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Royal Canadian Air Cadets

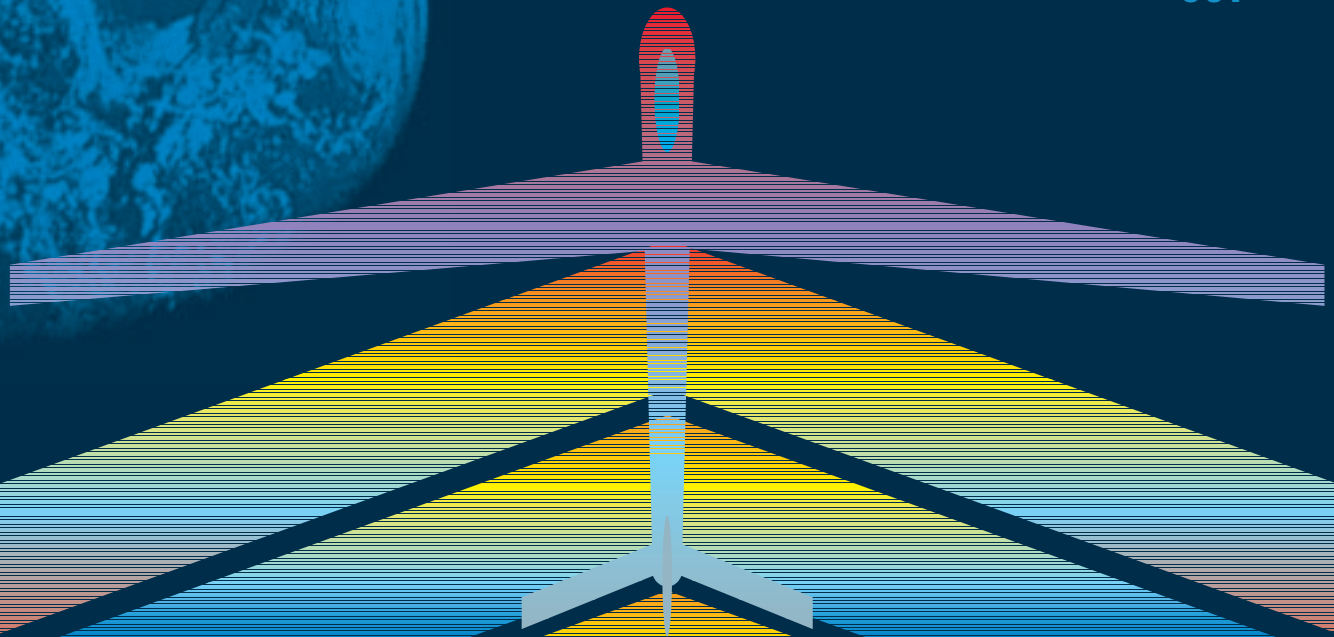
COURSE TRAINING PLAN



LEVEL

5

OJT



Canada

ROYAL CANADIAN AIR CADET MANUAL



ON JOB TRAINING LEVEL 5 COURSE TRAINING PLAN

(Supersedes A-CR-CCP-270/PH-001 dated 1997-04-28)

Issued on Authority of the Chief of the Defence Staff

OPI: D Cdts

1998-07-01

LIST OF EFFECTIVE PAGES

Insert latest changed pages; dispose of superseded pages in accordance with applicable orders.

NOTE

The portion of the text affected by the latest change is indicated by a black vertical line in the margin of the page. Changes to illustrations are indicated by miniature pointing hands or black vertical lines.

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FOREWORD

1. Course Training Plan for Royal Canadian Air Cadets Level Five – On Job Training is issued on authority of the Chief of Defence Staff and is based on the Course Training Standard A-CR-CCP-265/PT-001.
2. This publication replaces A-CR-CCP-270/PH-001 dated 1997-04-28. It is effective upon receipt.
3. Suggestions for changes shall be forwarded through normal channels to NDHQ, Attention: Director Air Cadets (D Cdts).

PREFACE

1. This CTP was developed by the Directorate of Air Cadets in collaboration with Region Headquarters, Area Cadet Officers (Air) and squadron officers.
2. This publication is for the use of air cadet squadron training officers and their staffs in planning and conducting the mandatory and mandatory support squadron training programme.
3. The CTP is an integral part of a performance oriented system of training. It is the third document in the squadron programme and identifies enabling objectives within the performance objectives. Each enabling objective defines in precise terms what skill the individual trainee must display to achieve the final performance objective.
4. A more detailed explanation of the Canadian Forces Individual Training System and how it applies to cadets can be found in the training management guide A-CR-CCP-272/PF-001 (under development).

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CHAPTER 1

GENERAL

101. OUTLINE OF TRAINING

1. **Description of Need.** Level 5 – ON JOB TRAINING (OJT) for air cadets includes training in leadership and drill, as well as an introduction to squadron administration and supply. A need exists to provide air cadets with an opportunity to gain experience and expand their knowledge/skills to effectively carry out their duties and better support the squadron officer staff.
2. The cadet may be recommended for promotion to Warrant Officer First Class upon successful completion of Level Five – On Job Training and **at least** one advanced specialty course (see para. 301 – assessment of training for additional details) given that they meet the prerequisites detailed in CATO 51-02.
3. **Scope.** The following subject areas will be covered:
 - a. Introduction to Squadron Administration and Supply PO 400.
 - b. Drill – PO 401.
 - c. Leadership – PO 408.
4. **Programme Design.** This period of On Job Training is to be completed during mandatory and/or mandatory support training time. Mandatory Training is conducted to achieve performance objectives outlined in the Course Training Standard. It takes place over 38 training periods Mandatory Support training is conducted outside regular training sessions as a means to assist in achieving the objectives of mandatory training.
5. This Level has been designed to allow the TrgO to fully integrate Level 5 cadets into the training operations of the squadron. The TrgO must however make sure that Level 5 cadets do not replace senior cadets which are already qualified Level 5. Where possible, it is recommended that Level 5 cadets be given the chance to be integrated into the training staff.
6. Local Headquarters Training for Level Five – On Job Training is then based on:
 - a. 38 training periods dedicated to Level 5 – OJT, and
 - b. two mandatory support training days allocated to Leadership training.

102. CONDUCT OF TRAINING

1. To maximize efficiency and to provide the TrgO with additional training staff, it is recommended that the scheduling of Level 5 standards be **combined** with the administration of training for other Levels.

For example:

- a. PO 400 – Candidates could participate in the registration of new cadets, or assist the TrgO with the administration of summer training forms,
- b. PO 401 – Candidates could organize two of the weekly parades or two special parades (Remembrance day, Christmas, etc.), and
- c. PO 408 – Candidates are required to organize any two activities in which Levels 1, 2, 3 or 4 cadets are involved.

2. **Method of Achieving Objectives.** The cadets shall be taught through the medium of:
 - a. **Lecture Method.** A formal or semi-formal discourse in which the instructor presents a series of events facts, principles, explores a problem or explains relationships;
 - b. **Discussion Method.** A method in which group discussion techniques are used to reach instructional objectives;
 - c. **Demonstration Method.** A method of instruction where the instructor by actually performing an operation or doing a job, shows the student what to do, how to do it and through explanations brings out why, where and when it is done;
 - d. **Performance Method.** A method in which the student is required to perform under controlled conditions the operations, skill, or movement being taught; and
 - e. **Study Assignment Method.** A method in which the instructor assigns readings in books, periodicals, manuals or handouts; requires the completion of a project or research paper; or prescribes problems and exercises for the practice of a skill.

103. USE OF CTP

1. This CTP shall be used by all Royal Canadian Air Cadet Squadrons as the primary authority covering the organization and conduct of Proficiency Level Five – OJT.

**ANNEX A
COURSE SUMMARY**

**LEVEL FIVE
ON JOB TRAINING
FOR AIR CADETS**

OJT LEVEL FIVE		MANDATORY PERIODS	MANDATORY SUPPORT TRAINING
400	Administration and Supply	16	
401	Drill	4	
408	Leadership	18	Two days
Total		38	Two Mandatory Support Training Days

CHAPTER 2**COURSE MANAGEMENT DETAILS****201. AIM**

1. The aim of Level 5 – On Job Training for air cadets is two-fold:
 - a. enhance a cadet's ability to take charge, organize and supervise squadron activities, and
 - b. broaden the cadets' knowledge of the squadron administration and supply departments so that they can better support squadron staff when the need arises.

202. CRITICAL REQUIREMENTS

1. **Course Duration.** The duration of this course is:
 - a. 38 training periods, and
 - b. two one day exercises (Mandatory Support Training).
2. **Instructor Allocation.** The following apply:
 - a. Training Officer.
 - b. Officer Instructor Course Training Officer.
 - c. Squadron Administration Officer.
 - d. Squadron Supply Officer.
 - e. Qualified Level 5 cadets.
3. **Course Capacity.** The course capacity will be dependent on the cadets available at each squadron. As well, enrolment will remain in accordance with squadrons designated quota.
4. **Facility Requirements.** Squadrons should seek access to the following facilities in order to conduct this course:
 - a. area to conduct drill manoeuvres;
 - b. a classroom; and
 - c. area to conduct sports activities (if required by cadets at PO 408).

CHAPTER 3

ASSESSMENT OF CADETS

301. GENERAL

1. **Course Assessment.** A pass/fail assessment of each cadet will be based on:
 - a. successfully meeting the standards of Performance Objectives as described in chapter 4 of this CTP; and
 - b. the cadet's behaviour and involvement in the squadron activities.
2. It is expected of cadets undergoing Level 5 – On Job Training, that they perform their duties to a very high standard and that they get actively involved in the various aspects of squadron training. It is also important that their deportment and behaviour be exemplary **at all times**.
3. Qualified Level 5 cadets may be recommended for a promotion to Warrant Officer First Class, given that they meet the prerequisites detailed in CATO 51-02. However, due to the importance of this rank in the squadron hierarchy, **only the best Level 5 candidates should be recommended**. The decision to recommend a candidate should only be made after a detailed review of the training record (*) by the Squadron Training Officer and the Squadron CO.

* **Note** – Including performance in previous levels of LHQ training and summer training.

302. SPECIFIC ASSESSMENT GUIDELINES

1. **PO 400 – Introduction to Squadron Administration and Supply.** In order for a cadet to pass PO 400 he/she must work three hours under the supervision of the Supply Officer and three hours under the supervision of the Administration Officer for a total of six hours.
2. **PO 401 – Drill.** In accordance with references, the cadet must plan and supervise two squadron parades during the course of the training year. Attached at Annex A to this chapter is the check list and assessment guide.
3. **PO 408 – Leadership.** To pass PO 408, the cadet must, in accordance with references, organize two activities for Levels 1, 2, 3 or 4 cadets, and participate in three group discussions based on leadership. Attached at Annex B to this chapter is the evaluation form for this PO.

303 POs EXEMPTIONS

1. Upon successful completion the Senior Leadership Course or a determined period of summer employment, cadets may be credited for a selected number of Proficiency Level 5 Performance Objectives:

Exemption LHQ Training – Level 5			
Course/Employment	PO 400	PO 401	PO 408
Senior Leadership Course		X	X
Staff-Cadet category 1 (Training)			X
Staff-Cadet category 2 (Training Support)	X		

Note. For more information on the categories of employment for staff-cadets, consult CATO 54-21.

2. **Staff-Cadets** – Credits to staff-cadets is not automatic and will be based on:
 - a) their overall performance during the employment period (dress and deportment, discipline, etc.)

- b) their specific performance in related fields of expertise (leadership, administration or supply),
 - c) a recommendation from the Officer In Charge during the employment period, and
 - d) their past performance at the squadron.
3. **Senior Leadership Course** – Credits to graduates of the SLC is not automatic and will be based on:
- a) their overall performance during the course (dress and deportment, discipline, etc.),
 - b) their specific performance in related Performance Objectives (Drill and Leadership),
 - c) a recommendation from the Course Reviewing Officer, and
 - d) their past performance at the squadron.
4. It must be remembered that graduates from the Senior Leadership Course credited with PO 401 and PO 408 require additional monitoring when they return to the squadron. They must be given a chance to practice their newly acquired knowledge and gradually improve their leadership skills.
5. It is strongly recommended that the TrgO meets with the SLC graduates upon their return in order to assess progress and determine ways to maximize their efficiency within the confines of the training strategy selected by the squadron. The expectations put on SLC graduates upon returning to the squadron will vary from one squadron to the next depending on various factors, including the number of senior cadets available, their rank, past experiences, etc. This is why it is important to clearly establish what is expected of each graduate, right from the beginning of the training year and closely monitor their performance until you feel they have fully adapted their leadership to the operations of your squadron.

304. GRADING

1. **Performance Objective 408.** Leadership will be graded. PO 400 and 401 will not be graded, they will be assessed as Pass/Fail only.
2. **Level 5 Grading.** Grades for Level 5 are defined as:
- a. A - Above standard performance –
 - (1) received a grade of 80% or greater for the assessment of both activities at PO 408, and
 - (2) obtained a PASS for the three group discussions in PO 408, and
 - (3) obtained a PASS for the assessment of both parades in PO 401, and
 - (4) obtained a PASS for both components of PO 400, and
 - (5) enthusiastically approached all tasks, participated actively in all aspects of squadron life and displayed superior behaviour throughout the year;
 - b. B - Standard performance –
 - (1) received a grade of 70% or greater for the assessment of both activities in PO 408, and
 - (2) obtained a PASS for the three group discussions in PO 408, and
 - (3) obtained a PASS for the assessment of both parades in PO 401, and

- (4) obtained a PASS for both components of PO 400, and
- (5) approached tasks enthusiastically and displayed standard behaviour throughout the year;
- c. C - Minimum performance –
 - (1) received a grade of 60% or greater for the assessment of both activities in PO 408, and
 - (2) obtained a PASS for the three group discussions in PO 408, and
 - (3) obtained a PASS for the assessment of both parades in PO 401, and
 - (4) obtained a PASS for both components of PO 400, and
 - (5) displayed inappropriate behaviour at some time during the course; and
- d. F - FAIL –
 - (1) the cadet did not receive a minimum of 60% on PO 408, and/or
 - (2) the cadet received a FAIL mark on at least one of three group discussions in PO 408, and/or
 - (3) the cadet received a FAIL mark for the assessment of at least one parade in PO 401, and/or
 - (4) the cadet received a FAIL mark on at least one component of PO 400, and/or
 - (5) the cadet failed to present a minimum standard of deportment and behaviour expected of Level 5 cadets.

305. RETESTING

1. A cadet who fails the evaluation for a given PO will be permitted one supplemental attempt to pass. Failure of a supplemental attempt constitutes failure of that PO (see para 306 for further details). If, in the judgement of the Commanding Officer, unusual circumstances exist, a further attempt may be granted. The details shall be recorded on the cadet's file.

306. PROGRESS MONITORING

1. Continuous monitoring of cadet's progress is required at the squadron in order to provide the following:
- a. early warning of cadet's difficulties; and
 - b. feedback on the effectiveness of training.
2. Mechanisms used for this purpose are:
- a. cadet interviews; and
 - b. enabling checks.
3. **Cadet's Progress File.** Progress files will be used to record observations on cadet's performance. The Course Training Officer will ensure that forms are included on his/her record:
- a. completion of and attendance at essential training activities required by POs/EOs;

- b. accumulated performance results for each PO;
 - c. observations on performance for each assessment element;
 - d. observations on behaviour; and
 - e. counselling forms.
4. Cadets experiencing difficulty in any area of performance are to be counselled with regard to the nature of the shortcomings and corrective action will be suggested.
5. **Cadet Interviews.** Cadet interviews will be carried out by the Course Training Officer. There will be a **minimum of one interview** per training year.
6. Weaknesses will be identified during these interviews.

307. UNSATISFACTORY COURSE PROGRESS

1. Unsatisfactory course progress is indicated by:
 - a. failure of a PO; and/or
 - b. inappropriate behaviour.
2. All PO failures will be submitted to the CO of the squadron for consideration. The CO will review:
 - a. the degree of the failure;
 - b. performance on related POs;
 - c. indications of any earlier trouble and action taken;
 - d. overall course performance; and
 - e. feasibility of a retest.
3. The CO or Training Officer will make recommendation for either a retest or failure.
4. In addressing inappropriate behaviour on the part of a cadet, COs should follow normal counselling procedures.

308. COURSE REPORTING

1. A course report will be prepared for each cadet. Enclosed at Annex C is the Level 5 – OJT Report where a cadet's success or failure of the course will be recorded.
2. The Level 5 Course Report will indicate a PASS or FAIL.
3. The Level 5 Course Report will contain a narrative description of the cadet's performance on the course including specific details regarding:
 - a. any POs in which the cadet demonstrated exceptional ability; and
 - b. any POs in which the cadet had difficulty.
4. The narrative may contain:

- a. general comments on overall conduct;
- b. a descriptive narrative on –
 - (1) any exceptional conduct, or
 - (2) any inappropriate conduct resulting in counselling action; and
- c. any recommendation for future courses/employment.

ANNEX A

**PO 401 DRILL
EVALUATION – LEVEL 5 OJT**

CADET'S NAME: _____

DATE: _____

EVALUATOR: _____

PARADE: 1 2

PART A – PARADE PREPARATION – Did the cadet:

- | | | | |
|---|--|-----|----|
| - | establish a parade roster?
(two weeks in advance) | Yes | No |
| - | notify the parade appointments?
(one week in advance) | Yes | No |
| - | brief the parade personnel?
(15 minutes before the parade begins) | Yes | No |
| - | ensure that the parade ground is well equipped? | Yes | No |
| - | inform the TrgO that the squadron is ready for parade?
(at least 10 minutes in advance) | Yes | No |

PART B – PARADE SUPERVISION – Did the cadet:

- | | | | |
|---|--|-----|----|
| - | position himself/herself in such a way that he/she can easily supervise the parade? | Yes | No |
| - | brief the parade personnel after the parade? | Yes | No |
| - | produce a written parade report in which are described areas of concern and suggestions that will help improve future parades? | Yes | No |
| - | ensure that the material used for the parade is returned? | Yes | No |
| - | report to the TrgO after the parade? | Yes | No |

EVALUATOR'S COMMENTS

FINAL MARK

The final mark must reflect the cadet's ability to use the guidelines, found in the CTP, to execute his/her task.

A minimum of 8 items must be answered with a "YES" in order to obtain the PASS mark.

PASS FAIL

Cadet's signature: _____

Evaluator's signature: _____

ANNEX B

**PO 408 LEADERSHIP
EVALUATION – LEVEL 5 OJT**

NAME OF CADET: _____

DATE: _____

ACTIVITY – 1 2 (circle)

Planned activity:

Notes to Evaluators:

1. You must evaluate the quality of the plan submitted by the cadet as well as his/her ability to conduct and supervise the activity.
2. The cadet must be given all the personnel and technical support required throughout the period of evaluation.

PART A - ORDER-GIVING PROCESS - Did the cadet:

SITUATION

- identify the need (why) for this activity? 0 1 2 3 4

MISSION

- identify the goal(s) for this activity? 0 1 2 3 4
 - identify the limitations which could affect the completion of the mission? 0 1 2 3 4

EXECUTION

- detail each step of the activity? 0 1 2 3 4
 - identify the gathering points? 0 1 2 3 4
 - identify the gathering times (participants and personnel)? 0 1 2 3 4
 - conduct a briefing before the beginning of the activity? 0 1 2 3 4
 - deliver clear, concise, correct and coherent orders? 0 1 2 3 4
 - ensure the followers fully understand what is expected of them? 0 1 2 3 4

ADMINISTRATION AND LOGISTICS

- identify the human resources available and required? 0 1 2 3 4
 - identify the material resources available and required? 0 1 2 3 4
 - identify the budget required (to the extent of his/her knowledge)? 0 1 2 3 4
 - ensure that all personnel and equipment are available? 0 1 2 3 4

COMMAND AND COMMUNICATIONS

- identify who is responsible for each step of the activity? 0 1 2 3 4
 - identify the deadlines (before, during and after the activity)? 0 1 2 3 4

CHAPTER 4
PERFORMANCE OBJECTIVES

COURSE TITLE: LEVEL 5 – ON JOB TRAINING**TRAINING SUMMARY**

CTS: A-CR-CCP-265/PC-001
 PO: 400 INTRODUCTION TO SQUADRON ADMINISTRATION AND SUPPLY
 PERFORMANCE: Perform administrative duties.

EO	PERFORMANCE STATEMENT	NO. OF PER.
01	Identify the duties and responsibilities of the Squadron Administration Officer	02
02	Identify the duties and responsibilities of the Squadron Supply Officer	02
03	Perform duties related to the Squadron Supply	06
04	Perform duties related to the Squadron Administration	06

Total – 16 periods

CHAPTER 4: LESSON SPECIFICATIONS		CTS: A-CR-CCP-265/PC-001	
COURSE TITLE: PROFICIENCY LEVEL 5 – ON JOB TRAINING			
ENABLING OBJECTIVE AND TEACHING POINTS		TRAINING DETAILS	
Introduction to Squadron Administration and Supply – 400.01			
<p>1. PERFORMANCE – Identify the duties and responsibilities of the Squadron Administration Officer.</p> <p>2. CONDITIONS –</p> <p>a. Given –</p> <p>b. Denied – Assistance</p> <p>3. STANDARD – The cadet will correctly identify the duties and responsibilities of the Squadron Administration Officer.</p> <p>4. TEACHING POINTS –</p> <p>a. Duties and responsibilities of the Squadron Administration Officer:</p> <ul style="list-style-type: none"> – initiate requests for all publications and documents required by the squadron, – ensure that the personnel are aware of all publications and documents held by the squadron, – assume custody and control of all publications and ensure that they are kept up to date, 	<p>5. TIME – Two 35 minute periods</p>		
	<p>6. METHOD/APPROACH: Lecture</p>		
	<p>7. SUBSTANTIATION: Level 5 cadets have gained solid leadership experience throughout their cadet career, however, they lack the knowledge, skills and experience required to support the officers staff.</p>		
	<p>8. REFERENCES:</p> <p>a. CATOs Volume 1</p> <p>b. Regional Administrative Orders</p>		
	<p>9. TRAINING AIDS – administrative forms</p>	<p>10. LEARNING AIDS</p>	
	<p>11. TEST DETAILS – Each cadet will be required to:</p> <p>a. respond to questions on the subject matter; and</p> <p>b. fill-in a minimum of three administrative forms.</p>		
	<p>12. REMARKS –</p> <p>a. This lesson would be better taught by the Administration Officer.</p>		

**CHAPTER 4 – LESSON SPECIFICATIONS
COURSE TITLE – LEVEL 5 ON JOB TRAINING**

A-CR-CCP-265/PC-001

Introduction to Squadron Administration and Supply – 400.01 (Cont)

- | | |
|---|--|
| <ul style="list-style-type: none"> – register, staff and file correspondence, complete and staff reports and returns, documentation and other correspondence for the CO's signature, – complete the documentation required for any transaction involving officers, civilians and cadets, – arrange for medical examinations as required, – maintain attendance and pay record for each member of the squadron staff, – keep a complete personal record for each member of the squadron, – forward claims in accordance with the existing procedures, and – undertake such other tasks as directed by the commanding officer. | <ul style="list-style-type: none"> b. The instructor should try to cover the basics of administration as it relates to cadet in-clearance and out-clearance procedures (such as deadlines, administrative forms, medical exams, etc), as well as the paperwork involved in the preparation of a squadron activity (requests, rations, letters to authorities, budgeting, etc). c. The instructor should make copies of the most commonly used forms and have the cadets experience with them. For example, simulate the registration of cadets for summer training, the registration of new cadets in the squadron, etc. d. The aim of this lesson is twofold: it provides the cadet with a greater understanding of the administration involved in the operations of a squadron, and it also provides the Administration Officer with a knowledgeable workforce in case of need. e. This lesson is only an introduction to the administrative aspect of a squadron routine. Do not go into too much detail. |
|---|--|

CHAPTER 4: LESSON SPECIFICATIONS COURSE TITLE: PROFICIENCY LEVEL 5 – ON JOB TRAINING		CTS: A-CR-CCP-265/PC-001
ENABLING OBJECTIVE AND TEACHING POINTS	TRAINING DETAILS	
Introduction to Squadron Administration and Supply – 400.02		
<p>1. PERFORMANCE – Identify the duties and responsibilities of the Squadron Supply Officer.</p> <p>2. CONDITIONS –</p> <p>a. Given – NA</p> <p>b. Denied – Assistance</p> <p>3. STANDARD – The cadet will correctly identify the duties and responsibilities of the Squadron Supply Officer.</p> <p>4. TEACHING POINTS –</p> <p>a. Duties and responsibilities of the Squadron Supply Officer:</p> <ul style="list-style-type: none"> – demand, receive, return and store all equipment in accordance with established support-base procedures and authorized scales of issue, – maintain materiel accounting records, – ensure the safety and proper of all materiel, such as weapons and ammunition, 	<p>5. TIME – Two 35 minute periods</p>	
	<p>6. METHOD/APPROACH: Lecture</p>	
	<p>7. SUBSTANTIATION: Level 5 cadets have gained solid leadership experience throughout their cadet career, however, they lack the knowledge, skills and experience required to support the officers staff.</p>	
	<p>8. REFERENCES:</p> <p>a. CATOs Volume 1</p> <p>b. Regional Orders</p>	
	<p>9. TRAINING AIDS – supply forms</p>	<p>10. LEARNING AIDS</p>
	<p>11. TEST DETAILS – Each cadet will be required to:</p> <p>a. respond to questions on the subject matter; and</p> <p>b. fill-in a minimum of three supply related forms</p>	
	<p>12. REMARKS –</p> <p>a. This lesson would be better taught by the Supply Officer.</p>	

**CHAPTER 4 – LESSON SPECIFICATIONS
COURSE TITLE – LEVEL 5 ON JOB TRAINING**

A-CR-CCP-265/PC-001

Introduction to Squadron Administration and Supply – 400.02 (Cont)

- | | |
|--|---|
| <ul style="list-style-type: none"> – take necessary precautions to avoid damage to or loss of materiel by floods, fire, moths or rodents, theft, fraud, etc, – establish procedures for the issue and the exchange of uniforms and materiel, for summer and LHQ training, – undertake measures for recalling uniforms of cadets no longer on strength, – arrange for cleaning of returned uniforms items, – carry out inventory checks on receipt of materiel in service upon change of supply officer or commanding officer, – submit a report of loss or theft as required, – prepare and submit to CO all write-offs documents, and – undertake such other tasks as directed by the commanding officer. | <ul style="list-style-type: none"> b. The instructor should try to cover the basics of supply work involved in a cadet in-clearance and out-clearance such as measurement, various forms, filing system, etc, as well as the paperwork required for the preparation of a squadron activity (renting of equipment, storage, cleaning, budgeting, etc). c. The instructor should make copies of the most commonly used forms and have the cadets experience with them. For example, simulate the arrival of new cadets and the distribution of equipment for summer training, exercises, annual review, etc). d. The aim of this lesson is twofold: it provides the cadet with a greater understanding of the administration involved in the operations of a squadron, and it also provides the Supply Officer with a knowledgeable workforce in case of need. e. This lesson is only an introduction to the administrative aspect of a squadron routine. Do not go into too much detail. |
|--|---|

CHAPTER 4: LESSON SPECIFICATIONS COURSE TITLE: PROFICIENCY LEVEL 5 – ON JOB TRAINING		CTS: A-CR-CCP-265/PC-001
ENABLING OBJECTIVE AND TEACHING POINTS	TRAINING DETAILS	
Introduction to Squadron Administration and Supply – 400.03		
<p>1. PERFORMANCE – Perform duties related to the squadron supply department.</p> <p>2. CONDITIONS –</p> <p>a. Given – administrative tasks – supervision – assistance</p> <p>b. Denied – NA</p> <p>3. STANDARD – The cadet will perform administrative duties for a total of three hours under the direction and supervision of the Squadron Supply Officer.</p>	<p>5. TIME – six training periods</p>	
	<p>6. METHOD/APPROACH: Practical</p>	
	<p>7. SUBSTANTIATION: Level 5 cadets have gained solid leadership experience throughout their cadet career. However, they lack the experience required to help support the officers staff for administrative duties.</p>	
	<p>8. REFERENCES:</p>	
	<p>9. TRAINING AIDS – administrative forms</p>	<p>10. LEARNING AIDS</p>
	<p>11. TEST DETAILS – Each cadet will be required to perform a series of various duties determined by the Squadron Supply Officer for a total of three hours.</p>	
	<p>12. REMARKS</p> <p>a. The Supply Officer must be careful to supervise the cadets and answer all of their questions. Cadets should feel that the time spent in support of the administrative unit is meaningful and that they gain some experience.</p>	

**CHAPTER 4 – LESSON SPECIFICATIONS
COURSE TITLE – LEVEL 5 – ON JOB TRAINING**

A-CR-CCP-265/PC-001

Introduction to Squadron Administration and Supply – 400.03 (Cont)

- b. The supervisor must produce a report in which he/she describes the cadet's performance. The report must then be put on the cadet personal file.
- c. The main objective of this PO is to allow the cadet to gain some practical experience, no assessment is required.

CHAPTER 4: LESSON SPECIFICATIONS COURSE TITLE: PROFICIENCY LEVEL 5 – ON JOB TRAINING		CTS: A-CR-CCP-265/PC-001
ENABLING OBJECTIVE AND TEACHING POINTS	TRAINING DETAILS	
Introduction to Squadron Administration and Supply – 400.04		
<p>1. PERFORMANCE – Perform duties related to the squadron administration.</p> <p>2. CONDITIONS –</p> <p>a. Given – administrative tasks – supervision – assistance</p> <p>b. Denied – NA</p> <p>3. STANDARD – The cadet will perform administrative duties for a total of three hours under the direction and supervision of the Squadron Administration Officer.</p>	<p>5. TIME – six training periods</p>	
	<p>6. METHOD/APPROACH: Practical</p>	
	<p>7. SUBSTANTIATION: Level 5 cadets have gained solid leadership experience throughout their cadet career. However, they lack the experience required to help support the officers staff for administrative duties.</p>	
	<p>8. REFERENCES:</p>	
	<p>9. TRAINING AIDS – administrative forms</p>	<p>10. LEARNING AIDS</p>
	<p>11. TEST DETAILS – Each cadet will be required to perform a series of various duties determined by the Squadron Administration Officer, for a total of three hours.</p>	
	<p>12. REMARKS</p> <p>a. The Supply Officer must be careful to supervise the cadets and answer all of their questions. Cadets should feel that the time spent in support of the administrative unit is meaningful and that they gain some experience.</p>	

**CHAPTER 4 – LESSON SPECIFICATIONS
COURSE TITLE – LEVEL 5 – ON JOB TRAINING**

A-CR-CCP-265/PC-001

Introduction to Squadron Administration and Supply – 400.04 (Cont)

- b. The supervisor must produce a report in which he/she describes the cadet's performance. The report must then be put on the cadet personal file.
- c. The main objective of this PO is to allow the cadet to gain some practical experience

CHAPTER 4

PERFORMANCE OBJECTIVES

COURSE TITLE: LEVEL 5 – ON JOB TRAINING

TRAINING SUMMARY

CTS: A-CR-CCP-265/PC-001 PO: 401 DRILL PERFORMANCE: Plan and supervise two Squadron Parades

EO	PERFORMANCE STATEMENT	NO. OF PER.
01	Plan and supervise two Squadron Parades	04

Total – 04 periods

CHAPTER 4: LESSON SPECIFICATIONS COURSE TITLE: PROFICIENCY LEVEL 5 – ON JOB TRAINING		CTS: A-CR-CCP-265/PC-001
ENABLING OBJECTIVE AND TEACHING POINTS	TRAINING DETAILS	
Drill – 401.01		
<p>1. PERFORMANCE – Plan and supervise two squadron parades.</p> <p>2. CONDITIONS – NA.</p> <p>a. Given – technical support from squadron as required – a parade ground – a squadron</p> <p>b. Denied – Assistance</p> <p>3. STANDARD – The cadet will, in accordance with references, plan and supervise two separate squadron parades by:</p> <p>a. establishing the parade roster at least two weeks in advance,</p> <p>b. ensuring that all those cadets appointed to a parade position are notified at least one week in advance,</p>	<p>5. TIME – Two sessions (one for the planning of each parade)</p>	
	<p>6. METHOD/APPROACH: Practical</p>	
	<p>7. SUBSTANTIATION: Level 5 cadets are an important part of a squadron staff, it is essential that they possess the experience required to better support the officers.</p>	
	<p>8. REFERENCES:</p> <p>a. A-CR-CCP-269/PT-001 Level 4 Handbook</p> <p>b. A-CR-CCP-270/PT-001 Level 5 Agenda (*)</p> <p>c. Air Cadet Ceremonial Guide (*) (*) under development</p>	
	<p>9. TRAINING AIDS</p>	<p>10. LEARNING AIDS</p>
	<p>11. TEST DETAILS – Each cadet will be checked independently and will be required to meet the standard described at para 3 of this page.</p>	
	<p>12. REMARKS</p> <p>a. This PO is designed to provide the cadet with an opportunity to develop his/her planning and supervisory abilities. It is therefore important that he/she not be involved as staff on parade.</p>	

CHAPTER 4: LESSON SPECIFICATIONS COURSE TITLE: PROFICIENCY LEVEL 5 – ON JOB TRAINING		CTS: A-CR-CCP-265/PC-001
Drill - 401.01 (Cont)		
<ul style="list-style-type: none"> c. ensuring that the parade ground is adequately equipped (chairs, flags, lines, etc), d. making any last minute changes required (time, personnel or equipment missing, number of chairs required, flags, lines, etc) at least 05 minutes before the fall-in of the squadron, e. informing the training officer that the squadron is ready for parade at least 10 minutes before the parade is scheduled to begin, f. liaising with the training officer on all matters related to the parade, g. supervising the parade and taking note of any area requiring improvement, h. ensuring that the material used for the parade is returned, and j. producing a parade report in which he/she describe areas of concern and suggest ways to improve the situation. 	<ul style="list-style-type: none"> b. cadets should use a written memorandum every time they require technical and personnel support. 	

CHAPTER 4
PERFORMANCE OBJECTIVE

COURSE TITLE: LEVEL 5 – ON JOB TRAINING**TRAINING SUMMARY**

CTS: A-CR-CCP-265/PC-001
PO: 408 LEADERSHIP

PERFORMANCE: Plan and supervise two activities

EO	PERFORMANCE STATEMENT	NO. OF PER.
01	Plan and supervise two activities	12
02	Discuss leadership	06

Total – 18 periods

CHAPTER 4: LESSON SPECIFICATIONS COURSE TITLE: PROFICIENCY LEVEL 5 – ON JOB TRAINING		CTS: A-CR-CCP-265/PC-001
ENABLING OBJECTIVE AND TEACHING POINTS	TRAINING DETAILS	
Leadership – 408.01		
<p>1. PERFORMANCE – Plan and supervise two activities.</p> <p>2. CONDITIONS –</p> <p>a. Given – Technical support from staff as required</p> <p>b. Denied – Assistance</p> <p>3. STANDARD – The cadet will, in accordance with references, plan and manage two activities by:</p> <p>a. preparing a SMEAC that he/she will submit to the squadron TrgO for approval,</p> <p>b. establishing and delegating responsibilities to his/her staff,</p> <p>c. conducting a briefing,</p> <p>d. supervising each step of the activity and making any last minute changes required,</p>	<p>5. TIME – Four sessions (two for the planning of each activity).</p>	
	<p>6. METHOD/APPROACH: Practice</p>	
	<p>7. SUBSTANTIATION: Level 5 cadets are an important part of a squadron NCOs staff, it is essential that they possess the experience required to better support the officers.</p>	
	<p>8. REFERENCES:</p> <p>a. A-CR-CCP-269/PT-001 Level 4 Handbook Chapter 8 – Leadership</p>	
	<p>9. TRAINING AIDS</p>	<p>10. LEARNING AIDS</p>
	<p>11. TEST DETAILS – Each cadet will be checked independently and will be required to meet the standard described at para 3 of this page.</p>	
	<p>12. REMARKS</p> <p>a. This PO is designed to provide the cadet an opportunity to develop his/her planning and supervisory abilities. It is therefore important that he/she receives appropriate support from the squadron staff.</p>	

CHAPTER 4: LESSON SPECIFICATIONS

COURSE TITLE: PROFICIENCY LEVEL 5 – ON JOB TRAINING

CTS: A-CR-CCP-265/PC-001

Leadership – 408.01 (Cont)

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| <ul style="list-style-type: none"> e. conducting a debriefing after the activity, f. preparing and submitting an after action report, and g. liaising with the training officer on all matters related to the activity. | <ul style="list-style-type: none"> b. cadets must use a written memorandum every time they require technical or personnel support. c. cadets must receive permission from the TrgO or the CO before contacting authorities outside the squadron. d. the following activities may be considered as acceptable if the cadet is responsible for its planning, conduct and supervision: Duke of Edinburgh Awards Programme, sports activities, social activities, cultural visits. |
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CHAPTER 4: LESSON SPECIFICATIONS		CTS: A-CR-CCP-265/PC-001		
COURSE TITLE: PROFICIENCY LEVEL 5 – ON JOB TRAINING				
ENABLING OBJECTIVE AND TEACHING POINTS		TRAINING DETAILS		
Leadership – 408.02				
<p>1. PERFORMANCE – Discuss leadership.</p> <p>2. CONDITIONS – NA.</p> <p>a. Given – Documentation – Group discussion</p> <p>b. Denied – Assistance</p> <p>3. STANDARD – The cadet will participate in group discussions based on a minimum of three of the following topics:</p> <p>a. motivation,</p> <p>b. supervision,</p> <p>c. getting information,</p> <p>d. communication, and</p> <p>e. leading by example.</p>	<p>5. TIME – Two consecutive periods for each topic discussed.</p>			
	<p>6. METHOD/APPROACH:</p> <p>a. study assignment, and</p> <p>b. group discussion.</p>			
	<p>7. SUBSTANTIATION: Level 5 cadets have acquired a certain understanding of leadership as it applies to their tasks. It is important that they also be challenged intellectually so that they develop a more personal point of view as well as a wider understanding of how leadership could help them perform their duties.</p>			
	<p>8. REFERENCES:</p> <p>a. Leadership – A Manual of Military Leadership for the Canadian Armed Forces</p> <p>b. Handouts selected and provided by the Squadron Training Officer</p>			
	<p>9. TRAINING AIDS</p>	<p>10. LEARNING AIDS</p>		
	<p>11. TEST DETAILS – There is no evaluation for this PO. However, the active participation in a minimum of three group discussions is mandatory in order for the cadet to successfully pass the PO.</p>			
	<p>12. REMARKS</p> <p>a. This PO is intended to provide Level 5 cadets with an opportunity to enhance their knowledge of different aspects of leadership, as it applies to the cadet organization, by allowing them to participate in group discussions. The discussions would be better directed by officers. It is important that cadets be given the opportunity to freely express their points of view on the subjects of discussion. They are not to be assessed on their personal convictions but must be oriented when required.</p>			

CHAPTER 4: LESSON SPECIFICATIONS

COURSE TITLE: PROFICIENCY LEVEL 5 – ON JOB TRAINING

CTS: A-CR-CCP-265/PC-001

Leadership – 408.02 (Cont)

- b. The instructor should provide the cadets with texts and questions for each group discussion; and cadets must be given a minimum of two weeks to prepare themselves for the discussion (eg, read the texts and prepare their argumentation). The texts chosen by the instructor may come from sources outside the Canadian Forces (eg, Royal Bank, civilian publications, etc); they must also be written in a language easily understandable.
- c. Group supervisors must always keep in mind that each of the cadets have a limited and different leadership experience. Therefore, the supervisor must try to get every cadet involved in the discussion to the extent of their knowledge.
- d. The list of subjects as it appears at paragraph 3 – **STANDARD**, is not exhaustive. If the instructor feels that another subject may suit the immediate needs or the cadets' experience better, this subject could be added to the list.
- e. A minimum of preparation is required to participate in such discussions. If, in the judgement of the instructor, a cadet fails to prepare adequately for the discussion, the cadet could be asked to prepare for one additional discussion or fail this PO.