



NATIONAL RIFLE ASSOCIATION

NRA Training Department

Regional Course Booking Process

NRA Regional Training Courses

The NRA offers a variety of courses for clubs throughout the British Isles:

- **Range Safety Officer (RSO) Course**
The RSO Course is designed to teach and ensure best practice in the running of a club, or private range at club level, and is now the obligatory first step in achieving an RCO qualification.
- **Range Conducting Officer (RCO) Course**
The RCO Course is designed to teach the process of running a Ministry of Defence (MoD) range. The qualification will grant the certificate holder the authority to RO on MoD ranges.
- **Club Instructor (CI) Course**
The CI Course is designed around the NRA's proven probationary training syllabus. The course provides candidates with the tools to be able to successfully deliver probationary training within their clubs.

The RSO and Club Instructor courses are two-day courses, and the RCO course is a one-day course. Any regional course run by the NRA should have a minimum of 6 course attendees, up to a maximum number dependant on the allocated instructor's discretion.

The Process of Arranging a Regional Course

Contacting the NRA

We understand that regional instructors and clubs often deliberate and discuss potential regional course dates which we encourage. However, when beginning the process for arranging a regional course the first formal step is contacting the NRA training department on 01483 797777 (ext. 149), as we will be able to facilitate your requirements. All regional training course requests must be organised through the NRA training department.

Formal Request

From here you will be directed to a regional course request form requesting details about the host club, potential number of candidates and the proposed dates, which will need to be completed and returned in good time; at least 8 weeks ahead of the proposed date. Upon submission of this form, the NRA will reach out to the most suitable instructor for the requirements of the course.

Confirmation and Commitment

Once the instructor has confirmed they are able to run the course, the NRA training team will put the organiser from the club and the instructor in contact with each other. From here it is down to the club and instructor to agree the date and other details, including the confirmed number of candidates, always keeping the NRA informed.

Booking Form Submission

The next step in the process is for course candidates to complete their booking forms and make payment. The NRA training department will forward to your club the course booking forms, and a covering form. The club will need to complete this form, gather all candidate paperwork and payment, and send the completed application pack to the NRA training department **at least three weeks prior to the course date.**

Although we endeavour to have badges and course certificates prepared before for the course, we cannot guarantee this. In this instance they will be sent out up to 4 weeks after successful completion of the course.

Upon receipt of the application pack, confirmation will be sent to the applicants, and from here any candidate withdrawals will be refunded less a £20 admin fee.

RCO / RSO ID Card

RCO / RSO ID cards will be posted to individuals approximately 4 weeks after successful completion of the respective course.

Instructor Payment

Payment for the course includes a per candidate course fee, which must be paid to the NRA, and instructor fees which must be paid directly to the instructor (with the NRA having sight of any agreements made).

Required Club Facilities

The host club should be able to facilitate the course in its entirety. The basic requirements for a course are:

- A space to be used as a classroom/training room which can facilitate the number attending the course
- A suitable range (RSO Course)
- A power supply
- A projector or television screen from which to run the course material
- Tea & coffee making facilities
- Toilet facilities
- First Aid (either a suitable First Aid box and or trained First Aider)

If some of these requirements cannot be met it is usually possible to work around them in some way, but the NRA and the allocated instructor will require a period of notice in order to find a suitable solution.

Regional Courses – Costs (2018)

The **NRA regional courses candidate fees** are as follows:

NRA RSO and Club Instructor courses

Candidate fee (NRA member):	£74.00
Candidate fee (non NRA member):	£83.00
Candidate fee (U25, NRA member):	£45.00
Candidate fee (U25, non NRA member):	£49.00

NRA RCO Course

Candidate fee (NRA member):	£51.00
Candidate fee (non NRA member):	£57.00
Candidate fee (U25, NRA member):	£30.00
Candidate fee (U25, non NRA member):	£34.00

NRA regional instructor fees to be paid directly to the instructor(s) by the club are as follows:

Instructor fees	£90.00 per day
Instructor mileage	£0.40p per mile

Should it be required, Instructor accommodation must be provided at the equivalent standard of a Travelodge / Premier Inn.