



Level Four Training Workbook

Come fly with us



LEVEL 4 WORKBOOK

DRILL

GETTING STARTED

Read chapter 1 in the level 4 Handbook, sections 1 to 3. It is a good idea to read the chapter once as an introduction to the material and then a second time to better absorb the information.

ACTIVITY ONE

1. Please draw the symbols for the following parade positions and name the current holders of these positions in your squadron.

PARADE APPOINTMENT	SYMBOL	RANK/NAME
Cadet squadron commander		
Deputy squadron commander		
Squadron warrant officer		
Warrant officer		
No 1 flight commander		
No 2 flight commander		
No 3 flight commander		
No 1 flight sergeant		
No 2 flight sergeant		
No 3 flight sergeant		

2. Place the above sym	bols in their correct positions	on the Parade Square.
	ram place the correct number s for the parade positions.	of paces between the flights and the
	uadron formations most comr	monly used by air cadets:

ACTIVITY TWO

Identify the correct sequence for a s	quadron ceremonial review:
1	-
2	-
3	-
4	-
5	-
6	
7	

ACTIVITY THREE

For this activity you will be evaluated on your ability to perform the following parade positions

Squadron Warrant Officer Deputy Squadron Commander Squadron Commander

See attached evaluation forms to be filled out by Level Officer or Trg O.

FINAL EVALUATION – DRILL LEVEL FOUR – PO 401

Cade	et's Name:	Date:
Squa	adron Parade Position:	
		Squadron Warrant Officer
		Deputy Squadron Commander
		Squadron Commander
Evalu	uator's Comments:	
		Pass/F
Instru	ructions	
A.	Cadets must be notified at least a week in advance that they will be	pe holding a squadron parade position.
B.	The evaluation is conducted using the following criteria:	
	 the overall cadet's deportment on parade the quality and exactitude of the cadet's commands the drill manoeuvres related to the position held 	
C.	The squadron's reaction to the cadet's commands must not be take	en into consideration for the evaluation.
D.	The evaluator meets with the cadet after the march past for a debri	efing.
Evalu	uator's Signature:	
Cade	et's Signature:	

FINAL EVALUATION – DRILL

LEVEL FOUR - PO 401

Cade	et's Name:	Date:
Squa	adron Parade Position:	
		Squadron Warrant Officer
		Deputy Squadron Commander
		Squadron Commander
Evalu	luator's Comments:	
		Pass/F
Instru	ructions	
A.	Cadets must be notified at least a week in advance that they will be	holding a squadron parade position.
C.	The evaluation is conducted using the following criteria:	
	 the overall cadet's deportment on parade the quality and exactitude of the cadet's commands the drill manoeuvres related to the position held 	
C.	The squadron's reaction to the cadet's commands must not be taken	into consideration for the evaluation.
D.	The evaluator meets with the cadet after the march past for a debrief	ing.
Evalu	luator's Signature:	
Cade	et's Signature:	

FINAL EVALUATION – DRILL LEVEL FOUR – PO 401

Cade	det's Name:	Date:
Squa	uadron Parade Position:	
		Squadron Warrant Officer
		Deputy Squadron Commander
		Squadron Commander
Evalu	aluator's Comments:	
		Pass/Fa
Instru	tructions	
A.	Cadets must be notified at least a week in advance that they will be he	olding a squadron parade position.
D.	The evaluation is conducted using the following criteria:	
	 the overall cadet's deportment on parade the quality and exactitude of the cadet's commands the drill manoeuvres related to the position held 	
C.	The squadron's reaction to the cadet's commands must not be taken int	o consideration for the evaluation.
D.	The evaluator meets with the cadet after the march past for a debriefing	ı.
Evalu	aluator's Signature:	
Cade	det's Signature:	

DRILL INSTRUCTION

GETTING STARTED

Read chapter 2 in the Level 4 handbook, Sections 1 to 3. It is a good idea to read the chapter once as an introduction to the material and then a second time to better absorb the information.

ACTIVITY ONE

Instruct one drill class.

See following page for evaluation form to be filled out by Level Officer or Trg O.

PO 402 DRILL INSTRUCTION EVALUATION – LEVEL 4

CA	DET'S NAME: DATE	Ξ:				
РО	VEO: DRILL MOVEMENT:					
PA	RT 1 – LESSON PREPARATION					
Les	sson Plan: - introduction - development - performance check - conclusion - copy handed over to the evaluator	_	1 1 1 1	2 2 2 2 2	3 3 3 3	4 4
PA	RT 2 – CADET'S PERFORMANCE				_	7
Ā.	Introduction. Did the cadet:					
	use a suitable squad formation?introduce the movement?		1 1		3	
В.	Development. Did the cadet:					
	Demonstrate the movement?	0	1	2	3	4
•	complete the movement? calling out the time?					
	Explain the movement?	0	1	2	3	4
•	give a detailed explanation? slowly repeat the demonstration?					
	have the group Execute the movement?	0	1	2	3	4
•	call out the time? use a regular cadence? help the cadets?					
	have the group Repeat the movement?	0	1	2	3	4
•	correct errors? motivate the cadets? state the level of achievement?					
C.	Confirmation. Did the cadet:					
	answer questions correctly?confirm the objectives of the lesson?				3	
D.	Conclusion. Did the cadet:					
	remotivate the students?summarize the major points of the lesson?state the next lesson?	0 0 0	1 1 1		3 3 3	

E.		Commands. Were the cadet's commands issued with satisfactory:					
	_ _ _	volume? pronunciation? exactness?	0 0 0	1 1 1	2 2 2	3 3 3	
F.		Appearance and deportment. Was the cadet's performance satisfactory in terms of:					
	- - -	attitude (confidence, enthusiasm)? uniform appearance? military bearing?	0 0 0	1 1 1	2 2 2	3 3 3	2
G.		Participation. Did the cadet:					
	_ _	obtain or encourage group participation? use an instructional aid?	0 0	1	2 2	3	
H.		Time. Did the performance last:					
	- - -	between 33 and 35 minutes?					
Eva	aluato	or's Comments:					
Tot	al	Part A – Lesson Preparation Part B – Cadet's Performance				/2 /8	
			=	Tota	al	/1()0
		Evaluator's Signature:					
(0) (1) (2) (3) (4)	did me me	n-existent not achieve the standard t the standard with difficulties t the standard required rpassed the standard					

CITIZENSHIP

GETTING STARTED

Read Chapter 3 in the Level 4 handbook, Sections 1 and 2. It is a good idea to read the chapter once as an introduction to the material and then a second time to better absorb the information.

ACTIV	/ITY	ONE

Place the following duties of a chairperson in order:	
Appoint committees.	
Announce order of business as per agenda.	
Notify members.	
Close meeting on time.	
Introduce speakers.	
Prepare agenda.	
Call meeting to order on time.	
Direct the business and conduct the meeting.	

ACTIVITY TWO

1. Prepare an Agenda for the following Situation:

You are approached by your Commanding Officer pleading for help, "You are the only one who can help me. We need more Cadets fast, HELP!!" Capt. Desperate says that he wants you to hold a meeting with the other NCO's about your plan for recruiting. What will you do?

Prepare on a separate piece of paper, an Agenda for your anticipated meeting.

2. will yo	Capt. Desperate mentioned that you would need to ensure a "Quorum" (majority). Hov ou do this?
3. them.	You are assigning your secretary their duties. They asked you why you have chosen You reply by identifying the following three qualities.
в)	
4. expla	Would a report in this situation be necessary for your plan for recruiting? Please in.

ACTIVITY THREE

Find the mistakes in the following Memorandum found on the following page.

MILITARY CORRESPONDENCE

1085-10

Distribution List

Action

Lt. Williams

<u>Info</u>

WO2 Smith Sgt. Same

Memorandum

- 1. This is the format for a memo on a blank sheet of paper. This format should be followed for all internal correspondence i.e. within your own squadron.
 - a. This is how a sub-paragraph fits into the structure of a memorandum.
- 2. It is requested that this memo be forwarded to the CO.

Ref: A. Telecon CI/Stds O 18 Feb 98

B. Equipment List (Enclosed)

Maj. C.D. Speaks 5026 DCO

Annexes:

Annex A An example of an Annex Appendix 1 an example of an Appendix

DISTRIBUTION LIST

ACTIVITY FOUR

Prepare and submit (preferably typed!!) two memoranda to the Trg O based on the following scenarios. Be sure to include:

- a. the heading MEMORANDUM
- b. the date
- c. the name and position of the addressee
- d. the subject heading
- e. references as required
- f. the message of the memo
- g. correct signature block
- h. enclosures/annexes as needed
- i. distribution list as needed
- **1.** You are the Cadet Squadron Commander. You will write a memorandum to the flight commanders. The memo is to let the flight commanders know that you encourage them to plan activities for their flights to boost morale. Be sure to let them know that any activity must be approved by the CO and must include all flight members. No activities shall occur outside of cadets without the CO's approval, for insurance and safety reasons. The references for this are CATO 13-12, 14-06, 14-07, and PRCI Vol I, Ch 5, Section I.
- **2.** You have been selected to participate in an exchange through your school. You will be going to Ontario for two weeks. You must write a memo to your CO, explaining your situation and requesting that you be excused from your cadet duties during that time.

The following page has an example memo you may refer to.

MEMORANDUM

1085-10-1 (C0)

12 Mar 01

Distribution List

EXAMPLE MEMO

Ref: A. Level Four Handbook

- B. Military Writing Book
- 1. Please read this memo and use it as a correct example of a proper memo.
- 2. Complete Activity Four as directed.

A.B. Perfect

Capt

CO

DISTRIBUTION LIST

Action

Level Four Cadets

<u>Info</u>

Instructor

P.O. 405

PHYSICAL FITNESS

GETTING STARTED

Read Chapter 4 in the Level 4 handbook, Sections 1 to 5. It is a good idea to read the chapter once as an introduction to the material and then a second time to better absorb the information.

ACTIVITY ONE

1.	List three reasons why fitness is important to you.				

2. In your own words, describe five (5) different stretches that could be done as a part of a warm-up of an exercise program. You may draw diagrams to describe your exercises.

		Level of	Achievement		
vity 	Excellent	Gold	Silver	Bronze	Participation
4. Each an example	physical activity se of each.	ession should	d consist of thr	ee parts. Wha	it are they and
В					

List the six fitness performance tests of the Air Cadet Fitness Program for your age

3.

6.	As an	official, you are responsible for the following:				
	a.	Keeping Score	True	False		
	b.	Cleaning Up	True	False		
	C.	Providing Uniforms	True	False		
	d.	Providing Equipment	True	False		
	e.	Making sure all the team players are there.	True	False		
	f.	Providing first aid	True	False		
 You must participate in a squadron sports activity night to become aware While there, keep a journal of the following: 				aware of the rules		
	a.	Duration of the game.				
	b.	Number of players involved, by gender;				
	C.	Penalties; and				
	d.	Timing of shifts on the floor.				
Signa	ture of	Officer in Charge when activity completed:				
8.		he help of your level Officer and other senior cadets, d g program. Your plan must include:	esign a	squadron fitness		
	a.	Warm-up lesson plan, including a minor team game;				
	b.	An example of a cadet test record sheet:				
c. A diagram explaining each station; and						
	d.	A description of each activity at the station.				
	Submit to Trg O by					

SENSIBLE LIVING

GETTING STARTED

Read Chapter 5 in the Level 4 handbook. It is a good idea to read the chapter once as an introduction to the material and then a second time to better absorb the information.

ACTIVITY ONE

1. In order to complete PO 406-01, read Squadron Standing Orders and answer the follow questions.

SQUADRON TO PROMULGATE THE QUESTIONS.

2. Organize a Fire Drill for your squadron.

ACTIVITY TWO

1.	What are the components of a resu	ıme?
	· · · · · · · · · · · · · · · · · · ·	
2.	Name 3 parts of the Personal Ident	ification section
	-	

3. Put the following Educational History in the correct order
College Diploma 1998-1999 High School Diploma 1996 Computer Training Degree 2000
4. Give Examples of some of the hobbies you would describe on your resume
5. Write a work experience paragraph as though you are applying for a job at a business of your choice. Include your cadet skills and experiences and say how they would help you in this job.
6. What should you consider when selecting a reference?
7. What size of paper should be used for your resume?
8. List 3 kinds of things should be on your offer of employment (cover letter)?

ACTIVITY THREE

Write a personal resume and cover letter as if you were applying for one of the following jobs.

- 1. DRILL TEAM COMMANDER
- 2. SQUADRON WARRANT OFFICER
- 3. LEVEL NCO
- 4. FLIGHT COMMANDER

LEADERSHIP

GETTING STARTED

Read Chapter 6 in the Level 4 handbook, Sections 1 to 5. It is a good idea to read the chapter once as an introduction to the material and then a second time to better absorb the information.

What is the difference between Espirit de corps and morale?
 In the cadet organization morale appears as:
 a. Common purpose b. Leadership c. Discipline d. Self respect e. Pride f. Comradeship g. Mutual confidence h. Cadets' well being i. Comfort and welfare
Choose two of the above statements and explain how they are accomplished at your squadron.

-	3. E	Explain what	t the term "Espirit d	e corps" means to you?
_	4. N	∕latch the fol	lowing occasions t	o interview with their definitions:
		. Assignme	-	 Welcoming a new cadet where you explain what is expected of them and their place among the other cadets in the group
	b	. Performa	nce	- To prepare cadets for new tasks, you should tell them exactly what is required
	С	. Initial		- Thanking cadets when they leave a squadron is very important
	d	. Final		- After cadets have been members of a group for a period of time, the should be periodically informed o their progress
,	Wha	at is the purp	oose of performanc	e interview?
L	₋ist t	he two occa	sions to counsel a	cadet:

7. What two objectives of counseling do you feel are the most important and why?							
8.	Suggested rules of counseling - True or false						
	a. Always use excessive control	TRUE	FALSE				
	b. Ask leading questions	TRUE	FALSE				
	c. Keep your views and opinions to yourself	TRUE	FALSE				
	d. Tell all your friends	TRUE	FALSE				
	e. Help the cadet feel at ease by inspiring trust	TRUE	FALSE				
	f. End the session negatively	TRUE	FALSE				
	g. Prepare and plan beforehand	TRUE	FALSE				
	h. Ask only yes and no questions	TRUE	FALSE				
	 i. Record information, impressions and Interpretations 	TRUE	FALSE				

ACTIVITY TWO – PLANNING AN ACTIVITY

1.	. The following letters represent an acror	nym for activity planning task procedures.
Co	Complete the acronym with the parts of an	ops order/task procedure:

a.	S
b.	M
C.	E
d.	A
_	

^{2.} One of the requirements of level four leadership training is to plan an activity. You will now have to talk to your training officer and devise a plan to meet this requirement. Below you may want to list some ideas for activities you would like to plan, either activities the squadron regularly conducts, or new ideas.

PO 409 Instructional Techniques

GETTING STARTED

Read Chapter 7 in your Level Four Handbook. It is a good idea to read the chapter once as an introduction to the material and then a second time to better absorb the information.

ACTIVITY ONE

Think about all of the different instructors you have had over your time as a cadet. What did the instructors do to make the lesson interesting? List the qualities and techniques the instructors used that you liked and the things they that were poor.

Good		
Not so Good		

ACTIVITY TWO

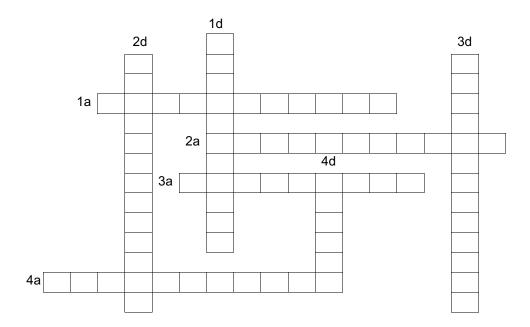
Complete the crossword puzzle below which uses the names of the different types of Problem Trainees.

ACROSS

- 1 Last finished
- 2 First finished
- 3 Authority on all topics
- 4 Can change the topic of the class easily if not stopped

DOWN

- 1 Against everything
- 2 Sits at back of class by choice
- 3 Nods appreciatively whenever a point is made
- 4 Long-winded and tedious



ACTIVITY THREE

Pick 3 Types of Problem Trainees and describe how you could deal with them.				
Type	1: 			
Туре	2:			
Туре	3:			
1.	VITY FOUR Careful preparation is one key to successful performance as a classroom lecturer. fy the 4 key factors in planning your lecture:			
2.	Identify the 5 important factors to remember when delivering your lecture:			

ACTIVITY FIVE

List t	ne 5 parts of the demonstration-performance method of instructing.
	1
	2
	3
	5
<u>ACT</u>	<u>VITY SIX</u>
1. of in:	Compare and contrast the lecture method and the demonstration-performance method truction, making at least 5 different comparisons.
2.	List 3 classes you could teach with <u>each</u> method.
Lect	ire
	
Dem	onstration
	

ACTIVITY SEVEN

	Match up the I	Lesson Planning	Tips below to	their descrip	tion.
--	----------------	-----------------	---------------	---------------	-------

Supporting Material	
2. Trainee Participation	
3. Objectives	
4. Introduction	
5. Visual Support	
6. Preparation	

- a) Have other instructors listen to it and critique its effectiveness.
- b) The material used is pertinent to the topic of the class.
- c) It presents a clear-cut, logical organizational pattern to be followed in the presentation.
- d) These are simple, easy to read and further the lesson objective.
- e) The lesson plan includes meaningful activities to help cadets achieve the objectives.
- f) The hows and whys are developed adequately to help the trainee achieve understanding.

ACTIVITY EIGHT

Using the Lesson Plan Template provided on the next page, prepare a lesson plan for a Level One or Two class chosen by you (with help by the training officer).



ROYAL CANADIAN AIR CADETS LESSON PLAN



CHICAGO		Terral Control
PROFICIENCY LEVEL		PO:
PO/EO:		
ENABLING OBJECTIVE:		
	REVIEW	
PO/EO:		
PO/EO:		
ENABLING OBJECTIVE:		
	INTRODUCTION	
WHAT:		
WHY:		
WHERE:		

TIME	BODY	NOTI	ES

TIME	BODY	NOTES

MINs	PERFORMANCE CHECK	
MINs	CONCLUSION	
SUMMARY:		
RE-MOTIVATION:		
IL-MOTIVATION.		

PO 413 METEOROLOGY

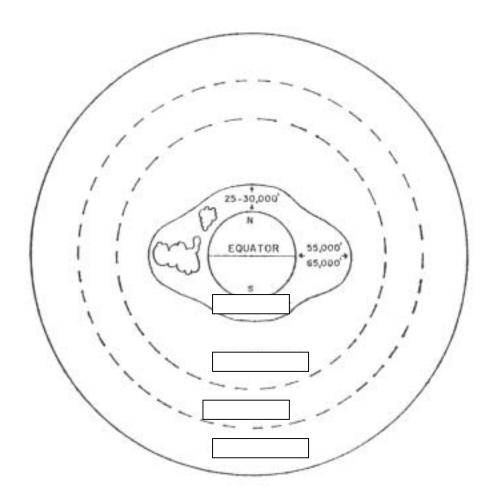
GETTING STARTED

Read Chapter 8 in the Level 4 handbook, Section 1 to 6. It is a good idea to read the chapter once as an introduction to the material and then a second time to better absorb the information.

ACTIVITY ONE

1. Place the following four divisions of the atmosphere into the diagram below:

Mesosphere Thermosphere Troposphere Stratosphere



2. Which of the following gases is not part of the composition of the atmosphere? A) Oxygen B) Carbon Dioxide C) Carbon Monoxide D) Nitrogen **ACTIVITY TWO** 1. List the principle properties of the atmosphere. a) b) c) 2. What are some common forms of precipitation in your area? 3. Place the following clouds into their proper group.

Cumulus Fractus Cumulonimbus Towering Cumulus Altostratus Altocumulus Castellanus Stratus Fractus Cirrostratus Cirrus Cirrocumulus Stratocumulus Altocumulus Stratus

Cumulus Nimbostratus

High Clouds	Middle Clouds	Low Clouds	Clouds of Vertical Development
1.11971 010440	madio Oloudo	2011 010000	Bevolopilloni

- 4. The earth is heated by:
- a. greenhouse effect
- b. terrestrial radiation
- c. solar radiation
- d. none of the above
- 5. Terrestrial radiation is:
- a. the level of nuclear radiation in the earth's atmosphere
- b. the heat radiated into the atmosphere by the earth
- c. the pressure differential between the earth's atmosphere and space
- d. none of the above

6. List the 5 things that affect the temperature in the earth's atmosphere:					
7. Match the type of fog v the correct letter in the approp	vith the description of its formation by placing briate blank.				
Smog ———	This type of fog is caused by the addition of moisture to the air through the evaporation of rain or drizzle.				
Ice Fog	The cooling of air due to expansion as it moves				
Upslope Fog	up a slope causes this type of fog.				
Haze Fog	The drifting of warm damp air over a colder land or sea surface causes this type of fog.				
Precipitation- Induced Fog	This type of fog forms when cold air passes over a warm water surface.				
Advection Fog	This type of fog is formed on clear nights with light winds. The ground cools, losing heat through radiation. The air in direct contact with				
Steam Fog	the Earth's surface is cooled. If the air is moist and the temperature is lowered below the dew				
Wharf Fog	point, fog will form.				
Radiation Fog	This type of fog is caused by the addition of water vapor to the air through fuel combustion.				

PO 417

NAVIGATION

GETTING STARTED

Read chapter 9 in the Level 4 Handbook, Sections 1 to 6. It is a good idea to read the chapter once as an introduction to the material and then a second time to better absorb the information.

ACTIVITY	ONE
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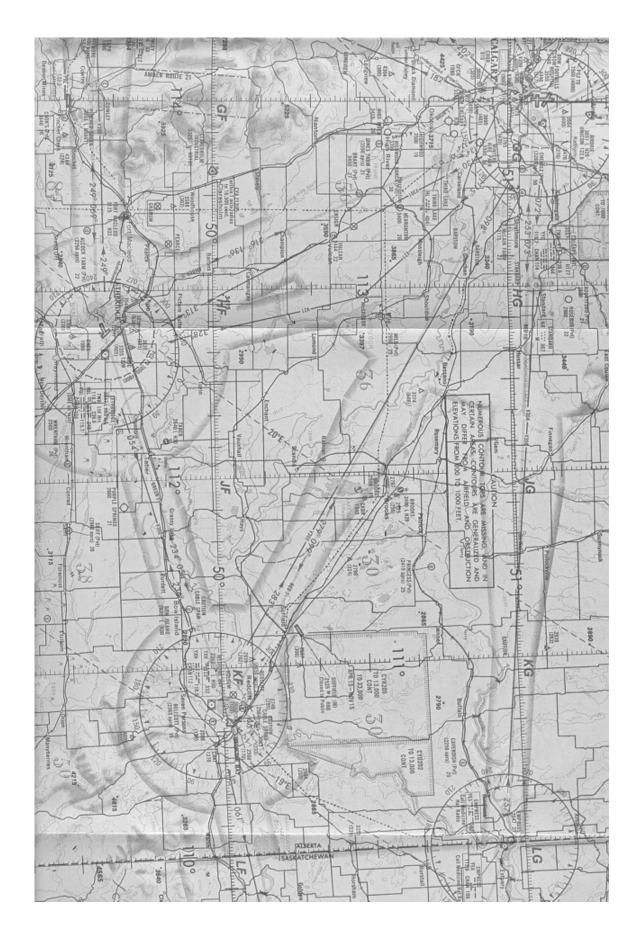
	1,111 01,12				
1.	List the four basic elements in map construction:				
2.	On which type of projection are angles between parallels and meridians the same as on the ground?				
3.	On which type of projection would you see the shape and size of northerly areas distorted?				
4.	Match each type of chart w	vith the most appropriate description:			
	Canadian Pilotage Chart	a) Do not portray any cities, towns, or topographical features.			
	VFR Navigation Charts	b) based on the Lambert conformal conic projection; most useful for high altitudes at greater speeds			
	World Aeronautical Charts	c) based on the transverse macerator projection; most useful for low altitudes at lower speeds			
	Radio Navigation Charts	d) Based on the Lambert conformal conic projection: replace the CPC series.			

Latitude and longitude, layer roads, railways, aerodrome	er tinting, contours, spot heights, isogonic lines, communities, es, restricted areas
6. An aircraft is travelling a would it take to travel 20	at a ground speed of 85 knots. How long (in hours and minutes) 00 statute miles?
a) 100 knots =	mph
b) 200 s.m / (a) mph =	min
(b) min = hr m	nin
7. Match each term with its	s description:
Azimuth Indicated Airspeed	a) Airplane's speed relative to the groundb) Direction measured as an angle clockwise from a meridian
Closing Angle	c) Direction an airplane intends to travel over the ground
Drift	d) Angle between the direction flown and the track made good
Track Made Good Track	e) Horizontal movement of air f) Direction in which a compass needle will lie when influenced only by the Earth's magnetic field
Wind Heading	g) Proposed track of the airplane over the ground h) Angle between the old required track and the new required track
Magnetic MeridianCompass NorthGround speed	i) Angle between the longitudinal axis and a meridianj) Airplane's speed as given by the instrumentsk) Angle between the required track and the track
True Airspeed	made good I) The actual path travelled by the airplane over the ground
Track Error Required Track	m) Airplane's speed relative to the air n) Direction in which a compass needle will lie when influenced by the Earth's magnetic field and the airplane

With the aid of your Training Officer and a map, identify each of these features:

5.

8.	An airplane is 5 mil use the one-in-sixty		distance of 30	00 miles.	What is the	track error (hint:
9.	Sketch each of the	following instru	ments:			
	Navigation plotter		Douglas p	rotractor		
	Ruler		Divider			
10	. For each of the fo	llowing, indicate	whether they	measure	e distance, ar	ngle, or both.
a.	Navigational plotter					
b.	Douglas Protractor					
C.	Ruler					
d.	Divider					
11	. Using the map on the same airport. F each leg. Use airs	ind the distance	e, required ma	ignetic tra		
	Leg	Distance (nm)	Required track (°M)	Duratior mins)	n (hrs +	
	1) A to B					
	2) B to C					
	3) C to A					



PO 419

AIR CREW SURVIVAL

GETTING STARTED

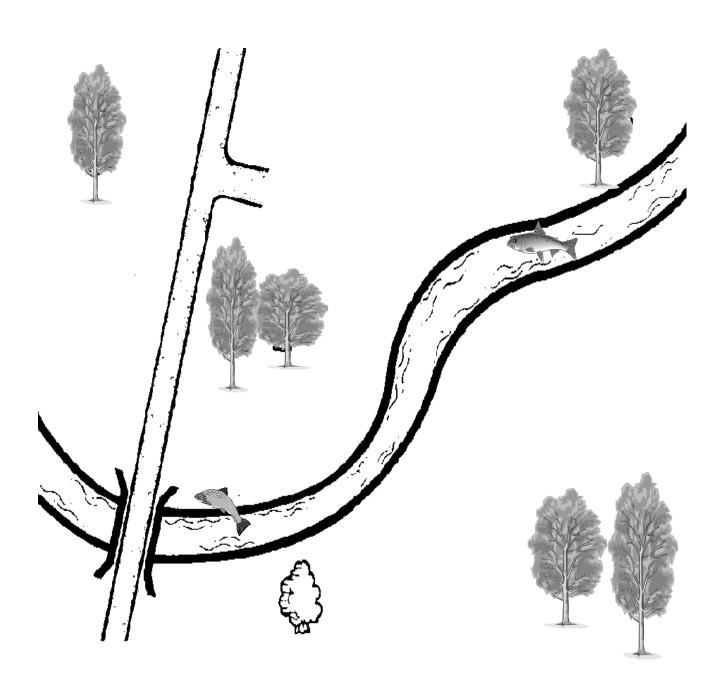
Read chapter 10 in the level 4 handbook. It is a good idea to read the chapter once as an introduction to the material and then a second time to better absorb the information.

The 4 points that are listed below need to be considered when selecting the bivouac

ACTIVITY ONE

1. site.

n why.	
Well drained ground.	
	-
Safe Surroundings	
	-
Dangerous Plants	
	-
Pure Water	-
	-



2. Using the following map and the symbols provided, create a proper bivouac site.

Cut these symbols out to use on the map.

