

LEADING CADET TO PETTY OFFICER CADET ADVANCEMENT TRAINING

- 1101 The requirements for advancement from Leading Cadet to Petty Officer Cadet are:
- a. Minimum age 16 years.
 - b. Minimum 6 months as a Leading Cadet
 - c. Satisfactory completion of Part 1 training.
 - d. Either:
 - i. Qualify at 1st Class level in at least one Specialisation and qualify for one of: Pulling Instructor, Level 2 sailing with 2 modules, BCU 3*, or Power Level 2 with Planing endorsement.
 - Or:
 - ii. Qualify as Master Coxswain and qualify at 2nd Class in at least 1 Specialisation.
 - e. Successful completion of **either** an Area Examination Board **or** Petty Officer Cadet's Course.
 - f. Recommendation by the cadet's Commanding Officer/Officer in Charge and District Officer.

PART 1 (COMPULSORY) TRAINING SYLLABUS

- 1102 The part 1 syllabus for Leading Cadet advancement to Petty Officer Cadet is:

PARADE AND CEREMONIAL TRAINING

To be able to instruct all drill movements previously taught to New Entries and Junior Rates. To carry out the duties of Guard and Parade Commander at Colours and for official visits.

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| POC1 | <u>SQUAD AND RIFLE DRILL</u>

Revise taking charge of a squad and guard | <i>Drill Manual
Lesson Plans</i> |
| POC2 | <u>POWER OF COMMAND</u>

a) Teach taking charge of ship's company at Division, Colours and Evening Colours and receiving an Inspecting Officer
b) Explain the need for good briefing, training and rehearsing of all Cadets involved, e.g. Side Party, Guard, and Parade Commander
c) Teach how to instruct rifle drill up to the requirement for Able Cadet
d) The cadet should be able to demonstrate an ability to instruct a squad at novice standard.
The cadet should be able to demonstrate his or her ability to instruct and carry out the duties of Guard and Parade Commander at Colour ceremonies for official visits | <i>Drill Manual
Lesson Plans</i> |

The above training should prepare the cadet for the Petty Officer Cadet Part 1 Examination in Parade and Ceremonial training.

POC 3

DUTIES AND RESPONSIBILITIES OF A LEADER

Lesson Plans

Emphasise :

- a) The important roles to be played by the senior cadet in the day to day operation of the Unit and the Instructions of junior rates below him or her.
- b) The disciplinary procedures to be followed within the Unit and their use.
- c) The importance to provide a positive example at all times, and to encourage the younger Cadet.
- d) The Petty Officer Cadet Part 1 examination required the Leading Cadet to demonstrate his or her initiative and demonstrate that he or she will be a responsible Petty Officer Cadet.

POC4

THE ORGANISATION OF THE SEA CADETS, UNIT FINANCE AND ADMINISTRATION

*Sea Cadet
Regulations
Lesson Plans*

The Cadet should be made aware of activities that frequently take place “behind the scenes” :

- a) The duties and composition of the Unit Management Committee and Parent & Supporters Association (P&SA).
- b) The funding and expenditure of the Unit.
- c) The duties of the Administration and Training Officers, spending time with each department.
- d) The procedures/requirements for appointment and advancement of Unit staff.

The Cadet should revise and consolidate his or her knowledge of the following :

- e) The structure of the Sea Cadets at National level.
- f) The structure of the Sea Cadets at Area and District level.
- g) MoD(N) support for the Sea Cadets and the courses provided in RN establishments.

INSTRUCTIONAL METHOD

To train the POC to deliver lessons to Sea Cadets on subjects from the Sea Cadet's syllabus. The syllabus is:

- a) Together with the instructor, revise previous Instructional Method training.
- b) The Structure Of A Practical Lesson
 - i. Introduction
 - ii. Development
 - Explanation
 - Demonstration
 - Imitation
 - Practice
 - iii. Consolidation
- c) Question Technique
 - i. The importance of using questions
 - ii. How to phrase questions
 - iii. How to pose questions
 - iv. How to deal with questions
- d) Barriers To Learning
 - i. Distractions
 - ii. Lack of incentive
 - iii. Temperature
 - iv. Space
 - v. Discomfort

Instruction will culminate in the Leading Cadet delivering a 15 minute lesson which he/she has prepared in advance to a class of cadets on any Sea Cadet subject.

Standard Lesson Marking Sheets (SC Form T30, available from SCHQ) should be used.

FIRE DRILLS AND PREVENTION

*Unit Standing
Orders
Lesson Plans*

- a) Revise the Unit fire drill procedure.
- b) Teach how to conduct a fire drill. Lesson
- c) Teach how fire is detected, the importance of Cadet evacuation to safe place by the safest means and explain the importance of a musters and reports made to Unit Staff.
- d) The Petty Officer Cadet Part 1 Examination required the Cadet to demonstrate they are fully conversant with their own Unit fire drill and that they are deemed to be responsible as a senior Cadet in the event of a fire.

EXAMINATION BOARD FOR ADVANCEMENT TO PETTY OFFICER CADET

- 1103
- a) Petty Officer Cadet Part 1 examination will be conducted in accordance with Training Instructions 0556 – 0560
 - b) The cadet will be required to satisfy the President of the Board that he or she has sufficient points in accordance with Training Instructions Article 1101 c. before recommendation is made to the cadets Commanding Officer for advancement to Petty Officer Cadet.
 - c) The Cadet application form for Part 1 and Part 2 examination is to be signed by the President of the Board and forwarded to the cadet's Area Officer.

1104 Advancement to Petty Officer Cadet is approved by the Area Officer.

1105 Area Officers are to forward to SCHQ the names of all those advanced to Petty Officer Cadet so that CSCC may write a personal BZ letter to each.

1106 The transitional period between the former system of advancement to PO Cadet (as described in the previous edition of TIs) and the system described above lasts until 1 July 2005, after which date only the system in this Chapter may be used.

1107 Although not a formal requirement, Leading Cadets are strongly encouraged to achieve the Silver or Gold award of the Duke of Edinburgh's Award Scheme, and/or attend the Cadet Leadership Course at Frimley Park or the BRNC Dartmouth Combined Camp.

ACTING PETTY OFFICER CADET

1108 Where there is no Petty Officer Cadet in a Unit, in order to improve the structural balance of the Unit, and to provide suitable role models for the younger cadets, the Area Officer may advance a Leading Cadet to Acting Petty Officer Cadet (APOC), provided the Leading Cadet either:

- a) Meets all the requirements of TI 1101 except age, or, for those who joined after their 14th birthday:
- b)
 - i. meets the requirements of TI 1101 a, b, d, and h.
 - ii. has served at least two and a half years.
 - iii. has gained Progress Points at a rate of at least 15 points a year.
 - iv. produces a Development Plan showing how he/she plans to progress towards meeting in full the requirements of TI 1101.
 - v. is recommended by his/her Commanding and District Officers.
- c) Exceptionally, Area Officers may advance suitably deserving Leading Cadets to APOC who do not meet the full requirements of sub paragraphs 'a' or 'b' above, provided this would best serve the interests of the Leading Cadet his/herself, of his/her Unit, and of the Corps as a whole. When advancing cadets to APOC under this sub paragraph, copies of the request and approval are to be forwarded for information to the Commodore Sea Cadets

CONFIRMATION IN RATE

- 1109 A cadet holding an Acting rate may be confirmed in the rate by the District Officer as soon as the requirements of TI 1101 are met.

REVERSION

1110. If a cadet holding an Acting rate has made inadequate efforts to progress he/she may be required to relinquish the Acting rate. The decision on whether this is required is made by the Area Officer on the recommendation of the Commanding and District Officers.