

The Sea Cadet Corps



LEADING CADET WORK BOOK

This work book contains all that you should know at the end of your Part 1 Leading Cadet Training. You will be assessed on your knowledge of these subjects. You should make sure that you have completed the book before requesting advancement.

Inside the back cover of this book is a page to record points for proficiencies, specialisation's and boatwork. You have to gain sixty points and be aged 16 years before advancing to Petty Officer Cadet.

Do not forget to carry forward any points you may have gained in your previous Work Book. Use a different coloured pen so you can readily see your progress.

NAME:

DIVISION:

UNIT:

DATE RATED LC:

ADVANCE TO POC ON:

SHORT TITLE – LCWB
FIFTH EDITION
APRIL 2000

POC1 SQUAD AND RIFLE DRILL

1. Write out the sequence of orders to fall in, size and number a squad of 24 cadets.

2. Revise all drill movements from previous rates.
3. Practice taking charge of a division at Colours and Evening Colours.
4. Practice taking charge of a squad on a parade outside the Unit. If possible this should be on a parade that involves marching.
5. Practice taking charge of the guard at Colours and when receiving an Inspecting Officer.
6. Use the space on the next page to create a drill display sequence which uses as many different drill movements as possible. Each one should be used no more than twice.

LEADING CADET TO PETTY OFFICER CADET WORK BOOK

[Empty rectangular box for notes or observations]

HAS DEMONSTRATED THE ABILITY TO TAKE CHARGE OF A SQUAD TO THE STANDARD REQUIRED AT A DISTRICT EVENT OR UNIT OPEN DAY

SIGNED

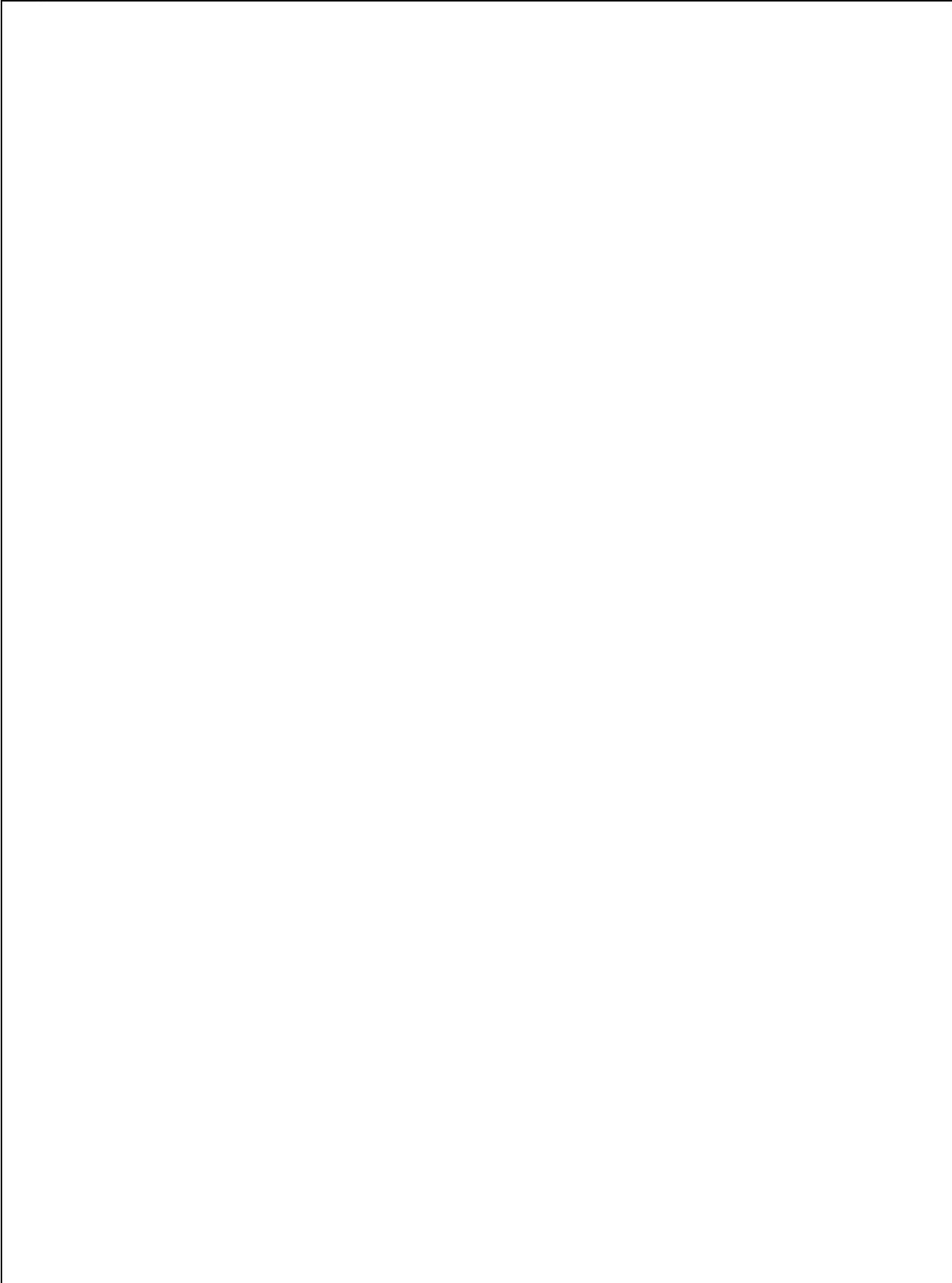
NAME

RANK/RATE

DATE

POC2 POWER OF COMMAND

1. Draw a plan of your unit in the space below and show the positions of the Guard, Divisions, Side Party, Duty Watch, Unit staff, guests and VIPs for the Unit Royal Navy Inspection.

A large, empty rectangular box with a thin black border, intended for the student to draw a plan of their unit. The box occupies most of the page below the instructions.

2. What visitors are entitled to be piped aboard?

3. What is the composition of a side party to receive an Inspecting Officer?

4. When should the "Pipe the Side" be sounded?

5. What action should the remainder of Ship's Company take when the side is being piped?

6. Write out the method used to instruct "Shoulder Arms" to squad of cadets.

POC3 DUTIES AND RESPONSIBILITIES OF A LEADER

Discipline

1. Why is discipline necessary in a Sea Cadet Unit?

2. What is the procedure in your Unit for disciplining cadets?

3. While at a District event you see a cadet from another Unit misbehaving. What action should you take?

Leadership

1. Practice these leadership skills in all situations where you are in charge of a group of cadets.

a. Ask Yourself

- (1) What is the task?
- (2) What personnel, equipment and time have I got?
- (3) What is my plan?
- (4) How can it best be achieved?

b. Explain Task

- (1) Brief the team clearly.
- (2) Check their understanding.

c. Plan Solution

- (1) Encourage the team’s suggestions and ask for skills.
- (2) Give your own solution.
- (3) Decide on the best solution.

d. Deploy

- (1) Brief the team on the final plan and establish timing and targets.
- (2) Delegate tasks giving precise instructions to individuals.
- (3) Set team to work giving them the tool for the job.
- (4) Involve everyone.

e. Monitor and Support

- (1) Co-ordinate activities.
- (2) Assist, if necessary and advise.
- (3) Keep everyone informed and updated.
- (4) Encourage and admonish where necessary.

f. Assess Progress

- (1) Check that standards and targets are being achieved.
- (2) Make adjustments, if necessary, keeping team informed.

g. Debrief

- (1) Check that the Task is completed.
- (2) Debrief the team fully offering advice and guidance – be honest!

HAS DEMONSTRATED THE ABILITY TO TAKE CHARGE OF A SQUAD TO THE STANDARD REQUIRED AT A DISTRICT EVENT OR UNIT OPEN DAY

SIGNED

NAME

RANK/RATE

DATE

POC4 THE ORGANISATION OF THE SA CADET CORPS, UNIT FINANCE AND ADMINISTRATION

Unit Management Committee (UMC)

1. Write down the names of your UMC and the office held.

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2. What are the responsibilities of this committee?

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3. Who may not serve on this committee and why?

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Parents and Supporters Association (P&SA)

1. Who are the officers of the P&SA Committee?

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2. What is the difference between this committee and the Unit Management Committee?

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3. Who may be a member of the P&SA?

--

Unit Running Costs and Fund Raising

1. What were the annual running costs for the Unit last year? Break these down into heating, lighting, rates, maintenance and other costs.

2. How were the funds raised to meet these costs? Find out the approximate amount made at the various events eg Flag Day, House to House collection, Jumble Sales, Sponsored events etc.

Unit Staff

1. What are the main duties of the following staff:

a. Commanding Officer

b. First Lieutenant

c. Training Officer

d. Administration Officer

e. Stores Officer

f. Boats Officer

2. Spend at least two parade nights with each of these staff finding out about their jobs.

THE CADET UNDERSTANDS MY TASK, RESPONSIBILITIES AND DUTIES WITHIN THE UNIT

Commanding Officer

SIGNED **NAME** **RANK/RATE** **DATE**

First Lieutenant

SIGNED **NAME** **RANK/RATE** **DATE**

Training Officer

SIGNED **NAME** **RANK/RATE** **DATE**

Administration Officer

SIGNED **NAME** **RANK/RATE** **DATE**

Stores Officer

SIGNED **NAME** **RANK/RATE** **DATE**

Boats Officer

SIGNED **NAME** **RANK/RATE** **DATE**

Appointment and Advancement of Staff

1. What are the requirements for being advanced from Petty Officer Cadet to PPO?

2. What form must you fill in to request this advancement?

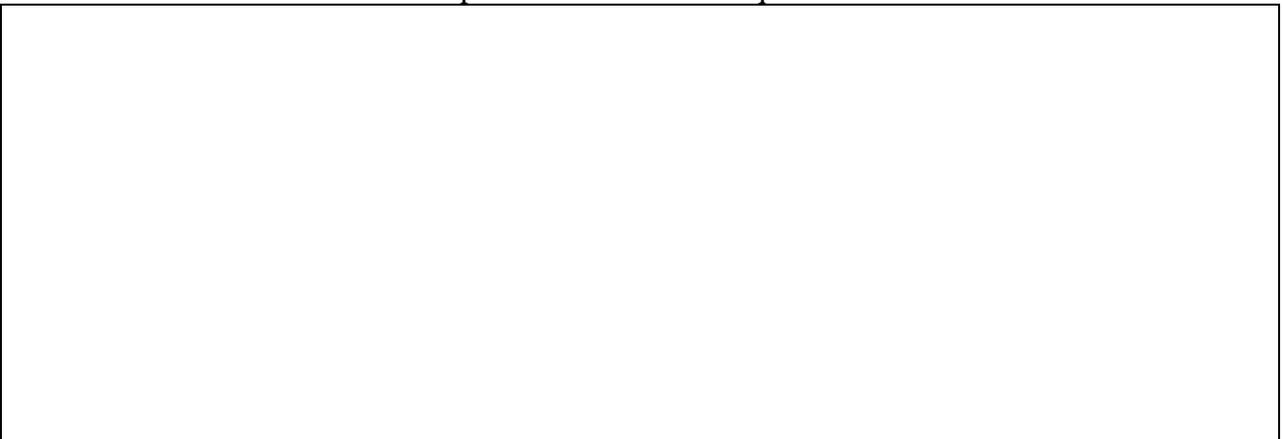
Organisational Structure of the Sea Cadet Corps

Headquarters

1. Draw a diagram of the organisation of Sea Cadet Headquarters showing only the main departments and staff.



2. What are the duties and responsibilities of a Headquarters Staff Officer?



Area

1. What are the names and jobs of the uniformed staff at your Area Office?

2. Find out the names of four of your Area Staff Officers (ASOs). Choose personnel in charge of activities in which you normally take part.

MoD(N) Support for the Sea Cadet Corps

1. How does the MoD(N) support the Sea Cadet Corps?

2. What does this financial budget support?

3. How else does MoD(N) support the activities of:

a. Your Unit?

b. Your Area?

c. The Sea Cadet Corps?

POC 5 INSTRUCTIONAL TECHNIQUE

Revision

1. Revise the Able Cadet to Leading Cadet Syllabus.

HAS REVISED THE ABLE CADET SYLLABUS AND HAS A GOOD KNOWLEDGE OF:			
Topic	Tick Box	Date	Instructor's Signature
Duties and Responsibilities of An Instructor			
Effective Use of the Chalk/ Magiboard			
The Use of Training Aids			
The Structure of a Theory Lesson			

The Practical Lesson

1. What should the Explanation Contain?

2. How should the Demonstration be carried out?

3. How should the Imitation Phase be carried out?

4. How should the Practice Phase be carried out?

Questions

1. Why are questions useful in a lesson?

To regain

To provide

To lead

2. What makes a good question?

3. What makes a bad question?

4. What are the three “P”s of questioning?

Barriers to Learning

1. List the Barriers to Learning and state how they can be reduced.

LEADING CADET TO PETTY OFFICER CADET WORK BOOK

The Petty Officer Cadet Part One Examination requires you to prepare and deliver a 15 minute lesson to a class of junior rates on any Sea Cadet topic.

HAS PREPARED AND DELIVERED A 15 MINUTE LESSON TO JUNIOR RATES ON A
SEA CADET SUBJECT

THE SUBJECT OF THE LESSON WAS:

THE LESSON WAS A **PRACTICAL*/THEORY*** LESSON (delete as appropriate)

SIGNED **NAME** **RANK/RATE** **DATE**

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POC6 FIRE PREVENTION AND DRILLS

1. Revise your previous instruction on fire prevention. In particular revise the duties of the senior cadet during an emergency.
2. As a senior cadet you have been instructed by the 1st Lieutenant to organise a fire drill. Write down the preparations you must make and list of personnel who must be informed about the drill.

HAS ORGANISED A UNIT FIRE DRILL AND CARRIED OUT SATISFACTORILY
THE DUTIES OF SENIOR CADET DURING THE EXERCISE

SIGNED **NAME** **RANK/RATE** **DATE**

NOTES

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