

ROYAL CANADIAN AIR CADETS



COURSE CADET

Joining Instructions

Non-Commissioned Officer Training Course

14-17 Feb 2020

INTRODUCTION

1. Leadership, instruction in and out of the classroom, physical fitness and general cadet knowledge are all staples of being an effective NCO with the cadet movement. This training weekend is going to be used to teach all attending course cadets a mix of essential and advance skills required by their current or future positions at their home squadron from a diverse pool of instruction outlining a cross section of the air cadet program throughout the lower mainland. A training weekend is to be organized for the family day long weekend. To accomplish this exercise cadets will be divided into four courses with their own NCO IC and support staff.

2. Junior Course

a. The Junior Course is designed for Level 2 and Accelerated Level 1 Cadets. This course is designed to provide a junior cadet the strong foundation required to be successful in cadets. Topics will enforce GCK, Uniform Prep and Maintenance, how to be a follower, Basic Leadership, Deportment and Dress.

b. Cadets will receive evaluations on uniforms, drill and GCK knowledge.

3. Senior Course

a. The senior course is designed for Level 3 cadets. The theme of the course will be to ensure the cadets leave with a strong ability to run through small leadership tasking's. The cadets will receive training in drill, dress, GCK, leadership, deportment, and how to evaluate uniforms.

b. These cadets can expect to receive a performance objective checks in advanced drill and commands, small leadership taskings, and uniform evaluation abilities.

4. Instructor Course

a. The instructor course is an intense program established to teach Level 4 cadets how to become active instructors at their local squadrons. This course will also be open to current instructors who wish to become more effective instructors at their home squadrons. The cadets will receive training and be evaluated on dress, classroom instruction, drill instruction, and how to evaluate instruction. Also, cadets will learn how to teach with minimal training support to simulate instruction in the field.

b. Cadets will be evaluated on their instructor ability in the classroom and on the drill floor

5. Professional Development Course

a. The professional development course is designed for "advanced" level 4 cadets and junior level 5's who are showing high levels of potential for future command positions at their squadrons. Cadets who attend this course should already excel in their abilities at their home squadrons and have exemplarily drill, dress, and deportment. The cadets that participate in this course can expect to receive and be evaluated on the following training: parade sequences,

military writing, organizing training exercises, how to be a mentor, improved drill and deportment and how to conduct a mess dinner.

b. They can expect to be evaluated on their personal conduct, uniform, organizational abilities, and military writing. Along with organizing our mess dinner and how they run the parade tryouts and grad parade set up.

c. This course will be taught by the supervising squadron officers who must also attend the Pro-D Session in January.

6. All evaluations and course reports from cadets' progress through the training weekend will be forwarded back to their home squadrons.

DRESS INSTRUCTION

7. Course cadets will be dressed in C1's during the opening and graduation parade ceremonies. During training hours cadets will be dressed in course specific dress to identify their place during the training weekend. Course cadets will also be participating in physical activity and should bring clothing appropriate to conducting PT indoors or outdoors. There will also be a mess dinner on the Saturday evening and white shirt and bow tie is recommended to be worn under their tunics for the dinner.

8. Attached is the kit list for the course cadets and should be used as a reference on what to pack.

9. All participants are responsible for bringing adequate personal kit for the forecasted conditions and for the entirety of the activity. Be advised that the host squadron will not be held responsible for lost or stolen personal items. Members are cautioned to have their items clearly identified and to restraining for brining valuables or electronics.

TRANSPORTATION

10. All cadets will meet at the J.P Fell Armoury on 14 Feb 20 for 2000hrs. Transportation is to be arranged by the attending squadrons, but preferred method is to have the parents of cadets drop off cadet to the facility.

ACCOMMODATION

11. All cadets will be housed on site for the duration of the training weekend starting on the Friday evening.

MEALS

12. All cadets participating will be provided fresh rations for the duration of the training weekend starting from Saturday morning.

13. If you have any dietary requirements ensure your officer staff informs the OIC of the training week prior to your arrival during the training weekend. **THIS MUST BE COMMUNICATED TO THE OIC AS SOON AS POSSIBLE PRIOR TO ARRIVING.**

14. There will be no meals provided on the Friday evening, cadets are encouraged to eat dinner prior to arriving.

MEDICAL

15. All cadets participating will provide their squadron staff with a permission form outlining any allergic reaction, specific medical requirements (prescription medication) and provincial medical coverage.

16. Minor first aid will be delivered by qualified Adult staff on site, proper forms and record keeping will be completed for all first aid given.

17. Major first aid will be delivered by the local hospital, parents will be notified, and an adult staff member will transport the cadet in question to the hospital. Again, proper record keeping will be completed.

CONTACT INFORMATION

18. OIC – LT Khan, E (525 Trg O)
Erica.braam@gmail.com or 778-888-7413

Z. Khan
Capt
OPI – NCO TC 2020

Annex A – Course Cadet Kit Lists

Annex B – Permission Forms

COURSE CADET KIT LIST

<u>Item</u>	<u>Number required</u>	Packed (Check off)
Wedge (Issued)	1	
Nametag (Issued)	1	
Tunic (Issued)	1	
Tie (Issued)	1	
Blue Collared Shirt (Issued)	2	
Blue Summer Camp T-Shirt (Issued)	3	
Pants (Issued)	1	
Belt (Issued)	1	
Wool Socks (Issued)	3	
Parade Boots (Issued)	1	
Water Bottle	1	
Boot Polishing Kit	1	
Iron and Ironing Board	1	
Pens and a lot of paper for not taking / assignments	As Required	
Sleeping Wear	As Required	
Toothbrush and toothpaste	1	
Showering Equipment (soap, towels, shampoo etc)	1	
Shower Sandals	1	
Shaving Kit	1	
Sleeping Bag and Air Mattress	1 Set	
PT Shorts	2	
PT T-Shirts	3	
PT Sweatshirt	1	
PT Running Shoes	1	
Civilian Clothes for evening wear	As Required	
White Shirt & Bow Tie (for Mess Dinner)	1 Set	
Instrument / March Card (for mass band during Grad Parade)	As Required	

IMPORTANT NOTES:

1. There is no issued gear provided. Please see your squadron Supply Officers if you require any of the required kit.
2. All personal kit shall be labelled with your name for easy identification. There is limited storage space so ensure all your personal items can be packed up daily into a suitable bag or suitcase.
3. Electronic Devices are prohibited during training hours but will be allowed during “free” time in the evenings but remember this is a high workload course and there will be limited amounts of free time.

Annex B
4500-04 (OIC)
31 Jan 2020

Permission Form

What: NCO Training Course 2020

When: 14 Feb 2020 @ 2000hrs – 17 Feb 2020 @ 1600 hrs

Where: J.P Fell Armoury, 1513 Forbes Ave, North Vancouver

How: Parents to arrange transportation to and from J.P Fell Armoury

Why: 525 Pathfinder Squadron is hosting an NCO training course on the weekend of Friday, February 14th through to Monday February 17th. The overall course is broken into different classes based on the level your cadet is at in their cadet career. The course is aimed at producing better trained leaders and followers for the Canadian Cadet Movement, and as such is a somewhat intense weekend of training and evaluation, with the goals of improving cadets not only as leaders, but as youth in general.

Name of Course Cadets: _____

Age: _____ Rank: _____ Level: _____

Course attending (: Junior / Senior / Instructor / Pro-D / STAFF

Care Card Number: _____

Emergency contact: Name: _____ Phone: _____

Dietary Needs / Allergies / Medication:

I _____ have approved my son or daughter to attend the NCO training at the J.P Fell Armoury over the family day long weekend.

Parent signature: _____



We would like to invite you to the
NCO Training Course
Graduation Parade
2020

To be held on February 17th, 2020 at the J.P. Fell Armory in
North Vancouver.

1513 Forbes Ave, North Vancouver, BC

Invitation for 1330hrs and to be seated for 1345hrs.

“We hope to see you there.”

Please allow your son or daughter to RSVP the number of guests attending when he or she
signs in for the course.