



525 Pathfinder RCACS  
West Vancouver, BC

# Return to Training



12 September 2022

1900-2100

595 Keith Road  
West, Vancouver

## Enclosed Documents

Letter to Cadets  
Letter To Parents  
Training Requirements



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## Letter to Cadets

Welcome to the 2019-2020 Air Cadet training year for 525 Pathfinder Squadron!

When cadets initially join the Air Cadet program, they are enrolled in a training level (similar to a school grade). Cadets must pass evaluations and attend all mandatory events to complete a level. Due to the number of compulsory events required as part of the level curriculum, activities are spread throughout the week, not just on Monday nights.

To allow families and cadets to plan personal events and vacations around all our activities, our training calendar details are published in an online calendar at [www.525pathfinder.com](http://www.525pathfinder.com).

We encourage you to review the calendar frequently, as our schedule is subject to change. We also actively use the SLACK workplace messaging service, a great communication tool for parents and cadets. Cadets must monitor the communication tools that are utilized at 525. On your first day back, your adult supervisors will ensure your access to all resources.

If you anticipate a schedule conflict with one or more mandatory events, please inform the training staff, and we will do everything possible to make alternative arrangements.

The following documents will outline teams you can join and the criteria to pass each level.

We wish you and your cadet a most enjoyable training year!

Thank You

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## Letter to Parents

Parents,

As a new training year approaches, I want to ensure that there are no concerns about the requirements for cadets to complete their training level and how we communicate with parents. Therefore, this letter is to clarify the expectations and responsibilities of the training staff at 525.

First, I would like to start with the responsibilities of the officers at 525. Our goal is to develop all the cadets into the future leaders of Canada, leave positive memories with each member that will stick with them for the rest of their lives, and develop them into responsible young adults. This begins with creating a training plan to optimally accomplish our goals within the realism of the resources we are provided. After creating a year-long training plan, we create a training calendar that helps everyone involved at 525. For us, as adult supervisors, it helps prioritize organizing events. It provides an outlet where up-to-date changes can be distributed electronically and in real-time to all interested parties. For cadets, it allows them to be responsible for their training by looking ahead and seeing what they will need to attend to be successful in the Air Cadet program, along with as many relevant details as possible. For parents, we understand that the information from the signup sheets posted in the squadron and the weekly announcements don't always make it home. However, the calendar is a great resource that lets you be proactive and informed about all current and upcoming events scheduled for the training year. Parents have a few options to get details about the training their cadets are receiving: first from the end of parade announcements, second from the signup/memo board at the squadron, third from the two-month calendar posted at the unit, and lastly from the online calendar at [www.525pathfinder.com](http://www.525pathfinder.com). Also, if one "clicks" to see more details for an event on the calendar, a window should appear listing a description for the event, including any critical information. We also use the Slack workplace messaging service as a communication tool that can notify you quickly when there are changes to the calendar or details for any planned event.

The second purpose of the letter is to inform the parents of the requirements for their cadets to be successful in their level training. The attachments to this letter outline the requirements for each level, along with the scheduled dates on the calendar that the cadets will need to attend.

We do everything in our power to accommodate and deliver the best possible program, but we also have some expectations for the cadet and parents involved at 525. Through the calendar and the attachments outlined in this letter, all interested parties should walk away with an understanding of how the program is administered. The training staff understands along with being an excellent cadet, they also need to be well-rounded through school and other organizations. We encourage cadets and parents to look ahead in the calendar to plan optional activities, other organized groups, family events etc., around our scheduled events. We understand there are some instances where there will be conflict. As soon as a potential



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scheduling conflict is observed, we ask that you come to the training department and speak to an adult staff member so arrangements can be made. With sufficient lead time, alternate plans and training can be arranged. We also expect that if a cadet cannot attend an event they signed up for or a mandatory training evening, they please go to the 525 websites and fill out an absence form. If you or your cadet do not know how to complete the absence form, please speak to any of the adult staff at 525. This also applies if your son/daughter requires additional support beyond the current training. Handouts, workbooks, teaching points and alternate methods of instruction are available for every cadet at 525 if needed. Please speak to the training staff as soon as you think there may be an issue requiring a more personal approach, allowing for the cadets' training goals to be accomplished.

Along with the points stated above, we expect cadets to put in a bit of work on their own time to maintain their uniform, practice teaching points taught to them in class and complete assigned duties. All standards are referenced in the squadron standing orders that can be made available upon request.

Finally, as you can imagine, running an Air Cadet squadron, with the responsibility of making a positive impression on your cadet that you entrust to us, is daunting. If you have any questions, concerns or suggestions on how we can improve our interpretation of the program, please don't hesitate to contact the undersigned. We have a few initiatives in the works to close some of the gaps identified, but it usually comes down to a matter of labour to work through the development area, and we are always looking for extra hands to help. If you want to campaign an initiative, please don't hesitate to contact the undersigned.

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## Training Requirements

### Level 1

The following items/milestones are to be achieved for the successful completion the indicated training level.

	Item	What to Achieve
1	Maintain Attendance	60% Average
2	Maintain Uniform	80% Average
3	Attend FTX	(1) Multi-Day, (1) Day Ex
4	Fitness Training	Participate
5	Air Rifle	(1) Level Shoot
6	Flight Training	(1) FAM Flying Complete
7	Interviews	Year Start, Mid-Year, Year End
8	PPSRY	Complete
9	Year End Exam	60% Accomplish

### Level 2

The following items/milestones are to be achieved for the successful completion the indicated training level.

	Item	What to Achieve
1	Maintain Attendance	60% Average
2	Maintain Uniform	80% Average
3	Attend FTX	(1) Multi-Day, (1) Day Ex
4	Fitness Training	Participate
5	Air Rifle	(1) Level Shoot
6	Flight Training	(1) FAM Flying Complete
7	Interviews	Year Start, Mid-Year, Year End
8	Year End Exam	60% Accomplish



### **Level 3**

The following items/milestones are to be achieved for the successful completion the indicated training level.

	Item	What to Achieve
1	Maintain Attendance	60% Average
2	Maintain Uniform	80% Average
3	Attend FTX	(1) Multi-Day, (1) Day Ex
4	Fitness Training	Participate
5	Air Rifle	(1) Level Shoot
6	Flight Training	(1) FAM Flying Complete
7	Interviews	Year Start, Mid-Year, Year End
8	<b>Small Leadership Tasking</b>	<b>Complete</b>
9	<b>Lesson Instruction</b>	<b>Complete</b>
10	<b>Word of Command</b>	<b>Complete</b>
11	<b>Combined Aviation Topics Exam</b>	<b>Complete</b>
12	<b>Navigation Exercise</b>	<b>Complete</b>



## **Level 4**

The following items/milestones are to be achieved for the successful completion the indicated training level.

	Item	What to Achieve
1	Maintain Attendance	60% Average
2	Maintain Uniform	80% Average
3	Attend FTX	(1) Multi-Day, (1) Day Ex
4	Fitness Training	Participate
5	Air Rifle	(1) Level Shoot
6	Flight Training	(1) FAM Flying Complete
7	Interviews	Year Start, Mid-Year, Year End
8	PSRY	Complete
9	<b>Act as Team Leader</b>	<b>Complete</b>
10	<b>Command a Flight on Parade</b>	<b>Complete</b>
11	<b>Instruct a Lesson Assessment</b>	<b>Complete</b>
12	<b>Radio Procedures/Transmission</b>	<b>Complete</b>
13	<b>Combined Aviation Topics Exam</b>	<b>Complete</b>
14	<b>Air Crew Survival Practical</b>	<b>Complete</b>