

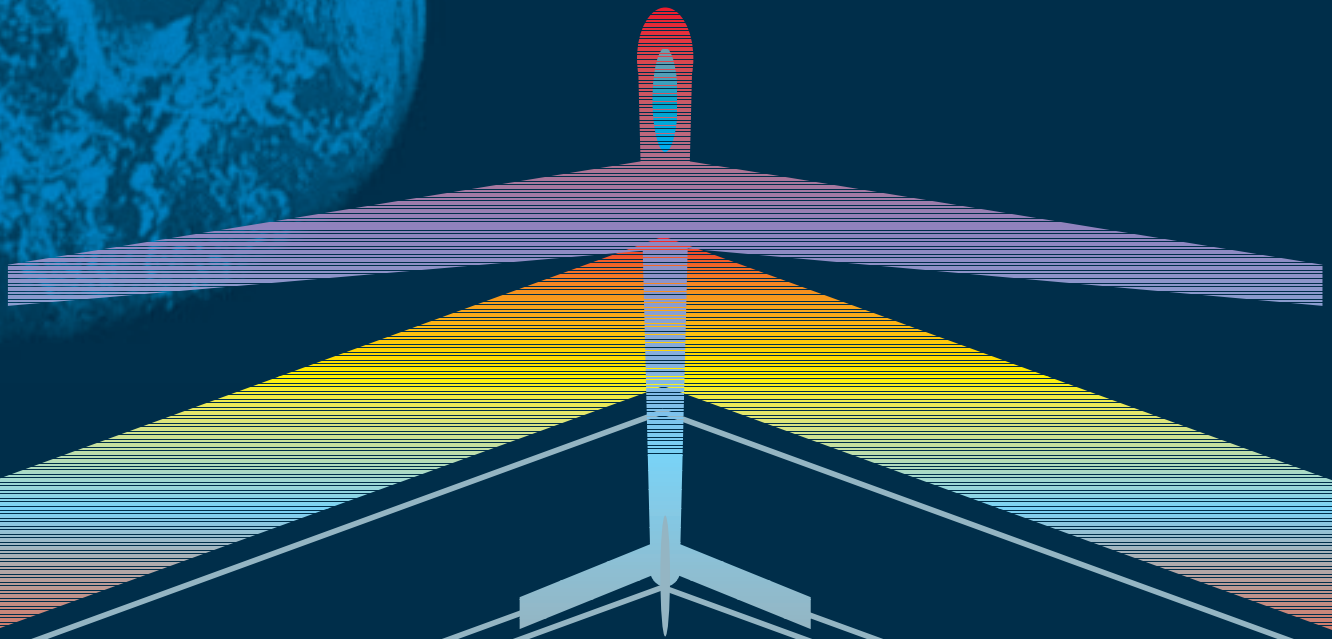


National  
Defence

Défense  
nationale

# Royal Canadian Air Cadets

## COURSE TRAINING STANDARDS





National Défence  
Defence nationale

A-CR-CCP-265/PC-001

## ROYAL CANADIAN AIR CADETS



### COURSE TRAINING STANDARDS

# PROFICIENCY LEVEL PROGRAMME FOR LOCAL HEADQUARTERS MANDATORY TRAINING

Issued on Authority of the Chief of the Defence Staff

OPI: D Cdts Air

1998-07-01

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**Contact Officer: DCdts Air**  
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## PREFACE

1. A-CR-CCP-265/PC-001, Royal Canadian Air Cadets, Course Training Standards, Proficiency Level Programme for Local Headquarters Mandatory Training, is issued on the authority of the Chief of the Defence Staff.
2. This publication is effective upon receipt.
3. These Course Training Standards (CTS) were developed by the Director Cadets – Air (D Cdts Air). Much of this work was based on the results of the Cadet Programme Review Project (CPRP); the Standards Board, which was convened in September 1987; and contributions by the National Office of the Air Cadet League of Canada. This CTS was prepared in accordance with the performance oriented concept of training outlined in A-P9-000-001/PT-001, Canadian Forces Manual of Individual Training, with modifications, as required, to meet the needs of Air Cadets.
4. This CTS has led to the development of five Course Training Plans (CTPs) for the proficiency levels of training and the period of On-Job Training (OJT), as well as the supporting cadet handbooks. Under normal circumstances, a CTS is produced for every CTP, but for the five programme publications only one CTS has been produced for the five CTPs. This modification was adopted to provide a single publication that would give an overview of the total Proficiency Level Programme and to streamline the development process.
5. Suggestions for changes will be forwarded to National Defence Headquarters (NDHQ), Attention: Director Cadets – Air.

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# CHAPTER ONE GENERAL



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Aim  
Outline of Training  
Training Strategy  
Use of CTS  
Use of Cadet Administrative and Training Order (CATOs)

## **Annex A – Overview of the Mandatory Training Time Allocation**



## CHAPTER 1

### GENERAL

#### AIM

1. These CTS are to direct the conduct of the Proficiency Level Programme, therefore providing the course cadets with the required skills and knowledge in order to meet the aims of the Royal Canadian Air Cadets (RCAC) and the training objectives.
2. The three aims are as follows:
  - a. to develop in youth the attributes of good citizenship and leadership;
  - b. to promote physical fitness; and
  - c. to stimulate the interest of youth in the air activities of the Canadian Forces (CF).
3. The training objectives for the RCAC are as follows:
  - a. to produce leaders to support the RCAC training system;
  - b. to teach skills in the field of aviation;
  - c. to promote physical fitness;
  - d. to stimulate an interest in the Canadian Air Force;
  - e. to develop instructional and leadership skills;
  - f. to promote RCAC in the community;
  - g. to participate in activities that support the local community;
  - h. to develop self-discipline;
  - j. to promote awareness of Canada's past and present contributions to the development of aviation and the aerospace industry;
  - k. to promote sensible living habits; and
  - m. to teach firearm safety.

#### OUTLINE OF TRAINING

4. The Air Cadet Training System consists of two components: the Local Headquarters (LHQ) Programme; and the Summer Training Programme. The LHQ Programme is divided into two separate components: the Proficiency Level Programme; and Optional Training. This CTS covers the Proficiency Level Programme.
5. The Proficiency Level Programme is conducted at the cadet squadron during the period that begins 01 September and ends the following year on 30 June. It is conducted throughout the year using a combination of training sessions, training days and training weekends.

6. The Proficiency Level Programme is a mandatory programme carried out at the cadet squadron which teaches and practices the minimum knowledge and skills necessary to achieve the training objectives. This programme is divided into four levels of training and one level of OJT. Normally, a cadet will only attempt one proficiency level in a given year.

7. Each proficiency level is composed of performance objectives (POs) subdivided into enabling objectives (EOs). Upon completion of each EO an enabling check will be administered. The performance check (PCs) for each PO is conducted at the end of each PO.

## **TRAINING STRATEGY**

8. Each proficiency level contains two components of training. They are as follows:

- a. mandatory training; and
- b. mandatory support training.

9. The mandatory training content of each proficiency level is outlined in the subparagraphs that follow:

- a. Level 1 – 90 periods;
- b. Level 2 – 90 periods;
- c. Level 3 – 90 periods;
- d. Level 4 – 90 periods; and
- e. OJT – Level 5 – 38 periods.

10. The mandatory support training consists of those activities in support of the periods of instruction that are required in order to practice or evaluate the skills required of a cadet. There are eight additional days set aside for this training for each proficiency level. This training is broken down as follows:

- a. two days for citizenship activities;
- b. two days for physical fitness activities;
- c. two days (one weekend) for one Aircrew Survival exercise;
- d. one day for the squadron annual review; and
- e. one day for familiarization flying.

### **NOTE**

Two days for Level 5 – Leadership (only requirement for Level 5 mandatory support).

11. A short description of the aim of each proficiency level follows. Each subsequent proficiency level will build on the knowledge and skills of the previous level.

- a. **Proficiency Level 1.** The aim of the Level 1 Course is to provide an air cadet recruit with the basic skills, theoretical knowledge and practical experience required to function as a member of an air cadet squadron and to prepare the cadet to perform the duties of a corporal.
- b. **Proficiency Level 2.** The aim of the Level 2 Course is to complete the instruction of the basic skills, theoretical knowledge and practical experience required for a cadet to function as a member of a cadet squadron and to prepare the cadet to perform the duties of a sergeant.

- c. **Proficiency Level 3.** The aim of the Level 3 Course is to prepare the cadets for a leadership position; therefore a more in-depth look at leadership is essential to this course. The basic instructional techniques are also part of the curriculum.
- d. **Proficiency Level 4.** The aim of the Level 4 Course is to complete instruction of the Proficiency Level Programme training in order to prepare the course cadet for a senior appointment and leadership position within the unit.
- e. **Level 5 – OJT.** The aim of Level 5 – OJT is two-fold:
  - (1) to enhance a cadet's ability to take charge, organize and supervise squadron activities; and
  - (2) to broaden a cadet's knowledge of the squadron administration and supply departments so that the cadet can better support squadron staff when the need arises.

12. To help create the optimal learning environment to meet the aims of this training, the course is focused on active participation and stimulating activities in an air environment. This philosophy will enhance the retention of cadets for the duration of the course and it will encourage learning.

13. Annex A to this chapter provides an overview of the mandatory training time allocation within the Proficiency Level Programme (note that one period of instruction is equal to 35 minutes).

#### **USE OF CTS**

14. This CTS will be used as the primary authority governing the design, conduct and validation of the Proficiency Level Programme. It must be used in conjunction with the CTPs and Cadet Administrative and Training Orders (CATOs) in the conduct of training.

#### **USE OF CADET ADMINISTRATIVE AND TRAINING ORDER (CATOs)**

15. The CATOs, Volume V, are issued by D Cdts Air on the authority of the Chief of the Defence Staff (CDS). They replace subject orders in Canadian Forces Cadet Policies and Procedures as well as Regional Orders for the conduct of training.

16. CATOs, Volume V, include information pertaining to the various aspects of air cadet training, such as policies for promotion, optional training, summer training directives, employment prerequisites for staff cadets, dress regulations, familiarization flying, etc. CATOs, Volume 5, must be used in conjunction with the CTS and the various CTPs issued by D Cdts Air in the management of the air cadet training system.

**ANNEX A****OVERVIEW OF THE MANDATORY TRAINING TIME ALLOCATION**  
(number of training periods)**NOTE**

Shaded areas represent those POs that require Mandatory Support Training.

<b>PO/Subject</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>OJT Level 5</b>	<b>Totals</b>
<b>PO 400 – Intro to Admin and Supply</b>	NA	NA	NA	NA	16	16
<b>PO 401 – Drill</b>	25	16	07	07	04	59
<b>PO 402 – Drill Instruction</b>	NA	NA	07	NA	NA	07
<b>PO 403 – General Cadet Knowledge</b>	12	11	03	NA	NA	25
<b>PO 404 – Citizenship</b>	02	05	04	05	NA	16
<b>PO 405 – Physical Fitness</b>	01	01	01	04	NA	07
<b>PO 406 – Sensible Living</b>	03	03	03	06	NA	15
<b>PO 408 – Leadership</b>	NA	06	08	09	18	41
<b>PO 409 – Instructional Techniques</b>	NA	NA	15	06	NA	21
<b>PO 410 – Effective Speaking</b>	02	09	NA	NA	NA	11
<b>PO 411 – Aircraft Identification</b>	04	NA	NA	NA	NA	04
<b>PO 412 – Aeronautical Facilities</b>	06	NA	NA	NA	NA	06
<b>PO 413 – Meteorology</b>	NA	NA	NA	07	NA	07
<b>PO 414 – Principles of Flight</b>	NA	06	NA	NA	NA	06
<b>PO 415 – Airframe Structure</b>	07	NA	NA	NA	NA	07
<b>PO 416 – Propulsion</b>	NA	05	07	NA	NA	12
<b>PO 417 – Navigation</b>	NA	NA	06	10	NA	16
<b>PO 418 – Radio Communication</b>	NA	02	06	NA	NA	08
<b>PO 419 – Aircrew Survival</b>	05	03	08	01	NA	17

<b>PO/Subject</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>OJT Level 5</b>	<b>Totals</b>
<b>PO 420 – Training Support</b>	NA	NA	NA	20	NA	20
<b>PO 421 – Shooting</b>	06	NA	NA	NA	NA	06
Periods allocated to Commanding Officers (COs)	17	24	15	15	NA	71
<b>Totals</b>	90	90	90	90	38	398

# CHAPTER TWO

## COURSE MANAGEMENT DETAILS



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Responsible Agencies and Training Establishments  
Scheduling  
Prerequisites  
Training Duration  
Cadets Joining at 14 Years Old or Older  
Instructor Allocations  
Course Capacity  
Instruction in Language of Choice  
Qualifications  
Related Documents  
Training Support  
Training Limitations

## CHAPTER 2

### COURSE MANAGEMENT DETAILS

#### RESPONSIBLE AGENCIES AND TRAINING ESTABLISHMENTS

1. The agencies that are involved in this training programme are the following:
  - a. Controlling Agency – NDHQ/D Cdts Air;
  - b. Training Agency – NDHQ/D Cdts Air;
  - c. Selecting Agency – Cadet Squadron Commanding Officer (CO);
  - d. Loading Agency – Cadet Squadron CO; and
  - e. Supporting Agency – Regional Headquarters/Bases, etc.
2. The only units authorized to conduct the Proficiency Level Programme are recognized Air Cadet Squadrons. These training establishments are solely responsible for the implementation of the programme. The design, promulgation and validation of the mandatory portions of the Proficiency Level Programme, however, are the responsibility of D Cdts Air.

#### SCHEDULING

3. Training will be scheduled by the squadron training officer in accordance with the five CTPs published by NDHQ/D Cdts Air. As local conditions, resources and personnel will differ from one unit to the other, training officers must develop their own training timetable ensuring that all mandatory and mandatory support training is covered. The order of presentation of the EOs may be changed to suit the timetable.
4. All Proficiency Level training must be scheduled to coincide with the cadet squadron training year. The Level 5 – OJT is a course of a shorter duration when compared to the other Proficiency Level courses. It contains only 38 mandatory periods of instruction to allow the course cadets the opportunity to perform OJT and also so the squadron training officer can utilize them in support of the squadron staff.

#### PREREQUISITES

5. The following identify the required minimum prerequisites for each Proficiency Level:
  - a. **Level 1.** Candidates must be properly enrolled members of the Air Cadets as defined by the Queen's Regulations and Orders for the Canadian Cadet Organizations (QR [Cadets]).
  - b. **Level 2.** Cadets must be qualified Level 1.
  - c. **Level 3.** Cadets must be qualified Level 2.
  - d. **Level 4.** Cadets must be qualified Level 3.
  - e. **Level 5 OJT.** Cadets must be qualified Level 4.

#### TRAINING DURATION

6. The Proficiency Level Programme training is set at 398 periods of instruction and 32 days of mandatory support training (4 years by 8 days). This programme will normally take five years to complete. The training includes all instruction, practice and testing.

## **CADETS JOINING AT 14 YEARS OLD OR OLDER**

7. COs may combine Proficiency Level 1 and Proficiency Level 2 training to accelerate training for a cadet joining at 14 years old or older. These cadets represent the exception and a case by case decision as to if the cadet is mature enough to undergo such training must be made by the CO.

8. Due to the progression in Mandatory Training and the complementary nature of summer training, no cadet must be allowed to undergo a given level of LHQ training without first qualifying with the previous level. **Training for other Proficiency Levels must not be combined.**

## **INSTRUCTOR ALLOCATIONS**

9. The minimum requirements for the implementation of the Proficiency Level Programme are as follows:

- a. one officer to coordinate training and requirements (a training officer);
- b. five course officers (civilian instructors may fulfil these positions). In smaller squadrons an officer/civilian instructor may coordinate more than one course;
- c. cadet instructors – any number, as required (a minimum qualification of LHQ Level 4 and a summer Advanced Training Course or LHQ Level 5 should be considered minimum prerequisites); and
- d. guest speakers – any number, as required (assistance from the affiliated unit, sponsor or local community are potential resource groups).

## **COURSE CAPACITY**

10. The programme capacity is unlimited in theory. However, course capacity is not to exceed available personnel and material resources. All cadet activities must be supervised by officers, civilian instructors and volunteers.

## **INSTRUCTION IN LANGUAGE OF CHOICE**

11. The Proficiency Level Programme must be conducted in an official language in accordance with the CATOs.

## **QUALIFICATIONS**

12. Successful completion of the Proficiency Level Programme gives the following qualifications:

- a. **Level 1.** The following qualifications are applicable:
  - (1) squadron rank prerequisite to the rank of corporal; and
  - (2) summer training prerequisite for Familiarization Courses.
- b. **Level 2.** The following qualifications are applicable:
  - (1) squadron rank prerequisite to the rank of sergeant; and
  - (2) summer training prerequisite for Introductory Specialty Courses.
- c. **Level 3.** The following qualifications are applicable:
  - (1) squadron rank prerequisite to the rank of flight sergeant;
  - (2) summer training prerequisite for Advanced Specialty Courses; and
  - (3) minimum prerequisite for employment as staff-cadet (training support).



- d. **Level 4.** The following qualifications are applicable:
  - (1) squadron rank prerequisite to the rank of warrant officer second class;
  - (2) summer training prerequisite for the Senior Leaders Course and the Flying Scholarship; and
  - (3) minimum prerequisite for employment as staff-cadet (training).
- e. **Level 5.** The following qualifications are applicable:
  - (1) squadron rank prerequisite to the rank of warrant officer first class; and
  - (2) summer training prerequisite for the International Air Cadet Exchange Programme.

13. These proficiency level qualifications cannot be obtained during the summer training period. In addition, the proficiency level qualifications are required prerequisites for summer camp courses.

14. Having met the LHQ prerequisites, the cadet is assured to be eligible for a promotion; however, it does not assure the cadet of a promotion. A complete description of the selection process for air cadet promotion can be found in CATO 51-02.

#### **RELATED DOCUMENTS**

- 15. The following list contains those documents that govern the RCACs:
  - a. National Defence Act (NDA), Section 46;
  - b. QR&Os for the Canadian Cadet Organization – QR Cadets;
  - c. Canadian Forces Organizational Order (CFOO) 1.0.1 for the Canadian Cadet Organization; and
  - d. CATOs.
- 16. For a list of main references that govern the conduct of the Proficiency Level Programme, see Annex A of this CTS.

#### **TRAINING SUPPORT**

- 17. Access to the following facilities is required for the conduct of the Proficiency Level Programme:
  - a. an area to conduct drill instruction;
  - b. classrooms, as required;
  - c. an area to conduct sports activities;
  - d. a range; and
  - e. an area to conduct Familiarization Flying (flying areas to be determined and coordinated by NDHQ/D Cds 4-2 in collaboration with Regional Air Operations Officer [Air Ops O]).

18. The following audio visual equipment is required to conduct the Proficiency Level Programme:
- a. Projector, overhead, still picture – 6730-21-841-8085.
  - b. Screen, projection – 6730-21-863-0115.
  - c. Projector, still picture, 2 inches by 2 inches – 6730-21-907-6439.

**TRAINING LIMITATIONS**

19. There are no training limitations that apply since the Proficiency Level Programme is mandatory training for all air cadets.

# CHAPTER THREE

## ASSESSMENT OF COURSE CADETS



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General  
Supplemental Assessment  
Progress Monitoring  
Unsatisfactory Course Progress  
Course Reporting

## CHAPTER 3

### ASSESSMENT OF COURSE CADETS

#### GENERAL

1. In order to successfully complete a given Proficiency Level, the course cadet must meet all standards as detailed in the POs listed in Chapter 4 of this CTS. In addition, a cadet's overall conduct and behaviour will be taken into consideration as part of the cadet's assessment. The successful completion of each Proficiency Level of training is based on **BOTH** the academic performance and the overall behaviour of a cadet.

2. Each of the 20 POs in the Proficiency Level Programme will be assessed using one of three evaluation methods. At times, the POs may be assessed using a combination of these methods. The three methods are as follows:

- a. **PCs.** This method of assessment is used to evaluate a cadet's skill level; in other words, to check a cadet's performance of a skill. The cadet will be asked to correctly perform an action. A pass (P) or fail (F) grading will be assigned. A written examination is not required.
- b. **Test of Supporting Knowledge.** These tests can be oral or written, although it is strongly recommended that they be oral. The pass mark is 60 per cent.
- c. **Participation.** This method of assessment asks the cadet to participate in an activity. Participation is sufficient for a passing grade. A written examination is not required.

3. The second type of assessment is done based on the cadet's behaviour and conduct. Course cadets are required to meet the standard of behaviour and conduct expected from all cadets. Although a cadet's behaviour and conduct are subjective determinations with no quantifiable means, the Proficiency Level Programme contains some explanations as to the type of behaviour expected of an air cadet. There are two types of conduct detailed in the Proficiency Level Programme and they are as follows:

- a. those rules of conduct that apply specifically to cadets, such as no consumption of alcoholic beverages, EO 403.01 – Level 1; and
- b. the rules of conduct that govern a cadet's manner in public and among fellow cadets, such as EO 403.06 which explains the way of addressing an officer or non-commissioned officer (NCO).

4. There is a third category of behaviour that is not specifically detailed in the Proficiency Level Programme. It concerns those unwritten rules of conduct that apply to everyone in society, such as the theft of property or physical injury caused to others. In addressing inappropriate conduct on the part of a cadet, the course officer will follow normal counselling procedures as laid down in A-CR-CCP-910/PT-002.

#### SUPPLEMENTAL ASSESSMENT

5. It is the duty of the squadron training officer to determine, in consultation with the course officer, if supplemental assessment is appropriate. There is no fixed schedule for retesting; the course officer must set aside the required time for retesting on an individual basis. Retesting may require remedial training, rechecking and/or retraining.

6. A successful retest is equal to a **pass** in the case of a PC and it is equal to the minimum passing grade of 60 per cent in the case of a written test. In the case of participation, a retest may be difficult to organize within the Proficiency Level Programme, therefore, an equivalent activity or lecture from school may be accepted by the squadron training officer, e.g., if a course cadet misses participation in a sports activity (PO 405) due to illness, an equivalent sporting activity from school, municipal hockey league, etc., may be accepted.

## PROGRESS MONITORING

7. The progress of each cadet is to be monitored by the course officer. Monitoring will provide an early warning of any difficulties that the cadet might be experiencing and it will provide some feedback on the effectiveness of the training. In the Proficiency Level Programme, there are two mechanisms used for this purpose: the cadet information sheet; and cadet interviews. Both these methods are discussed in the subparagraphs that follow:

- a. **Cadet Information Sheet (DND 1964).** This record can be obtained using the NATO Stock Number (NSN). It is the cadet's course report. It contains all the results from the various assessments. It is also completed by the course officer as the results become available. An initial failure of any one PO can be marked down in pencil until a successful retest is completed. This record need not be typed but can be written neatly in pen. It is recommended that the Cadet Information Sheet (DND 1964) be managed by the squadron training officer. Most squadrons put all the Cadet Information Sheets in a binder and make them available to the training staff so that they can easily record the results, grades, marks, etc. There is no need to put the Cadet Information Sheet in the cadet's individual administrative file as its accessibility will be limited.
- b. **Cadet Interviews.** These interviews must be conducted by mid-course (the 15th training session). Each cadet will be interviewed by the course officer in order to obtain feedback on learning difficulties, the presentation of the course and any administrative problems. This interview system does not preclude the reporting of problems as they arise, but ensures that feedback takes place for all cadets. A 10-minute time slot should be sufficient for each cadet interview. Interviews will be conducted in accordance with the methods taught on the Lieutenant Qualification Course. A-CR-CCP-910/PT-002, Chapter 11, contains the necessary information to conduct a good interview.

## UNSATISFACTORY COURSE PROGRESS

8. Unsatisfactory course progress is often indicated by one of the following criterion:
- a. a failure of any one of the POs;
  - b. a lack of attendance at cadet training sessions/mandatory activities; and
  - c. inappropriate conduct on behalf of a course cadet.

## COURSE REPORTING

9. The Cadet Information Sheet (DND 1964) is the cadet's course report for LHQ training. A report will be completed for each cadet for all Proficiency Levels that the cadet attends. The cadet training record will be transferred to the Cadet Record of Service when the cadet leaves the squadron. The Cadet Information Sheet is to be kept for a period of five years after the cadet's struck off strength (SOS) date.

# CHAPTER FOUR

## PERFORMANCE OBJECTIVES



- 
- PO 400 – Introduction to Squadron Administration and Supply
    - PO 401 – Drill
    - PO 402 – Drill Instruction
  - PO 403 – General Air Cadet Knowledge
    - PO 404 – Citizenship
    - PO 405 – Physical Fitness
    - PO 406 – Sensible Living
    - PO 408 – Leadership
  - PO 409 – Instructional Techniques
    - PO 410 – Effective Speaking
    - PO 411 – Aircraft Identification
    - PO 412 – Aeronautical Facilities
    - PO 413 – Meteorology
    - PO 414 – Principles of Flight
    - PO 416 – Propulsion
    - PO 417 – Navigation
  - PO 418 – Radio Communication
    - PO 419 – Aircrew Survival
    - PO 420 – Training Support
    - PO 421 – Shooting

## **CHAPTER 4**

### **PERFORMANCE OBJECTIVES**

1. The pages that follow contain details on each PO for each proficiency level. This includes the performance statement, conditions, standard statement and references.

**NOTE**

In regard to the **References** paragraph under the POs that follow, references that begin with an **A** followed by a number (e.g., A10) refer to the references listed in Annex A of this publication.

**PO 400 – INTRODUCTION TO SQUADRON ADMINISTRATION AND SUPPLY**

1. **Performance.** PERFORM ADMINISTRATIVE DUTIES.
2. **Conditions.** The following are given:
  - a. instruction;
  - b. administrative tasks;
  - c. equipment, as required; and
  - d. supervision.
3. **Standards.** In accordance with the instructions received, the cadet must perform a series of administrative tasks in support of the Squadron Administration Officer and the Squadron Supply Officer.

Item	LHQ Level
Identify the duties and responsibilities of the Squadron Administration Officer.	Level 5
Identify the duties and responsibilities of the Squadron Supply Officer.	Level 5
Perform duties related to the squadron supply.	Level 5
Perform duties related to the squadron administration.	Level 5

4. **References.** A10, A11, A13 and A20.



<b>PO 401 – DRILL</b>
-----------------------

1. **Performance.** PARTICIPATE IN SQUADRON DRILL AND CEREMONIAL.
2. **Conditions.** The following are given:
  - a. drill area;
  - b. words of command;
  - c. equipment as required;
  - d. instructor; and
  - e. squad of cadets.
3. **Standards.** In accordance with the air cadet handbooks, the cadet must perform squad, flight, squadron and ceremonial drills to include the following:

Item	LHQ Level
Follow correct fall-in procedure for formation of a squad.	Level 1
Adopt the positions of attention, stand-at-ease and stand easy.	Level 1
Execute stand-at-ease from attention and from stand easy; execute attention from stand-at-ease.	Level 1
Execute the movements required for a right dress.	Level 1
Execute paces forward and back; open order and close order march.	Level 1
Execute right and left turns at the halt.	Level 1
Execute the about turn at the halt.	Level 1
March and halt in quick time.	Level 1
Execute stepping out, stepping short and wheeling in quick time.	Level 1
Execute marking time, forward and halting in quick time.	Level 1
Execute a salute with the hand at the halt.	Level 1
Execute a salute on the march without arms.	Level 1
Pay compliments as a member of a squad.	Level 1
Execute calling the role, numbering and proving.	Level 1
Fall-in and fall-out of ranks.	Level 1
Execute forming single file from three ranks at the halt and on the march; execute reforming threes from single rank from the halt and at the halt.	Level 1

Item	LHQ Level
Execute sizing in one, two and three ranks.	Level 2
Execute left (right) turns and left (right) inclines on the march in quick time.	Level 2
Execute the about turn on the march in quick time.	Level 2
Execute marching and halting in double time – changing from double time to quick time and changing from quick time to double time.	Level 2
Execute the change step on the march in quick time.	Level 2
Execute the movements required for closing to the left or the right.	Level 2

Item	LHQ Level
Identify formations of a flight and personnel positions.	Level 3
React to cautionary commands.	Level 3
Forming up and dressing as member of a flight in line.	Level 3
Conduct an inspection of a flight.	Level 3
Give drill command.	Level 3
Command a flight to execute foot drill.	Level 3

Item	LHQ Level
Identify squadron formations.	Level 4
Review Parade ground.	Level 4
Forming up a squadron.	Level 4
Dressing a squadron in line.	Level 4
Falling in the officers.	Level 4
Squadron review.	Level 4
Sequence of a squadron review.	Level 4

Item	LHQ Level
Plan and supervise two squadron parades.	Level 5

Item	LHQ Level
Participate in the Squadron Annual Review.	Level 1 Level 2 Level 3 Level 4

4. **References.** A2, A4, A7, A9, A11 and A12.

**PO 402 – DRILL INSTRUCTION**

1. **Performance.** TEACH DRILL.
2. **Conditions.** The following are given:
  - a. drill area;
  - b. words of command;
  - c. equipment, as required;
  - d. instructor; and
  - e. squad of cadets.
3. **Standards.** The cadet must assist the instructors of Levels 1 and 2 by forming a squad, discretely correcting the faults, calling the time and using mechanical aids, if required.

Item	LHQ Level
Identify the stages of a drill lesson.	Level 3
Execute the hollow square formation.	Level 3
Deliver a 15-minute drill mutual.	Level 3
Assist with drill instruction.	Level 3

Item	LHQ Level
Teaching drill.	Level 4
Calling out the time.	Level 4
Types of formation.	Level 4
Instructional techniques/mechanical aids to drill.	Level 4

4. **References.** A2, A4, A7, A9 and A12.

<b>PO 403 – GENERAL AIR CADET KNOWLEDGE</b>
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1. **Performance.** DEMONSTRATE PRIDE AND LOYALTY IN THE LOCAL CADET SQUADRON AND THE RCAC.
2. **Conditions.** The following are given:
  - a. an air cadet squadron;
  - b. a fire drill;
  - c. fire-fighting equipment;
  - d. an air cadet uniform;
  - e. air cadet ranks and badges;
  - f. squadron standing orders; and
  - g. references.
3. **Standards.** The cadet must demonstrate pride and loyalty in the local cadet squadron and the RCAC.

Item	LHQ Level
Observe building fire orders and squadron standing orders.	Level 1
Respond to questioning on the RCAC Organization and the home squadron.	Level 1
State the motto, the three aims and the oath of loyalty.	Level 1
Identify the rank structure of the RCAC.	Level 1
Identify the rank structure of officers in the air element of the CF.	Level 1
Observe all rules and procedures for addressing an officer and an NCO.	Level 1
Observe all dress regulations as they pertain to RCAC.	Level 1
Carry out the duties of a follower.	Level 1

Item	LHQ Level
Discuss the requirement for Proficiency Level 2.	Level 2
Discuss the cadet responsibilities of the Department of National Defence (DND) and the Air Cadet League.	Level 2
Identify the rank insignia of the Royal Canadian Sea Cadets.	Level 2
Identify the rank insignia of the Royal Canadian Army Cadets.	Level 2
Discuss the summer training options available through RCAC.	Level 2

Item	LHQ Level
Discuss the requirements for Proficiency Level 3.	Level 3
Identify the squadron chain of command.	Level 3
Discuss the specifics of scholarship training and the summer selection process.	Level 3

4. **References.** A2, A4, A7, A13 and A20.

<b>PO 404 – CITIZENSHIP</b>
-----------------------------

1. **Performance.** PARTICIPATE IN SQUADRON COMMUNITY ACTIVITIES WITHIN THE COMMUNITY, PROVINCE AND COUNTRY.
2. **Conditions.** The following are applicable:
  - a. **Given.** The following are given:
    - (1) the National flag;
    - (2) supervision;
    - (3) access to required resources;
    - (4) opportunity to participate in citizenship activities;
    - (5) opportunity to participate in a meeting; and
    - (6) quorum for a meeting.
  - b. **Denied.** Assistance.
3. **Standards.** The cadet will participate in community activities.

Item	LHQ Level
Discuss the duties and responsibilities of a citizen.	Level 1
Pay respect to the National flag of Canada and sing the National anthem.	Level 1

Item	LHQ Level
Describe the three types of government.	Level 2
Describe the structure of the Canadian government.	Level 2
Discuss the purposes of existing community groups.	Level 2
Identify ways to preserve the environment.	Level 2

Item	LHQ Level
Deliver a 15-minute speech on a community group of the cadet's choice.	Level 3

Item	LHQ Level
Identify the components of a memorandum/write a memorandum.	Level 4
Identify the components of a meeting/participate in a meeting/chair a meeting.	Level 4

Item	LHQ Level
Participate in community activities organized by the squadron.	Level 1 Level 2 Level 3 Level 4

4. **References.** A2, A4, A7, A9, A16 and A17.



<b>PO 405 – PHYSICAL FITNESS</b>
----------------------------------

1. **Performance.** PARTICIPATE IN TEAM SPORTS ACTIVITIES AND THE AIR CADET FITNESS PROGRAMME.
2. **Conditions.** The following are applicable:
  - a. **Given.** The following are given:
    - (1) supervision;
    - (2) sports area;
    - (3) sports activities; and
    - (4) sports equipment.
  - b. **Denied.** Assistance.
3. **Standards.** The cadet will participate in team sports activities and the Air Cadet Fitness Programme.

Item	LHQ Level
Participate in a discussion on the cadet sports programme.	Level 1 Level 2 Level 3
Participate in the Air Cadet Fitness Programme.	Level 1 Level 2 Level 3 Level 4
Participate in team sports activities.	Level 1 Level 2 Level 3 Level 4
Discuss minor team games.	Level 4
Identify the duties of a sports official.	Level 4
Assist squadron staff in organizing sports meet as a member of a group.	Level 4
Act as minor official for a sports meet.	Level 4

4. **References.** A2, A4, A7 and A9.

<b>PO 406 – SENSIBLE LIVING</b>
---------------------------------

1. **Performance.** PURSUE A HEALTHY AND SAFE LIFESTYLE.
2. **Conditions.** The following are given:
  - a. the Canada Food Guide;
  - b. handouts provided by guest lecturers; and
  - c. equipment provided by guest lecturers.
3. **Standard.** The cadet must attend lectures on subjects related to the development of sensible living habits.

Item	LHQ Level
Principles of personal hygiene and nutrition.	Level 1 Level 2 Level 3
Rules and regulations of fire prevention.	Level 1 Level 2 Level 3
Cadet regulations on the use of drugs.	Level 1 Level 2 Level 3
The Youth Protection Services.	Level 1 Level 2 Level 3
The dangers of health by the illicit or indiscriminate use of drugs and the effects of smoking.	Level 1 Level 2 Level 3
Identify the components of a Curriculum Vitae/write a Curriculum Vitae.	Level 4
Identify the components of an employment letter/write a letter of employment.	Level 4
How to prepare for a job interview.	Level 4

4. **References.** A2, A4, A7, A9, A19 and A21.

<b>PO 408 – LEADERSHIP</b>
----------------------------

1. **Performance.** LEAD A GROUP OF CADETS.
2. **Conditions.** The following are applicable:
  - a. **Given.** The following are given:
    - (1) supervision;
    - (2) equipment as required;
    - (3) opportunities to apply the acquired knowledge; and
    - (4) a group of cadets.
  - b. **Denied.** Assistance.
3. **Standards.** The cadet will successfully lead a group of cadets.

Item	LHQ Level
Identify the principles of leadership.	Level 2
Identify the qualities of a leader.	Level 2
Discuss the role of self-confidence and self-discipline and the leader.	Level 2
Discuss the responsibilities and duties of a junior NCO.	Level 2

Item	LHQ Level
Identify the wants of a follower.	Level 3
Identify the leadership approaches.	Level 3
Describe the order giving process.	Level 3
Identify the qualities of a leader.	Level 3
Identify the incentives to performance and the needs of a follower.	Level 3
Identify the principles of supervision.	Level 3
Discuss the process of leadership evaluation for Proficiency Level 3.	Level 3

Item	LHQ Level
Discuss morale as a basic requirement in a group.	Level 4
Discuss esprit de corps.	Level 4
Discuss interviewing and counselling.	Level 4
Suggested counselling rules.	Level 4
Common errors in counselling.	Level 4
Identify the principles of supervision.	Level 4
Discuss performance evaluation.	Level 4

Item	LHQ Level
How to plan an activity (SMEAC).	Level 4
Plan and supervise an activity.	Level 4

Item	LHQ Level
Plan and supervise two activities.	Level 5
Discuss leadership (three group discussions).	Level 5

4. **References.** A2, A4, A7, A9, A11 and A20.

<b>PO 409 – INSTRUCTIONAL TECHNIQUES</b>
--

1. **Performance.** TEACH A PERIOD OF INSTRUCTION.
2. **Conditions.** The following are applicable:
  - a. **Given.** The following are given:
    - (1) a class of cadets;
    - (2) lesson specifications;
    - (3) available training aids;
    - (4) a classroom; and
    - (5) access to references (CTP, handbooks, etc.).
  - b. **Denied.** Assistance.
3. **Standards.** The cadet must successfully teach a period of instruction.

Item	LHQ Level
Identify the principles of instruction.	Level 3
Identify effective questioning techniques.	Level 3
Develop a visual aid.	Level 3
Identify the components of a lesson plan/prepare a lesson plan.	Level 3
Prepare a 15-minute lesson.	Level 3
Deliver a 15-minute lesson.	Level 3

Item	LHQ Level
Identify different types of problem trainees.	Level 4
The teaching method/preparing the teaching lecture.	Level 4
Lesson planning tips.	Level 4
The performance method "Learn by doing".	Level 4
Essentials of Demonstration Performance Method.	Level 4
Teach a lesson.	Level 4

4. **References.** A2, A4, A7, A9 and A23.

**PO 410 – EFFECTIVE SPEAKING**

1. **Performance.** DELIVER A SPEECH IN PUBLIC.
2. **Conditions.** The following are applicable:
  - a. **Given.** The following are given:
    - (1) subject reference material;
    - (2) personal notes;
    - (3) an audience; and
    - (4) sufficient time to prepare.
  - b. **Denied.** Assistance.
3. **Standards.** The cadet must deliver a successful speech.

Item	LHQ Level
Identify the principles of effective speaking.	Level 1
Deliver a 1-minute speech to the class.	Level 1

Item	LHQ Level
Identify the guidelines to delivering an impromptu speech.	Level 2
Deliver a 1-minute impromptu speech.	Level 2
Identify the characteristics that affect the human voice.	Level 2
Prepare and deliver a 3-minute speech.	Level 2

4. **References.** A2, A4 and A23.

<b>PO 411 – AIRCRAFT IDENTIFICATION</b>
---

1. **Performance.** IDENTIFY AIRCRAFT.
2. **Conditions.** The following are applicable:
  - a. **Given.** The following are given:
    - (1) pictures of aircraft; and
    - (2) models.
  - b. **Denied.** Assistance.
3. **Standards.** The cadet will be required to identify different types of aircraft.

Item	LHQ Level
Identify different types of aircraft (hot air balloons, airships, gliders, airplanes, space shuttle, etc.).	Level 2
Discuss the evolution of air-space exploration.	Level 2

4. **References.** A4 and A5.

**PO 412 – AERONAUTICAL FACILITIES**

1. **Performance.** IDENTIFY THE MAIN COMPONENTS OF AN AERONAUTICAL FACILITY.
2. **Conditions.** The following are applicable:
  - a. **Given.** The following are given:
    - (1) a visit to an aeronautical facility;
    - (2) instruction;
    - (3) diagrams; and
    - (4) access to construction material.
  - b. **Denied.** Assistance.
3. **Standards.** The cadet will identify the main component of an aeronautical facility.

Item	LHQ Level
Identify the major components of an aerodrome.	Level 1
Identify runways.	Level 1
Identify crash/emergency response equipment.	Level 1
Construct a model of an aerodrome and/or tour a local aerodrome.	Level 1
Participate in a familiarization flight.	Level 1

4. **References.** A2.



<b>PO 413 – METEOROLOGY</b>
-----------------------------

1. **Performance.** DISCUSS METEOROLOGY.
2. **Conditions.** The following are given:
  - a. instruction; and
  - b. an opportunity to identify the components of the lesson.
3. **Standards.** The cadet will discuss meteorology.

Item	LHQ Level
Identify the properties, divisions and characteristics of the atmosphere.	Level 4
Identify classes of clouds.	Level 4
Identify types of fogs.	Level 4
Identify forms of precipitation.	Level 4
Discuss temperature and sources of radiation.	Level 4

4. **References.** A9 and A14.

**PO 414 – PRINCIPLES OF FLIGHT**

1. **Performance.** DISCUSS THE PRINCIPLES WHICH AFFECT FLIGHT.
2. **Conditions.** The following are applicable:
  - a. **Given.** The following are given:
    - (1) models; and
    - (2) diagrams.
  - b. **Denied.** Assistance.
3. **Standards.** The cadet will identify the main principles that affect flight.

Item	LHQ Level
Identify the four forces that act on an aircraft in flight.	Level 2
Explain the production of lift.	Level 2
Explain types of drag.	Level 2
Explain aircraft axis movement.	Level 2
Explain aircraft control surfaces.	Level 2
Participate in a familiarization flight.	Level 2

4. **References.** A4 and A14.

<b>PO 416 – PROPULSION</b>
----------------------------

1. **Performance.** DISCUSS THE PROPULSION SYSTEM OF AN AIRCRAFT.
2. **Conditions.** The following are applicable:
  - a. **Given.** The following are given:
    - (1) models; and
    - (2) charts.
  - b. **Denied.** Assistance.
3. **Standards.** The cadet will discuss the propulsion system of an aircraft.

Item	LHQ Level
Identify types of engines.	Level 2
Identify the components of an internal combustion engine.	Level 2
Explain the four stroke cycle.	Level 2
Explain the functions of oil.	Level 2

Item	LHQ Level
Explain propellers.	Level 3
Identify engine instruments.	Level 3
Explain the fuel system.	Level 3
Explain the carburation system.	Level 3
Explain supercharging and turbocharging.	Level 3

4. **References.** A4, A7 and A14.

<b>PO 417 – NAVIGATION</b>
----------------------------

1. **Performance.** PLOT A FLIGHT.
2. **Conditions.** The following are applicable:
  - a. **Given.** The following are given:
    - (1) maps;
    - (2) charts;
    - (3) plotting equipment; and
    - (4) supervision.
  - b. **Denied.** Assistance.
3. **Standards.** The cadet will plot a flight.

Item	LHQ Level
Identify different types of navigation.	Level 3
Identify technical air navigation procedures required for a flight.	Level 3
Explain the Earth's magnetism.	Level 3
Indicate position and direction of a plane.	Level 3
Participate in a familiarization flight.	Level 3

Item	LHQ Level
Identify different aeronautical charts.	Level 4
Identify two types of chart projection (Lambert Conformal Conic and Mercator Projection).	Level 4
Identify basic chart information.	Level 4
Identify navigation plotting and plotting equipment.	Level 4
Plot a direction.	Level 4
Identify navigation terminology.	Level 4
Participate in a familiarization flight.	Level 4

4. **References.** A7, A9 and A14.

<b>PO 418 – RADIO COMMUNICATION</b>
-------------------------------------

1. **Performance.** USE RADIO VOICE PROCEDURES.
2. **Conditions.** The following are applicable:
  - a. **Given.** The following are given:
    - (1) radio equipment; and
    - (2) situation where the cadet may apply the acquired knowledge.
  - b. **Denied.** Assistance.
3. **Standards.** The cadet will use radio voice procedures to make an emergency call and a distress call.

Item	LHQ Level
Identify the phonetic alphabet.	Level 2

Item	LHQ Level
Identify radio procedures.	Level 3
Identify correct calling and replying radio procedures.	Level 3
Identify distress communication procedures.	Level 3
Identify urgency and safety communication procedures.	Level 3
Make an urgency call and a distress call.	Level 3

4. **References.** A4, A7 and A22.

**PO 419 – AIRCREW SURVIVAL**

1. **Performance.** PARTICIPATE IN AN AIRCREW SURVIVAL EXERCISE.
2. **Conditions.** The following are given:
  - a. training area;
  - b. a compass;
  - c. topographical maps;
  - d. a prepared survival exercise;
  - e. a daylight ground search and rescue exercise; and
  - f. supervision.
3. **Standards.** The cadet will participate in an aircrew survival exercise.

Item	LHQ Level
Identify different way to care for personal equipment.	Level 1
Start a fire for cooking and survival purposes.	Level 1
Describe actions that should be taken when lost in the wilderness.	Level 1
Describe seven enemies of survival.	Level 1
Observe established camp routine.	Level 1
Participate in an aircrew survival exercise.	Level 1

Item	LHQ Level
Describe different types of survival shelters.	Level 2
Describe proper hiking and trekking techniques.	Level 2
Describe the steps to building a common rabbit snare.	Level 2
Participate in an aircrew survival exercise.	Level 2

Item	LHQ Level
Identify different types of maps, their care and maintenance.	Level 3
Identify the marginal information and conventional signs found on a military topographical map.	Level 3
Locate an area/point on the map using a four-figure and a six-figure grid reference.	Level 3
Identify the components of the Silva compass and their related functions.	Level 3
Identify the points of the compass.	Level 3
Take a bearing to an indicated point on the ground.	Level 3
Participate in an aircrew survival exercise.	Level 3

Item	LHQ Level
Participate in a ground search and rescue exercise.	Level 3

Item	LHQ Level
Identify important points to remember in selecting a bivouac site.	Level 4
Identify the elements of a bivouac site.	Level 4
Support the squadron staff in the organization and the supervision of a survival exercise.	Level 4

4. **References.** A2, A4, A7, A9 and A15.

**PO 420 – TRAINING SUPPORT**

1. **Performance.** PERFORM DUTIES IN SUPPORT OF THE SQUADRON TRAINING STAFF.
2. **Conditions.** The following are applicable:
  - a. **Given.** The following are given:
    - (1) tasks;
    - (2) required material;
    - (3) supervision; and
    - (4) briefing.
  - b. **Denied.** Assistance.
3. **Standards.** The cadet will perform a series of tasks in support of the squadron training staff.

Item	LHQ Level
Perform a series of duties in support of the squadron training staff.	Level 4

4. **References.** A9 and A20.



<b>PO 421 – SHOOTING</b>
--------------------------

1. **Performance.** SHOOT AN AIR RIFFLE.
2. **Conditions.** The following are applicable:
  - a. **Given.** The following are given:
    - (1) direct supervision by a range safety officer;
    - (2) air rifle range;
    - (3) range safety orders;
    - (4) ear protectors;
    - (5) air rifles;
    - (6) pellets.
3. **Standards.** The cadet must participate in a shooting familiarisation session.

Item	LHQ Level
Observe safety regulations.	Level 1
Assemble and disassemble the air rifle.	Level 1
Perform maintenance procedures to the air rifle.	Level 1
Respect orders and procedures.	Level 1
Load and unload the air rifle.	Level 1
Fire with the air rifle.	Level 1

5. **References.** A2, A18.

# ANNEXES



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Main References  
Material Support  
Cadet Information Sheet  
Academic Record

## ANNEX A

## MAIN REFERENCES

1. The following publications have been identified as recommended references in support of the Programme.

Reference Code	National Defence Index of Documentation Number	Publication Title
A1	A-CR-CCP-266/PH-001	Proficiency Level 1, CTP
A2	A-CR-CCP-266/PT-001	Proficiency Level 1, Cadet Handbook
A3	A-CR-CCP-267/PH-001	Proficiency Level 2, CTP
A4	A-CR-CCP-267/PT-001	Proficiency Level 2, Cadet Handbook
A5	A-CR-CCP-267/PA-001	Proficiency Level 2, Aviation Trivia Game
A6	A-CR-CCP-268/PH-001	Proficiency Level 3, CTP
A7	A-CR-CCP-268/PT-001	Proficiency Level 3, Cadet Handbook
A8	A-CR-CCP-269/PH-001	Proficiency Level 4, CTP
A9	A-CR-CCP-269/PT-001	Proficiency Level 4, Cadet Handbook
A10	A-CR-CCP-270/PH-001	Proficiency Level 5, OJT CTP
A11	A-CR-CCP-270/PT-001	Proficiency Level 5, Cadet Organizer
A12	A-PD-201-000/PT-000	Canadian Forces Manual of Drill and Ceremonial
A13	A-CR-CCP-XXX/PT-001	Cadet Administrative and Training Orders
A14		From the Ground Up
A15	B-GA-217-001/PT-001	Down But Not Out
A16	A-CR-CCP-983/PT-001	The Canadian Citizen
A17	A-CR-CCP-122/PT-001	Symbols of Canada
A18		Applicable Range Standing Orders
A19		Canada Food Guide
A20		Squadron Standing Orders
A21		Handouts provided by a guest lecturer
A22	RIC-21	Guide for the Radio Telephone Operator's Restricted Certificate (aeronautical)
A23	A-CR-CCP-913/PT-001	Technique of Instruction, CIL Training School

## **ANNEX B**

### **MATERIAL SUPPORT**

1. The following tables contain a list of those items that have been identified as required material in support of the Air Cadets Proficiency Level Programme.
2. The cadet uniform and all rank badges have been left off this list as they are expected issue for all cadets.
3. There will be some small items that cannot be supplied to the cadet or the cadet squadron but must be procured locally with non-public funds. An example of this is the personal clothing required to participate in weekend survival exercises.

**SCALES OF ISSUE  
LHQ TRAINING**

**NOTE**

The scales of issue for the material provided by DND is currently under revision. An amendment to the current publication will be forwarded as soon as the revision has been completed.

Figure B-1 Materiel Provided by DND

Description of Item	Suggested Requirement	Issuing Authority	Performance Objective/Remarks
White lanyards	As required by the CO	Sqn CO	Must be limited to Numbered Orders of Dress C-1 and C-2, and only for ceremonial purpose, PO 401, Annual Inspection.
White gloves	As required by the CO	Sqn CO	Must be limited to Numbered Orders of Dress C-1 and C-2, and only for ceremonial purpose, PO 401, Annual Inspection.
Parade ground markers	As required	Sqn CO	PO 401, PO 402, Annual Inspection.
Flat Iron, electric	1 per Sqn	Sqn CO	PO 403
Pad ironing board	1 per Sqn	Sqn CO	PO 403
Board, iron	1 per Sqn	Sqn CO	PO 403
Sports equipment	As required	Sqn CO	PO 405
Kitchen utensils	2 sets per Sqn	Sqn CO	PO 419

Figure B-2 Material Provided by the Squadron/Sponsor

1. The following items have been identified as required consumable material in support of the Proficiency Level Programme.

2. Items 7 and 13 will only be issued for the duration of the mandatory survival exercise upon presentation of the authorized exercise request.


3. Items 5, 6, 8, 9, 10 and 11 will only be issued to units with authorized access to an indoor rifle range, countersigned by the Regional Headquarters.

	<b>Item Description</b>	<b>Provided By</b>	<b>Remarks</b>
1	Paper towel	DND	As required, PO 419.
2	Toilet paper	DND	As required, PO 419.
3	Garbage bags	DND	As required, PO 419
4	Chalks	Sqn	As required, PO 419, Instructors Staff.
5	Lubricating oil	DND	As required, PO 421.
6	Gun oil	DND	As required, PO 421.
7	Sharpening stone	DND	1 per cadet squadron, PO 419.
8	Rifle cleaning flannellettes	DND	As required, PO 421.
9	Target, NSN 6920-21-875-1933	DND	As required, PO 421.
10	Target, NSN 6920-21-102-3883	DND	As required, PO 421.
11	Ammunition, .22 cal	DND	As required, PO 421.
12	Matches, strike anywhere	Sqn	As required, PO 419.
13	Batteries, flashlight	DND	As required, PO 419.
14	Liquid detergent	Sqn	As required, PO 419.
15	Bristol, board	Sqn	As required, PO 409, PO 412, Instructors Staff.
16	Construction paper, coloured	Sqn	As required, PO 409, PO 412, Instructors Staff.
17	Flip chart paper refill	Sqn	As required, PO 408, PO 409, Instructors Staff.
18	Markers (different colours)	DND	As required, PO 409, Instructors Staff.
19	Transparencies	Sqn	As required, PO 409, Instructors Staff.
20	Bug repellent	DND	As required, PO 419.
21	Paper/plastic plates and cups	Sqn	As required, PO 419.

Figure B-3 Consumable Items

ANNEX C

CADET INFORMATION SHEET



**ROYAL CANADIAN AIR CADETS - CADET INFORMATION SHEET**

<b>SQUADRON</b>		<b>FIRST NAME</b>		<b>RELIGION</b>	
<b>HEALTH NUMBER</b>		<b>SURNAME</b>		M <input type="checkbox"/> F <input type="checkbox"/>	
<b>ADDRESS</b>		<b>CITY</b>		<b>TEL. NO.</b>	
<b>DOB</b>		<b>REGISTRATION DATE (TOS)</b>		<b>CLEARANCE DATE (SOS)</b>	
<b>CF-1158</b>		<b>BIRTH C.</b>		<b>PARENT/GARDIAN</b>	
<b>UNIFORM</b>		<b>CHECK INITIALS</b>		<b>ADMIN</b>	
<b>CO</b>		<b>TRAINING</b>		<b>SUPPLY</b>	
<b>REASON FOR LEAVING</b>		<b>COMMANDING OFFICER</b>			

PREREQUISITES	MANDATORY (minimum)		DATE
	PROFICIENCY LEVEL	SUMMER TRAINING	
Corporal	1	-	
Sergeant	2	Familiarization	
Flight Sergeant	3	Introductory Speciality	
WO 2	4	Advanced Speciality	
WO 1	5	Advanced Speciality	

YEAR	ATTENDANCE %	AIR CADETS FITNESS PROGRAM	OPTIONAL COURSES	SUMMER TRAINING	AWARDS	ANNUAL INSPECTION
						Pr-Ex-Ab
						Pr-Ex-Ab
						Pr-Ex-Ab
						Pr-Ex-Ab
						Pr-Ex-Ab
						Pr-Ex-Ab
						Pr-Ex-Ab

DND 1984 (2 941 7530-21-910-7190)

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Design: DCA (2-2-2)

Figure C-1 Royal Canadian Air Cadets – Cadet Information Sheet



ROYAL CANADIAN AIR CADET - ACADEMIC RECORD		SQUADRON	
MANDATORY TRAINING			
LEVEL 1		LEVEL 2	
CADET'S NAME	LEVEL 1	LEVEL 2	LEVEL 3
19 to	Level 1 attained	Level 2 attained	Level 3 attained
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Final Mark	Final Mark	Final Mark
	A B C F	A B C F	A B C F
Comments			
401 Drill	P - F		
410 Effective Speaking	P - F		
411 Aircraft Identification	P - F		
412 Aeronautical Facilities	P - F		
415 Airframe Structure	P - F		
419 Aircrew Survival	P - F		
421 Shooting/Range	P - F		
Cadet			
Comments			
401 Drill	P - F		
408 Leadership	P - F		
410 Effective Speaking	P - F		
414 Principles of Flight	P - F		
416 Propulsion	P - F		
418 Radio Communication	P - F		
419 Aircrew Survival	P - F		
Cadet			
Comments			
401 Drill	P - F		
408 Leadership	P - F		
409 Instructional Techniques	P - F		
416 Propulsion	P - F		
417 Navigation	P - F		
418 Radio Communication	P - F		
419 Aircrew Survival	P - F		
Cadet			
Comments			
401 Drill	P - F		
402 Drill Instruction	P - F		
403 General Cadet Knowledge	P - F		
404 Citizenship	P - F		
405 Physical Fitness	P - F		
406 Sensible Living	P - F		
Cadet			
Comments			
401 Drill	P - F		
402 Drill Instruction	P - F		
404 Citizenship	P - F		
405 Physical Fitness	P - F		
406 Sensible Living	P - F		
408 Leadership	P - F		
409 Instructional Techniques	P - F		
413 Meteorology	P - F		
417 Navigation	P - F		
419 Aircrew Survival	P - F		
420 Training Duties	P - F		
Cadet			
Comments/Recommendations			
			Training Officer

Figure C-2 Royal Canadian Air Cadet – Academic Record