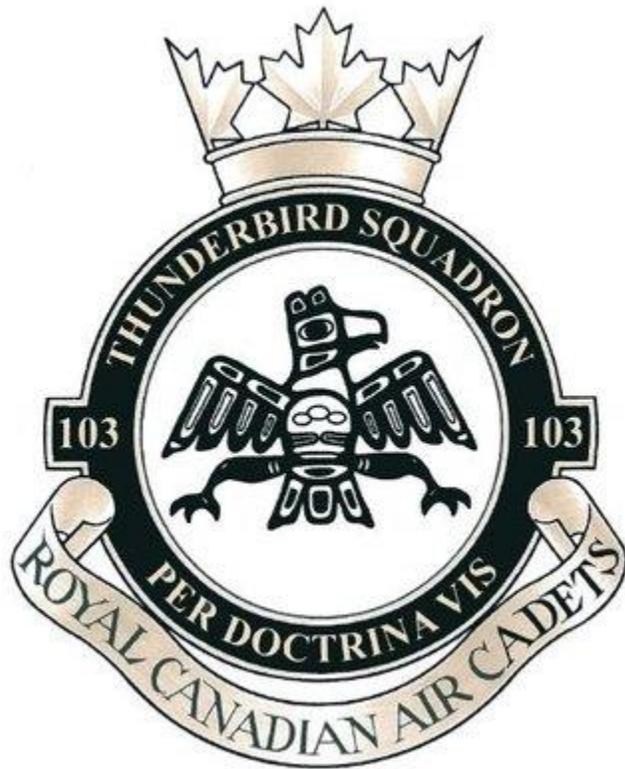


103 Thunderbird Royal Canadian Air Cadet Squadron



Course Cadet Joining Instructions

NCO Training Course 2019

15-18 Feb 2019

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 are kit lists specific for 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 restrain from bringing valuables or electronics.

TRANSPORTATION

10. All cadets will meet at the 103 LHQ for 1800hrs. Transportation is to be arranged by the attending squadrons, but preferred method is to have the parents of cadets drop off cadet to facility the filling of any missing permission forms.

ACCOMMODATION

11. All staff 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. OPI – Captain Zakir Khan (525 CO)
khan.ibn.zakir@gmail.com or 778-877-9226



103 Thunderbird Squadron
Royal Canadian Air Cadets
1513 Forbes Avenue
North Vancouver BC V7M 2Y4
www.103air.com

Good Evening Teams,

Officially like to welcome you to the Non-commissioned officer-training course 2017. The Following Package holds all the pertinent information that your squadrons will need for the up coming course

This course is a point of pride for 103, but we also acknowledge the fact that this is a course that your squadron has paid for too attend. With this in mind we have designed a program that gives feedback, evaluation marks and transparency for you to use as you wish at the local squadron level.

As this is a highly demanding course for the cadets please ensure your cadets arrive ready to learn and excel in their selected course. During the in-doc process we will be confirming the cadets eligibility for the course they applied for, but please look at the course descriptions in the joining instructions.

Just a final reminder that the cost associated with the NCO course is \$75 a head for each cadet you send on course, staff cadets are free to attend. Also remember your officer ratios.

If you have any questions don't hesitate to contact me. Thank you for you're continued support and we hope to see your squadron.

This package includes the following Information:

1. Welcome letter (this document)
2. Kit List
3. Permission Form
4. Graduation Parade Invite

NCO TC 2019
KIT LIST

The Following items are recommended things to bring for the NCO course; if you personally need any additional items don't hesitate to bring it. Just remember we have limited space here at the squadron and you are responsible for all your own kit during the training course. All electronic devices are the responsibility of the cadet. Cell phones are prohibited during training hours but will be allowed during "free" time in the evening, but remember this course has a high workload and there will be limited amounts of "free" time.

- Issue Cadet Uniform:
 - o Wedge
 - o Nametag
 - o Tunic
 - o Tie
 - o Collared shirt (for travel and grad parade)
 - o Blue Summer camp T-shirt (day to day use)
 - o Pants
 - o Belt
 - o Grey Socks
 - o Boots
- Boot polishing kit
- Iron and board
- Pens and lots of paper for note taking/assignments
- Sleeping wear
- Toiletries
 - o Toothbrush and toothpaste
 - o Showering equipment – soap, towels, **SHOWER SANDALS**, shampoo
 - o Face wash
 - o Shaving kit
 - o Anything else required
- Sleeping bag, pillow and air mattress
- **Shorts, T-shirt and sweatshirt for PT**
- Civilian clothes for evening wear
 - o 1 pr Jeans
 - o 1 pr Shorts
 - o 4 or 5 sets of underwear
 - o 4 or 5 prs of socks
 - o Multiple T-Shirts
 - o Running shoes
- Mess Dress
 - o White Dress shirt
 - o Bow Tie

Permission Form

What: NCO Training Course 2019

When: 15 Feb 19 @ 1800hrs – 18 Feb 19 @ 1600 hrs

Where: 103 LHQ, 1513 Forbes Ave, North Vancouver

How: Parents to arrange transportation to and from 103 LHQ

Why: The 103 run NCO Training Course is a great opportunity for cadets to perfect their leadership, drill, dress and deportment in a fun environment that feeds off the knowledge of all the attending squadrons.

Name of Course Cadets: _____

Age: _____ Rank: _____ Level: _____

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

Care Card Number: _____

Emergency contact: Name: _____

Phone: _____

Dietary Needs / Allergies / Medication:

I _____ have approved my son or daughter to attend the NCO training course at 103 Thunderbird squadron over the family day long weekend.

Parent signature: _____



*103 Thunderbird Squadron would like to invite
you too the*

**NCO TRAINING COURSE
GRADUATION PARADE
2019**

To be held on February 18th, 2019 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.