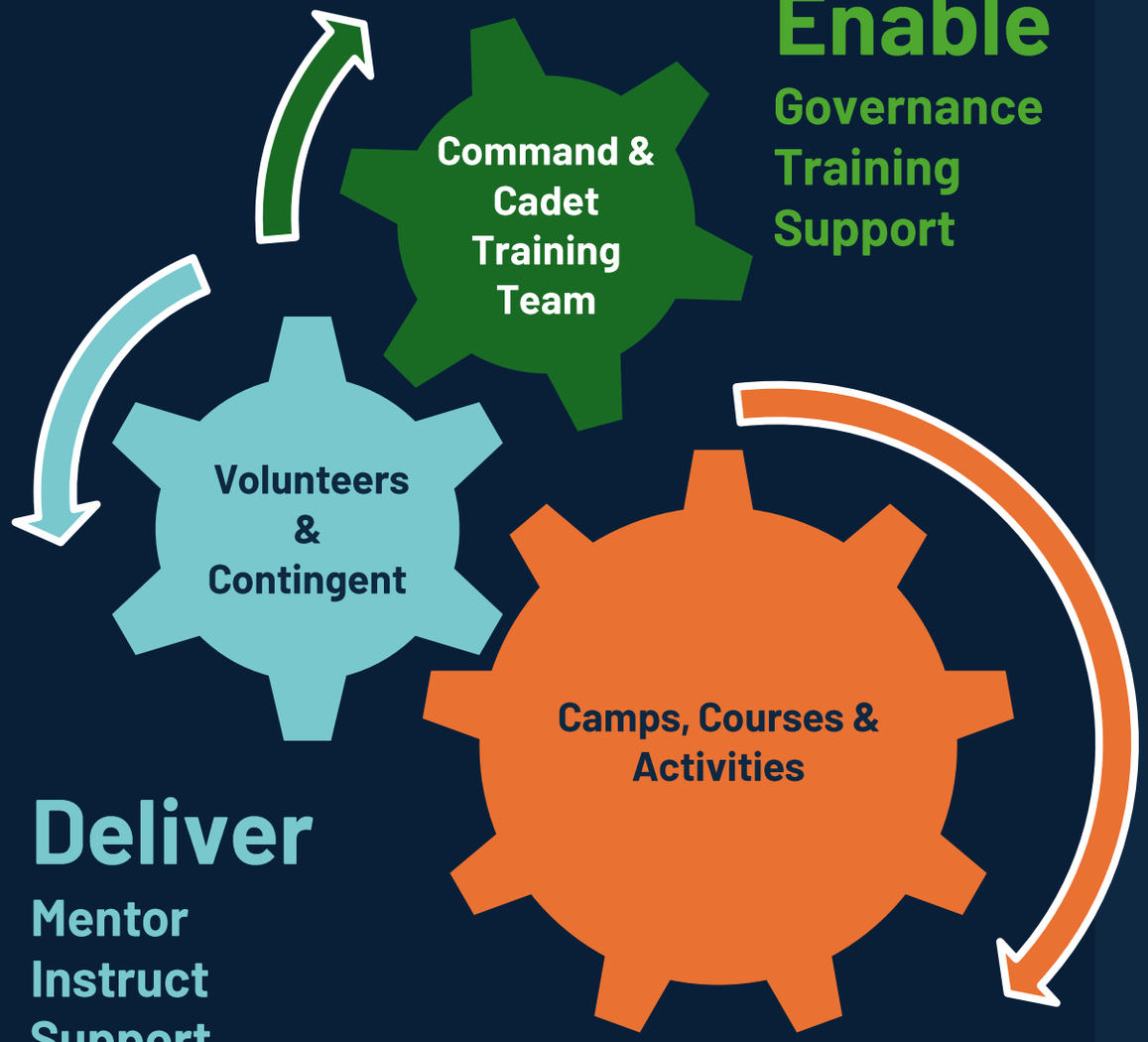
While the CCF is proud of its military heritage, our purpose is firmly centred on young people. We help cadets build confidence, develop resilience and discover their potential, supporting them to become capable, compassionate and responsible adults.

Through adventure, challenge, teamwork, leadership and service, cadets learn by doing. Along the way, they gain lifelong skills, create lasting memories and achieve more than many ever thought possible.

The CCF continues to evolve to meet the needs of today's young people. Through initiatives such as the Cadet Expansion Programme, thousands more young people from diverse backgrounds have been given access to the opportunities and experiences that cadet life provides.

As the organisation continues to grow, one thing remains unchanged: our commitment to helping young people thrive. Every day, in schools and communities across the UK, the CCF continues to make a positive difference and be a force for good.

How Our Organisation Works



Enable
Governance
Training
Support

Deliver
Mentor
Instruct
Support

Opportunities
Camps
Courses
Activities

Enable

Command & Cadet Training Team

- Recruit and manage CFAVs
- Provide policy and governance
- Deliver training and support
- Manage equipment and funding

Deliver

Volunteers & Contingent

- Delivering the programme
- Training and activities
- Cadet supervision and support
- Parade evenings and field days
- Leadership and development opportunities

Opportunities

Camps, Courses & Activities

- Build leadership and teamwork
- Increase confidence and resilience
- Develop practical skills
- Gain recognised qualifications

A Place For Everyone

No military experience required.

We welcome volunteers from all backgrounds who want to make a positive difference to young people.

Our volunteers include:

- Teachers and school staff
- Parents and carers
- Youth workers and coaches
- Former Service personnel and Reservists
- Professionals from every sector

What Matters Most

Successful volunteers share a commitment to helping young people succeed.

We look for people who demonstrate:

- Integrity and professionalism
- A positive attitude and willingness to learn
- Respect for others
- Reliability and teamwork
- An interest in supporting and developing young people

“there is no greater reward”

SCAN TO HEAR FROM OUR VOLUNTEERS

What we Offer

Skills for Life. Memories forever.



Adventure Training & Expeditions

Challenge, adventure, afloat and personal development.



Field Days

Outdoor training, teamwork and practical skills.



Annual Camps & Courses

Residential training, teamwork and new experiences.

FIND OUT MORE

What to Expect

Volunteering commitment that works for you

A typical volunteer commitment:

One evening per week
Optional weekend activities
Camps and courses available
Flexible around your availability

1 Weekly Involvement

Training evenings are the core commitment for most volunteers, with opportunities to take part in additional activities where time and availability allow.

2 Camps and Activities

Take part when you can in Camps, Expeditions, Adventure training, regional and national events. Subject to local requirements and availability.

3 Other ways to Volunteer

Support roles can start with just a few hours or a few days. Support roles include: supervision or night cover, administration, driving, catering, or specialist skills.

‘C2DRILL’

The six core values that shape our volunteers

COURAGE

Have the confidence to challenge, improve and do what is right

COMMITMENT

Follow through on your promises and support others consistently

DISCIPLINE

Set the standard through professionalism and self-discipline

RESPECT

Value every individual and treat others with fairness and courtesy

INTEGRITY

Do the right thing, even when nobody is watching

LOYALTY

Support your team and contribute to collective success

"Working in a State School. The opportunities open to our young people are truly life changing. The opportunities open to me as a CFAV have really inspired me and motivate me to give the best experience possible for our cadets.“

SLt P. PHILLIPS , *Ormiston Horizon Academy*

"There is no better reward. Seeing a shy 12-year-old grow in stature and confidence leaving the cadets as a senior in front of all their peers, delivering drill commands and having their respect.“

LT N. BLOY, *Chichester High School*

"It's been amazing to give all cadets opportunities they wouldn't otherwise get, especially those cadets with individual needs that mean they struggle to access other school-run activities and see them flourish.“

SLt A. Blackham, *Bishop Heber High School*

"Taking students from an inner city CCF to the Isle of Wight [...] and hearing one girl say, 'I never in my life imagined I would experience this and get to see the sunset' [...] I knew I'd made a difference to her.“

Lt R. ACTON, *AUEA*

Volunteer Voices

Why our Volunteers stay involved

What You'll Gain

FIND OUT MORE

PERSONAL BENEFITS

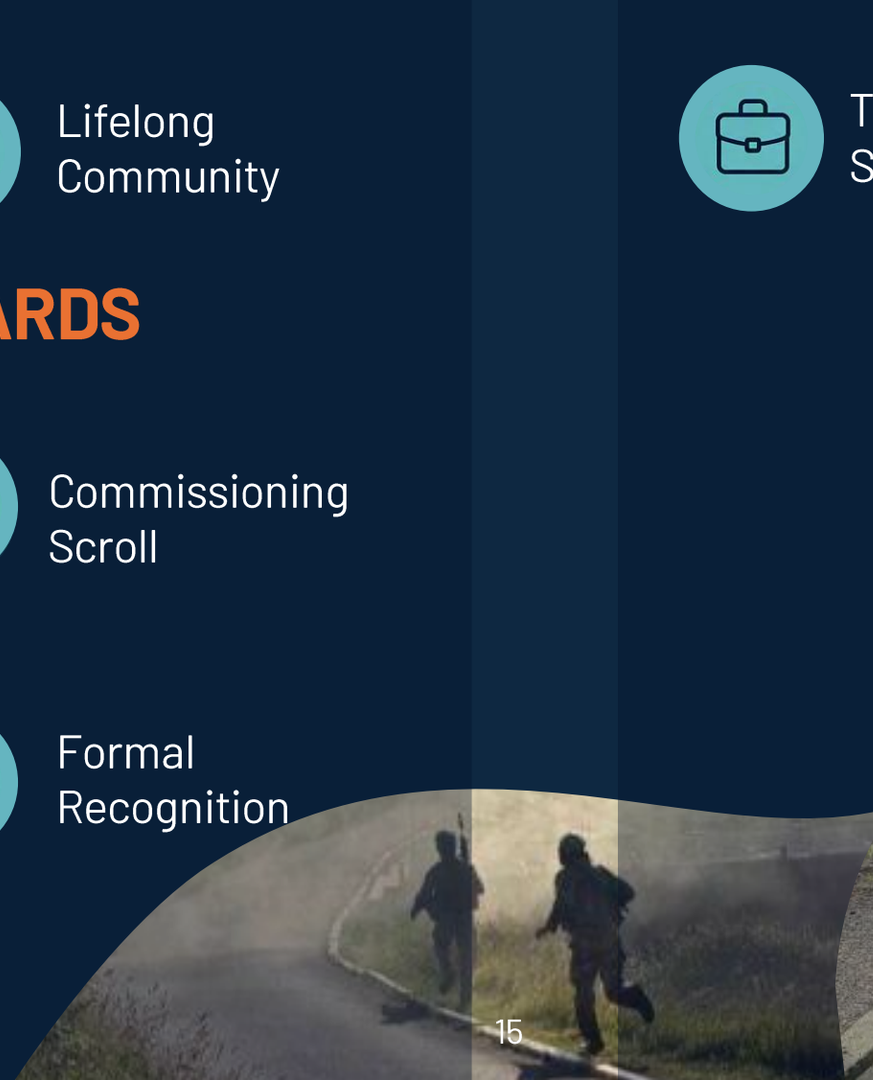
- Volunteer Allowance
- Adventure Training
- Defence Discount
- Lifelong Community

RECOGNITION & AWARDS

- Long-Service Medal
- Commissioning Scroll
- Long-Service Clasps
- Formal Recognition

PROFESSIONAL DEVELOPMENT

- Leadership Experience
- National Level Instructor Qualifications
- Transferable Skills
- Enhanced Employability





Uniformed Volunteer Pathway

1 Foundation

Learn the basics

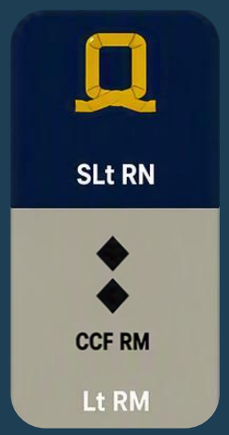
- Complete all required training, including safeguarding and induction.
- Understand and follow Cadet Force Regulations and Service policies.
- Build the knowledge needed to be an effective volunteer.



2 Develop

Support and contribute

- Assist with cadet training and activities.
- Help with administration and section tasks.
- Show commitment, professionalism and reliability.
- Develop confidence in your role.



3 Lead People

Lead and support

- Deliver high-quality training and activities.
- Lead cadets and support new volunteers.
- Take responsibility for a specific area or function.
- Develop leadership, instructional and management skills.



4 Command

Manage and deliver

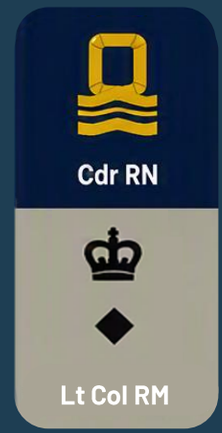
- Hold a significant leadership appointment.
- Manage volunteers and oversee programme delivery.
- Lead camps, exercises and ceremonial events.
- Improve how your section operates.



5 Influence

Shape the wider organisation

- Support regional, contingent or national activities.
- Share knowledge across the Cadet community.
- Lead projects, policy development or specialist programmes.
- Mentor and develop future leaders.



Non-Uniform Volunteer

Flexible Volunteering. Real Impact.

Non-Uniform Volunteers provide valuable support by sharing their skills, experience and time, without the commitment of a uniformed appointment.



Your Skills Matter

Whatever your background, there's likely a role for you.

- Administration and organisation
- Finance and fundraising
- Communications and social media
- Training and instruction
- Welfare and pastoral support
- Logistics and event planning
- Professional and specialist expertise

What to Expect

Flexible opportunities.

Whether you can spare a few hours a month or support regularly, non-uniform volunteers help create opportunities for young people by sharing their time, experience and expertise



Make an Impact

Non-uniform volunteers play a vital role in supporting cadets and volunteers.

Your contribution could help:

- Deliver activities and events
- Support local units
- Improve volunteer experience
- Develop new opportunities for young people

More than volunteering.

From music and ceremonial events to adventure training, leadership development and lifelong friendships, volunteering opens doors to opportunities you might never expect.

ANNUAL BAND CAMP

Musicians of all abilities welcome

READY TO JOIN?

Click the Link to begin your application



1 Access the Application Pack

Download via your Contingent or Sponsor. Alternatively, scan the QR code

2 Complete the Form

Fill in the application form with your details.

3 Submit Your Application

Send the completed form to the admin team.

Need help?

Your Cadet Training Team Mentor (CTTM) is your first point of contact. Please copy your CTTM into relevant communications. For administrative enquiries, click the link to contact the Admin Team.

STAGE 1

10%

YOUR CFAV JOURNEY

Stage 1: Application & Vetting

YOUR INFORMATION

We use your information to verify identity, safeguarding, security and suitability checks.

YOUR RESPONSIBILITY

Provide accurate information and supporting evidence.

PROTECTING YOUR DATA

Information is handled securely in line with MOD policy.

HELPFUL GUIDANCE

Scan for application guidance, privacy information and volunteer policies.

Application & Appointment Checklist

As part of your journey to becoming a volunteer, please complete the following actions to progress your application and appointment.

STAGE 1

START 10%

- [ ] Arrange a meeting with the Headteacher to support your application.
- [ ] Submit your Initial application form/s
- [ ] Bring your photo ID, proof of address and proof of national insurance to your Cadet Training interview
- [ ] At interview, your Cadet Training team will check your documents, collect your volunteer agreement and take your ID photo
- [ ] Provide a copy of your Enhanced DBS Certificate or request an application link from Admin HQ
- [ ] Further security or vetting documents may be requested, please await your appointment confirmation from the Admin Team
- [ ] **Appointment confirmed.** Now move to Stage 2: Initial training and induction.

FINISH 100%

JOINING INTERVIEW

Tell your Cadet Training Team if:

Your personal details change

You require support or adjustments for the interview

Your eligibility or circumstances change

Be Honest:

Provide accurate and truthful information at all times

Answer questions openly during your interview

Declare any relevant information when asked

Need help?

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IMPORTANT

Please bring original documents to your interview. Photos and copies will not be accepted.

Please bring one document from each category

Photo ID

Valid passport - preferred

Full driving licence

National ID card

Proof of Address

Utility bill (within 6 months)

Bank/building society statement (within 6 months)

Government or court letter (within 6 months)

National Insurance

National Insurance card

HMRC letter

Payslip showing NI number

GET YOUR GEAR

More than a uniform. A symbol of pride, service and belonging

Once your appointment is confirmed, please provide your uniform measurements to your Section or Unit staff so that uniform can be arranged.

Uniform is usually issued through your Contingent School Staff Instructor (SSI) or, where applicable, via Naval Stores.

As some items can take time to source and deliver, we recommend submitting your measurements as early as possible.

If standard sizes are not suitable, a Made-to-Measure Uniform Request Form can be completed to ensure the best fit.

MADE-TO-MEASURE FORM

UNIFORM MEASUREMENTS

Use a flexible tape measure to measure around the widest part of each body area, keeping the tape snug and level.



Please give your measurements in cm

	Regular fit stocked
Height	163cm - 188cm
Cap Measure around widest part of your head	56cm - 62cm
Collar Measure around widest part of your neck	38cm - 44cm
Chest Measure around widest part of your bust or chest	86cm - 117cm
Waist Measure around widest part of your natural waist	82cm - 100cm
Sleeve Measure from your shoulder to wrist	81cm - 94cm
Inseam Measure from your crotch to ankle	81cm - 89cm
Shoe Size UK	UK 3 - UK 12

Take a photo and email and email it to Navy-people-ADMINNCCFRN-\RM@mod.gov.uk
Subject: Uniform Measurements

OUR VOLUNTEER PRINCIPLES

Volunteering with the CCF is a privilege built on mutual trust, shared values and commitment.

1 **Positive contribution**
I will act with integrity, work collaboratively and contribute positively to the cadet experience

2 **Cadet Force values**
I will uphold the values, standards and policies of the Cadet Forces.

3 **Cadets come first**
Cadet welfare, safety and organisational standards are paramount.

Please note: This page provides a summary of the key principles that underpin volunteering with the CCF.

For full details of the expectations, responsibilities and conditions of appointment, please scan the QR code to access the complete Volunteer Agreement.

OUR VOLUNTEER PRINCIPLES

Volunteering with the CCF is a privilege built on mutual trust, shared values and commitment.

4 **Maintaining eligibility**
I will maintain the required standards of conduct, suitability and training.

5 **Organisational needs**
Appointments may be reviewed, changed or ended to support cadets and organisational requirements.

6 **Voluntary arrangement**
My appointment is voluntary and does not constitute employment.

SCAN HERE FOR THE FULL VOLUNTEER AGREEMENT

Welcome aboard. Your first steps as a volunteer.

STAGE 1

100%

STAGE 2

10%

Induction & Training Checklist

When your appointment is confirmed by the Admin Team, please take the following actions to complete your induction

STAGE 2

START 10%

- [x] Complete the safeguarding, heat illness and data protection online courses
- [x] Email the certificates to admin and receive your account registration instructions
- [x] Order your uniform through your Contingent at the earliest opportunity
- [x] Complete Officer Induction modules delivered by your Cadet Training Team
- [x] Familiarise yourself with Naval Base conduct at your CDP2 course location
- [x] You're ready to begin your CDP2 Section Officer Course and unlock opportunities

FINISH 100%

Need help?

Your Cadet Training Team Mentor (CTTM) is your first point of contact. Please copy your CTTM into relevant communications. For administrative enquiries, click the link to contact the Admin Team.

Learning the ropes

Your Volunteer development journey pathway explained and the options ahead

CDP 1 INDUCTION

1

Introduction to the CCF (change wording)
Complete Stage 1 checklist
Complete Stage 2 checklist

Delivered at your school by the Cadet Training Team.

CDP 2 SECTION OFFICER COURSE

2

Leadership and management
Safe delivery of cadet activities
Officer skills and responsibilities
Skills required to serve as a CCF Officer

Delivered at a Navy residential Course by the Cadet Training Team.

CDP 3 SECTION COMMANDER COURSE

3

Preparing to lead a CCF Section
Managing CCF programme and activities
Developing Cadets and volunteers
Leading through influence

Delivered at a Navy residential Course by the Cadet Training Team.

CDP 4 DEVELOPMENT PATHWAY

4

Continuous professional development
Strengthen leadership capability
Gain specialist qualifications
Prepare for senior CCF appointments

Progressive training, leadership development and continued growth.

GET CONNECTED

Follow these steps to unlock your CCF opportunities

1 SET UP YOUR ACCOUNT

Create your Defence Gateway account to get started

+

2 COMPLETE MANTDATORY QUALIFACTIONS

Complete your safeguarding and data protection qualifications

+

3 SUBMIT CERTIFICATE TO ADMIN

Send a copy of your certificates to admin: NavyPeople-ADMINCCFRNRM@mod.gov.uk

+

4 CONFIRM YOUR ACCOUNT IS LIVE

Explore what is available to you on Defence Gateway

DG Defence Gateway

Follow the steps and you're all set!

Your gateway to adventure

- Getting into adventure courses
- New opportunities
- Claiming Volunteering allowance
- Accessing learning

We're here to help

If you have questions or need assistance, please reach out to admin, your CTT or SSI

GET EXPLORING

Scan the QR Code below or log on to Defence Gateway to explore your 5 essential apps

Need help?

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Cadet Portal

Check your Mandatory Training, qualifications, view and claim Voluntary Allowance, view your Parade attendance and search for upcoming courses
Cadet Portal also links to the dedicated Cadet Helpdesk, for your IT assistance.

+

Defence Connect

Head to the resource centre to view guidance, syllabus, application forms and safety resources.
View the course calendar and submit camp dynamic risk assessments.
Browse learning opportunities and share information in the discussion.

+

DLE

Go here to access free online courses including the Mandatory CFAV Safeguarding Online Course, Data Protection Qualification and Heat Illness Prevention Course.

+

Westminster

Westminster is the primary system used by the Cadet Training Team to manage Cadet and Volunteer records, course administration and routine administrative tasks. As a volunteer, you will mainly use Westminster to book yourself and cadets onto courses.

+

Go here to add your Driving Licence and Complete the Matrix test - this is essential before using MOD vehicles or hiring vehicles for Cadet camps and Courses.

Naval tradition. Modern challenge.

Field gun competitions are a long-standing part of Royal Navy heritage. Bringing volunteers together from across the organisation, the event combines teamwork, fitness and camaraderie in a fast-paced competition that celebrates the Service's history.

WHY DRILL MATTERS

Drill is the military's first lesson in teamwork.

Adult Uniformed Volunteers are expected to lead by example and uphold the standards we ask of our cadets. Understanding and participating in military drill is therefore an essential part of our own development as leaders.

Drill is the military's first lesson in teamwork. It develops discipline, attention to detail, confidence, and personal pride, while reinforcing the importance of working together towards a common goal. Through the correct presentation of uniform, professional bearing, marching, saluting, and static movements, volunteers demonstrate the standards and values that underpin the Cadet Forces.

Importantly, drill also supports leadership development. It builds confidence in giving and receiving instructions, strengthens communication skills, encourages decisive action, and develops the ability to lead others with clarity and authority. By participating in drill, volunteers gain credibility as role models and are better equipped to inspire, mentor, and develop young people under their guidance.

Drill is more than a ceremonial activity, it is a practical leadership tool that helps develop teamwork, resilience, responsibility, timekeeping, and professionalism in both cadets and volunteers alike.

CPO Dave Gwillam
Lead of Training and Development
CCF Royal Navy



CLICK THE LINK TO FIND OUT MORE

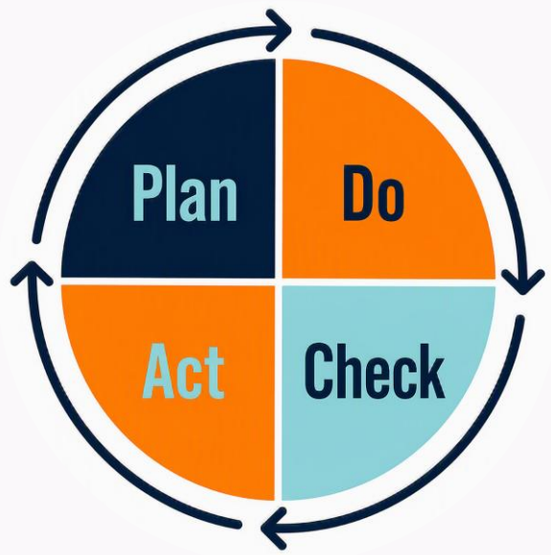


SAFETY RESCOURCES

NEED TO REPORT AN INCIDENT? CLICK TO REPORT

SAFETY PRINCIPLES

CLICK HERE TO FIND OUT MORE



KEEPING CADETS SAFE

Protecting Cadets, Empowering Volunteers.

At the heart of everything we do is the safety and wellbeing of our cadets. From training nights and camps to adventurous activities and events, we want every cadet to enjoy new experiences in a safe, supportive environment.

Safety Management System helps us do just that. It ensures activities are planned effectively, risks are managed sensibly, and any concerns can be raised and addressed quickly. It also helps us learn and improve, so we can continue providing exciting opportunities with confidence.

Our volunteers play a vital role in keeping cadets safe. Whether leading activities, supervising training, or supporting events, volunteers are trusted to promote a positive safety culture and help create an environment where everyone feels valued, supported and able to speak up.

To support this, all accidents, incidents and near misses involving CCF RN/RM cadets should be reported using the Safety Occurrence Reporting Form (SORF). By reporting concerns and sharing lessons identified, volunteers help us continuously improve the safety of our activities. Reported occurrences are reviewed and investigated by Training Safety Advisors (TSAs), with any necessary follow-up action taken locally.

Safety isn't about limiting adventure; it's about making adventure possible. By working together—cadets, volunteers and staff alike—we can provide exciting, rewarding experiences while ensuring the highest standards of safety and care.

Because when our cadets feel safe, they can thrive, achieve and enjoy everything the cadet experience has to offer.

Charlotte Johns
Training Safety Advisor – North





FINAL VERIFICATION

To be completed by the Cadet Training Team

By signing the Officer Induction checklist, the joining CFAV is confirmed to have completed all required modules, demonstrated competence, and is recommended for appointment and attendance on the Section Officer Course.

Cadet Training Team:

Upload a copy of the completed checklist to Westminster as evidence of the CDP1 Officer Induction qualification, as a pre-requisite for the CPD2 Section Officer Course.

Please Note

The MOD90 application must be submitted to Admin before this qualification is awarded.

Need help?

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CDP1 Officer Induction

Completion Date	Module
MM / DD / YY	Online Safe People Training
	Role of Royal Navy
	Uniform Wear and Care
	RN Watch System
	Drill at the Halt
	Rank and Rates
	Team Alignment
	Team Dynamics and PLT's

Applicant Name:

School Name:

Contingent/ Section Commander or SSI ONLY	Cadet Training Team ONLY
Name	Name
Signature	Signature
Date MM / DD / YY	Date MM / DD / YY

Take a photo and email and email it to Navy-people-ADMINNCCFRN-\RM@mod.gov.uk
Subject: CPD1 Completion

Where do you want to go next?

Your volunteering journey is yours to shape, with opportunities to develop, grow and make a difference.

IN SCHOOL INSTRUCTOR

Help young people learn and grow in classroom setting.

Share your knowledge and support cadets in a classroom environment. Work alongside schools to develop confidence, life skills and personal achievement while building your own coaching and mentoring experience.

ACTIVITY DELIVERY INSTRUCTOR

Lead activities, gain qualifications and inspire cadets.

Whether supporting adventurous training, delivering field gun and archery, providing catering support, driving vehicles or facilitating evening activities, there are qualifications and roles to suit a wide range of interests and skills.

SECTION COMMANDER

Lead a team and shape the cadet experience.

Take responsibility for the delivery of safe, engaging activities while supporting and developing other volunteers. A rewarding opportunity to build leadership, communication and management skills.

CONTINGENT COMMANDER

Shape the future of your contingent.

Lead volunteers, oversee delivery and help set the direction of your unit. An opportunity to influence strategy, develop people and ensure young people continue to benefit from an exceptional cadet experience.

Contacts & Support

Applications & Accounts

- Applications
- Personal accounts
- Travel Bookings
- Remuneration

Camps & Courses

- Course Bookings
- Course Prerequisites
- Training Records
- Officer Training

Safety & Safeguarding

- Welfare Concerns
- Safeguarding Advice
- Incident Reporting
- Safety Queries

Planning & Support

- Media Queries
- Feedback & Complaints
- Policy Queries
- Communication

I have a question

Is this about my school Contingent?

Yes

Ask your School Staff Instructor or Contingent Colleagues.

No

- **Admin** → NavyPeople-ADMINCCFRN-RM @mod.gov.uk
- **Training** → NavyPeople-CCFRN-RMTraining @mod.gov.uk
- **Safety** → NavyPeople-SAFETYCCFRN-RM @mod.gov.uk

General Safety Query?

General Communications and questions?
Email the **Safety Multi-User Inbox**

Near miss or concern?

Near miss, incident, or safety concern?
Complete a **Safety Occurrence Reporting Form**

On a camp or course?

Safeguarding concern while on a course or camp?
Contact the Duty Line using the details in your joining instructions

Immediate Danger?

Immediate danger or threat to life?
Call 999 immediately
Then notify the appropriate duty staff as soon as possible