

NAUTICAL TRAINING CORPS
CORPS CADET TRAINING

ABLE SEAMAN FIRST CLASS

PART 1 (COMPULSORY) TRAINING FOR ABLE SEAMAN ADVANCING
TO ABLE SEAMAN FIRST CLASS

Explain the Part 1 syllabus for Able Seaman advancing to
Able Seaman First Class

AB1 1. INTRODUCTION TO LEADERSHIP.

Introduce:

- a. The role to be played by the Petty Officer Cadet and their status in the Unit.
- b. The day to day running of the Unit.
- c. The need for good morale, the need to motivate and encourage the younger Cadet.
- d. The need to provide an example at all times to younger Cadets.
- e. The Petty Officer Cadet's instructional role of junior rates below him/her.

The Petty Officer Cadet examination requires the Cadet to demonstrate his/her initiative and demonstrate that he/she will be a responsible Petty Officer Cadet.

AB1 2. INSTRUCTIONAL TECHNIQUE. PART 1

Able Seaman will be taught

- a. Revise The Duties and Responsibilities of a Instructor.
 - i. Taking charge of a Class
 - ii. What is said by the instructor will be accepted as fact.
 - iii. The instructor becomes a pattern for what is normal.
 - iv. Setting a good example in dress, attitude and personal habits.
 - v. The main Qualities of a good instructor are enthusiasm, the correct attitude and manner, confidence.



Pages 4—9

Pages 10—15

b. The Effective Use of the Chalk/White Magnet Board

Pages 10—15

- i. Neatness
- ii. Lesson Title
- iii. Noting of Key Points
- iv. Use of Colour
- v. Diagrams

c. The Use of Training Aids

- i. Types
- ii. Correct Use

d. The Structure of a Theory Lesson

- i. Introduction
- ii. Development
- iii. Consolidation
- iv. Importance of Planning and Lesson Notes

e. Delivering a 2 minute talk.

Delivering a 2 minute talk about an item for example a chair, pen or matchbox box. The cadets should be advised of the subject chosen by the instructor at the start of the evening. The cadet will deliver the talk on the second part of the evening.

AB1 3. SQUAD DRILL.

Pages 16—32

- a. Revise drill previously taught.

AB1 4. POWER OF COMMAND.

Pages 33—41

- a. Teach taking charge of ship's company at Division, Colours and Evening Colours and receiving and Inspecting Officer.
- b. Explain the need for good briefing, training and rehearsing of all Cadets involved, e.g. Side Party.
- c. The Cadet should be able to instruct a squad at novice standard. The Cadet should be able to demonstrate his/her ability to instruct and carry out duties Duty Petty Officer/Colour Party Leader/Leader of a Piping Party.

AB1 5. DUTIES AND RESPONSIBILITIES OF A LEADER

Pages 42—47

Emphasise:

- a. The important roles to be played by the Senior Cadet in the day to day operation of the Unit and the Instruction of Junior Rates below him/her.
- b. The disciplinary procedures to be followed within the Unit and their use.
- c. The importance to provide and example at all time, and to encourage the younger Cadet.
- d. To demonstrate that he/she will be a responsible Petty Officer Cadet.

AB1 6. THE ORGANISATION OF A UNIT.

Pages 48 -71

The Cadet should be made aware of activities that frequently take place “behind the scenes” on a Unit.

- a. The duties and Responsibility of the Unit Officers
- b. The duties and composition of the Unit Management Committee
- c. The funding and expenditure of the Unit.
- d. The duties of the Administration and Training Officer, spending time with each department.
- e. The procedures/requirements for appointment and advancement of Unit staff.
- f. The Cadet should revise and consolidate his/her knowledge of the following:

The Structure of the Nautical Training Corps at National Level.

The Structure of the Nautical Training Corps at Unit Level.

AB1 7. INSTRUCTIONAL TECHNIQUE. PART 2

Pages 72—76

Together with the instructor, revise previous Instructional Technique training.

The Able Seaman First Class will be taught:

- a. The structure of a practical lesson:-
 - i. Introduction
 - ii. Development
 - iii. Consolidation
- b. Question technique:-
 - iv. The importance of using questions
 - v. how to phrase questions
 - vi. How to pose questions
 - vii. How to deal with questions
- c. Barriers to learning:-
 - viii. Distractions
 - ix. Lack of incentive
 - x. Temperature
 - xi. Space
 - xxi. Discomfort
- d. Instructing a class of Junior Seaman.

Instruction will culminate in the Able Seaman First Class delivering a 15 minute lesson which he/she has prepared in advance to a class of Junior Seaman on any Nautical Training Corps Subject.

INTRODUCTION TO LEADERSHIP

The role to be played by the Petty Officer Cadet in the Unit.

As lay out in the Units Standing Orders

The role of a Petty Officer Cadet when on Duty is to ensure the smooth running of the Unit. It is a very responsible position and should not be undertaken lightly.

Petty Officer Cadet when on Duty should be fully aware of all that is going on in the Unit.

His/Her Duties include the following:-

Is to ensure that the Gangway is manned correctly and supervise the activities of the Quartermaster and Bosun's Mate.

Is to ensure that the correct mark of respect are paid to all Officers and Visitors when they come onboard or go ashore.

They should make sure that the Duty Officer is aware when it is five minutes to colours.

When Divisions fallen in, is to supervise the Roll-Call and make a head count. And making sure that it checked against the Station Cards collected by the Gangway Staff.

Is responsible for forwarding any requests through the correct channels.

When Requestman or Defaulters are to be seen by the Duty Officer he/she is to prepare the table, and muster the cadets accordingly.

Is to check that all instructional gear is stowed away after "secure" is piped. ROUNDS. The Duty Petty Officer/Duty Watch Leader will accompany the Duty Officer during "rounds".

On satisfactory completion of "Rounds" the Duty Petty Officer/ Duty Watch Leader will call the Duty Watch to attention and request PERMISSION TO CARRY ON from the Duty Officer.

INTRODUCTION TO LEADERSHIP

1b

The day to day running of the Unit.

As lay out in the Units Standing Orders

1c

The need for good morale,

Morals are concerned with or relating to human behaviour, esp. the distinction between good and bad or right and wrong behaviour adhering to conventionally accepted standards of conduct.

Moral support is having psychological rather than tangible effects.

A moral victory is having the effects but not the appearance of (victory or defeat)

A moral certainty having a strong probability:

A moral can be the lesson to be obtained from a fable or event, a concise truth.

The need to motivate and encourage the younger Cadet.

Motivate

So how can you develop motivation in life? If you wish to accomplish a goal - be it short-term or long-term in nature - how can you find it in you to be properly motivated? Here are a few things that you should keep in mind:

1. Focus on one goal at a time.

This should be partnered with the fact that you should make sure that your short-term goals all help in achieving your long-term goals. One of the best ways for you to focus on one goal at a time is to make a diary of your goals - yes, write it down - so that you will have a visual representation of the things that you want to achieve rather than letting it all get lost in your head.

INTRODUCTION TO LEADERSHIP

1. Get rid of all the distractions which might prevent you from achieving your goal.

Let's say that you are a writer who wants to finish a book. How can you type away on your keyboard one chapter after another if there are many distractions surrounding you like television, friends chattering away or the lure of aimlessly browsing through the Internet. In order for you to stay properly motivated, make sure to steer clear of any distractions.

1. Completely block out any negative influences.

Finally, make sure that you are completely blocking out any negative influences in your life. If you feel that you are being distracted from your goal by a problem which does not seem to go away, ask yourself what you can do to eliminate such a challenge and distraction in your life. Maybe you are being sidetracked by negative thoughts and feelings because you have no faith in yourself. Addressing the root of the problem, completely blocking out any negative distractions and thinking purely positive thoughts is the best way for you to develop motivation in your everyday life.

Constantly Work At Motivating Yourself

A goal doesn't do you much good unless you are constantly thinking about, and working towards it. Write down your goal and place it somewhere that you will see it at least 1-2 times a day. If you have a weight loss goal, place your written goal beside the refrigerator. If your goal is to get physically stronger, place your written goal near your weight bench so you can see it when you are working out. This provides the extra motivation you need for those tough days.

A great way to motivate yourself with business goals is to put up a motivational quote beside your desk. Do a Google search for motivational quotes, then print off one and put it inside of a picture frame. Keep it there and read it occasionally throughout the day. Whenever you find yourself not looking at the quote anymore, or it no longer provides the inspiration that it once did, it's time to change the quote. It's perfectly OK to change this quote every 1-2 weeks for maximum motivation.

Some people make a habit of reading their goals either when they first wake up or right before they go to bed. When you read your goals upon arising, you may begin to notice that you find yourself doing more each day to help you reach your goals. Similarly, when you read your goals right before bed, you may notice that you wake up with good ideas that you never thought of before.

INTRODUCTION TO LEADERSHIP

Final Thoughts

It's important to have motivation in your life. Motivation is the fuel that you need to continue striving for your goals. Soak up motivating things in your life on a daily basis. Read great books that will inspire you. Read great blogs that are both positive and informative.

It's human nature to have days where you aren't very motivated. However, if you continue to surround yourself with positive and motivational things, those days will be few and far between.

First, let's find out what the importance of motivation is exactly. Simply put, motivation is that driving force which allows you to achieve your goals and go after what you want in life. If you want to change your personality for the better, get a promotion at work, start a new habit, be a better person who is part of the community, become a better parent for your kid - all of these things would be easier accomplished if you are properly motivated.

As long as you have a strong personal motivation, you can achieve almost anything that you want from life. However, remember not to fall into the trap of looking for short-cuts to achieve your goals. It's perfectly fine if you have to take a long and winding road to achieve your goal. It will even be a sweeter victory when you finally achieve your goal, knowing that you have had to go through several hurdles to attain it.

INTRODUCTION TO LEADERSHIP

Words of Encouragement

**A collection of inspirational words of encouragement full of words of wisdom.
We all need to encourage others and receive encouragement ourselves.
Enjoy these encouraging thoughts of others. Let these words of wisdom inspire,
motivate, and encourage you!**

**"Treat people as if they were what they ought to be and
you help them to become what they are capable of being."**

**"Give children encouragement, they will gain confidence,
they will perform better."**

**"Always be generous with your encouraging words, you may find they will inspire
others to be the best they can be."**

**"Note how good you feel after you have encouraged someone else.
No other argument is necessary to suggest that never miss
the opportunity to give encouragement."**

**"To be a friend means encourage strengths in others
and accepting their weaknesses; in other words,
accepting them for who they are."**

**"Taking an interest in what others are thinking and doing is often
a much more powerful form of encouragement than praise."**

INTRODUCTION TO LEADERSHIP

1d

The need to provide an example at all times to younger Cadets.

1e

The Petty Officer Cadet's instructional role of junior rates below him/her.

The Petty Officer Cadet examination requires the Cadet to demonstrate his/her initiative and demonstrate that he/she will be a responsible Petty Officer Cadet.

INSTRUCTIONAL TECHNIQUE PART 1

2a. Revise The duties and Responsibilities of an Instructor

i. Taking charge of a class.

As you progress through the cadet ranks, there will become a time when you are asked to take charge of a class of younger cadets, either assisting an officer or instructor, or eventually leading a class yourself. The following points will help you understand the important role of an instructor and the responsibilities that come with it.

ii. What is said by the instructor will be accepted as fact.

It is important to understand that a group of cadets will accept that everything you, as an instructor, say to them is factually correct in the same way that they trust their teachers at school. Therefore it is essential that you only pass on information that you know is correct.

For the majority of your NTC class work this will be straightforward, as the syllabus of each class is laid out for you in the cadet training manual. But if you are in any doubt over the validity of what you are presenting, or you are leading a training session on a subject outside of the training syllabus, make sure you check the facts first, rather than relaying information that is incorrect.

iii. The instructor becomes a pattern for what is normal.

The way in which an instructor behaves in front of a class of cadets, particularly in their early days as an instructor, will form a pattern of behaviour from the cadets that will be difficult to change.

It is important that you make the classes as much fun as possible, but there is a danger of becoming too relaxed, and allowing the cadets to lead the class. Once you have gone down this route it becomes very difficult to regain control.

Similarly if you are too strict or if your classes are 'boring', these will also form a pattern with the cadets that will be difficult to change.

There is a balance of making the class fun, whilst maintaining a professional approach which will help you gain the respect of the cadets and make your future as an instructor much easier.

Setting a good example in dress, attitude and personal habits.

The way that you present yourself as an instructor is as important as the way that you conduct yourself, as described in the previous section.

Dress - If you are poorly turned out when leading a group of cadets, this will rub off on them and the standards will begin to drop and it will affect the cadet's behaviour in the class.

INSTRUCTIONAL TECHNIQUE PART 1

iv. Setting a good example in dress, attitude and personal habits.

The way that you present yourself as an instructor is as important as the way that you conduct yourself, as described in the previous section.

Dress - If you are poorly turned out when leading a group of cadets, this will rub off on them and the standards will begin to drop and it will affect the cadet's behaviour in the class.

Attitude - The way that you approach the class can easily be read by the cadets, and will affect the way that they respond. If your attitude is poor then the cadets will very quickly lose interest in the subject and switch off, this can then lead to further problems of disruption to other cadets.

Habits - Everyone has personal habits in their life, and you should always be your natural self when you teach, however you must make sure that your habits do not become a focal point of the class and lead to disruption by becoming more interesting than the subject.

For example, Umm or right between statements, playing with your pen or scratching your nose.

v. The main qualities of a good instructor are enthusiasm, the correct attitude and manner, confidence.

Enthusiasm - Remember that Boredom is infectious. If you are enthusiastic about your subject, this will rub off on the cadets and make your job a lot easier.

Attitude - Similarly, as described in the previous section, the success of the training session will depend largely on your attitude as an instructor. Remember that this will vary from week to week, and it is important that you don't allow factors outside of that class affect your attitude.

Confidence - Being self confident will gain the respect and trust of the cadets, and this will improve their willingness to learn. You will gain confidence by leading classes successfully, and you will always learn something from running a class, either about the subject matter, or about yourself.

Look up whilst you are speaking, make eye contact where possible and vary the pitch and strength of your voice to avoid being monotonous and keep the class alert.

Remember the 6 P's of instructional technique:-

Perfect Planning and Preparation Prevents Poor Performance

INSTRUCTIONAL TECHNIQUE PART 1

2b. Effective use of the chalk / white or magnet board

Boards are one of the most widely used training methods. They can be a great way of improving the presentation of a subject and avoiding the boredom of a group of cadets just listening to you speaking for a whole session.

Remember that as a rule of thumb we take in only around 10% of what we hear, 20% of what we read, but as much as 85% of what we see and do.

When using a board remembering the following points will help get the message across to the cadets:-

i. Neatness.

Information on the boards must be clear and precise. Make sure that any writing is legible and that the whole class can see it clearly.

ii. Lesson Title

Use the title of the lesson on the board as a way of making sure that you stick to the subject, and acts as a reminder to the cadets as to what they are learning.

iii. Noting of key points

Use bullet points or short notes rather than writing too much information on the board, which cadets will struggle to take in.

iv. Use of Colour

Make use of different colours to highlight different points.
Contrasting colours can be a useful way to highlight key points

v. Diagrams

Where possible use drawings or diagrams to highlight key points, they are often a lot easier for cadets to understand.

Where appropriate you can ask the cadets to write or draw on the board, this can be a useful way of making sure that they have understood what you have taught them, but don't allow it to become a distraction, make sure that they keep to the point and that everyone that wants to gets an opportunity to have a go.

2c. The use of training aids

i. Types

ii. Correct use

As mentioned in the previous section, seeing and doing things vastly improve the amount of information that is retained by the cadet, therefore you should use training aids as much as possible. These will come in many forms, and will depend on the subject being taught. In addition to the use of boards, already described, some other methods are as follows:-

INSTRUCTIONAL TECHNIQUE PART 1

- **Handouts**

These can be a useful tool for passing on information, especially as they can generally be kept by the cadet for future reference, also as they are pre-prepared they will help you keep to the subject.

A good way to use handouts is to leave blanks or parts that the cadet can fill in as you proceed through the lesson, as writing them down will also improve the amount of knowledge they retain

- **OHP / Projector**

These can be used, where available, as an alternative to boards, but remember that they are not as flexible as a board and they can lead to distraction, for example putting the transparency upside down on the OHP, or standing in front of the screen.

If you are using these methods, then also remember that they will add to the pre-class preparation, as you will need to set them up and test them before the class starts to avoid wasting time in the lesson and allowing the cadets to be distracted before you have even started.

- **Models**

Models or similar items can be useful when it is not practical to have access to the real thing. For example, teaching a subject such as parts of a boat.

- **Practical**

In many classes, there is no substitute for actually doing the task, and practical sessions should be used wherever possible. However you need to remember that it can become much harder to maintain control of the class during a practical session, especially when some cadets will pick up a subject much quicker than others, and want to move on, whilst others are struggling to keep up, and may demand more of your time. An example of this could be a rope work class, where some cadets learn a new knot quicker than others. If this happens, encourage these cadets to show some of the others how they have learnt the knot and they can become an assistant to help you.

INSTRUCTIONAL TECHNIQUE PART 1

2d. The structure of a theory lesson

There are some subjects where training aids and practical sessions are not suitable and you have no alternative but to teach the subject in a basic 'I talk, you Listen' way.

For these classes you should follow these steps to deliver the lesson

iii. Introduction

Make sure you clearly explain the subject matter, and what the aims and objectives of the lesson are for the cadets and what they are expected to have learnt by the end of the session.

The introduction will set the level for the entire session, so this is the point where you need to be enthusiastic and make sure that the cadets are motivated and keen to learn

iv. Development

This is the main part of the session, where the message is delivered. It should take up 75 - 80% of the lesson time.

If applicable, the lesson should be broken up into smaller sections to make it easier for cadets to learn.

Always keep it simple and stick to the subject.

Use stories and your own experiences as a way of improving interest in the subject and improving the amount of knowledge that the cadets take in.

Summarise at the end of each section as a way of highlighting the key points

Encourage discussion, this can be another useful tool to ensure that the cadets have understood the subject, but make sure that you are always in charge of the discussion and it doesn't become a distraction

v. Consolidation

Refer back to the objectives laid out in the introduction and ensure that these have been covered.

Ensure that all the key points have been covered and understood, remember that repetition of these points will assist retention.

Explain where the lessons learnt will be useful for the cadets and any future lessons where the new skills will be used.

Questions - Always end with questions, which can be two way, and will be a good way to ensure that the subject has been understood.

INSTRUCTIONAL TECHNIQUE PART 1

vi. Importance of planning and lesson notes

Remember the 6 P's of instructional technique:-

Perfect Planning and Preparation Prevents Poor Performance

This is particularly important when delivering a theory based subject.

Use of lesson notes can act as a guide or reminder to yourself of the key points and help you keep the structure of the lesson.

2e. Delivering a 2 minute talk.

Delivering a 2 minute talk about an item for example a chair, pen or matchbox box. The cadets should be advised of the subject chosen by the instructor at the start of the evening.

The cadet will deliver the talk on the second part of the evening.

SQUAD DRILL

Revise Drill previously taught

Formation of a Squad. (Corps Drill Training Manual. Section 0201)

A squad should normally be in a single rank for elementary drill instruction. Each member of the squad is allowed a space obtained by dressing, which should always be maintained. The right or left marker having first been placed, the remainder fall in, in either double or quick time in line with the marker, each at an arm's length interval from the person on their right (or left). On arriving in position each person takes up their dressing automatically and then stands at ease.

Position of Attention. (Corps Drill Training Manual. Section 0202)

Heels together and in line. Feet turned out at an angle of about 45 degrees. Knees braced back. Body erect, shoulders level and square to the front. Arms braced straight down at the side, wrists straight, elbows pressed in to the side. Palms of the hands turned towards the thighs. Fingers form a relaxed clenched fist touching the thigh lightly above the second knuckle, thumbs straight and vertical resting on the forefinger and in line with the seam of the trousers or skirt. Neck erect. Head balanced evenly on the neck, and not poked forward, eyes looking straight to the front. The weight of the body should be balanced on both feet, and evenly distributed between the forepart of the feet and the heels. The breathing must not be restricted in any way and no part of the body should be either drawn in or pushed out. Exactness in this position is of great importance; personnel should not, therefore, be at attention more often or longer then is necessary.

ORDER	ACTION
"Squad—Attention"	Come to the position described as above, moving the left feet to the right.



SQUAD DRILL

Standing at Ease. (Corps Drill Training Manual. Section 0203)

ORDER	ACTION
"Stand at—Ease"	Keeping the legs straight, force the left foot 300mm (12 inches) to the left so that the weight of the body rest equally on both feet. At the same time smartly clasp the hands behind the back and place the back of the right hand in the palm of the left, (fingers straight and together) grasping it lightly with the fingers and thumb and the arms braced to their full extent.

Notes:

1. When personnel fall in for instruction, they are to stand at ease after taking up their dressing by the right.
2. The "Stand at Ease" position is a relaxed position of Attention.
3. When one arm is occupied, as when carrying a raincoat, the other arm is to be kept to the side of the body.

Standing Easy. (Corps Drill Training Manual. Section 0204)

Personnel are permitted to move their limbs and body, but are not to take or move their feet; so that on coming to attention there will be no loss of dressing. Personnel standing easy who receive a cautionary order, such as "Squad"; "platoon" will assume the position of stand at ease.



SQUAD DRILL

Dressing the Squad. (Corps Drill Training Manual. Section 0205)

Other than when on parades where the dressing flank is decided by the formation of that Parade, the dressing flank should always be in the direction of movement of the squad so that blank files (if any) will be at the rear when stepping off.

ORDER	ACTION
<p>“Squad—By the Right (or Left) - Dress”</p>	<p>DRESSING WITH INTERVALS. Members of the squad, except the marker on the named flank, look towards their (or Left) with a smart turn of the head. Ensuring that the chin is kept up off the shoulder. At the same time personnel in the front rank extend their right (or left) arm horizontally, level with their own shoulder height, back of the hand uppermost and the hand forming a relaxed clenched fist. Every member of the squad, except the right (or left) hand marker dwells a pause of two marching paces and then take up their dressing in line by moving with side closing paces left/right, until their knuckles are in the same vertical line as the shoulder of the person on their right (or left) and so that they are just able to see the lower part of the face of the person next, but one to them. Care must be taken to carry the body backward or forward with the feet, the shoulders being kept perfectly square in the original position, and that the arm is raised horizontally to their own shoulder height. When dressing is complete each member of the squad in rapid succession, from the directing flank turns their head smartly to the front and at the same time brings their arm to the side and resumes the position of Attention, as described in Para 0202. Dressing with intervals, each member of the squad occupies approximately 1 metre (40 inches).</p>

ORDER	ACTION
<p>“Squad—with Half Arm Intervals—by the Right (or Left) - Dress</p>	<p>HALF ARM INTERVALS. When because of space restrictions it is required to carry out dressing with half arm intervals by the right/left dress. The same drill should be carried out as for full arm dressing except that each member of the squad dresses until the knuckles of their hand are in line with the centre of the back of the person on their right/left. Dressing with half arm intervals each member of the squad occupies approximately 750mm (30 inches)</p>

SQUAD DRILL

ORDER	ACTION
<p>“Squad—Without Intervals—by the Right (or Left) - Dress</p>	<p>WITHOUT INTERVALS. Where it is desired to dress without intervals, the order is “Without intervals by the right (or Left) dress”. At that order, members of the squad except the marker on the named flank, look to their right (or Left), with a smart turn of the head ensuring that the chin is kept up off the shoulder. At the same time the squad closes in until they are approximately 50mm (2inches) clear of the person on their right/left.</p>

NOTE. Distance between ranks, front to rear, is judged and arms are not raised.

Numbering (Corps Drill Training Manual. Section 0206)

ORDER	ACTION
<p>“Squad Number”</p>	<p>The right-hand marker of the front rank calls “One”, the next person “Two”, and so on in rapid succession to the left. The numbers being called sharply and clearly. When in three ranks the centre and rear ranks do not call out their numbers, but each centre and rear rank member of the squad notes the number of their respective front rank person.</p>

Turning at the Halt. (Corps Drill Training Manual. Section 0207)

ORDER	ACTION
<p>“By numbers, Right - Turn”</p>	<p>Keeping both knees straight, arms to the side and the body erect, turn 90 degrees to the right on the right heel and left toe. Raising the left heel and right toe in doing so.</p>
<p>“Two”</p>	<p>Bring the left heel smartly up to the right without stamping the foot on the ground.</p>
<p>“Right—Turn”</p>	<p>Turn smartly as above, observing the two distinct movements.</p>
<p>“Left—Turn”</p>	<p>As above on the left heel and right toe. Right heel brought up to left.</p>

Turning at the Halt. (Corps Drill Training Manual. Section 0207)

ORDER	ACTION
"By numbers, about - Turn"	Turn 180 degrees to the right by pivoting the body on the right heel and ball of the left foot, keeping the arms locked into the side of the body.
"Two"	Bring the left foot into line with the right, assuming the correct position of attention.
"About — Turn"	To carry out this movement in quick time, combine the movements as taught by numbers.

(Corps Drill Training Manual. Section Annex "A")

Dismiss	The order for a platoon / squad to end the instruction / detail and to proceed / carry on with other instruction or to dismiss (Corps Drill Training Manual. Section 0205)the unit at the end of a deck-night. Dismiss is used in the following context. "Squad / Ships company, turning Right—Dismiss". (Dismiss = squad no longer in your command)
----------------	---

Fall—out	As for Dismiss, but given during an instruction or order, whereby the squad will continue with instruction or class work. Used in the following context. "When fallen—out, prepare to stow all gear. Duty Watch turning Right — Fall—out" (Fall—out = squad still under your command)
-----------------	--

SQUAD DRILL

Removing and Replacing Headgear. (Cadets Caps and Berets)

(Corps Drill Training Manual. Section 0212, 0213, and 0214, 0215 and 0216)

- a. Although there are certain differences in the manner in which various types of headgear are removed from and replaced on the head, the following drills are to be compiled with for the removal and replacement of caps/berets when the orders “On—caps” and “Off—caps” are given.
- b. Female rating do not remove headgear during Religious services and church parades when their male counterparts would be expected to do so. They are, however, to remove their headgear as a drill movement at defaulters, and the reading of a punishment.

Off — Caps

ORDER	ACTION
“By numbers, Off—caps”	The Right hand moves swiftly and smartly across the body to seize the top of the cap just above the left ear. The back of the hand is to be to the front, fingers together on top of the cap and pointing to the rear, thumb underneath the rim.
“Two”	Remove the cap from the head and resume the position of “Attention” carrying the cap in the right hand across the front of the body by the shortest route. The ships name on the cap tally to the front. The head does not move.

Berets

ORDER	ACTION
“By numbers, Off—caps”	The Right hand moves swiftly and smartly across the body to grasp the beret at the front with the palm of the hand covering the beret badge and the fingers and thumb gripping the front of the beret.
“Two”	Remove the beret from the head and resume the position of “Attention” carrying the beret in the right hand across the front of the body by the shortest route. The head does not move.

SQUAD DRILL

Off — Caps



SQUAD DRILL

On — Caps

ORDER	ACTION
"By numbers On—Caps"	The right hand moves swiftly and smartly across the body carrying the cap and replaces the cap on the head, the name of the ship on the cap tally to the front, elbow in line with the shoulder, head and forearm in a straight line. The head does not move.
"Two"	Release the grip on the rim of the cap and cut the right arm away across the front of the body by the shortest route, to resume the correct position of Attention.

Berets

The design of berets is such that they cannot be easily replaced on the head using one hand and even when both hands are used sufficient time must be allowed to enable them to be fitted correctly. The replacement of berets is, therefore, to be carried out as follows and not as a drill movement as in the case of caps

ORDER	ACTION
"By numbers On—Caps"	Personnel wearing berets remain at Attention.
"Two"	No action is taken.

Notes:-

1. When the orders "On caps" and "Stand at Ease" have been given and after the order "Stand—Easy". Berets are replaced on the head as quickly as possible. Sufficient time must be allowed however, before any further order is given, to enable berets to be properly adjusted.
2. When removing or replacing headgear as a drill movement a pause of two marching paces are dwelt between the **first** and **second** movements.

SQUAD DRILL

Standing at Ease with headgear removed

Caps

ORDER	ACTION
"Stand at—Ease"	Carry the left foot away from the right 300mm (12 inches) and at the same time place the behind the back with the crown of the cap to the rear. The right hand retaining its grasp of the rim. At the same time the left hand is placed behind the back and holds the lower rim of the cap near the bow, with the back of the head against the body.

Berets

ORDER	ACTION
"Stand at—Ease"	Carry the left foot away from the right 300mm (12 inches) and at the same time place the beret behind the back with the beret to the rear. The right hand retaining its grasp of the rim. At the same time the left hand is placed behind the back and holds the rim of the beret with the back of the hand against the body.



SQUAD DRILL

Standing Easy with headgear removed

Caps

ORDER	ACTION
"Stand—Easy"	Shift the grip of the right hand to the lower rim of the cap near the bow with the back of the hand against the body. Thumbs should be able to feel the bow of the cap.

Berets

ORDER	ACTION
"Stand—Easy"	Shift the grip of the right hand to the rim of the beret, back of the hand against the body.

At the cautionary order, "Squad, Platoon" resume the "Stand at Ease" position.



Saluting with the Hand. (Corps Drill Training Manual. Section 0209)

ORDER	ACTION
"By numbers, to the Front—Salute"	Raise the right hand smartly, by the shortest route, the palm of the hand being inclined slightly downwards, so that the eyes on glancing up can see the inside of the palm. The thumb and fingers being close together elbow in line with the shoulder, hand and forearm in line, fingers touching the rim of the cap over the right eye.
"Two"	Cut the right hand smartly to the side by the shortest route.
"By Number, to the Right (or Left) - Salute"	Salutes to the right/left are normally carried out while on the march. Raise the right hand as described above and turn head towards the person being saluted. When saluting to the right, the right elbow must be carried to the rear so that the hand does not obscure the eyes. When saluting to the left, the right elbow must be carried forward so that the hand can be brought to the correct position over the right eye.
"Two"	Cut the right hand smartly to the side; turn the head to the front.

Notes:

- 1. Personnel wearing peaked or tricorn caps are to salute in the same manner as above, except that the fingers of the right hand touch the peak or the brim of the tricorn cap over the right eye.*
- 2. When halted, the time for remaining at the salute is equivalent to 2 marching paces.*
- 3. When making a salute on the march, the left arm continues to swing.*
- 4. The right arm is swung to the rear as soon as the salute has been completed.*
- 5. All salutes are completed when abreast the officer being saluted.*
- 6. Marks of respect are to be given when approaching from any angle.*
- 7. When on the march, the salute is to be made at least 3 paces before meeting the officer being saluted if the later is halted. If the officer being saluted is also on the march the salute is to be made at least 6 paces before reaching the officer.*



Saluting other than with the hand.

(Corps Drill Training Manual. Section 0210)

ORDER	ACTION
"Eyes—Right (or Left)"	As the left foot is stamped forcefully to the ground, turn the head and eyes smartly to the right (or Left).
"Eyes—Front"	As the left foot is stamped forcefully to the ground, turn head and eyes smartly to the front.

NOTE. A marching body receiving the order "Eyes—Right", "Eyes—Left" or Eyes—Front" turn their heads and eyes in the direction ordered as the left foot is stamped forcefully to the ground, the executive order having been given on the right foot. The directing guide keeps head and eyes to the front and the person in charge salutes with the hand turning their head and eyes to the direction ordered. The disengaged arm continues to be swung.

Words of Command

Words of command on the March. (Corps Drill Training Manual. Section 0219)

The following table shows when to give the words of command to personnel on the move:

The cautionary order should be given as the right foot comes to the ground.

The executive order should be given the next time the right foot comes to the ground.

- a. 'About-Turn'
- b. 'Right-Turn'
- c. 'Right-In-cline'
- d. 'Right-Form'
- e. 'Slow - March' (From the quick)
- f. 'Quick - March' (From the slow)
- g. 'Double - March' (From the quick)
- h. 'Mark-Time'
- i. 'For - Ward' (From the quick or double mark time)
- j. 'Quick - March' (From the double)
- k. 'Squad (Platoon, etc.) - Halt'
- l. 'On the Right, form - Squad' (Platoon etc.)
- m. 'Step-Out'
- n. 'Step-Short'
- o. 'Change-Step'

The cautionary order for the following should be given as the left foot comes to the ground. The executive order the next time the left foot comes to the ground.

- p. 'Left-Turn'
- q. 'Left In-cline'
- r. 'Left-Form'
- s. 'On the left form Squad' (Platoon etc.)

Positioning on the March. (Corps Drill Training Manual. Section 0220)

When marching, an officer or rating must maintain the head and body position as directed in para 0202 (Corps Drill Training Manual). They must be well balanced on the legs. In quick time, the arms should be swung from as far in the rear of the body as possible without straining the shoulders, straight forward to a position in front of the body so that the partially clenched hand comes level in line with his or her own shoulder, the wrist and elbow also being kept straight, without undue stiffness. The foot should be carried straight to the front, and, without being drawn back, placed firmly upon the ground, heel first, with knee straight, but so as not to jerk the body. Before the squad is to move off, the instructor should take care that each member of the squad is square to the front and in correct line with the remainder. The flank guide on the named flank must be taught to take a point straight to the front, by fixing their eyes upon some distant object and then marching directly towards it in a straight line. The same procedure is followed by the person on the named flank, when marching in other formations. (See para 0234 Corps Drill Training Manual).

SQUAD DRILL

Marching in Quick Time

Marching in Quick Time. (Corps Drill Training Manual. Section 0221)

ORDER	ACTION
'Quick—March'	The squad steps off together with an initial pace of 500mm (20 inches) with the left foot, until momentum is gained when a full marching pace of 750mm (30 inches) is then assumed.

The Halt (From the Quick March) (Corps Drill Training Manual. Section 0224)

ORDER	ACTION
'Squad—Halt'	The cautionary order and the executive order are given on two consecutive beats of the right foot, the next left foot completes its full marching pace, and the next right foot is then brought smartly in line with the left without stamping. The body should not sway forward or backwards once halted and the arms and hands must be kept steady at the side.

Stepping Out. (Corps Drill Training Manual. Section 0225)

ORDER	ACTION
'Step—Out'	The order is given as one complete executive order on the right foot. The pace is lengthened by 75mm (3 inches) as the left foot comes forward, with the body leaning forward a little. The cadence is not altered.

Note:

This step is used when a slight increase of pace, without an alteration of cadence, is required, at the order 'Quick—March' the usual pace is resumed.

Stepping Short. (Corps Drill Training Manual. Section 0226)

ORDER	ACTION
'Step-Short'	The order is given as one complete executive order on the right foot, after which the pace is shortened by 225mm (9 inches) as the left foot comes forward until the order 'Quick march' is given, when the usual pace is resumed.

SQUAD DRILL

Marching in Quick Time

Changing step on the March. (Corps Drill Training Manual. Section 0229)

ORDER	ACTION
'Change—Step'	<p>The cautionary order and the executive order are given on two consecutive beats of the right foot.</p> <p>The next left foot completes its full marching pace and the arms continue to swing. As the next right foot is brought forward, the instep of the right foot meets the heel of the left foot, and the arms are momentarily brought to the side of the body. Another shortened marching pace is taken with the left foot so that the cadence is not lost (2 successive paces being taken with the same foot) and the arms are swung as the left foot goes forward.</p>

Marking Time. (Corps Drill Training Manual. Section 0227)

ORDER	ACTION
'Mark—Time'	<p>The cautionary order and the executive order are given on two consecutive beats of the right foot. The next left foot completes its full marching pace, after which the cadence is continued without advancing. Keeping the arms to the side of the body and raising the right and left knee alternately so that the top of the thigh is parallel with the ground, the lower leg perpendicular. The foot is kept at a natural angle.</p>
'For—ward'	<p>The order is given on two consecutive beats of the right foot. The left foot steps off commencing with an initial pace of 500mm (20 inches) until momentum is gained when a full marching pace of 750mm (30 inches) is then assumed. The direction of march and the pace at which the squad were originally moving is then resumed.</p>

Note:

At the halt, the word of command to step off is "Squad, Quick - Mark Time".

Marking Time

Marking Time. (Corps Drill Training Manual. Section 0227)

ORDER	ACTION
'Mark—Time'	The cautionary order and the executive order are given on two consecutive beats of the right foot. The next left foot completes its full marching pace, after which the cadence is continued without advancing. Keeping the arms to the side of the body and raising the right and left knee alternately so that the top of the thigh is parallel with the ground, the lower leg perpendicular. The foot is kept at a natural angle.
'For—ward'	The order is given on two consecutive beats of the right foot. The left foot steps off commencing with an initial pace of 500mm (20 inches) until momentum is gained when a full marching pace of 750mm (30 inches) is then assumed. The direction of march and the pace at which the squad were originally moving is then resumed.

Note:

At the halt, the word of command to step off is "Squad, Quick - Mark Time".

The Halt (From marking Time). (Corps Drill Training Manual. Section 0228)

ORDER	ACTION
'Squad—Halt'	The cautionary order and the executive order are given on two consecutive beats of the right foot. The next left foot completes a further mark time pace and the next right foot is brought down smartly alongside the left. Once halted the arms and hands must be kept steady at the side. The halt is completed in 2 mark time paces.

Changing Step while marking Time. (Corps Drill Training Manual. Section 0230)

ORDER	ACTION
'Change—Step'	The cautionary order and the executive order are given on two consecutive beats of the right foot. The next left foot completes a further two mark time paces thus making 2 successive beats with the same foot.

SQUAD DRILL

Stepping Forward, Back and Side Closing Pace

Stepping Forward and back. (Corps Drill Training Manual. Section 0231)

ORDER	ACTION
'- - - Paces forward (or step back) - March'	Each member of the squad steps forward or backwards the number of paces ordered, always commencing with the left foot. Length of pace to be 750mm (30 inches). The arms and hands are to be kept steady by the side when moving. The cadence is 116 to the minute. The maximum number of paces that may be ordered to be taken either forward or backwards at any one time is 4.

The Side Closing Pace. (Corps Drill Training Manual. Section 0232)

ORDER	ACTION
'- - - - - Paces right (or left) close—March	Each member of the squad carries their right (or left) foot 300mm (12 inches) directly to the right (or left) and then closes the left (or right) foot to it, thus completing the pace; the next and subsequent paces are taken in the same manner. Shoulders are to be kept square and the legs straight, without bending at the knee, unless on rough or uneven ground; the direction of movement must be kept in a straight line to the flank. Members of a squad should not be moved using side closing pace more than six (6) paces. The cadence is 116 to the minute.

POWER OF COMMAND

Able Seaman First Class. Page 33.
Chapter 10. Section 4a.

Teach taking charge of ship's company at Division, Colours and Evening Colours and receiving and Inspecting Officer.

POWER OF COMMAND

FLAG CEREMONIAL

Most ceremonies are an expression of respect, courtesy, rejoicing or sorrow, and so their form varies and must also be adapted to suit circumstances and precedence. Ceremonial plays an important part in the NTC and those involved must therefore have a good knowledge of its forms and of the tradition and customs upon which they are founded. This Annex where necessary expands or interprets regulations on how Colours and Sunset are to be performed.

The inspecting Officer during the unit's formal inspection will witness the ceremony of Sunset. Notwithstanding the various layouts of units deck and space available, the following procedure should be adhered to.

COLOURS

ORDER	BY	ACTION
		Ship's Company fell in by Divisions and reported to OOD.
"Ship's Company, Attention".	OOD	OOD reports that ship's company is mustered, and request permission to carry on for Colours to Commanding or Senior Officer present.
		Commanding/Senior Officer grants permission to carry on for Colours.
"Two minutes to Colour Sir/Ma'am".	LC Of Colour Party	Once the OOD has returned from reporting to the command, Lead Cadet of Colour party pipes the General Call and makes the verbal report as Stated.
	Duty piper.	
"March on, the Colour Party' 'Ship's Company Facing Aft left and right - turn"	OOD	This order may vary from unit to unit, but Ship's Company must turn to face the Ensign Staff
"Colour Party, left/right turn". "Quick March".	LC Of Colour Party Duty Piper.	LC of Colour Party, marches the Colour party into position, this order again varies from unit to unit; you may have the Colour party closed up and in position when the Ship's Company fall in.
"Pipe the Still".	OOD	Duty Piper, pipes the Still, at the end of the Still all Officers, Squad leaders or LC Salute. The Ensign is hoisted.

POWER OF COMMAND

ORDER	BY	ACTION
"Pipe the Carry on".	OOD	Orders the "Carry on" when the Ensign is at the masthead. After the last note of the "Carry on", all Officers, Squad Leaders or LC return to the position of Attention, completing the Salute.
"Ship's Company, Facing inboard, left and right turn".	OOD	This order counteracts the order to face the Ensign Staff, and again varies from unit to unit.
	LC Colour Party	Falls in the Colour Party and marches back to their original positions. (If applicable).
"Ship's Company, Stand-at-Ease".	OOD	Ship's Company stood at ease and revert to Squad Leaders Command, and continue with ships standing procedures/orders.

SUNSET

ORDER	BY	ACTION
		Ship's Company fell in by watches and reported to OOD
"Ship's Company, Attention".	OOD	OOD reports that the ship's Company is mustered and request permission to carry on for Sunset to the Commanding or Senior Officer present.
		Commanding or Senior Officer grants permission to carry on for Sunset. (See note 1)
"Ship's Company, Off-Caps, Stand - at - Ease, Stand - Easy".	OOD	Ship's Company OFF CAPS, stood at ease and stood easy. OOD will lead the ship's Company into the Corps prayer. (See note 2)
'Ship's Company, Attention, On-Caps, Stand-at-Ease.	OOD	When giving these orders on completion of prayers, remember to leave a short pause between each order to enable to carry out the drill movements.
"Stand-Easy, Square off caps". "Ship's Company, Attention".		

POWER OF COMMAND

ORDER	BY	ACTION
"Two minutes to Sunset Sir/Ma'am".	LC Colour Party Duty piper.	The General call is sounded, and the LC Colour party verbally reports: "Two minutes to Sunset".
"Ship's Company, Facing Aft, left and right -turn".	OOD	This order may vary from unit to unit, but ship's Company must turn to face the Ensign Staff.
"Sunset Party, Left/right turn, Quick- March".	LC Colour Party Duty piper.	LC marches the Sunset party into position, this order again varies from unit to unit; you may have the Sunset party closed up and in position when the Ship's Company fall in.
"Say the Code of Honour".	OOD	When Sunset party are in position, OOD will lead all, into the "CODE of HONOUR".
"Pipe the Still".	OOD	Duty Piper, pipes the "Still".
	BUGLER	On the first note of "Sunset" all Officers, Senior Ratings, Watch Leaders Salute. The Ensign is lowered in time with the Sunset tune. (See note 3)
"Pipe the Carry On".	OOD	Orders the Carry On to be piped on completion of Sunset being played and when Ensign is fully lowered. Duty Piper pipes the "Carry On".
"Ship's Company, Facing inboard, left and right turn".	OOD	This order counteracts the order to face the Ensign Staff, and again varies from unit to unit.
	LC Colour Party	Falls in the Sunset Party and marches them back to their original positions. (If applicable).
"Ship's Company, Stand -at -Ease".	OOD	Ship's Company stood at ease, and revert to watch leaders command, and continue with ship's standing procedures/orders. (See note 4).
"Ships Company, Attention", "Stand-fast Duty Watch, Turning Aft, Dismiss".		On completion of events in note 4, ship's Company are dismissed.

POWER OF COMMAND

Able Seaman First Class. Page 37.
Chapter 10. Section 4b.

Explain the need for good briefing, training and rehearsing of all Cadets involved, e.g. Side Party.

POWER OF COMMAND

CEREMONIAL PROTOCOL

PROCEDURES FOR GANGWAY RECEPTION

1. DUTIES OF THE QUARTERMASTER (QM) AND BO'SON MATE (BM).

The Quarterdeck or Gangway should be manned by two competent ratings. Ratings who have a sound knowledge of the ships routine and familiar with all Officers and staff on their unit. Both ratings are to be dressed uniformly, and in accordance with the commanding officers dress orders. Both should be competent at piping.

2. The gangway staff are responsible for:

- a. Keeping the ships log up to date at all times.
- b. Ensuring watch / station cards are issued / collected.
- c. Ensuring own unit Officers and Senior Ratings sign the log.
- d. All visitors to ship are identified, (Corps personnel should always carry ID cards), and log signed.
- e. Visiting Officers if not in Uniform should be saluted once identity is known.
- f. The duty Officer is to be informed by the Bo'suns Mate of all visitors to the deck. They are to be escorted to Officer they wish to see or destination. (Not applicable on Ceremonial Inspections).
- g. Gangway area is kept clean and tidy, personnel not involved with gangway duties to be kept clear.
- h. Make all relevant pipes at correct times, or as required by duty officer.
- i. Be knowledgeable in their actions in the event of emergencies.

3. OFFICERS ENTITLED TO PIPES.

"THE SIDE"

- a. The Inspecting Officer, at formal Inspections.
- b. All VIP's as directed by Commanding Officer.
- c. All Officers above 1st Officer, but not those who form part of an inspection team in company with (a) above.
- d. All Unit Commanding Officers. (This includes Officers below the rank of First Officer who is performing the duties of Commanding Officers).

"THE STILL"

- e. *Second Officer and below (If not (d) above).*

Note: On Ceremonial Inspections the Officer of Inspectorate is to receive full ceremonial courtesies, the remainder of the inspection team are to be allowed to enter informally, (No Pipe).

POWER OF COMMAND

RECEPTION OF THE COMMODORE, VIP'S OR INSPECTING OFFICER.

The normal Gangway Staff should be supplemented by a further two (2) as a designated piping party and one (1) rating to act as car door opener/sentry. Officers in attendance are; Commanding Officer, First Lieutenant and Officer of the day.

- a. For formal Inspections, the Divisional Colour is to be paraded adjacent to the Gangway with qualified Colour Officer, and Escorts. (If Colour held).
- b. The gangway staff and car door opener/sentry should be dressed in full regulation NTC uniform.

ARRIVAL.

- a. The routine for the sentry is as follows:
As the car approaches the sentry will bring him/herself to Attention and report vocally, "STAFF / VIP's CAR APPROACHING SIR/MA'AM". When the car halts, the sentry will wait until informed that the dignitary/VIP is ready, then opens the door and salutes when the door is fully open. When the dignitary/VIP is clear of the vehicle, the sentry will return to the original position of Attention, completing the salute, and close the door. The sentry will remain at Attention until the piping of the side is complete. Only then may the sentry stand-at-ease.

Note: the car door is NOT opened for the Officer conducting formal Inspections, but should be posted to indicate parking space.

DEPARTURE.

- b. As the dignitary/VIP's are piped "OFF" the ship, the sentry will bring him/herself to Attention and escort them to the vehicle, open the car door and salute. Once the VIP/dignitary is in the car the sentry will return to the original position of Attention, completing the salute, steps back from the vehicle and remains at Attention. This procedure will only apply if safe to do so.

5. PROCEDURE FOR SHIPS COMPANY, OOD AND COMMANDING OFFICER, WHEN RECEIVING VIP'S.

- a. On being alerted by the sentry that a "STAFF / VIP's " car is approaching, the Officer of the Day (OOD) will call the ships company to Attention and order piping party "PIPES READY".
- b. As the VIP's step on or cross the Quarterdeck, the Officer of the Day will order "PIPE THE SIDE", on the first note of the side being piped the Commanding Officer, QM and BM only salute. (The QM and BM do not salute before asking to see the Inspecting Officers Identification, but on completion of Identities being checked. Other dignitaries /VIP's Identification is not required).
- c. Once the VIP / Dignitary has acknowledged the Salute given, on the order of "PIPES DOWN" given by the OOD, the gangway party including the piping party return to the position of Attention. (Paragraph a, b, & c are repeated if more than one VIP/Dignitary/ Commanding Officer are arriving).

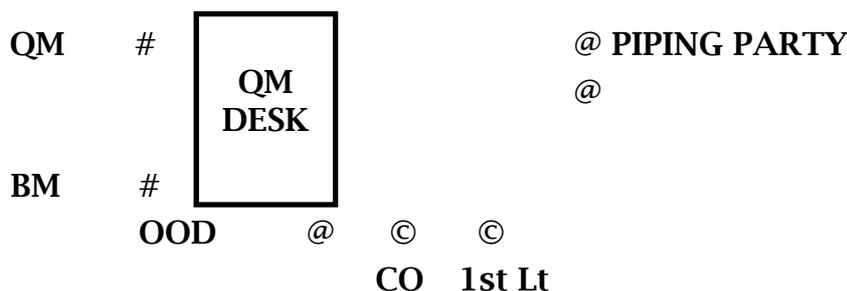
POWER OF COMMAND

- d. The Commanding Officer then steps forward to receive the VIP / Dignitary and asks them to sign the log. Once the log has been signed, the QM may ask to see some form of identification (Corps Officer). QM and BM must be ready to answer any questions asked.
 - e. After the formalities of signing the log, the Commanding Officer will escort the VIP/Dignitary to meet the Ships Officers, Senior Ratings and Committee. As this commences the OOD will order the remainder of the Ships Company to "STAND AT EASE".
 - f. As the VIP / Dignitary nears the end of an inspection or meeting of personnel, the next Squad are brought to Attention by the Squad Commander in readiness to receive the VIP/Dignitary for inspection of his/her squad.
6. PROCEDURE FOR SHIPS COMPANY, OOD AND COMMANDING OFFICER FOR DEPARTING VIP'S
- a. The VIP's / Dignitary, may at their discretion depart before the ceremony of Sunset. However, during the ships official formal inspection, the Inspecting Officer will witness the ceremonial for Sunset. (See paragraph 7, Flag Ceremonial, Colours and Sunset).
 - b. As the VIP's approach the gangway to depart, the OOD will call the Ships Company to "ATTENTION", and order "PIPES READY".
 - c. As the VIP's leave the ship, the OOD will order "PIPE THE SIDE", on the first note of the side being piped, the Commanding Officer, QM, BM and OOD only Salute.
 - d. Once the VIP's have left the gangway area and ship, the OOD will order "PIPES DOWN". The gangway staff and piping party return to the position of Attention. After a short pause, the OOD will stand the Ships Company "AT EASE". Paragraphs b, c, & d, are repeated if more than one VIP/Dignitary or Commanding Officers are departing.
 - e. The Commanding Officer will escort all VIP's to their vehicle.

POSITIONS ADOPTED FOR RECEIVING AND DEPARTING VIP'S/ DIGBITARIES AND COMMANDING OFFICERS.

There are many constraints, which may affect the way each unit set up the Quartermasters position, and the diagram is only a guideline.

GANGWAY



POWER OF COMMAND

Able Seaman First Class. Page 41.
Chapter 10. Section 4c.

The Cadet should be able to instruct a squad at novice standard. The Cadet should be able to demonstrate his/her ability to instruct and carry out duties Duty Petty Officer/ Colour Party Leader/ Leader of a Piping Party.

DUTIES AND RESPONSIBILITIES OF A LEADER

Emphasise:

5a

The important roles to be played by the Senior Cadet in the day to day operation of the Unit and the Instruction of Junior Rates below him/her.

DUTIES AND RESPONSIBILITIES OF A LEADER

Nautical Training Corps Rules and Regulations Discipline

Allegations Against Corps Members

Where allegations are made against any member (child or adult) of the Nautical Training Corps, their immediate superior must be informed and the person concerned immediately suspended from all Corps contact and activities.

The appropriate statutory authority and the Chief of Staff are to be informed by the immediate superior.

No internal NTC investigations are to take place.

Reinstatement or dismissal from the Corps is at the discretion of the Chief of Staff after the outcome of any statutory investigation

Corps Disciplinary Panels.

Unit Panel
Members
Commanding Officer First Lieutenant Chair of SMC
Ranks/Positions Covered:
Cadets to 3/O, SMC Members
Authority
Unit Disciplinary Procedure Complaints and Grievances

901 Rules Applicable to All Panels

Privacy for All Proceedings

Cadets, accused or witnesses must have a Registered Adult of the same gender present, who must not be related to the accused or any witnesses.

If any member of any Panel is related to the accused, then another Panel Member, non-related must be appointed.

Notes are to be made to present the case at any subsequent Panels.

902 Cadets Discipline

Any incident of misbehaviour requiring more than a reprimand is to be reported to the First Lieutenant, who will ascertain all the facts concerning the incident, decide if there is a case to answer.

DUTIES AND RESPONSIBILITIES OF A LEADER

No case to answer/ Not serious

If the First Lieutenant considers that there is no case to answer or that the incident is not serious to warrant formal punishment, they may dismiss the case, informally cautioning the Cadet over the incident or detailing immediate remedial action if considered necessary. The caution or remedial action is not to be recorded in the Cadet's records as a punishment.

A case to answer/Serious

Should the First Lieutenant consider that there is a case to answer and the incident warrants formal punishment, the punishment is awarded in line the following:

	Punishments	Authority to Punish
1	Formal Warning <i>A general caution as to future behaviour</i>	First Lieutenant, Second Officer or above
2	Formal Reprimand <i>An admonishment or "telling off"</i>	First Lieutenant, Second Officer or above
3	Loss of Good Conduct For specified period.	First Lieutenant, Second Officer or above
4	Loss of Good Conduct Badge Number of Badges Lost	First Lieutenant, Second Officer or above

If it is decided to award punishment beyond the First Lieutenants authority, the case is sent directly to the next higher authority, **The Unit Panel.**

903 The Unit Panel

- :> The First Lieutenant will give a full report of incident to the other members of the Panel.
- :> The Panel may call witnesses if the accused denies the charge or areas are unclear.
- :> In considering punishment, the defaulter's disciplinary and personal record is to be taken into account.
- :> Any incident of misbehaviour concerning Cadets of more than one Unit is to be investigated and dealt with jointly, as decided by the Panels of Units concerned.
- :> Before any punishment awarded by the Panel can come it to affect, the parents of the Cadet must be informed in writing or interviewed by a member of the Panel.

DUTIES AND RESPONSIBILITIES OF A LEADER

The following formal punishments may be awarded to a Cadet found guilty of
misbehaviour by the panel:

	Punishments	Authority to Punish
1	Stoppage of deck/Activity.	The Unit Panel

	Demotion	Authority to Punish
1	From Leading Cadet	The Unit Panel
2	From Leading Seaman	The Unit Panel
3	From Petty Officer Cadet	The Unit Panel
4	From Petty Officer	The Unit Panel

	Dismissal	Authority to Punish
1	Warning for Dismissal	The Unit Panel
2	Dismissal from Unit	The Unit Panel
3	Dismissal from the Corps	The Unit Panel

Rates Formal Punishments

The nature of the offence must be taken into account and punishment awarded must be appropriate - it must fit the crime.
Only then will it be effective as a means of correction.

Disciplinary Records

The First Lieutenant or delegated Officer is responsible for maintaining a record of all disciplinary offences, which result in the award of a formal punishment.

The First Lieutenant is to ensure that recorded offences are removed from Cadet's Defaulters record three months after the offence was committed.

The Duty Officer is responsible for ensuring that all incidents that lead to a Disciplinary Action are noted on the Deck Log.

DUTIES AND RESPONSIBILITIES OF A LEADER

Appeals

Where the parents of a Cadet who has been punished consider that justice has not been done or feel that the punishment is too severe, may appeal in writing to the Regional Commander.

The Regional Commander will form the Regional Panel and receive a full report from the Unit Panel.

In all Cadet disciplinary matters the Regional Panels decision will be final.

A full report of the Appeal Panels decision must be given to the Cadets Parents.

DUTIES AND RESPONSIBILITIES OF A LEADER

Able Seaman First Class. Page 47.
Chapter 10. Section 5c. 5d.

Emphasise:

5C

The importance to provide and example at all time, and to encourage the younger Cadet.

5d

To demonstrate that he/she will be a responsible Petty Officer Cadet.

THE ORGANISATION OF A UNIT

The Commanding Officer.

The Officer in charge of a Ship.

Will normally hold the uniform rank of First Officer, but if also appointed as Deputy Regional Commander, will hold the rank of Chief Officer.

The Commanding Officer will be appointed by the Regional Commander.

The Commanding Officer is directly responsible to the Regional Commander for the well-being of a defined Ship of the Corps.

Responsibility.

Ship Organisation. Administration. Recruitment and enrolment of Ratings and Adult Instructors.

Ship promotions, demotions, appointments and transfers up to and including Second Officer.

Ship discipline and complaints. Correspondence and communication.

Ship material support. Ship training.

To inspect at appropriate intervals, the ship, its assets, compliment of Officers and Ratings, activities and divisions to ensure that the defined operational standards for a Ship are met.

To regularly attend meetings of as required.

Authority.

Over all Ratings, Instructors, Subordinate Officers, Committee Members and Adult Helpers who are part of the Ship, in their actions and dealings with youth members of the Ship.

Over all Adults, whether or not they are Registered Members of the Corps, in matters concerning Ship's uniformed business.

To liaise with any individuals, groups or agencies to assist the Ship's business.

To suspend pending an enquiry, any Rating, Subordinate Officer, Committee Member or Adult Helper who is part of the Ship, where the well-being of youth members of the Ship are believed to be threatened.

THE ORGANISATION OF A UNIT

The Executive Officer.

The Executive Officer of a Ship will be known as 'The First Lieutenant' and will normally hold the uniform rank of Second Officer.

Appointed by the Commanding Officer, with the approval of the Regional Commander before the appointment being confirmed.

The First Lieutenant is directly responsible to the Commanding Officer for the well-being of a defined Ship of the Corps.

Responsibility.

Ship Organisation. Administration. Recruitment and enrolment of Ratings and Adult Instructors.

Ship promotions, demotions, appointments and transfers up to and including Third Officer.

Ship discipline and complaints. Ship material support. Ship training.

To inspect at appropriate intervals, the ship, its assets, compliment of Officers and Ratings, activities and divisions to ensure that the defined operational standards for a Ship are met.

To regularly attend meetings as is required.

To chair the Ships Officers Committee (SOC).

Authority.

Over all Ratings, Instructors, Subordinate Officers, Committee Members and Adult Helpers who are part of the Ship in their actions and dealings with youth members of the Ship.

Over all Adults, whether or not they are Registered Members of the Corps, in matters concerning Ship's uniformed business.

To enquire into the behaviour of, Rating, Subordinate Officer, Committee Member or Adult Helper who are part of the Ship, from time to time, where the well-being of the Ship or youth members of the charity are believed to be threatened.

To act for the CO on behalf of the Ship in the CO's absence.

THE ORGANISATION OF A UNIT

Divisional Officer

For administrative purposes a Ship is divided into divisions, each division is commanded by an Officer who will be known as 'The Divisional Officer' and will normally hold the uniform rank of Third Officer.

Divisional Officers will be appointed by the Commanding Officer.

The divisional officer is directly responsible to the First Lieutenant for the well-being of a defined Division of the Ship, its Ratings and Officers.

Responsibility.

Divisional Organisation. Divisional Administration.

Divisional promotions, demotions, appointments and transfers up to and including Fourth Officer.

Divisional discipline and complaints. Divisional material support. Divisional training.

To inspect at appropriate intervals, the Division, its compliment of Officers and Ratings and activities to ensure that the defined operational standards for a Ship are met.

To regularly attend meetings of the Ships Officers Committee and other meetings as appropriate at Ship, Region or National level.

Authority.

Over all Ratings, Instructors, Subordinate Officers, Committee Members and Adult Helpers who are part of the Division, from time to time, in their actions and dealings with youth members of the Charity.

Over all Adults, whether or not they are Registered Members of the Corps, in matters concerning the Division's uniformed business.

To enquire into the behaviour of any Rating, Subordinate Officer or Adult Helper who are part of the Division, where the well-being of the Division or youth members of the Ship are believed to be threatened.

The senior Third Officer present is to act for the First Lieutenant in the First Lieutenants absence.

THE ORGANISATION OF A UNIT

Watch Officer

For administrative purposes a Ship is also divided into watches, each watch is commanded by an Officer who will be known as 'The Watch Officer' and will normally hold the uniform rank of Fourth Officer. Watch Officers will be appointed by the Commanding Officer, the watch officer is directly responsible to the First Lieutenant for the well-being of a defined watch of the Ship, its Ratings and Officers.

Responsibility.

Watch Organisation. Watch Administration.

Watch promotions, demotions, appointments and transfers up to and including Fourth Officer.

Watch discipline and complaints. Watch material support. Watch training.

To inspect at appropriate intervals, the Division, its assets, compliment of Officers and Ratings and activities to ensure that the defined operational standards for a Ship are met.

To regularly attend meetings of the Ships Officers Committee and other meetings as appropriate at Ship, Region or National level.

Authority.

Over all Ratings, Instructors, Subordinate Officers, Committee Members and Adult Helpers who are part of the Watch, from time to time, in their actions and dealings with young members of the Charity.

Over all Adults, whether or not they are Registered Members of the Corps, in matters concerning the Watch's uniformed business.

To enquire into the behaviour of, any Rating, Subordinate Officer or Adult Helper who is part of the Watch, from time to time, where the well-being of the Watch or youth members of the charity are believed to be threatened.

THE ORGANISATION OF A UNIT

Other uniformed staff

Other uniformed staff are; Registered Instructors, Chief Petty Officers and Fourth Officers, all of whom are directly responsible to the First Lieutenant.

These Adults exercise responsibilities and/or authorities defined by the First Lieutenant from time to time and carry out their duties which the First Lieutenant will delegate.

Civilian Instructors

A Civilian Instructor is an adult who is not a member of the Corps but who, with the approval of the Commanding Officer or Senior Officer, provides specialist assistance or instruction for a unit of the Corps. A Civilian Instructor will be accompanied by a uniformed adult member of the Corps when dealing with youth Members.

Junior Rates Organisation

For purposes of administration, ceremonial, discipline and training the Ships compliment of Junior Rates will be organized into the following groupings.

Divisions.

Maintop	13 to 18 years	Junior Rates will normally be organized into mixed peer groups each named after parts of a ship, Maintop, Foretop, Forecastle, Quarter-deck, etc, thus:
Forecastle	10 to 12 years	
Foretop	8 to 9 years	
New Entrants		

Watches

The Ships compliment of Junior Rates is split into equal parts each containing the same number of boys and girls, with a similar spread of both age skills, thus:

Two watch system	Port and Starboard
Four watch system	Parts 1 and 2 of Port and Starboard
Three watch system	Red, White and Blue
Six watch system	Parts 1 and 2 of Red, White and Blue

THE ORGANISATION OF A UNIT

Junior Rates and Authorities Leadership Rates

Leading Cadet.

Leading Seaman.

Petty Officer Cadet.

Petty Officer.

Responsibility and Authority.

The Rates shall exercise Ship wide levels of responsibility and authority as defined by the First Lieutenant.

Junior Leadership Rates

Junior leadership rates carry Ship wide authority and are promoted by a Commanding Officer as required.

Leading Seaman are to be appointed Watch and/or Divisional Leaders,
One per Watch.

Leading Cadet are to be appointed Watch and/or Divisional Leaders or Assistant Leaders. One per watch, but two per watch where a watch consists of 12 or more ratings below Leading Cadet.

Where insufficient Leading Seamen and Leading Cadet are available for all Watch and Divisions, Able Seaman and suitable Ordinary Seaman 1st Class are to be appointed.

Senior Rates

There are two senior rates, Petty Officer Cadet and Petty Officer.

There is no limit on the number of Petty Officer Cadet and Petty Officer on a Unit.

Uniformed Operations

All aspects of uniformed operations of a ship shall be administered, managed and supervised by the Officer in charge and a staff of uniformed adult members of the Corps appointed as Corps Registered Uniformed Members.

THE ORGANISATION OF A UNIT

Ships Officers Committee

The uniformed staff with the exception of the Commanding Officer shall form a Ships Officers Committee (SOC) under the chairmanship of the First Lieutenant.

The SOC shall advise the CO on all aspects of, uniformed activities, training programme content, Rating promotions, appointments, welfare and awards, training equipment requirements, ships standing orders and other matters as appropriate.

The Ships Officers Committee shall hold at least four ordinary meetings a year.

A special meeting may be called at any time by the 1st Lt or by any two members of the SOC upon not less than 7 days notice being given to the other members of the SOC of the matters to be discussed.

Every matter shall be determined by majority of votes of the SOC present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.

The SOC shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the SOC and any sub-committee.

The SOC may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and custody of documents. No rule may be made which is inconsistent with the constitution of The Nautical Training Corps.

The SOC may appoint one or more sub-committees from amongst its members for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the SOC would be more conveniently undertaken or carried out by a sub-committee; provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the SOC.

THE ORGANISATION OF A UNIT

Ships Standing Orders

The Commanding Officer shall draw up and authorise for issue a set of 'Standing Orders' for the Ship. These orders shall be in three parts and in principle should provide the data so that all members of the Ships Compliment can know what is expected of them and what they can expect of the Ship and the Corps.

The Ships Standing Orders. Shall contain but not be limited to:

Form of address which members of the Ships compliment non-uniform and uniformed, adult and young person will use when greeting or talking to each other on Corps occasions and on non Corps occasions.

Standards of dress to be observed on defined Corps occasions and non Corps occasions.

Timetables for the regular meetings of the Ships compliment or parts thereof.

Ships punishment and reward structure, Requestman and defaulters procedures.

Duty Watch Officers duties. Duty Watch duties.

Responsibilities of special duty adults (tuck, bandmaster, etc.).

Responsibilities of special duty Junior Rates (Regulating Petty Officer, etc.).

Ships activities programme.

How the Ships Log will be made up.

Definition of CO's, 1st Lt's and Duty Officers Rounds.

Record keeping definitions.

Emergency procedures.

Definition of the content of Duty Orders and Routine Orders.

THE ORGANISATION OF A UNIT

Ships Management Committee

All non uniform aspects of a ship and its property shall be administered and managed in accordance with the charity constitution by the registered members of the Ships Management Committee, properly constituted as a sub-committee of the National Council.

1. Chairman, Secretary and Treasurer

At the annual general meeting of the Ship the adult members and the parents or guardians of youth members shall elect from amongst themselves or from present; a Chairman, a Secretary and a Treasurer, who shall hold office from the conclusion of that meeting.

2. Ships Management Committee Members

The Ships Management Committee shall consist of nine members being: The Chairman, a Secretary and a Treasurer and:

3 members elected at the annual general meeting.

Two ex-officio members appointed as Commanding Officer and First Lieutenant.

One ex-officio uniformed member nominated by the Ship's Officers Committee.

3. Units Census Inventory Responsibilities

The Annual Inventory will show all the equipment held by the Unit.

It is the responsibility of the Commanding Officer and Chair of the Ships Management Committee to see that the Annual Inventory is kept up to date.

The Commanding Officer and Chair of the Ships Management Committee are responsible for all items on the Inventory and in the event of the Unit closing; they are responsible for seeing that all items are distributed as defined by the Regional Commander.

All monies, equipment, papers, documents, records and correspondence held in the name of the Corps at any level and by any individual is the property of the Corps.

No person has the power to sale, exchange, donate or dispose of Corps property or equipment, without the permission of the National Council, through the Regional Commander or directly through the National Council.

Legal action will be taken against any non member or registered member who disposes of any Corps property or equipment, without the permission of the National Council.

4. Annual Census Form

All Units and Committees are to keep a copy of this form that can be obtained from NHQ.

All Units and other Committees are to have their AGM, Accounts Audited and return the completed Census form to their Regional Commander (Units), NHQ (Other Committees) by the 30 June each year.

All parts of the Form Must be Completed or marked "N/A" if applicable to the Committee.

THE ORGANISATION OF A UNIT

MAY	Ships AGM held. Accounts Audited and Census Form Completed
JUNE	30th June. Census form returned to Regional Commander

Annual General Meeting

There shall be an annual general meeting of the ship which shall be held in the month of May each year. All adult members of the Corps serving in the ship, the parents or guardians of all youth members serving in the ship and serving members of the Ships Management Committee shall be entitled to attend and vote at the meeting.

Nominations for election to the Ships Management Committee must be made by adult members of the ship, the parents or guardians of youth members of the ship or serving members of the Ships.

Procedure at General Meetings.

The secretary or other person specially appointed by the Ships Management Committee shall keep a full record of proceedings at every general meeting of the ship.

There shall be a quorum when at least one tenth of the number of adult members or parents or guardians of youth members of the ship are present.

General Rules applicable to all Corps Management Committees

Elected Membership of Corps Committees

Nobody shall be appointed or elected as a member of a Management Committee who is under 18.

Nobody shall be elected as a member of the Ships Management Committee who already holds an appointment as a Corps Registered Uniformed Member, except in an ex-officio capacity.

No person shall be entitled to act as a member of Management Committee until after signing the Form "Committee Members Declaration." This form is to be retained with the Committees Minutes Book.

Registration of Elected Committee Member

All Elected Members of Committees must register as Corps Members.

Co-opted Members

Committees will not appoint more than two co-opted members to any Committee.

A co-opted member of a SMC may not hold appointment as a Corps uniformed member. Each appointment of a co-opted member shall be made at a meeting of the Committee and shall take effect from the end of that meeting unless the appointment is to fill a place which has not been vacated in which case the appointment shall run from the date when the post becomes vacant.

THE ORGANISATION OF A UNIT

Term of Office

All elected members of the Committee shall retire from office at the annual general meeting at which their term expires but they may be re-appointed.

The Chairman (except appointed by the National Council), Secretary and Treasurer shall serve a term of office of three years. The chairman, secretary and treasurer elected at the annual general meeting at which these Rules first apply however shall serve the following modified terms of office:

Chairman	Three Years
Treasurer	Two Years
Secretary	One Years

The members elected at the annual general meeting at which these Rules first apply however shall serve the following modified terms of office:

First Elected Member	Three Years
Second Elected Member	Two Years
Third Elected Member	One Year
Co-opted members	One Year

The proceedings of the Committee shall not be invalidated by any vacancy among their numbers or by any failure to appoint or any defect in the appointment or qualification of a member.

Determination of Membership of Ships Management Committee

A member of the Committee shall cease to hold office if he or she:

Is disqualified from acting as a member of the Committee by virtue of the Charities Act.

Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs.

Is absent without the permission of the Committee from all their meetings held within a period of six months and the National Council or their Officers resolve that his or her office be vacated.

THE ORGANISATION OF A UNIT

Resignation

Notice shall be given to the Committee should a member demonstrate a wish to resign (but only if at least three members of the Committee will remain in office when the notice of resignation is to take effect) or is appointed as a Corps registered uniformed member, except in an ex-officio capacity.

Committee Members Declaration Not To Be Personally Interested

No member of the Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Committee) in any contract entered into by the Committee.

Meetings and Proceedings of The Committee

The Committee shall hold at least four ordinary meetings a year. A special meeting may be called at any time by the chairman or by any two members of the Committee with not less than 7 days notice being given to the other members of the Committee of the matters to be discussed.

The Chairman shall act as chairman at meetings of the Committee. If the Chairman and Vice Chairman are absent from any meeting, the members of the Committee present shall choose one of their number as chairman for that meeting before any business is Transacted.

Every matter shall be determined by majority of votes of the Committee Members present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.

The Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Committee and any sub-committee.

The Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and custody of documents. No rule may be made which is inconsistent with the charity constitution or this paragraph.

The Committee may appoint one or more sub-committees consisting of one or more members of the Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Committee would be more conveniently undertaken or carried out subcommittee; provided that all acts and proceedings of any such sub-committees shall be by a fully and promptly reported to the Committee.

THE ORGANISATION OF A UNIT

Annual General Meeting

There shall be an annual general meeting of all Committees each year, which shall be held in the month as defined by the National Council.

The Committee shall present to each annual general meeting the report and accounts for the preceding year.

Nominations for election to the Committee must be made by adult members in writing and must be in the hands of the secretary of the Committee at least 14 days before the annual general meeting.

Should nominations exceed vacancies, election shall be by ballot.

Secretary and Treasurer

In exceptional circumstances and with the approval of the CoS the Regional Commander may combine the posts of Secretary and Treasurer or authorise the Treasurer to be selected from a Uniformed member of the Corps.

Identity Cards

NTC Identity Cards are issued to all Registered Adult members of the Corps e.g. Chief Petty Officers, Registered Instructors, Warranted Officers and Registered Committee Members.

New Identity Cards will be issued to uniformed members by the Commanding Officer or Senior Officer and to Registered Committee by the Chairperson of the Committee, to whom requests should be made..

Forms of Registration for new Registered Members and for Promotion to CPO are to be accompanied by two passport size photographs.

The ID Card is to show the holders position as "A Registered Adult member of the Nautical Training Corps" and the expiry date is to be shown as the holders 65th birthday for Uniformed members.

Reissues after the holders 65th birthday (uniformed members) will be at the annual discretion of the Chief of Staff.

ID Cards should be reissued in the event of a significant and permanent change in the facial features of the holder or for change of name.

The loss of an identity card is to be reported immediately to National Headquarters through the Regional Chief Staff Officer.

THE ORGANISATION OF A UNIT

6c.

The funding and expenditure of the Unit.

Arrange for the Chairman and Treasurer of the Ships Management Committee to come and talk to the Cadets explaining the Funding and Expenditure of your Unit.

A fund raising or Parents and Friend Association can be set up on your Unit. A Lay Member or Co-opted member must sit on the Ships Management Committee. Arrange for the Chairman of the Ships Management Committee to discuss this with the Cadets

6d.

The duties of the Administration and Training Office, spending time with each department.

THE ORGANISATION OF A UNIT

Nautical Training Corps Rules and Regulations Promotion/Awards/Transfers

Rates Line of Promotion

To Leading Cadet (LC)

Ordinary Seaman 2nd Class.

Recommended CTI grade achieved. Age 12.

Recommended by Divisional Officer (DO) Promoted by Commanding Officer (CO).

On promotion appointed Watch and/or Divisional Leader or Assistant.

To Leading Seaman (LS)

Ordinary Seaman 1st Class, Leading Seaman Course.

Recommended CTI grade achieved. Age 13, 6 months as Leading Cadet.

Recommended by DO. Promoted by CO.

On promotion appointed Watch and/or Divisional Leader.

To Petty Officer Cadet (POC)

Able Seaman 1st Class, Recommended CTI grade achieved. Age 15.

Recommended by Divisional Officer. Promoted by Commanding Officer.

On promotion Registration Form to Regional Commander.

Regional Training Officer informed.

Issued with Assessment Book by Regional Training Officer.

Interviewed by Commanding Officer and Regional Training Officer to outline
Personal Development Plan.

Appointed Watch and/or Divisional PO or Assistant.

To Petty Officer (PO)

Petty Officer Cadet.

Able Seaman 1st Class, Age 16, 6 months as POC.

Complete Petty Officer Assessment Book.

Recommended by CO. Promoted by Assessment Board.

Development review by Assessment Board.

Promotion Form to Regional Commander. Regional Training Officer informed.

THE ORGANISATION OF A UNIT

To Chief Petty Officer (CPO)

Petty Officer. Age 18.

Promotion and Adult Registration Form to Regional Commander. Warrant Board.

Police Check Procedure. Promoted to Chief Petty Officer, by Regional Commander.

Regional Training Officer informed.

Issued Corps Adult Joining Manual and Assessment Book.

Review of Personal Development Plan by Commanding Officer, Regional Training Officer.

Within 1 years of promotion must have completed Introductory Training Course and Adult Assessment Book.

To Third Officer (3/O)

Chief Petty Officer Age 21.

Promotion Form to Regional Commander.

Police Check Procedure (if not already done.)

Promoted to Third Officer by Regional Commander.

Regional Training Officer Informed.

Must have attended the Advancement Training Course before promotion to 3/O.

New Personal Development Plan (Commanding Officer and Regional Training Officer).

THE ORGANISATION OF A UNIT

Junior Instructor age 16 and 17 Line of Promotion

Junior Instructor (JI)

A young person between the ages of 16 and 17 may be entered into the Corps as a Junior Instructor if considered suitable by a CO.

Registration Form to Regional Commander.

Uniform as for a Registered Instructor, with red shoulder flashes and Rates Cap.

During First Year of Service. Instruction in essential elements of the Corps Training, self study or individual instruction.

Issued with Petty Officers Assessment Book by Regional Training Officer

Interviewed by Commanding Officer and Regional Training Officer to outline

Personal Development Plan

On reaching age 18 must assume an adult role and will attend a Warrant Board for appointment as a Chief Petty Officer or Registered Instructor, as recommended by the Board.

To Chief Petty Officer (CPO)

Junior Instructor. Age 18.

Promotion and Adult Registration Form to Regional Commander.

Warrant Board.

Promoted to Chief Petty Officer by Regional Commander.

Police Check Procedure.

Regional Training Officer informed.

Review of Personal Development Plan by Commanding Officer, Regional Training Officer.

Corps Adult Joining Manual and Assessment Book issued.

Within 1 years of promotion must have completed Introductory Training Course and Adult Assessment Book.

THE ORGANISATION OF A UNIT

Promotion Adults

Promotion for all uniformed adult members is via Criminal Records Bureau Check, age, recommendation and completion of all relevant Training courses.

Promotions and Appointments

All promotions and appointments in the Corps shall in the first instance be classed as "Acting" and will only become substantive after a probationary period set by the Regional Commander or Senior Officer or the Training Course/Assessment Book/Police Check completion requirement.

The probationary period may be extended where necessary and in any case should not end until the candidate has demonstrated beyond doubt their ability to carry out the duties of the appointment satisfactorily.

During the probationary period the candidate will hold the rank or appointment of their promotion or appointment. The holder will be entitled to wear the uniform and badges associated with that rank.

In exceptional circumstances the Chief of Staff may authorise the waiving of this probationary period for a candidate that is not an officer, provided the Senior Officer recommends the promotion.

Acting Ranks. As training is completed the candidates substantive rank should be progressively moved until it reaches the rank held. This system is based on Training Completed, Experience and Age Requirement, and not on time in the Rank.

THE ORGANISATION OF A UNIT

Adult Line of Promotion:

To Registered Instructor (RI)

Age 18 or Over.

Adult Registration Procedure.

Police Check Procedure.

Regional Training Officer informed.

Corps Adult Joining Manual and Assessment Book issued.

Within 1 years of appointment must have completed Introductory Training Course and Adult Assessment Book.

To Fourth Officer.

Age 21 or over, 1 Year as RI,

Promotion Form to Regional Commander.

Police Check Procedure (if not already done).

Warrant Board.

Recommended and promoted by Warrant Board.

Adult Members Assessment Book to be assessed by Warrant Board.

To Third Officer (3/O).

Fourth Officer Age 21.

Promotion Form to Regional Commander.

Police Check Procedure (if not already done.)

Promoted to Third Officer by Regional Commander.

Regional Training Officer Informed.

New Personal Development Plan (Commanding Officer and Regional Training Officer).

To Second Officer and First Lieutenant.

Age 21 or over.

Recommended by Commanding Officer.

Promotion Form to Regional Commander.

Police Check Procedure (if not already done).

Promoted by Regional Commander.

Regional Training Officer Informed

Advanced Course to be completed not more than 12 months before appointment or not longer than 12 months after appointment.

THE ORGANISATION OF A UNIT

To First Officer, and Commanding Officer,

Age 21 or over.

Promotion Form to Regional Commander.

Police Check Procedure (if not already done).

Promoted by Regional Commander.

Promotion Form from the Regional Commander.

Regional Training Officer Informed.

Advanced Course to be completed not more than 12 months before appointment or not longer than 12 months after appointment.

To Chief Officer

Officers Promoted to or offered promotion to Chief Officer.

Police Check Procedure (if not already done).

Advanced Course to be completed not more than 12 months before appointment or not longer than 12 months after appointment.

To Commander

Appointment to Commander by the Chief of Staff.

Police Check Procedure (if not already done.)

Advanced Course to be completed not more than 12 months before appointment or not longer than 12 months after appointment.

Promotions and Appointments

All adult registered uniformed members may apply to their senior officer for any ranks, appointments and/or posts which they believe themselves to be qualified to fill.

Promotional Courses Rules

Promotional Courses rules and requirements will be issued by the Adult Training Director through the Regional Commanders and Regional Training Officers.

THE ORGANISATION OF A UNIT

Assessment, Warrant and Review Boards.

Application for Assessment and Warrant Boards are to be made through the Regional CSO.

All Assessment and Warrant Boards are to be held within the applicants Region.

Assessments Boards:

For the rank of Petty Officers, and Junior Instructor.

Corps Assessment Boards Member:

Board Chair, Regional CSO or Nominated SSO

One Regional Commanding Officer

Regional Training Officer

Candidates own Commanding Officer or 1st Lieutenant

Warrant Boards:

For the ranks of Chief Petty Officer and Registered Instructor.

Corps Warrant Board Members:

Board Chair NHQ Flag Officer or Regional CSO

Regional CSO

One Commanding Officer

Regional Training Officer

Candidates own Commanding Officer or 1st Lieutenant

Honours & Awards

Gallantry Medal

Awarded to NTC personnel for acts of bravery under circumstances of grave or considerable risk or for the display of fortitude.

Meritorious Silver Medal

Awarded for meritorious service to the Corps.

Long Service Medal

Awarded after 10 years good service to the Corps. Bar awarded after 15 years and every subsequent 5 years.

Companion of the Corps

Awarded for outstanding service to the Corps by persons who are not Registered members of the Corps, but to individuals, a public officer or companies who have contributed to the Corps well-being. Companion of the Corps is an honorary title and it does not carry membership of the Corps nor any executive authority.

THE ORGANISATION OF A UNIT

Officers Regular Reviews

The Regional Commander, along with the Regional Training Officer will review all Officers progress on a regular basis. Reviews may be carried out on or off the unit, with as many Officers interviewed individually as time allows, but the aim must be to avoid disruption to Deck Nights. For all reviews of 3/O and below, the Commanding Officers must be invited to attend.

Personal Development Plans

All Officers and Cadets from Acting Petty Officer onwards must have knowledge of courses to attend, activities to undertake and an understanding of the subjects the Corps can offer through the Regional and National Training facilities for the benefit of all Officers and Cadets.

Child Protection Training Courses

All Registered Corps Adult Members are required to attend a Child Protection Course every Three years (maximum). Courses run by other organizations or employment courses will be accepted, with prove of attendance. Each Unit and Region must keep a register of courses attended and re-training dates for each member.

Promotion/Demotion/Transfer/Awards Forms

Application for Promotion/Demotion/Transfer/Awards

This form brings together applications to NHQ for Promotion/Demotion/Transfer/Awards. This form can only be used for one application.

All Promotional, Demotions, Transfers and Awards Requirements can be found in the Corps Rules and Regulations.

Procedure for Promotions

The Commanding Officer will complete the Promotion information on the form.

This form when completed will be sent to the Regional Commander by the Commanding Officer.

The Regional Commander will record the information and will send the form to NHQ.

Only if:

- a. Training is completed
- b. Warrant Board or Assessment Board completed will the Nominee be Promote.

Procedure for Transfer

The applicant completes the Transfer information (if a Cadet this can be done by an adult)

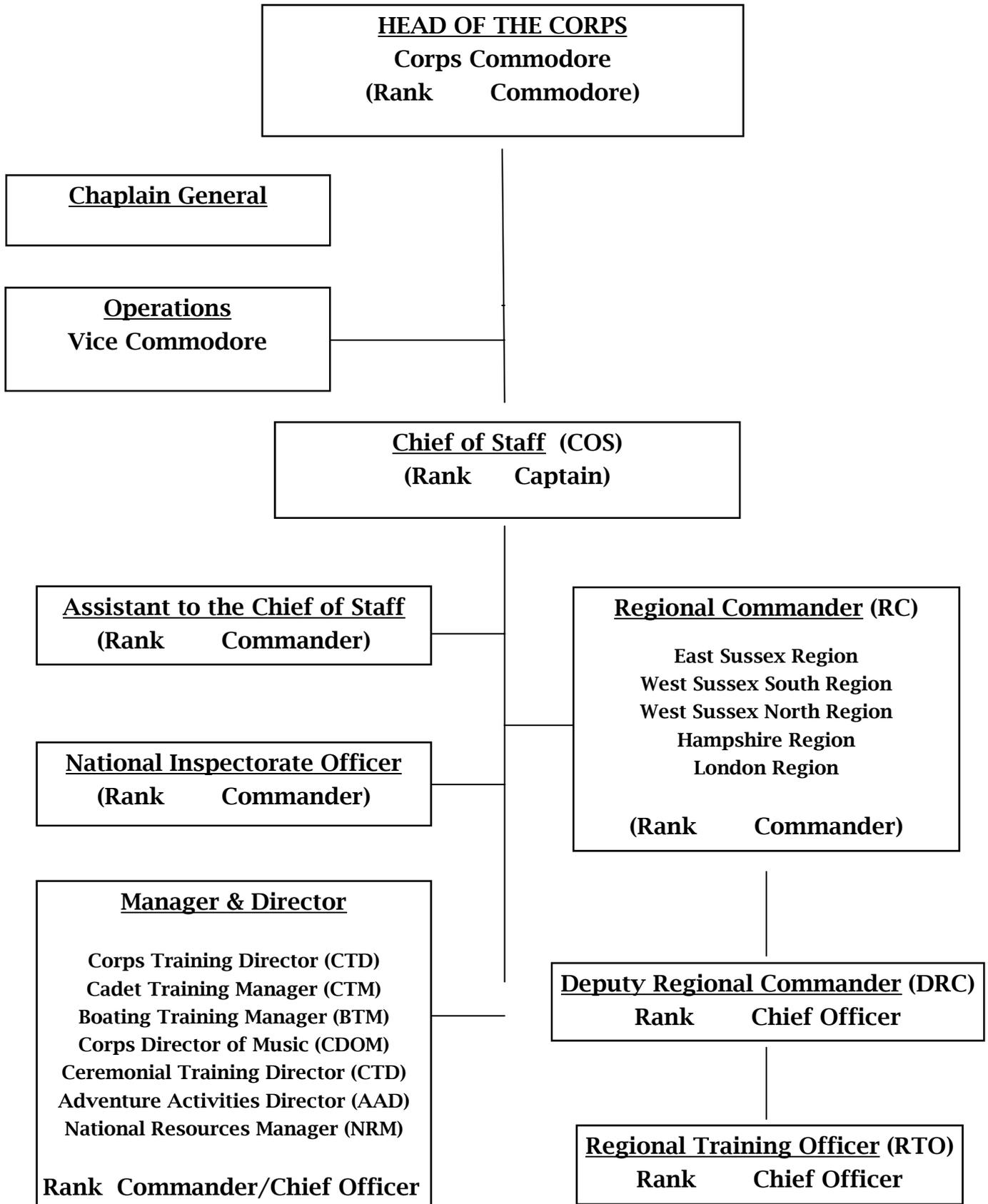
The form is given to the CO of the current Unit who if consents, signs the form and sends the form to the CO of the proposed transfer Unit.

All records are transferred with the applicant.

For Adult Transfers, the Regional Commander must also sign the form and NHQ is informed. The same procedure applies to all Transfers, Unit, Regional, Departments and NHQ.

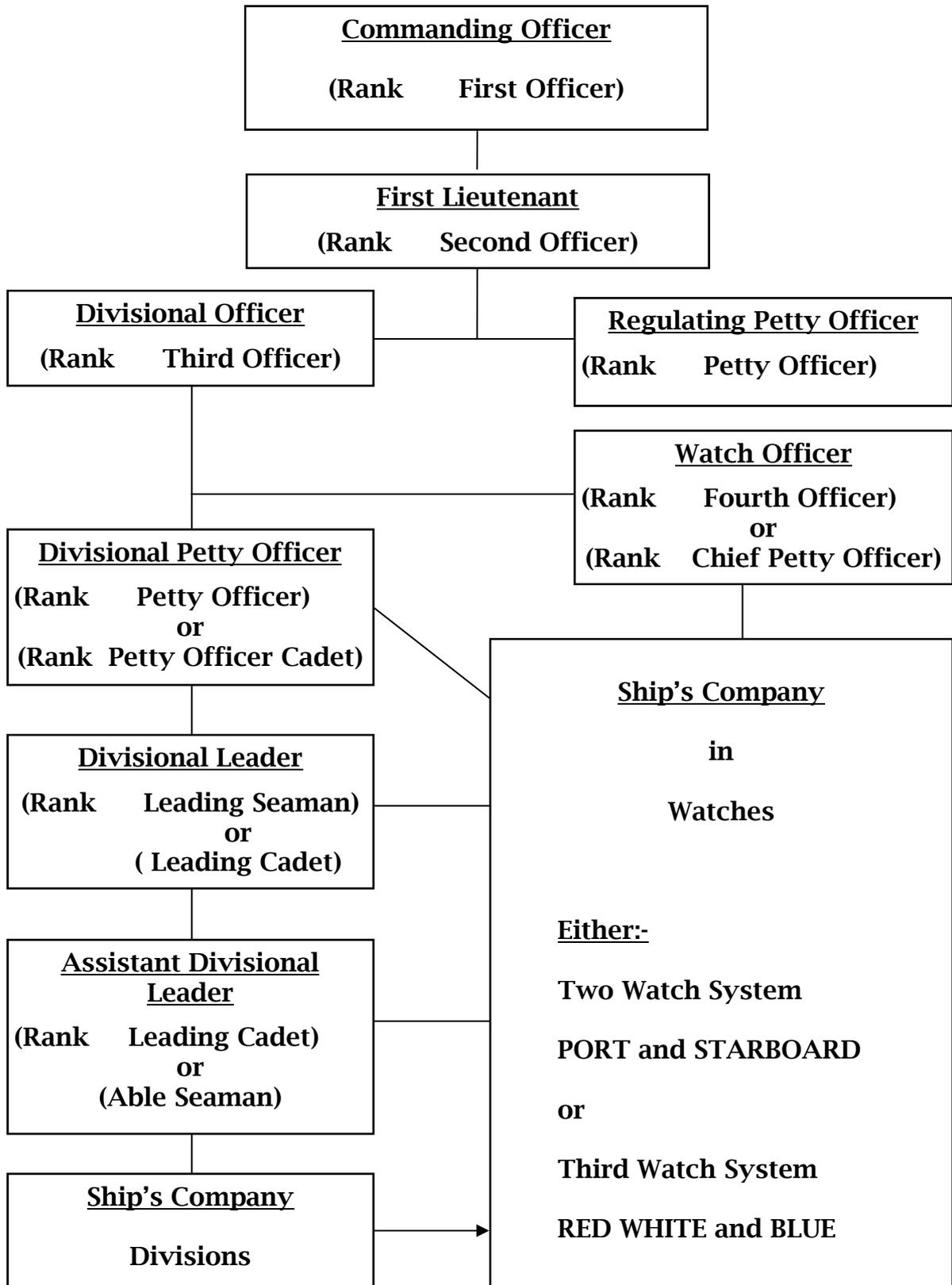
THE ORGANISATION OF A UNIT

Corps Unit Command Structure



THE ORGANISATION OF A UNIT

Corps/Unit Command Structure



N.B.
Only one Division (age group) of the Ship's Company is shown on the above illustration.

Explain your own Unit's Divisional and Watch Organisation to the class.

INSTRUCTIONAL TECHNIQUE PART 2

7a The structure of a practical lesson

In many ways the structure of a practical lesson is similar to that of a theory lesson described in Part 1. However there are some tools that can be used in practical sessions to make it easier to get the subject matter across and to ensure that it has been understood.

The structure is as follows:-

i. Introduction

As with a theory lesson, the introduction will set the level for the entire session, so this is the point where you need to be enthusiastic and make sure that the cadets are motivated and keen to learn

Make sure you clearly explain the subject matter, and what the aims and objectives of the lesson are for the cadets and what they are expected to have learnt by the end of the session.

Explain that it is a practical session, and that they will need to listen first, before trying the new skills for themselves.

Remember that it can be more difficult to keep control of a practical session.

ii. Development

Again the development stage is the part where the message is delivered. If applicable, the lesson should be broken up into smaller sections to make it easier for cadets to learn, but in a practical lesson there may be different training methods that are applicable to each section.

Always follow these steps when delivering a practical lesson, and in cases where you are breaking the lesson down into smaller sections, then follow the steps for each section.

Explanation

Firstly explain the new skill that you are going to cover in this session, and the reasons for learning them.

Use this point to motivate the cadets and renew their enthusiasm.

INSTRUCTIONAL TECHNIQUE PART 2

Demonstration

You should always demonstrate a new skill yourself first, or where appropriate use a senior cadet to demonstrate for you.

This is a point where it is vital that you maintain control. Again reiterate that the class need to observe first, so that you can explain the skill fully before they try for themselves.

Imitation

Get the cadets to try the new skill for themselves

Depending on the subject, this may be something that they all try at once, or in small groups at a time.

If applicable, the skill may be broken down into a series of steps that can be learnt individually and then put together once each one has been mastered.

Practice

Make sure you allow time for the new skill to be practiced before moving on to a new skill, particularly be aware of the cadets that may be taking a little longer to grasp the skill you are working on

iii. Consolidation

Refer back to the objectives laid out in the introduction and ensure that these have been covered.

With a practical session it is much easier to see that the cadets have understood the class subject, but still leave time for questions to give cadets a chance to raise any points that they may not have fully understood.

7b. Question technique

iv. The importance of using questions

Questions can be a useful tool at various stages of the lesson, and for different reasons:-

In the introduction stage, questions can help to:

- Stimulate interest in the subject.
- Revise previous lessons on the subject.
- Help you gauge the knowledge, and where to set the level of the lesson.

INSTRUCTIONAL TECHNIQUE PART 2

In the Development stage:-

- Maintain interest or regain control of the class
- Help to highlight the key points of the subject
- Check progress of individual cadets
- Ensure that the intended message is getting across

In the consolidation stage:-

- Confirm that the subject has been understood
- Ensure key points have been taken in
- Ensure that all cadets have reached their expected level of learning

v. How to phrase questions

Avoid closed questions, i.e. where the answer can be just Yes or no.

Where possible use open questions, i.e. a question that encourages an explanation.

Use interrogative type questions:

Who, What, Why, Where, When, Which, How ?

vi. How to pose questions

Ensure that the questions are always asked in a fair way and never use a question to put down a cadet.

The correct way to deliver an effective question is:

- Pose – Ask the question to the whole group
- Pause – Give them a chance to search for the answer
- Pounce – Nominate a cadet to provide the answer
- Praise – Always give positive feedback

Not every answer will be correct, a wrong answer should be still treated positively, try rephrasing the question to the same cadet, if they still have a problem finding the right answer then redirect to another cadet.

Give all cadets a fair chance of answering the questions

The Quiet Ones – Reluctant to answer questions, this may be a sign that they are struggling with the subject. Continue to encourage them to participate with the use of suitable questions, this will improve their knowledge and also their confidence.

INSTRUCTIONAL TECHNIQUE PART 2

The Know it all - Sometimes the cadet will simply be a fast learner, and pick up a new subject very quickly, although sometimes they may be overconfident, and this can lead to them switching off, because they think they already know. Careful use of questions can help you to gauge their true understanding of the subject, whilst maintaining their enthusiasm.

The Talker - You will always get a cadet that wants to give his life story in his answer, and also those that want to distract the class by talking about things that are irrelevant to the subject. Use questions to bring them back onto the subject, and with concise answers, whilst keeping them motivated.

vii. How to deal with questions

Questions should be a two way process, but when asked by a student there are a number ways they can be handled.

You should always answer a question when asked, but never invent an answer if you don't know. It is better to say you don't know but will find out.

If possible, turn the question back to the cadet, perhaps by rephrasing it, this will encourage them to think for themselves and may also improve their confidence.

Similarly the question could be opened up to the whole class, this may also give you a bit of thinking time if needed.

7c. Barriers to learning

There are a number of things that can stop a class from running smoothly, some need to be considered in the planning stage and others need to be dealt with as you are teaching.

viii. Distractions

The biggest cause of distraction to a lesson is one or more cadets become disruptive and stopping others from learning. In most cases this can be put down to boredom, always try and use motivation and enthusiasm as well as the tips on using questions as tools to get them back on track, and regaining control of the class.

Always use constructive methods to bring the cadets back in line, if this is unsuccessful then use preventative methods, such as moving cadets, eye contact or pauses in your speaking to assert your authority.

If both of the above are not successful, then you should deal with the situation as with any other discipline problem, but always explain to the cadet what the problem is, and give them a chance to respond. Never discipline a cadet in front of the rest of the class, and never display anger.

INSTRUCTIONAL TECHNIQUE PART 2

Other distractions may come from outside of your group, for example a class doing practical activities close by can easily become more interesting to your group of cadets, always try and locate your class away from other distractions, and if lack of space is a problem then make sure that your cadets have their backs to the distraction.

ix. Lack of incentive

Another reason that a class may lose focus is that the cadets have no incentive to learn. Always make sure that your enthusiasm is motivational to them and make sure that your introduction gives them a reason to stay focused

x. Temperature

The room temperature can play a big part in how a class behave. Always take this into account when preparing your class, and for example in hot weather look for alternatives such as moving your class outside and keep the topics short to keep the attention of the cadets

Remember that the cadets should be comfortable, but not too comfortable as this can also lead to problems.

xi. Space

Make sure that the area you will be teaching your class has enough space for the number of cadets you will be taking and take into account the type of class you will be running, ie for practical sessions, is there enough room to spread out and try out the skills.

xii. Discomfort

Remember that the cadets should be comfortable, but not too comfortable as this can also lead to problems.

Also make sure that there are suitable breaks during longer classes, and that cadets are free to go to the heads if required, although they should be encouraged to do this before and after class sessions to avoid further disruption.

7d Instructing a class of Junior Seaman.

Instruction will culminate in the Able Seaman First Class delivering a 15 minute lesson which he/she has prepared in advance to a class of Junior Seaman on any Nautical Training Corps Subject.