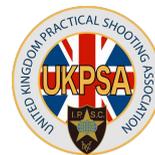


United Kingdom Practical Shooting Association



Training Guidance Handbook

Revision 2 – October 2019



UKPSA Training Guidance

Introduction:

This document is the authoritative guide to all UKPSA Training doctrine & protocol.

It brings together all parts of UKPSA Training past & present to provide the Association's officers and membership with an overview and guidance on how training should be delivered and administered.

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Section 1 – Governance

The following is taken from the UKPSA Bye-laws (February 2018 Revision) and forms the primary training governance, all other training documents are subordinate to the UKPSA Constitution and Bye-laws.

5. Terms of reference for the Association's Executive Commissions.

B. UKPSA Training

Name:	UKPSA Training.
Created by:	UKPSA Council.
Primary Function:	The Provision of UKPSA Safety Courses to all shooters.
Committee Structure:	Chairman (non-voting) appointed by the UKPSA Council. A minimum of 2 voting members (usually UKPSA Instructors) appointed by the Chairman, such appointments being subject to the approval of the UKPSA Council.
Reporting:	The Chairman reports directly to the UKPSA Council.

UKPSA Training has five key responsibilities:

1. Education

- The preparation, development, maintenance and distribution of training materials pertinent to UKPSA Safety Courses.
- The training, certification, maintenance and evaluation of Club Coaches and Instructors
- The identification and training of UKPSA members who exhibit a high level of competence, an exemplary attitude, and a personal commitment to safety and training to become Club Coaches and Instructors.

2. Membership

- The establishment of both the criteria and process for membership applications.
- The introduction of systems to facilitate the development, deployment and promotion of Club Coaches and Instructors in an equitable and orderly fashion. Such systems are to recognise the importance of constructive but critical feedback to enhance individual development and improvement.
- The introduction and management of a fair and just system to discipline Club Coaches and Instructors with the understanding that such officials must set a very high standard as an example to others at all times.

3. Administration

- The maintenance of current records of all Club Coaches, Instructors and their students, including details of competition licences issued and the provision of such records to the UKPSA Membership Secretary.
- The establishment and administration of codes of conduct as well as minimum standards for attitude and appearance to maintain the UKPSA Training image.
- The provision of UKPSA Club Coaches and Instructors with appropriate identification and, when sanctioned by the UKPSA Council, appropriate apparel and equipment.

4. Operations

- To provide UKPSA affiliated clubs with technical and practical support to assist them in delivering training to their members.
- To provide UKPSA Safety Courses with high quality Club Coaches and Instructors to help ensure they are conducted as safely as possible and to provide suitable tuition and guidance to students attending those courses.
- To direct and control the consistent delivery of UKPSA Safety Courses to students.

5. Consultation

- To advise the UKPSA Council on all matters relating to Safety Courses and training.
- To provide the UKPSA Council with appropriate research, opinions and evidence as may be required.



Section 2 – Administration

Training Chairman - Role & Duties

Role;

The Training Chairman (TC) is responsible for the effective management of UKPSA Training and acts as a conduit between the UKPSA Council and the UKPSA Training Committee (UTC).

Duties;

- Appoints members to the UTC and seeks approval for these appointments from UKPSA Council.
- Sets agendas for UTC meetings.
- Chairs UTC meetings.
- Maintains an accurate tracker of UTC motions and their results.
- Represents the UTC at UKPSA Council meetings.
- Provides regular detailed reports to UKPSA Council regarding training demand and provision.
- Provides advice to UKPSA Council on UKPSA Training Guidance.
- Maintains UKPSA Training records that shall include;
 - Safety Course waiting list
 - Safety Course results database
 - Instructor database
- Approves all Safety Courses and assessments i.e. HGCC or LGCC
- Sends out Pre-Course learning material to those who complete the online training enquiry form and are subsequently entered onto the Safety Course waiting list.
- Ensures post Safety Course and assessment reports are provided by instructors/SQEPs.
- Ensures Expense reports for Safety Courses are submitted by Course Directors/Instructors in good time.
- Ensures UKPSA Levy is paid by Course Directors/Instructors.
- Issues Competition Licences to those members whom instructors/SQEPs notify the TC as having met the required standard.
- Distributes the Post-Course Handout to all those UKPSA members who pass a Safety Course and are eligible to receive a Competition Licence.
- Provides Safety Course Certificates to instructors.
- Co-ordinates UKPSA Training seminars.
- Awards UKPSA Training qualifications to members on behalf of the Association.
- Monitors instructor activity and ensures qualifications & competency is maintained.

Training Committee – Role & Duties

Role;

The Training Committee is responsible for the development and maintenance of all UKPSA Training guidance and protocol, it advises the TC on training related matters.



Duties;

- Develops and implements UKPSA Training policy and procedures for delivery by UKPSA Trainers and any suitably qualified and experienced person (SQEP).
- Votes on and where appropriate, approves UTC motions.
- Provides guidance to TC on training related matters.
- Adjudicates on alleged breaches of the UKPSA Code of Practice for Shooting Sports Coaches & Instructors.

Training Committee Tracker

An accurate record of all UTC motions put before the UKPSA Training committee must be maintained and should include;

- A unique reference number.
- A detailed description of the motion put before the UTC.
- Date of when the motion was submitted to the UTC.
- A record of how the UTC voted, limited to the number for, against, abstentions and any nil response.
- The final outcome of the motion i.e. carried, not carried or withdrawn.
- A date for implementation of a successful motion if required.

Minutes of Training Committee meetings

A record of UTC meetings should be kept, and minutes produced should be issued to both the UTC and UKPSA Council.

Section 3 – Competition Licences

Competition Licences are to be issued centrally by the TC and linked to the Safety Course database via a unique student ID number in the top right-hand corner of the licence.

Competition Licences will be issued by uploading them directly onto the online membership database once instructors/SQEPs have confirmed the successful assessments, via the issue of post course reports.

The image shows a template for a UKPSA Competition Licence. It features the UKPSA logo (United Kingdom Practical Shooting Association) and the I.P.S.C. logo (International Practical Shooting Confederation). The form includes fields for Discipline, Full Name, Membership No., Course Venue, Date, and Instructor. A unique student ID number (000/0000) is printed in the top right corner. A statement at the bottom confirms that the member named above has been certified as having successfully completed the Course of Instruction to competition standard. The form is signed by the Regional Director.

UKPSA
United Kingdom Practical Shooting Association
United Kingdom Region of the International Practical Shooting Confederation

Competition Licence 000/0000

Discipline: _____
Full Name: _____
Membership No.: _____
Course Venue: _____
Date: _____
Instructor: _____

This is to confirm that the member named above has been certified as having successfully completed the Course of Instruction to competition standard.

Regional Director:



Firearm Categories & Competition Licence Matrix;

UKPSA Training categorises firearms into two distinct pools;

Long Firearm or Short Firearm.

Below is a pictorial diagram setting out how those firearms used in IPSC & UKPSA disciplines are grouped and the route a member may take to convert between a discipline 'swimming lane' within a specific firearm pool;



Conversion assessments required to move between 'swimming lanes'

1. Handgun Competency Check
2. Long Gun Competency Check

(*SB – Small-bore / FB – Full-bore)

See Section 5.2 – HGCC & LGCC for further detailed information on how to convert between UKPSA & IPSC disciplines within the same pool.



In addition to the Firearm pool diagram, UKPSA Training utilises a matrix to demonstrate the weighting of Safety Course qualifications and sets out what UKPSA Competition Licence is required to allow access into which IPSC/UKPSA Level 2 or above match.



UKPSA Training competition licence matrix

		UKPSA/IPSC L2+ Match Disciplines						
		Action Air	LB-SB	LB-FB	Handgun	Mini-Rifle	Rifle	Shotgun
Competition Licence	SHORT	Action Air	Can't compete					
		Long barrelled - SB	Can't compete					
		Long barrelled - FB	Can't compete					
	LONG	Handgun	Can't compete					
Mini-Rifle		Can't compete	Can't compete	Can't compete	Can't compete	Can compete	Can't compete	
Rifle		Can't compete	Can't compete	Can't compete	Can't compete	Can compete	Can't compete	
Shotgun	Can't compete	Can't compete	Can't compete	Can't compete	Can compete	Can compete	Can compete	

How to use this matrix:

Select a match discipline from the top row, follow the column down to see what competition licence(s) allow a member to compete in that discipline at a UKPSA or IPSC Level 2 or higher match.

To compete in a multi-gun match, Tournament and/or Grand Tournament, a member will be required to hold all relevant UKPSA competition licences for those firearms included in the event as per the matrix.

Legend:

- SB - Small bore
- FB - Full bore
- AA - Action Air
- LB-SB - Long barrelled - Small bore (LBP)
- LB-FB - Long barrelled - Full bore (LBR)
- Can compete
- Can't compete

Safety Course Pass & Competition Licence Expiry Periods

To ensure the competency of members who take part in competition remains current, a Competition Licence expiry period was implemented by the UTC on 15th August 2018.

UTC Motion 010/2018.

"If a period of 24 months elapses between a member participating in either their qualifying UKPSA safety course or a UKPSA recognised match, the member's competition licence for that discipline will have deemed to have lapsed and a re-assessment will be required.

If a period of 48 months has elapsed between a member's qualifying UKPSA safety course or a UKPSA recognised match, the member's competition licence for that discipline will have been deemed to have expired and it will be necessary for that member to participate in a full UKPSA safety course in order to obtain a new Competition Licence for that discipline."

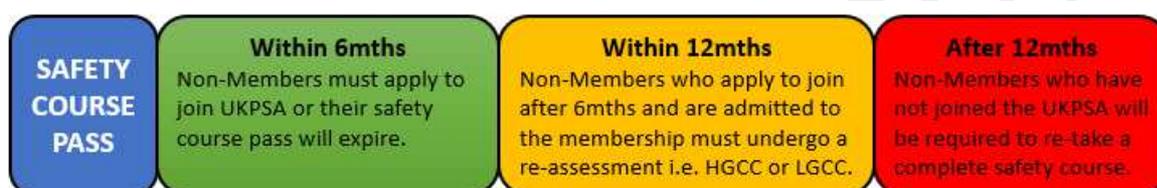




Non-Members who obtain a pass grade for participating in a UKPSA Safety Course will not be eligible for the issue of a Competition Licence but will have a period of six (6) months from the last day of their UKPSA Safety Course to apply for membership and receive a Competition Licence.

Non-Members who obtain a pass grade for participating in a UKPSA Safety Course and join the Association between 6 months and one year after the last day of their UKPSA Safety Course will be required to complete a suitable assessment (HGCC or LGCC) in order to obtain a Competition License.

Non-Members who obtain a pass grade for participating in a UKPSA Safety Course and join the Association one year or more after the last day of their UKPSA Safety Course will be required to complete a full UKPSA Safety Course in order to obtain a Competition Licence.



A recognised UKPSA match was defined by the UKPSA Council on 20th October 2018 as;

An IPSC level 1 match run by an affiliated club with a course of fire approved by a current NROI member or an IPSC level 2 or above match.

(UKPSA Council Minutes – 20th October 2018, Agenda item 8 – Training Matrix Approval)

Section 4 – Training Personnel

Code of Practice

To ensure that UKPSA training is delivered consistently in terms of safety and quality, it is important that our training personnel have a common standard that reaches beyond the content of that being taught.

The UKPSA Code of Practice for Shooting Sports Coaches and Instructors is a best practice guide promoting a professional image and defining all that is best in coaching practice. It has been developed in conjunction with UK Coaching, a non-government organisation that works with the four national sports councils and many other national governing bodies for sport in the United Kingdom.

A link to a downloadable copy the Code of Practice can be found below;

<https://drive.google.com/file/d/1eLYCP379fJbnCQPewTRCQIbovw9EwQtu/view?usp=sharing>



UKPSA Volunteer Agreement

Every member who volunteers to assist the UKPSA's charitable mission by providing training in the safe use of firearms, will be required to complete a 'UKPSA Volunteer Agreement'.

This document forms a contract between the UKPSA and the member that sets out the UKPSA's expectation regarding how an individual volunteering to provide training, both to our members and the public, will conduct themselves when acting on our behalf, and how the UKPSA will support that member to enable them to do so.

A downloadable link to the UKPSA Volunteer Agreement is below;

<https://drive.google.com/file/d/1FwVVuAwSyntIODhRG8y5V1ghVu1-0Z8k/view?usp=sharing>

Instructor Pathway

As of January 2019, members are required to meet the current UKPSA Trainer prerequisites as set out below;

- A recognised 1st Aid qualification (as per HSE guidance – Selecting a First Aid Provider) <https://drive.google.com/file/d/1FM173qjnWBTMUbUiwR-FB9oPBfXtUsna/view?usp=sharing>
- Membership of UKPSA
- Membership of National Range Officers Institute (NROI)

If a UKPSA Member wishes to volunteer to provide training on behalf of the Association, they should complete the T3 Seminar enquiry form and confirm that they meet the prerequisite requirements.

<https://forms.gle/jAfVLpXXjZ2YDXpw5>

On receipt of the members completed enquiry form and confirmation of the prerequisite requirements, the TC will issue the member with a training pack including the UKPSA Code of Practice for Shooting Sports Coaches & Instructors, Volunteers Agreement which must be completed prior to advancing any further and all current UKPSA Training guidance.

The member will be invited to attend a 'Train the Trainer' (T3) Seminar as a 'potential instructor' at the earliest opportunity so they may be assessed in order to obtain a UKPSA Training qualification.





The Train the Trainer (T3) seminar is a training assessment and potential instructors will receive a series of lectures including, the duties of a UKPSA Instructor, how to coach and discipline specific training and assessment.

In addition to the instructional element of the seminar, potential instructors will be continuously assessed by current UKPSA Instructors and Assessors during practical assessments, followed by an open book written assessment on the UKPSA Safety Course Combined Curriculum and the UKPSA Code of Practice for Shooting Sports Coaches & Instructors.

Potential Outcomes for participation in a UKPSA 'Train the Trainer' Seminar are;

- **Fail**
- **Level 1 Pass** – Assistant Instructor (Discipline Specific)
- **Level 2 Pass** – Instructor (Discipline Specific)

As of January 2019, the UKPSA will recognise the following training UKPSA qualifications;

Level 1 – Assistant Instructor

Level 2 – Instructor

Level 3 – Instructor Assessor

Level 4 – Performance Coach

Where an existing or potential instructor has only the requisite experience to instruct in a single firearms pool or is assessed as being competent in one discipline only, the words 'Short Firearm, Long Firearm or Action Air' may be appended to their title i.e. Instructor - Action Air.

Existing training staff will retain their current UKPSA Training Status but may participate in a 'Train the Trainer' seminar to enable them to become multi-disciplinary or to advance in their chosen discipline.



Roles & Duties of UKPSA Training personnel

 Roles & Duties of UKPSA Trainers 			
Assistant Instructor	Instructor	Instructor Assessor	Performance Coach
<p>Promotes the safe use of firearms for use in IPSC competition as per the UKPSA Code of Practice, UKPSA Combined Curriculum and IPSC Combined Rule Book.</p> <p>Prepares potential safety course students for participation in safety courses.</p> <p>Assists instructors in the delivery of safety courses.</p> <p>Maintains their training competency and actively prepares for advancement to instructor status.</p>	<p>Plans regular safety courses and seeks approval from TC for the delivery of courses.</p> <p>Provides instruction in the safe use of firearms for use in IPSC competition, in line with the UKPSA Code of Practice, UKPSA Combined Curriculum and IPSC Combined Rule Book.</p> <p>Assesses safety course participants and issues safety course pass certificates where appropriate.</p> <p>Issues post course reports to TC including recommendations for individuals to receive UKPSA Competition Licences and referrals for those who do not meet the required standard.</p> <p>Mentors Assistant Instructors and prepares them for further assessment.</p> <p>Acts as directing staff at UKPSA Training seminars.</p>	<p>As per the roles & duties of an instructor but with the added responsibility to provide UKPSA Training with the following support;</p> <p>Promoting the participation of UKPSA members in instructor development.</p> <p>Acting as directing staff at UKPSA Training seminars.</p> <p>Mentoring instructors who wish to develop their training qualifications further.</p> <p>Providing assessment of UKPSA members who participate in Training Seminars.</p>	<p>Promotes the safe use of firearms for use in IPSC competition as per the UKPSA Code of Practice and IPSC Combined Rule Book.</p> <p>Identifies high performance athletes and emerging talent.</p> <p>Focuses on talent development.</p> <p>Is involved in the co-ordination of a UKPSA talent pathway leading into National Squads.</p> <p>Provides support to UKPSA National Squad Directors for the selection and training of members being considered for national squads.</p> <p>Provide UKPSA Training with advice and guidance on the delivery of performance based training.</p> <p>Provides performance training to UKPSA members.</p>

Instructor Currency

In order to maintain a UKPSA Assistant Instructor or Instructor or Assessor qualification, a member must complete the following;

- Participate in a minimum of 1no. full Safety Course every two years.
 - Participate in a minimum of 1no. recognised UKPSA match.
- Or
- By demonstrating their competence in the instruction of firearms safety by providing evidence of such to the UTC.

Failure to meet the above criteria will result in a member's trainer status being downgraded.



Section 5 – Safety Courses

Section 5.1 – Administration

Pre-Course Approval

To ensure safety courses are covered by the UKPSA's insurance provider, instructors must notify the TC in good time so they may confirm the course has received UKPSA Training sanction. A course run without UKPSA Training approval is uninsured and doing so would be considered a breach of the UKPSA Training Code of Practice. Any participant taking part in an unsanctioned Safety Course shall not be eligible for a UKPSA Safety Course Pass nor shall they receive a UKPSA Competition Licence.

Instructors should complete the online Safety Course Sanction Request including the following information;

- Proposed start date of course.
- Type of safety course i.e. Short Firearm, Long Firearm, Action Air.
- Email address of Course Director (Lead instructor/administrator).
- Names of instructor(s) running the course.
- Total number of UKPSA trainers (instructors & assistant instructors) participating in the course.
- Venue of course.
- Maximum no. students.

The online Safety Course Sanctioning Request form can be found by following the link below;

(Link Removed – Uncontrolled Copy)

Safety Course Post Course Reports

Within seven days of the conclusion of a safety course, the lead instructor or course administrator should complete a post course report and file it with the TC.

The post course report is essential in order to communicate the result of a safety course to UKPSA Training so the TC may issue Competition Licences, and UKPSA Training records can be kept up to date.

Failure to provide a post course report will prevent those UKPSA members who have successfully participated in a safety course from receiving a Competition Licence and will prevent the UKPSA Regional Director or UKPSA Match Directors from being able to verify UKPSA members eligibility to enter matches.

Course Directors, Instructors or course administrators should complete Post Safety Course Reports including the following information;

- Course date & venue
- Course type i.e. Short firearm, Long firearm, Action Air etc...
- Instructors & Assistant Instructors who've participated



- Student details inc. UKPSA Membership no. & email address if they wish to receive a Competition Licence.
- Result of assessment i.e. Pass, Fail or Referral (including a detailed reason for referral).

This information should be submitted via the link below;

(Link Removed – Uncontrolled Copy)

Course Fees & Expenses

Safety courses should be provided to UKPSA members as inexpensively as possible.

UKPSA Training has set the maximum training course fee at **£160** per participant.

This is a maximum fee and is set at this level to allow for course expenses such as commercial range hire, instructor expenses such as hotel and travel costs to be recovered directly.

Course Directors should submit an expense report to the TC within 7 days of the end of a safety course, detailing all course expenses in order to support any fee charged and to enable the UKPSA Council to audit course fees and keep the maximum fee under regular review.

An example of an expense report can be downloaded via this link;

<https://drive.google.com/file/d/1709oM5SEhFCGYlpZ5eOEFs9NXxIM-Yu/view?usp=sharing>

Included within the maximum fee is a **£15** UKPSA Training levy (**£5 for Juniors**) which is chargeable to each course participant and should be collected by the Course Director and paid directly to the UKPSA.

UKPSA Bank Details

Sort Code: 30-94-46

Account No.: 00395600

Reference: Safetyddmmyy (where the date 'ddmmyy' represents the first day of the course)

Section 5.2 – Content

Combined Curriculum

The UKPSA Training Safety Course Combined Curriculum has been developed to define the specific areas of learning that UKPSA training personnel must teach and assess to ensure our members are equipped with the requisite knowledge, skills and competencies necessary to take part in dynamic shooting and UKPSA and/or IPSC competition.

The Safety Course Combined Curriculum will be reviewed annually by the UTC to ensure it remains relevant and in line with the IPSC Combined Rule Book.

All UKPSA Safety courses shall be delivered in line with the Combined Curriculum.



A link to the current revision of the UKPSA Training Safety Course Combined Curriculum is below;

<https://drive.google.com/file/d/1CIKJyV5wk8cnXMGs6KQ3GMMbw5XCD0m/view?usp=sharing>

Course Delivery Handbook

A Course Delivery Handbook (CDH) is the document subordinate to the UKPSA Training Safety Course Combined Curriculum that details the purpose, objectives, means and methods required to deliver a UKPSA Safety course. There is a Long Firearm and Short Firearm CDH which will guide and support UKPSA training personnel when planning and delivering teaching activities.

Discipline Conversion Pathways

Due to legislative restrictions within Great Britain it is not always possible for UKPSA members to access the firearms required to train and participate in all IPSC competition. It may also be desirable for a UKPSA member to move between disciplines and firearms categories as they learn about the sport and wish to participate in a wide number of IPSC disciplines. As such it is important that UKPSA Training has defined routes that allow our members to 'convert' their existing skills via a streamlined and efficient route.

It will no longer be allowable to 'convert' between Long Firearm to Short Firearm and vice versa, and an individual will be required to attend a full safety course in each firearm category. *(Please refer to the Firearm Categories & Competition Licence Matrix on page 5 of this guidance.)*

Action Air to small-bore short firearm - Via HGCC

Action Air to full-bore short firearm - Via HGCC or 'Out of Region' pathway

Small-bore to full-bore short firearm - Via HGCC or 'Out of Region' pathway

Small-bore to full-bore long firearm – Via completion and assessment of modules 3.4, 4.1, 6.1, 6.2, 7.1 & 7.2 of UKPSA Training Safety Course Combined Curriculum, this shall be known as the Long Gun Competency Check (LGCC).

Out of Region Pathway

IPSC handgun is a very popular discipline and whilst UKPSA members are prevented from participating in full-bore competition within the GB region due to existing legislation, there is opportunity for our members to pursue this discipline 'out of region'.

As such it is important that the UKPSA supports those members who wish to access this IPSC discipline, but it is of equal importance that appropriate training is provided, and assessment is made of a member's competency to allow the Regional Director to sign off that members participation in another region as per IPSC rule 6.5.1.

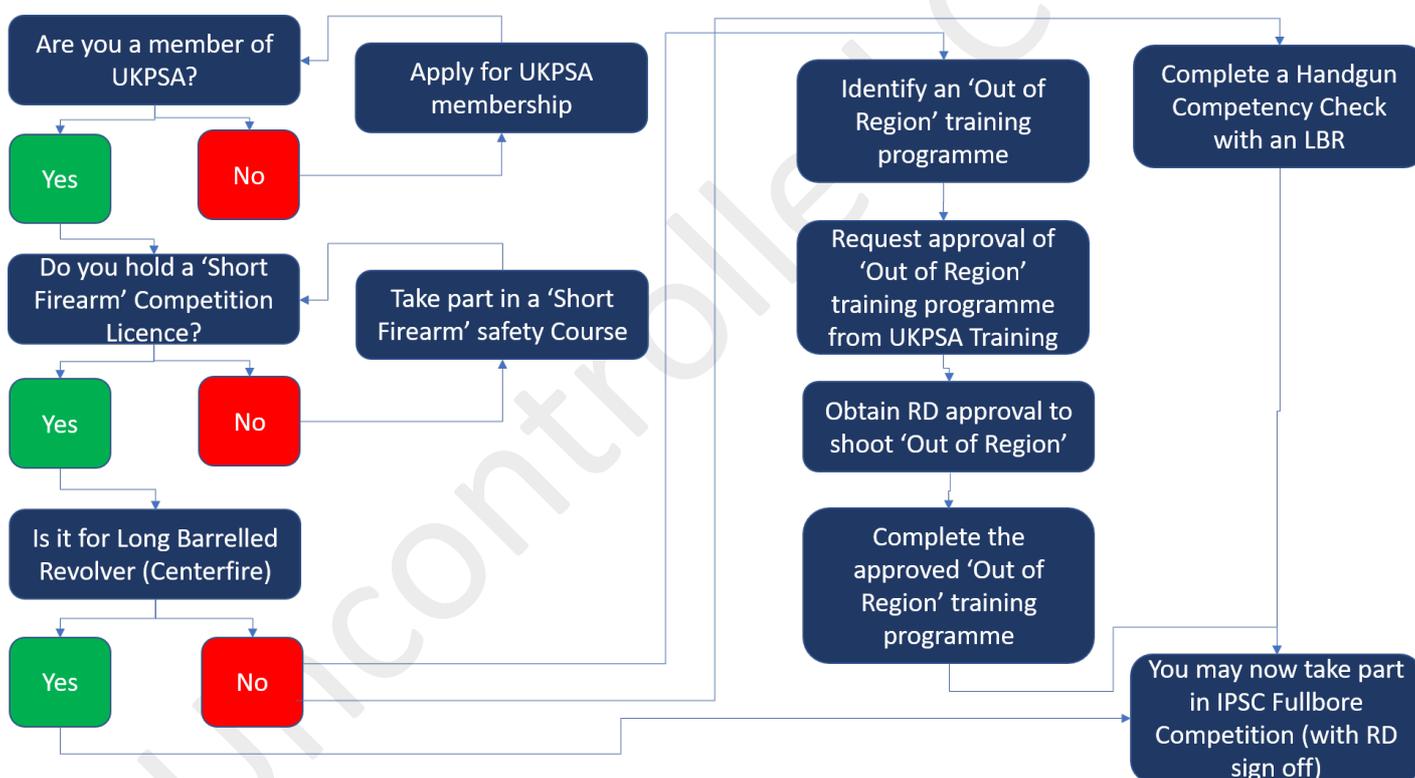
Whilst UKPSA Training's preference is for a member to undergo the HGCC assessment out of region, it is recognised that this is not always possible so in order to support and facilitate our memberships access to all IPSC disciplines, UKPSA Training will recognise other IPSC regions' training if and only if, the following protocol is followed;



1. UKPSA Member participates in and passes a UKPSA Short Firearm Safety Course.
2. UKPSA Member requests approval from UTC to participate in a training course out of region, providing details of training provider and course content.
3. UKPSA Member requests approval of UKPSA Regional Director (RD) to participate in an IPSC activity out of region.

UTC and RD approval may not be given retrospectively, and any UKPSA member who participates in another region's training course without the requisite approvals will not be eligible to receive a Competition Licence.

See the flow diagram below to see how to access full-bore handgun competition;





Handgun Competency Check (HGCC) & Long Gun Competency Check (LGCC)

The purpose of the UKPSA Handgun Competency Check (HGCC) & Long Gun Competency Check (LGCC) is to provide both a standardised procedure and range practices to allow a UKPSA approved Suitably Qualified and Experienced Person (SQEP) to assess an individual's competency with a short firearm or long firearm in order to:

1. Recommend the re-issue of a competition license which has lapsed in accordance with UKPSA policy.
2. Recommend the issue of an additional competition licence to an individual converting from one IPSC/UKPSA category of firearm to another (e.g. LBP or Action Air to Full-Bore Handgun or Mini-Rifle to Shotgun)
3. Recommend the issue of an initial competition license to an individual who did not join the UKPSA within 6 months of successfully completing a UKPSA Training Safety Course.

Link to the current revision of the Handgun Competency Check is below;

<https://drive.google.com/file/d/1TBouSqlmFZaTPg19KeyljuNhy2ImNhac/view?usp=sharing>

Link to the current revision of the Long Gun Competency Check is below;

<https://drive.google.com/file/d/1qhHoRV-auPENHrezKEeh87wBiqLbWlY9/view?usp=sharing>

Suitably Qualified and Experienced Person (SQEP)

The UTC definition of an SQEP is a person who has proficient knowledge, experience and competence to assess an individual in the safe use of firearms, and that they hold a recognised firearms qualification to demonstrate this.

Examples of SQEPs are listed below;

- UKPSA Instructor
- NROI member inc. other Region's NROI
- IROA member
- Other National Governing Body official by agreement with TC.
- Professional Firearms Qualification i.e. MOD or Police Firearms Instructors