

Frequently Asked Questions

This Frequently Asked Questions document has been created based on the questions from cadets and volunteer staff posed through websites like Air Cadet Central and social media like Facebook.

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About Cadet Portal

What is MVP?

MVP means Minimum Viable Product which is essentially version 1.0 of the Cadet Portal. MVP will be the initial release.

Will Cadet Portal be trialled with test Squadrons before Corps-wide release?

Yes! We will be trialling Cadet Portal with 12 Squadrons, two from each Region, across the Corps. Regional Commandants will be asked to nominate two Squadrons each for the trial.

We will then work with the 12 Squadrons and seek their feedback to further improve the Cadet Portal before we deploy the tool to the rest of the ATC.

When will Cadet Portal be available?

The RAFAC Command Board has given permission for us to trial Cadet Portal with 12 Squadrons in the first quarter of 2019.

After that, we will continue to improve the tool and consider the Corps-wide release later in the year.

Who is developing Cadet Portal?

Cadet Portal is being designed by the Volunteer Development Team (VDT) who are working closely with the permanent staff Bader Developers and other Civil Servants at RAFAC HQ to implement the tool on the Bader infrastructure.

All of the VDT members are specialists and have a great deal of experience in software development both in the ATC and in civilian life - many of them are professional software developers.

What makes the Volunteer Development Team qualified to build this tool for the ATC?

All of the VDT members are either serving ATC Sqn OCs, Adjutants, SATT Team OCs, WSOs and a mix of commissioned and non-commissioned staff.

We have run projects like MySquadron and SquadronBox for over a number of years before we started work on Cadet Portal and we have a lot experience. We have professional software developers working on the project as well as hobbyists.

What features will be available in MVP?

Homepage - which will display a list of the events added in the last seven calendar days, information on what cadet portal is

Feedback - provide feedback on cadet portal when something is broken, something could be improved or a new idea

Cadet Profile - read-only view of the cadet's personal details from their SMS record, Service History, Parents/Guardians details

Notifications - of Weapon Handling Test expiry (more notifications will follow in future versions). Emailed notifications will be implemented for when a cadet is selected for an event, rejected for an event or put on the reserve list

Training Dashboard - View an overview of the cadet's progress through the Progressive Training Syllabus (PTS) with different pages for each award/qualification area

Qualifications and Awards - An overview of all other awards and qualifications gained by the cadet that do not fit into the PTS

Attendance - View the cadet's attendance record including an overview of their entire attendance history. Submit Absence notifications to the Squadron which will automatically update the SMS Parade Night register for the dates selected.

Events - View a dashboard of all of the Squadrons events which have been added to SMS. View individual pages for each event to access an overview, a map of where it is taking place, document attachments. Cadets can add/remove their name from the event list which will automatically populate the SMS nominal role for that event. An automated TG21 will be produced when the cadet adds their name to the event which can be printed as required

Event History - View a complete history of all of the events and activities that the cadet has attended over time

Downloads - Download RAFAC documents directly from SharePoint Online such as consent forms, dress regulations and other documents. Download Squadron Documents which are managed by the Staff through new SMS functionality

What devices can you access Cadet Portal on?

We have developed Cadet Portal as a responsive website which means it can be accessed on any device with an internet connection and a web browser. The site will reformat itself to fit the screen being used, whether that be a smartphone, tablet, desktop computer or other device.

The site is completely browser agnostic and will function correctly with any modern browser such as Google Chrome, Microsoft Edge, Apple Safari, Internet Explorer, Mozilla Firefox etc.

Is a demonstration video available?

Yes, please visit for a complete demonstration of Cadet Portal Minimum Viable Product at

<https://www.youtube.com/watch?v=BGhFIvXb4>

Please note that the video represents how Cadet Portal was at the beginning of November 2018 and we are adding new functionality all of the time!

How will Cadet Portal help my cadets to access up to date forms and other downloads

The Downloads area of Cadet Portal will allow cadets to access forms and documentation directly from SharePoint Online (once it is implemented) which means they will be accessing the source documents that staff have access to. When that document changes in some way, the cadets will have direct access to the latest up to date version.

Can I upload Squadron documents for the cadets to access?

Yes, there will be a new area in SMS to upload documents to display to the cadets through Cadet Portal. This could include documents like Squadron Gift Aid Forms, local orders and instructions, training programmes etc.

What file types will be supported?

We will allow standard file format such as MS Office documents (Word, Excel, PowerPoint), images (jpg, png) and other types of documents such as Adobe PDF files etc.

Can cadets be nominated for higher level events and courses through Cadet Portal?

Not initially. In the initial release, we are focused on local Squadron and Multi-Squadron events only.

In a future version, SMS will be developed to allow cadets to be nominated for higher level events and courses (e.g. Junior Leaders, QAIC, national camps etc) and these nominations will be transmitted up the Chain of Command who then carry out selections and cadets selected will be notified through Cadet Portal.

Can Cadet Portal automatically filter cadets who do not meet the eligibility criteria for an event?

Initially, in MVP, we have not implemented any eligibility criteria for events. This would be possible to do in the future but we have decided that, culturally, it is not the right time to introduce eligibility criteria in addition to the release of Cadet Portal.

However, in the future, we will add this capability over time, probably starting with age eligibility criteria and then expanding over time.

Will Cadet Portal do Flight Points?

In the initial release of MVP, no, we are not planning to implement Flight Points. However, in a future release and **if** we are able to agree on a common methodology for Flight Points which can be applied across all 960+ Squadrons, then there is no reason that it cannot be added to Cadet Portal in the future.

We do have experience of implementing competitive systems like Flight Points in SquadronBox and MySquadron, so this isn't new ground for us, but the way those sites implemented points and scoring may not be appropriate for the wider organisation.

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Non-accredited web tools

Why can't I just keep using unofficial tools like TeamApp, MySquadron, SquadronBox, my Squadrons website etc?

Put simply, these systems are not accredited by the RAFAC, the RAF or the MoD.

By knowingly adding any cadet Personally Identifiable Information (PII) to such systems, you are breaching the Bader SyOps agreement and the Data Protection Act (2018).

The RAFAC is aware that there is a gap in provision with the Bader systems which is why the Cadet Portal is being developed and implemented.

Sites like MySquadron and SquadronBox will be phased out once Cadet Portal has been deployed across the Corps.

Sites like TeamApp require cadets to be aged 16+ to access the service, so any cadets using TeamApp who are younger than that are breaking the TeamApp providers policies. Likewise with Facebook which has a minimum age policy of 13 years.

Cadet Portal will be available to all cadets aged 12-19 years and 364 days!

Cadet Portal functionality and integration with Bader Squadron Management System (SMS)

Will the SMS nominal role be automatically updated when cadets add their name to an event on Cadet Portal?

Yes, once a cadet adds their name to the event in Cadet Portal, they will be added to the nominal on SMS. Staff will then be able to select cadets for a place, put cadets onto the reserve list or inform cadets that they have not been selected for the activity.

The cadet will be notified via email and through the Cadet Portal itself in a future version.

Rank	Firstname	Surname	Status	Unit
Cdt	Edmund	Blackadder	Selected	2180 (Stearford)
Cdt	Kevin	Darling	Selected	2180 (Stearford)
Cdt	Percy	Percy	Selected	2180 (Stearford)
Cdt	John	Smith	Selected	2180 (Stearford)
FS	Jackie	Goodman	Selected	2180 (Stearford)
Cdt	Emmott	Brown	Reserve	2180 (Stearford)
Cdt	Ricco	Dredd	Reserve	2180 (Stearford)
Cdt	Marty	McFly	Reserve	2180 (Stearford)
Cdt	John	Conner	Rejected	2180 (Stearford)

Will the SMS Attendance Register be automatically updated if the cadet submits an Absence Notification?

Yes! Once an absence statement is submitted by a cadet, the Parade Night register affected will be automatically updated i.e. the cadet's attendance status will move from AWOL to Authorised Absence.

This kind of functionality demonstrates that Cadet Portal can have a positive administrative burden benefit!

Bader POC - what will I be asked to do for Cadet Portal?

Initially, very little. The Cadet Portal user accounts will be generated automatically from SMS when a cadet's record is created on SMS. Cadets can self-serve their own password resets etc.

You may be asked what a Sqn should do if a cadet's account is not created or this is another unexpected problem, in which case they should be advised to raise a Bader Service Desk ticket as per normal existing procedure.

Surely Cadet Portal relies on the SMS cadet records to be up to date?

Yes, that is absolutely correct. Cadet Portal can only display data that exists on the cadet's record on SMS.

This means that there is likely to be a cultural shift where the cadets begin asking challenging questions to Squadron Staff about their personal record, especially if the Squadron has not added their achievements or other data to SMS.

Will you be providing a sandbox/testing environment for Cadet Portal?

We are hoping that will not be necessary and there are various technical complexities involved.

We will be providing training videos on Cadet Portal to help aid the volunteer staff's understanding but we don't think the cadets will have any issue using the tool as it is intuitive and very easy to use.

Is Cadet Portal secure and resilient?

In short, yes. It is based on the Bader infrastructure and uses Microsoft Azure/Office 365 authentication and security.

The database and its data is encrypted in transit and at rest. Cadet Portal will be security and penetration tested in December 2018 by the RAFs 90 Signals Unit before it is released Corps-wide.

Can I send blanket messages, announcements and notifications through Cadet Portal?

Not in MVP but this is something we are going to implement in the future versions of the product.

The VDT are meeting in January 2019 to discuss how notifications are transmitted in the tool itself/to cadets email and what we have to do to meet our Data Protection Act (2018) requirements (e.g. opt-out of email notifications etc).

We appreciate there is a need to have the ability to post event notifications and inform cadets about last minute cancellations, announcements and other important information.

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In MVP, notifications are present for Weapon Handling Test (WHT) expiry and we plan to expand this capability over time.

Can Cadet Portal produce a pre-completed TG21 Cadet Consent Form for each event they have signed up to?

Yes! When they add their name to an event, they can click a link to the TG21 form which will be pre-completed with relevant data - and it prints to a single page of A4 paper.

Some of the fields on the form will not be completed because the data is not yet held on SMS such as National Insurance Number.

The signature block at the bottom of the TG21 form will change automatically depending on whether the cadet is under 18 years (i.e. a parent/guardian/carer has to sign their consent) or over 18 years (in which case the cadet can sign the form themselves).

The RAFAC does not currently have a policy on when a TG21 form should and should not be used. Therefore, Cadet Portal will produce a TG21 semi-completed consent form for each Event the cadet signs up to regardless of the type of event, its nature or duration.

Will the organisation accept electronic TG21 Cadet Consent Forms?

This is a policy decision that has not been taken yet. A decision paper will be submitted to the Command Board through the Chain of Command for consideration.

Legal advice will likely have to be sourced from the RAF Legal Department.

Any changes to policy are announced through the Internal Briefing Notes (IBNs) issued through Bader SharePoint.

Will cadets be able to update their own personal data on Cadet Portal?

In MVP, no, not initially.

In the release following MVP, cadets **may** be authorised to update certain fields without Staff approval.

Cadets **may** be able to update Next of Kin details but only with approval by Staff through new SMS functionality.

A decision paper has been submitted to the Command Board in November 2018 seeking authority for the Cadet Portal to be developed on this basis and we are currently awaiting feedback from the senior leadership before going any further.

So, at the moment, the cadets personal data in their Cadet Profile is read-only.

Can cadets complete their Utlilearn exams through Cadet Portal?

No, this is outside of the scope of the Cadet Portal project and the VDTs remit.

However, work is underway to upgrade and enhance Utlilearn including the lesson content.

In the future, cadets will only require one username and password to access Cadet Portal and Utlilearn.

Will cadets be able edit their eDofE record through Cadet Portal?

No - eDofE will remain the primary method for maintaining the cadets DofE Award records.

A link is provided to eDofE from the DofE page within the Training Dashboard.

Approval for Cadet Portal Release

Has Command Board approved Cadet Portal?

Yes, we demonstrated Cadet Portal to the Command Board November 2018 and we have their full support for the deployment of the project to the Corps.

Is Cadet Portal going to replace 3822 Record of Service Books?

No. However, there is a working group looking at this called the Valuing Our Volunteers - 3822 Working Group which is looking at the future of 3822 Record of Service Books.

Cadet Portal may or may not feature in the final decision of what the 3822 will look like in the future.

Culture, culture, culture

Is Cadet Portal compulsory?

No!

However, we feel that using Cadet Portal will bring such a wide range of benefits, most Squadrons will want to use it to communicate with their cadets more effectively.

I am a Squadron Commander and I don't want my cadets to find out about events

The role of the Squadron Commander is to ensure that each cadet gets a 'good ATC'.

A 'good ATC' means that cadets are able to access the full range of activities offered by the Organisation and not just the ones that the OC or the Staff may have a bias towards. We all know that there are 'shooting Squadrons' or 'adventure training Squadrons' out there who do not offer the full range of activities to their cadets.

We hope that the introduction of Cadet Portal will begin to change this culture for the better to improve the cadet experience.

Is Big Brother going to be watching?

To a certain extent, yes, absolutely. The senior leadership of the Organisation are keen to ensure that each cadet gets the best possible experience from the ATC through their Squadron - and they can only get that if cadets are granted the opportunity to be involved in the full spectrum of experiences which means they should be informed about them.

If Squadrons choose to deliberately stop cadets from finding out about activities, courses and events by preventing their publication through Cadet Portal, that information is stored in the database.

Reports can be produced that highlight which Squadrons engage in this behaviour and information can be fed into the Chain of Command for action as per current regulations.

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I don't want my cadets to find out about things they shouldn't be finding out about like Air Cadet Training Orders and other documentation

The purpose of the Cadet Portal is to help make the Organisation more transparent so cadets better understand what is on offer to them.

The days of the 'OCs briefcase' being the black-hole into which all useful information disappears is in the past and Cadet Portal will help the Squadron to develop better educated and informed cadets who can get more out of the Organisation.

I don't want my cadets to find out about Cadet Portal

Hopefully, that is going to be difficult for you to prevent as there will be a Corps-wide roll-out and communications strategy to ensure that key stakeholder groups like cadets, volunteers and permanent staff are informed of the Cadet Portals release and its ongoing development.

Internet Usage - Parental Restrictions

A lot of Staff have commented to us that parents/guardians/carers of cadets may wish to minimise the cadets time on the internet and Cadet Portal will just be another website that cadets are going to be spending time on.

Firstly, the ATC can have no control over what a parent/guardian/carer decides to allow their child to do on the internet.

However, we will be encouraging Squadrons to educate cadets and their parents/guardians/carers about the benefits of Cadet Portal. We need them to understand that Cadet Portal is the official/accredited information system the cadets will use throughout their cadet career to get the most out of what the ATC has to offer.

Cadets are going to be miss out if they don't access Cadet Portal - that's not fair!

We would disagree with this. Cadet Portal has to be embedded in the culture of the Squadron and cadets need to be regularly reminded to access the tool to find out about the latest events and so forth.

This should, ideally, form part of the Final Parade and Training Briefings which are already being delivered at the Squadron, you just need to remember to mention Cadet Portal – instead of telling cadets to add their name to an event list on a noticeboard, direct them to Cadet Portal!

Cadets don't have access to the Squadron HQ during the week which is usually where all of the event information is stored on the noticeboards. Through Cadet Portal, they will have access to all of this information and more as and when they need it through whichever device they decide to use.

Staff Issues

I am a member of staff - can I access Cadet Portal?

No, Cadet Portal is purely for cadets and staff will not have access to it.

If you need to provide training to your cadets, you can login with one of their accounts (with their permission) demonstrate the system using a live cadet's record.

When is there going to be a Staff Portal?

There are a number of key projects taking place for the Bader infrastructure at the moment.

Firstly, Microsoft Office 365 was implemented and SharePoint Online is currently being deployed and migrated. Once both projects have been successfully completed, the Bader Team can move onto the next phase which is the establishment of personal accounts for staff.

Personal accounts will allow volunteer staff to login to Bader systems as individuals instead of in a defined role such as a Squadron Commander or Adjutant.

Once personal accounts are available, SMS will be developed to allow staff to self-service their own data and submit things like Form 80 Volunteer Allowance and Form 1771 Mileage claims etc.

So, in essence, SMS is the Staff Portal but there is a considerable amount of development work to be completed to fully realise its potential.

My Squadron has been invited to another Squadron's or Wing event but I don't want my cadets to find out about it through Cadet Portal - how do I manage this?

When a multi-Squadron event (which could be a Sector or Wing Event) is created in SMS, the Squadrons invited to it will be sent a notification of that invitation.

Staff can then login to SMS and make a decision as to whether or not they want the event to appear in Cadet Portal for their cadets to view and sign up to.

There could be very good reasons why a Squadron would not want the cadets to find out about a multi-Squadron event such as clashes with higher priority activities etc.

The new SMS functionality will allow Squadrons to choose whether or not to advertise multi-Squadron events to cadets.

However, if Squadrons consistently fail to advertise events to their cadets, that behaviour will be tracked through the database and reports will be generated for the Chain of Command to challenge this kind of behaviour.

Again, the role of Squadrons is to provide each cadet with a broad range of experience in the Air Cadets and this cannot be achieved if Squadrons prevent their cadets from finding out about and attending multi-Squadron events.

I don't want cadets to see all of the SMS event attachments - can I choose what they see in Cadet Portal?

Yes, when the SMS event is created, Staff can choose which attachments to display in the Event on Cadet Portal.

For instance, you would want the cadets to access event related Joining Instructions, Maps and Equipment Lists but not necessarily Risk Assessments or Administrative Instructions.

The new SMS functionality will be flexible and allow you to share specific attachments with cadets through Cadet Portal Events.

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Access to Cadet Portal

Surely you are discriminating against cadets who don't have access to the internet?

We don't believe this is the case. The latest HM Government survey data collated and analysed by the Office for National Statistics indicates that 9 out of 10 households have access to the Internet in 2018.

Other recent surveys indicate that 95% of young people aged 16-24 years own a smartphone.

Cadets also have internet access at school and often at their parent Squadron.

We appreciate that there will always be extreme cases but we believe that in the overwhelming majority, cadets can readily access to the internet and therefore Cadet Portal.

Why can't we just keep using social media platforms to communicate with our cadets?

Social media websites such as Facebook have age restrictions i.e. young people have to be aged 13 or over to access their website and are not official/accredited systems.

Cadet Portal will be available to all cadets regardless of age (i.e. 12 year old cadets) and will provide a secure and official source of information to all ATC cadets.

How are Cadet Portal user accounts created?

When a new cadet joins the Squadron, the Cadet Portal user account will automatically be generated when their SMS record is created.

When adding a new cadet, an email address **for the cadet** and telephone number (if available) will be required.

Once the SMS record is created, SMS will automatically create the cadets Office 365 account and email the new account username and temporary password to the cadets email address specified.

What if the cadet doesn't have an email address?

Put simply, they need to create one. They could use their parents email address but ideally they need their own.

What will the cadet's username be?

Cadet Portal usernames will be a CIN followed by what looks like an email domain – for instance, 123678L@rafac.mod.uk.

While this may look like an email address, it is not and usernames have to be formatted in this way to meet the Microsoft requirements.

Cadets will not have Bader email capability.

What URL will be used?

Cadet Portal will be available at <https://cadets.bader.mod.uk> when it is released.

How will cadets manage their passwords?

Cadets will login to Cadet Portal through <https://cadets.bader.mod.uk>. From the login page, they will have the capability to reset their own password through their registered email address or mobile phone.

This means that Staff will effectively not be involved in password resets other than assisting the cadets with clicking the right links.

What if the cadet cannot access their reset password through their email account?

It is possible to authenticate to mobile/landline telephone number in addition to email address as part of the standard Office 365 reset tools.

Can parents/guardians/carers access Cadet Portal?

Unfortunately not. However, we appreciate that would be advantageous.

The RAF/MoD is comfortable with the concept of a cadet accessing an official accredited MoD system (which Cadet Portal will be, just like the rest of the Bader suite) but they will not allow parents/guardians/carers to access the system.

We appreciate this is frustrating and that other voluntary youth organisations such as the Scouts have systems that parents/guardians/carers can access which provide similar functionality – but things are different in this case due to the nature of the tool and where it is hosted i.e. on the MoD infrastructure.

Will cadets have access to SharePoint, SMS and Outlook Web Access?

No, cadets will only have access to Cadet Portal and Utlilearn.

They will, however, have access to defined links to documentation stored on the RAFAC SharePoint Online server through the links on Cadet Portal.

Support

What support will be available for Cadet Portal?

If there are any issues with Cadet Portal, a Support Ticket can be raised by staff through the Bader Support Desk on SharePoint as per existing procedure.

The cadet can report problems themselves through a Feedback function in Cadet Portal itself (assuming they are able to login to the tool - if they can't, they will have to go through their Squadron Staff).

Will there be a user guide?

No, we don't think it will be necessary as we have designed the Cadet Portal to be extremely easy to navigate and use.

However, we will be producing functionality videos which will be published on YouTube to support understanding.

We have included tooltips throughout the Cadet Portal which the cadets can click on to find out more information on different aspects.

Frequently Asked Questions

Data Protection Act (2018) and other legal requirements

How does Cadet Portal help the ATC to meet its statutory responsibilities under the Data Protection Act (2018)?

Cadets, who are defined as children under the Data Protection Act (2018) and civilians by the RAF/MoD, are to be treated in the same way as adults:

“....Children have the same rights as adults over their personal data which they can exercise as long as they are competent to do so. Where a child is not considered to be competent, an adult with parental responsibility may usually exercise the child's data protection rights on their behalf.”

Information Commissioners Office (2018), Guide to the General Data Protection Regulations (GDPR) - Children1

This implies that cadets have the same rights under the DPA (2018) which includes the new EU General Data Protection Regulations (GDPR) provisions as over 18 cadets and Staff which includes:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

By allowing cadets to access and manage their own personal data stored on SMS, the Organisation will make significant steps towards compliance against the DPA (2018).

You have built this because of GDPR and the Data Protection Act (2018) right?

No, absolutely not – but it is a happy coincidence and it will help to ensure that cadets rights under DPA 2018 are upheld by the RAFAC.

Will cadets be required to complete the Basic Security Check to access Cadet Portal?

No!

Surely the cadets need to be cleared to access controlled documents?

No. The documentation that cadets will be accessing through Cadet Portal will be non-protectively marked documents like AP1358C Dress Regulations for the Air Training Corps, Air Cadet Training Orders and forms (which are protectively marked but only once completed with information).

The only personal information the cadet can view is their own data.

The links on Cadet Portal will be direct to SharePoint Online but the cadets will not need to login to SharePoint to access them (we will be using something called anonymised links to these documents) because the cadet has already logged in to Cadet Portal.

Will cadets be required to sign the Bader SyOps agreement?

Yes! And this will be done automatically by Office 365 on first login to Cadet Portal and then every six months in a similar way to Staff.

We are looking at how we can make the SyOps agreement more cadet-friendly and we are considering the use of videos/animations to make it easier to understand for younger cadets.

What happens if the cadet doesn't accept SyOps?

As per the terms and conditions of stated in the document, they will not be able to access Cadet Portal until they do accept the SyOps agreement.

Can we get cadets to 'sign' their agreement to PI 501 through Cadet Portal?

Yes! We are actively looking at this at the moment and we can set this up in a similar way to SyOps acceptance.

You are breaching the Data Protection Act (2018) by allowing cadets to see lists of other cadets

This is not a correct interpretation of the Data Protection Act (2018) and its application with Cadet Portal.

The only area of Cadet Portal where cadets will see any other data relating to other cadets is on the individual Event pages where the cadet sees a list of names of cadets who have signed up to the event as well.

Our experience of implementing other unofficial event management systems at the Wing/Squadron level shows that cadets understanding which other cadets have signed up for an event is a key motivator for them to add their name as well: "Aha! Cdt Smith is going to that event and he's my best mate, I am going to put my name down too".

Also, lists of cadets are all over Squadron noticeboards up and down the country and that information can be seen by other cadets, visitors to the unit (such as RFCA Contractors, cadets from other organisations etc) - so we would argue that Cadet Portal is enhancing data protection, not eroding it.

Will cadets be required to complete Responsible for Information courses?

No, absolutely not and there is no requirement for them to do so.

Combined Cadet Force (Royal Air Force)

Will Cadet Portal be available for the CCF (RAF) cadets?

Due to the CCF (RAF)'s reliance on the Westminster system, Cadet Portal will not be available to CCF (RAF) cadets.

Cadet Portal is linked to the SMS database and CCF (RAF) cadets (generally) do not have any data on SMS for their cadets. This would mean that their experience of Cadet Portal would be extremely limited i.e. there would be no data to display from their SMS record because all of their data is on Westminster.

Frequently Asked Questions

We do appreciate that some CCF (RAF) sections double-key data into both Westminster and SMS, but this is placing considerable admin burden on volunteers. One of the aims of Cadet Portal is to reduce administrative burden, not increase it.

Commandant RAFAC and Wing Commander CCF have both been personally briefed on this by the VDT and the Bader Developers.

If you are a CCF (RAF) staff member and you have further questions, please approach your Chain of Command in the first instance.

Why can't you just connect Cadet Portal to Westminster?

Cadet Portal is a bespoke software product developed specifically to interface with SMS – there is no provision for Westminster at all.

Can't we just duplicate data to SMS so our cadets can use Cadet Portal?

Hypothetically, yes. Please liaise with your Chain of Command if you plan to do this as there will be a considerable administrative burden increase for very limited benefit to your cadets.

Everything Else

Discounted Broadband Provision

A lot of Staff have asked the VDT if we can help organise bulk discount deals with major Internet Service Providers (ISPs) for broadband provision for ATC Squadrons. This is significantly beyond the scope of the VDT.

However, when selecting an Internet Service Provider, Squadrons should research what possible options may be open to them as exempted charities such as the BT Community Fibre Partnership.

BT may ask for proof of your Squadrons exempted charity status which can be provided by official registration with HMRC. HMRC will formally recognise your Squadron as an exempted charity if you follow their procedure and this evidence can be used to support your application for things like the BT Community Fibre Partnership.

Discounted Software Licenses

Similarly, we are often asked about how ATC Squadrons can access affordable software licenses. Again, this is beyond the scope of the VDT.

ATC Squadrons may be able to use their exempted charity status to leverage discounts through organisations like TT Exchange (<https://www.tt-exchange.org/>) who can provide software licenses at heavily discounted prices. Squadrons may be asked to demonstrate and prove that they have exempted charity status before being able to access these types of services and, again, official HMRC recognition can assist with this process.