

Duchy College MaPS
Entry to the Uniformed Services NCFE
Extended Diploma Level 3 Year 2



Course Details - ENTRY TO THE UNIFORMED SERVICES NCFE DIPLOMA Level 3

Course Codes: 10400-DSC-24 (720 Top-Up) and 10127-DSC-24 (1080 Top-Up)

Senior Study Programme Manager (SSPM): [Jon Stone](#)

YOU ARE ADVISED TO PROVIDE THE FOLLOWING FOR YOUR COURSE:

- 1 x A4 lever arch file
- 1 x pack of file dividers
- A4 pad of ruled paper
- Small pocket notebook
- USB Memory stick
- Pens, pencils, ruler etc
- Watch
- Good fitness trainers
- Wash and shower kit
- Sturdy military style rucksack for daily use
- Uniform and boots – as per the list given below

Please Read the Full Document

1. Course Aim

The Military and Protected Services (MaPS) Academy is designed to teach you the necessary skills to prepare you for a career within the Armed Forces and Protective Services– Army, Royal Navy, Royal Air Force, Royal Marines, Police, Fire and Ambulance services, learning from experienced staff.

Expect to gain a wide variety of skills and knowledge from a range of units related to Military and Protected Services.

All our lecturing staff have an extensive service background, combining over 100 years of experience, including extensive operational experience. Therefore, they have an excellent understanding of what recruit selection and training entails.

You will have regular engagement with the Military and Protective Services, both on site at College and at Service establishments.

2. Extra-Curricular Activities

This course lasts for approximately 36 weeks and, as with most college courses, you do not attend at weekends, although some activities require you to stay overnight during the week for expeditions, trips, etc.

There are several weeks that are given over to training, expedition, navigation, exercise, and military work experience

In addition, there will be several mandatory visits and trips off-site that you may have to either be in early, or stay overnight, to allow for travel or meet timings.

There will be occasions when you are required to attend on your non-timetabled day but advance notice will be given.

As briefed during your interview there is a requirement to pay towards the cost of the feeding during exercises.

This will total £65 for feeding during exercises (including the week-long final exercise) and expeditions.

This contribution must be paid **at enrolment or by October half-term** please.

Please contact the team if there are any issues with making this payment.

3. Daily Routine

You will be expected to attend, in uniform, on all timetabled days, unless told otherwise.

Spare clothing is required in addition to physical training kit and other specified kit.

SOP (Standard Operating Procedure – see below) equipment is to be brought in daily.

You will parade outside the MaPS building first thing every morning (unless told otherwise by staff).

There will also be parades after lunch and a final parade after lessons are complete each day (unless told otherwise by staff).

Physical training will be part of the daily routine and will generally take place after the initial parade but may be at another point during the day.

Regular inspections will be carried out throughout the duration of the course to help prepare you for a career in the services.

4. Coursework

On the course you will cover nine separate units. The course is assessed through a combination of practical assessment (a proportion of this is embedded into training exercises and routine) and coursework assignments.

The units covered are:

Level 3 Extended Diploma (Year 2) Successful completion of year 1
Unit 7 Mental and physical wellbeing
Unit 10 Understand conflict management and personal protection
Unit 12 Collaboration between uniformed services
Unit 13 Emergency planning and response in the uniformed services
Unit 14 Understand the impact of war and conflict on uniformed services
Unit 18 Outdoor and adventurous expeditions
Unit 21 Crime scene investigation
Unit 23 Volunteering in the Uniformed Services
Unit 25 Security procedures in the uniformed services

You will be given assignments to complete. These will take different forms, and each will have an assignment brief stating the criteria covered and the format to be used. You will have deadlines to adhere to for the submission of these assignments.

Assignments will need to be submitted through the Microsoft Teams application. As a student you will be able to download Office 365 (including Word, PowerPoint, Excel and Teams) onto your Laptop/Chromebook and phone.

You will create a folder on OneDrive during induction that will allow you to access your work from any device.

It is important that you keep up-to-date with assignments. If you do not, then this can lead to disciplinary action, missing activities or may affect your chances of progression.

5. Fitness Training

All fitness during the course is conducted by experienced and qualified staff and closely mirrors fitness encountered in Military and Protective Services Training and in-service training.

As part of this you will also develop your own fitness training programmes and you should work on developing fitness outside of the timetabled sessions as well.

You will undergo regular fitness assessment throughout. This will allow you to track your progress against Service entry standards.

You will take part in a **daily** fitness programme that is designed to be both progressive and individual, in line with industry expectations and standards. Possible activities include:

Swimming	Battle PT – role-based fitness	Orienteering
Circuit Training	Trekking/Hiking	Running
Weight Training	Climbing/Abseiling	Individual Fitness Testing
Potted Sports	Sports	Canoeing
Navigation	Boot Runs	Endurance Training
Military Fitness Training and Testing		Service Fitness Tests

You are required to bring physical fitness clothing and footwear every day.

In addition, you should have shower kit with you daily.

During the course you will take part in various outdoor activities. You must sign or ask your parent/guardian to sign (depending on your age), the Military and Protected expected to bring every day).

6. Adventurous Training

During the course you will take part in various outdoor activities. You must sign or get your parent/guardian to sign (depending on your age), the Military and Protected Services Academy Course Form of Disclaimer.

Failure to return this form will mean you cannot participate in these sessions.

7. Kit List / Uniform – You will be required to bring the following:

Below is the list of clothing and equipment you will be expected to wear or bring to college daily.

The only items that must be purchased from a specific supplier are the MAPS polo shirts and performance T-shirt (Snowland Embroidery, follow the links below).

All other items can be purchased from the links below or can be purchased from Army Surplus, e-bay, etc.

NOTE – Military sizing is in centimetres (CM) and in the format below.





- Tops (shirt/UBACS/smock) = height then chest (e.g. 170/88 = 170cm tall, 88cm chest)
- Trousers = leg/waist/seat (e.g. 80/85/96 = 80 cm leg, 85cm waist, 96cm seat)





Please ensure that your name is written inside all clothing. You will be shown how to maintain and iron your uniform and maintain your boots.

If you have any questions or issues with the uniform or equipment, then please let us know.

In addition, we do have a limited stock of uniform that we can loan for the duration of the course if required, again please speak to us.

Remember you are representing the Services that you wish to join, something you should be proud of so uniform should be worn and maintained appropriately.

No	Item	Qty	Remarks
1	Duchy College MAPS Polo shirt 	2	DUCHY COLLEGE MILITARY & PROTECTIVE SERVICES (snowlandembroidery.com) To be worn daily (Minimum required is 2 – we suggest you have 3)
2	PT Performance T-Shirt 	2	T-Shirt (snowlandembroidery.com) PT kit to be brought in daily (minimum required is 2 – it is advisable to have more)
3	MTP Shirt 	1	All MTP items - Forces Uniform and Kit To be worn for fitness and tradecraft (minimum required) Military sizing is in CM on the shirt and is height then chest (e.g. 170/88 = 170cm tall, 88cm chest)
4	MTP Trousers 	2	All MTP items - Forces Uniform and Kit To be worn daily (minimum required – suggested to have 2) Military sizing is in CM and is leg/waist/seat (e.g. 80/85/96 = 80 cm leg, 85cm waist, 96cm seat)

5	MTP Jacket (SMOCK) 	1	All MTP items - Forces Uniform and Kit to be worn in bad weather, battle PT and tradecraft training Military sizing is in CM on the shirt and is height then chest (e.g. 170/88 = 170cm tall, 88cm chest)
6	Boots – Black or Brown Military style boots 	1	(minimum required – we suggest you have 2)
7	Running Trainers	1	PT kit to be brought in daily Suitable fitness trainers should be purchased – not “fashion” trainers – a foot assessment can be taken at most sports shops
8	PT Shorts – Black	1	PT kit to be brought in daily
9	Towel	1	Shower kit to be brought daily
10	Shower Kit	1	Shower kit to be brought daily
11	Suitable Rucksack – Military style	1	for daily use
12	Notebook	2	1 x large notebook (A4) 1 x pocket notebook to be carried in pocket
13	Stationery	1	Suitable stationery for college course – black A4 lever arch file, A4 poly pockets, pens, pencils, ruler etc.
14	Water Bottle	1	Marked with student’s name
15	UBACS (Under Body Armour Combat Shirt) 	1	Optional BUT highly recommended for Fitness, Battle PT and Tradecraft All MTP items - Forces Uniform and Kit
16	Protective services kit pack 		DUCHY COLLEGE MILITARY & protective services STARTER SET (snowlandembroidery.com) 2x Polos 2x T-Shirts 1x Sweatshirt £45

Below are some diagrams of the uniform to be worn and guidance on how to wear it

In addition, the daily SOP (Standard Operating Procedure) equipment to be brought to College every day is illustrated.

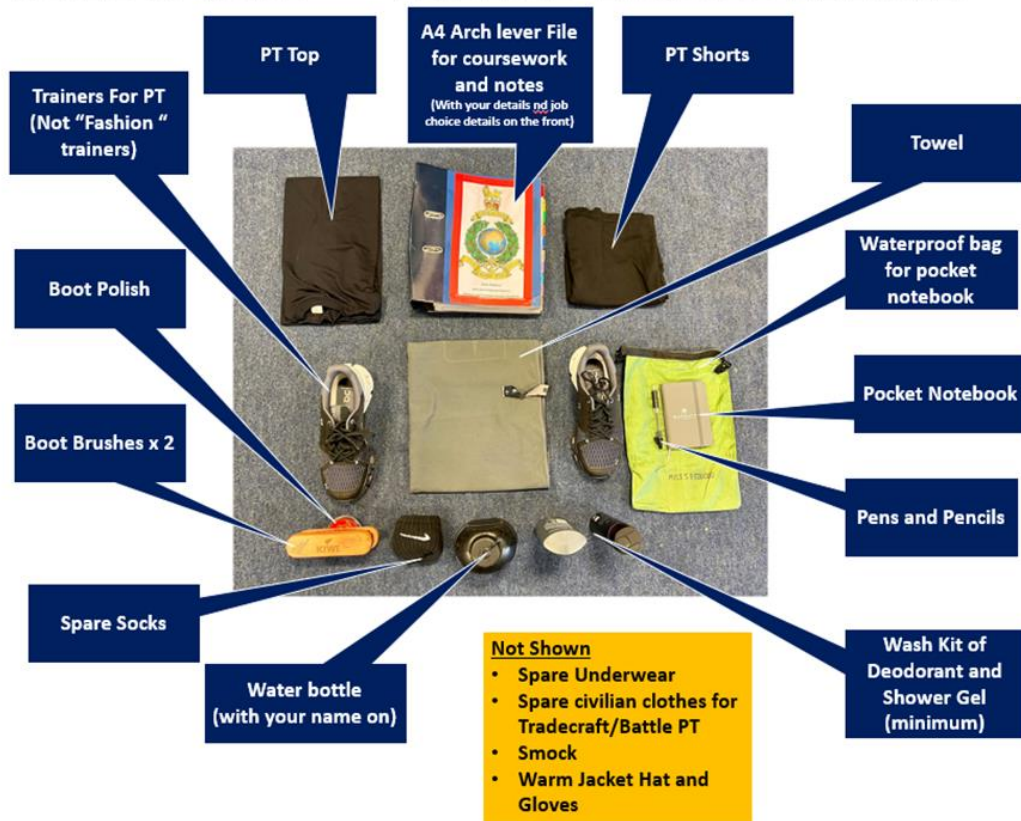
Additional **OPTIONAL** recommended clothing /equipment:

- Warm hat
- Gloves
- Warm jacket (fleece or softshell)
- MTP “Bush” hat or cap
- Head torch or torch
- Knife, fork, spoon, and mug
- If you have your own military kit, you may be able to use this (Please check with staff)
- Additional outdoor kit will be issued by the College when required

MAPS – DAILY UNIFORM



MAPS SOP – DAILY EQUIPMENT



MAPS – SOP KIT LAYOUT



8. Feeding

Generally, you will need a packed lunch or cash to purchase food on site (if you have free school meals, they can be used in the restaurant).

From time-to-time you will be off-site for the day and therefore will be required to bring packed meals for these days.

Residential students will collect theirs from the kitchen at breakfast and the remainder must ensure they bring them in from home.

You will be given prior notification of these days.

Overnight exercises and final exercises will be catered for from the food charge.

9. Attendance

With you being timetabled only four days a week, it is a very busy timetable and **attendance is critical**.

There is a college expectation of attendance above 95% (Challenge 95+). If you are below this, then further action may be taken.

The **Final Exercises** and **Look at Life Exercises** are compulsory parts of the course and students **MUST** attend those activities.

Any questions then please feel free to contact us on:

01579 372332

Or email

SPM L3 - Daz Gray - darren.gray@cornwall.ac.uk

SPM L2 - Jamie "Taff" Pearce – jamie.pearce@cornwall.ac.uk

SSPM - Jon Stone - jonathan.stone@duchy.ac.uk

Or you can contact us through the Facebook page

<https://www.facebook.com/Duchycollegemilitaryacademy>

Please join the Closed group – Duchy MaPS 2024-2025 – on the link below:

[Duchy MaPS 2024-2025 | Facebook](#)

We also have a presence on Instagram and Tik-Tok

10. Other course-related information

Visits and study tours feature highly on this course, giving you the maximum contact with as many military and protective service organisations as possible.

A large proportion of these visits are free because they are funded by the Directorates of Navy, Army and RAF Recruiting, although there may be a requirement on occasions to supplement the costs of food, accommodation and travel.

In the spirit of the Uniformed Public Services, you are expected to attend study tours in uniform or smart clothing which includes collar, tie, and trousers for male students and appropriate dress/skirt for female students (unless otherwise stated).

You will need to bring a copy of your up-to-date CV and a personal statement as part of the evidence for your units

11. MaPS social media

As you should be aware, we have a presence on social media. Facebook is one of the means that we can keep everyone updated with what you are up to and communicate with the Services and parents/guardians.

We have two Facebook pages

- a. <https://www.facebook.com/Duchycollegemilitaryacademy> - The Open Public page for all
- b. [Duchy MaPS 2024-2025 | Facebook](#) - The Closed group just for students, parents, guardians and relatives. We can use this as a platform to communicate with you and parents, keep you updated, chase individuals and upload lots of photos/Videos

We also have an Instagram page – @mapsduchy And Tik Tok – Duchy MaPS

Please like and follow all the above.

12. MAPS Optional Trips

Currently there are two optional trips that we offer that will enhance your experience on the course. You will have been briefed about these during your interview.

The trip details are given below, and the provisional cost outlined.

Payments can be made by cash/cheque/card. Card payments can be taken over the phone by calling Campus Support at Duchy on 01579 372250. When calling please state which learner it is for and what the payment is for (e.g. Rations/London/Normandy)

There will be a final cut-off date for booking both trips and for payments. This information will be in the letter given out during induction.

An expression of interest form is attached below.

Provided there is sufficient interest the trips will be run.

Both trips have a maximum number that we can take, and early booking is advisable.

- a. Optional Trip 1 – “London – Capital City, Government and Military centre”
- b. Optional Trip 2 – “in the Footsteps of Heroes” - D-Day locations and Beaches

Optional Trip Number 1

London – Capital City, Government and Military centre

3 days and 2 nights

Cost - £249 (approx.)

This trip will take place around the middle to end of March – **02-04 Apr 2025 (tbc)**
Cost includes coach travel, hostel accommodation, evening meals, London travel, entry to establishments.

The trip will include the following:

London Sightseeing	Downing Street	National Army Museum
Tower of London	Buckingham Palace	Changing of the Guard
The Mall	Whitehall	Nelson’s Column
Cenotaph	Houses of Parliament	Imperial War Museum

Evening meals at restaurants (Bella Italia and Hard Rock Café or a suitable alternative)

This is likely to be highly subscribed and early booking is advisable

Trips can be paid in instalments and there will be a cut-off in numbers and a final payment date approximately two months prior to departure, in order to allow exact bookings to be made.

Optional Trip Number 2

Normandy, France - D-Day locations and Beaches

8 days and 7 nights

Cost - £499 (approx.)

This trip will take place around the middle to end of June – **11-18 June 2025 (tbc)**
Cost includes coach travel throughout, ferry travel, hotel/lodge accommodation, all meals entry to establishments and tours.

The trip will include the following:

Overnight ferry from Portsmouth

Coach	Accommodation	Pegasus Bridge and Museum
Merville Battery	Juno Beach	Sword Beach
Gold Beach	Arromanches	Mulberry Harbour
Pointe-Du-Hoc	Longues-Sur-Mer Battery	Omaha Beach and Museum
US Cemetery	Maisy Battery	La Cambe German Cemetery
Dead Man's Corner	D-Day Experience	Utah Beach and Museum
St Mere-Eglise	US Airborne Museum	British and Commonwealth
Cemetery at Bayeux	Battle of Normandy Museum	
Return ferry	All Meals in France	

This is likely to be highly subscribed and early booking is advisable

Trips can be paid in instalments and there will be a cut off in numbers and a final payment date approximately two months prior to departure, in order to allow exact bookings to be made.

Please ensure that your passport is in date and will have at least six months beyond June 2025.

Please bring this page with you to Induction or at the start of the course

Expression of Interest form – MAPS Trips 2025

Student Name	
Course	
Address	
Contact Number	
email	
Parent/Guardian Name	
Parent Guardian signature	

London – Cost £249 (approx.)

Date – 02-04 April 2025 (tbc)

Normandy – Cost £499 (approx.)

Date - 11-18 June 2025 (tbc)

Trip	Yes*	No*	Deposit	Instalments	Paying in full
London					
Normandy					
Comments:					

- **Please tick as appropriate**

Payments can be made by cash/cheque/card. Card payments can be taken over the phone by calling Campus Support at Duchy on 01579 372250. When calling please state which learner it is for and what the payment is for (Rations/London/Normandy).

Please note a separate letter with more detail will be given to all students during the first few weeks.