

NAUTICAL TRAINING CORPS ENTRY AND ADVANCEMENT

RATING STRUCTURE AND QUALIFICATIONS

The stages of advancement, the age requirements and qualifications required are outlined below. Full details of the syllabus are contained in chapter 2

New Entry.

(Plain Clothes) Minimum age 8 (7 with permission from H.Q.)

A minimum of 6 weeks as a New Entry

Uniform issued after six weeks

Satisfactory Completion of Junior Seaman Training

Junior Seaman .

Red on a navy blue background,  
with fouled anchor N.T.C. letter  
all encircled by red ring.



Junior Seaman Second Class.

One Red Star above.

( 6 month as a Junior Seaman )



Junior Seaman First Class.

Two Red Star above.

( 6 month as a Junior Seaman 2nd Class )



Advancement to Ordinary Seaman on reaching the age 11 years and  
on the satisfactory completion of Junior Seaman 1st Class Training

## **New Entry age 11 years and the satisfactory completion of the New Entry Training go on to Ordinary Seaman Training.**

### **Ordinary Seaman Third Class.**

Red on a navy blue background, with fouled anchor surmounted by N.T.C. crown, N.T.C. letters, all contained in red diamond outline.

- a) A minimum of 6 weeks as a New Entry or direct entry from Junior Seaman. Uniform issued after six weeks
- b) Satisfactory Completion of Part One Training (Ordinary Seaman Work Book Due 2011)
- c) Recommendation of the Commanding Officer.



### **Ordinary Seaman Second Class**

One Red Star above.

- a) Satisfactory Completion of Part One Training (Ordinary Seaman Second Class Work Book Due 2011)
- b) Have Obtained a minimum of 4 Points as a result of qualifications earned from Part Two subjects.
- c) Recommendation of the Commanding Officer.



### **Ordinary Seaman First Class.**

Two Red Star above

- a) Satisfactory Completion of Part One Training (Ordinary Seaman First Class Work Book Due 2011)
- b) Have Obtained a minimum of 8 Points as a result of qualifications earned from Part Two subjects.
- c) Recommendation of the Commanding Officer.



## Advancement to Able Seaman on the Satisfactory completion of Ordinary Seaman First Class Training

### Able Seaman

Red on a navy blue background,  
The letter "NTC" surmounted by a fouled anchor.

- a) Satisfactory Completion of Part One Training  
(Able Seaman Work Book Due 2011)
- b) Have Obtained a minimum of 16 Points as a result  
of qualifications earned from Part Two subjects.
- c) Recommendation of the Commanding Officer.



### Able Seaman First Class.

Two Red Star above

- a) Satisfactory Completion of Part One Training  
(Able Seaman First Class Work Book Due 2011)
- b) Have Obtained a minimum of 30 Points as a  
result of qualifications earned from Part Two  
subjects.
- c) Recommendation of the Commanding Officer.



## Leader Cadet

Red on a navy blue background. The letters N.T.C. contained in a scroll, surmounted by an N.T.C. crown.

- a) Recommend by the Commanding Officer for Training
- b) Satisfactory Completion of Ordinary Seaman Training
- c) Satisfactory Completion of Leading Cadet Training



## Leading Seaman

Red on a navy blue background. The letters N.T.C. contained in a scroll, surmounted by an N.T.C. crown, both superimposed over fouled anchor.

- a) Recommend by the Commanding Officer for Training
- b) Satisfactory Completion of Ordinary Seaman First Class
- c) Satisfactory Completion of Leading Seaman Training



## Petty Officer Cadet

Red on a navy blue background. The letter N.T.C. surmounted by two crossed "modern" anchors, surmounted by a ship's wheel.

- a) Satisfactory Completion of Able Seaman First Class Part One Training
- b) Minimum age 15 years of age
- c) Recommendation of the Commanding Officer.



## Petty Officer

- a) Satisfactory Completion of Able Seaman First Class Training Part One
- b) Minimum age 16 years of age
- c) Petty Officer Assessment Book
- d) Assessment Board before promotion to Petty Officer.



Petty Officers Cap Badge

# NAUTICAL TRAINING CORPS CORPS CADET TRAINING

## JUNIOR SEAMAN



Cadet Training  
Manual  
Cadet Progress  
Wall Chart

### JS 1. THE AIMS OF THE NAUTICAL TRAINING CORPS

Explain the Aims of the Nautical Training Corps as described in:-

- a. The Nautical Training Corps Code of Honour. Learn the meaning of the Promise should be fully explained.
- b. Emphasise the undertaking as it applies to:-

Discipline  
Appearance  
Loyalty  
Conduct  
Regular Attendance  
Support of the Unit activities

**\*Note:**

Cadets should NOT be encouraged to learn the Code of Honour off by heart.

It may be difficult for them.

Do not embarrass them.

### JS 2. JUNIOR SEAMAN TO ORDINARY SEAMAN ADVANCEMENT

- a. Explain in outline the Junior Seaman and Ordinary Seaman rating structure and how advancement is achieved.

### JS 3. CEREMONIAL

- a. History and the make up of the Union Flag, Ensigns and their uses.
- b. Demonstrate the ability to carry out the Duty of a Colour Party during the ceremonies of Colours and Sunset.
- c. Demonstrate the ability to recognise and react to the Pipe:-

Still, Carry On, General call.

Cadet Training  
Manual

**JS 4. DRILL**

- a. **The Salute:- History.**
- b. **Demonstrate the ability to execute:  
Saluting and Making a Report.**
- c. **Demonstrate the ability to execute:  
Off Caps. ON Caps.  
Off Berets.**
- d. **Demonstrate the ability to execute:  
(Revise) ` Attention. Stand at Ease. Standing  
Easy. Falling in. Dressing. Falling Out.  
  
Left and Right Turn at the Halt.  
About Turn at the Halt.  
Dismissing.**

**NTC Corps Drill  
Training Manual**

**NTC Corps Drill  
Training Manual**

**JS 5. ORGANISATION**

- a. **Unit Personnel and Positions.  
Explain the Chain of Command  
Introduction to Officers, Senior Rates and Registered Instructors,  
and teach how to address them.**
- b. **Demonstrate an understanding of:  
Unit Command Structure.  
Corps Command Structure.**
- c. **Demonstrate an understanding of:  
Bells, Division, Watches. ( Revise 24 hour Clock )**
- d. **Demonstrate an understanding of:  
Cadets Grades Badges.**

**Cadet Training  
Manual**

**JS 6. JUNIOR SEAMAN UNIFORM**

- a. **Teach how to care for and wear the Junior Seaman Uniform.**
- b. **Teach how to clean Boots and Shoes.**

**Cadet Training  
Manual**

**NAUTICAL TRAINING CORPS  
CORPS CADET TRAINING**



**JUNIOR SEAMAN SECOND CLASS**

**JS2 1 ORGANISATION.**

- a. Demonstrate an understanding of:  
Officers Rank. Distinguishing Lace.
- b. Demonstrate an understanding of:  
Fire Drill  
Unit "Parts of a Ship"
- c. Outline duties for Parade Night. Duty Officer/Officer of the Day  
Duty Senior Rate, Quartermaster and the Bosun's Mate.
- d. Teach the recognition of the Still,  
The Carry On and the General Call.
- e. Teach the correct method of conveying a simple message.

Cadet Training  
Manual

**JS2 2. DOMESTIC SAFETY.**

- a. Demonstrate the ability to effectively make and emergency call  
using the "999" system.
- b. Demonstrate an understanding of the principles of "Home Safety"

The Dangers of Electricity.  
Dangerous Implements.  
Dangerous Substances.

Booklet & Leaflet  
from:  
Home Office,  
Department of  
Transport'  
Local Government,  
Websites:  
Environmental  
Heath,  
Heath & Safety,  
The Dangers of  
Electricity,  
Dangerous  
Substances. Ect.

**JS2 3. WATER SAFETY.**

- a. Demonstrate an understanding of:  
Waterside and Riverbank Safety.  
The principles of rescue from the side.  
The use of a line or other object.  
How to react if falling in.
- b. Safety on the water—Canoeing / Boating  
Use of a lifejacket and Buoyancy Aid.

Booklet & Leaflet  
From:  
RNLI.  
Local Government,

**JS2 4 BENDS AND HITCHES**

- a. **Demonstrate and explain the use of:  
Reef Knot, Figure of Eight and Round Turn and two Half Hitches.**

**Cadet Training  
Manual**

**JS2 5. PARTS OF A SHIP**

- a. **Describe: Stern, Aft, Midships, Bow, Forecastle,  
Port and Starboard, Superstructure, Hull etc.**
- b. **Describe:- Heads, Deck, Deckhead, Bulkhead,  
Hatch, Bridge etc.**

**Cadet Training  
Manual**

**JS2 6. DRILL.**

**Revise drill previously taught.**

- a. **Words of Command on the march  
Marching in Quick Time  
The Halt from Quick March  
Teach changing step on the march.**
- b. **Marking Time, Forward from Marking Time,  
The Halt from Marking Time and Change Step while Marking time.**
- c. **Stepping Forward and Back  
Side Closing Pace**

**NTC  
Drill Training  
Manual**



NAUTICAL TRAINING CORPS  
CORPS CADET TRAINING

JUNIOR SEAMAN FIRST CLASS



PART ONE      TRAINING SYLLABUS.

JS1 1. PARTS OF A BOAT, OAR AND SAIL

- a. Teach parts of a Boat :  
Thwart, Centre Plate/Drop Keel, Gunwhale, Stretchers,  
Rubber, Bottom Boards, Crutches, Tiller,
- b. Teach Parts of an Oar :  
Loom, Shaft, Blade.
- c. Teach Parts of a Sail :  
Head, Leach, Luff, Sheets, Foot, Tack, Clew and reef Points

Admiralty  
Manual of  
Seamanship

JS1 2. BEHAVIOUR IN A BOAT

- a. Teach :  
The correct Buoyancy aids and Lifejackets to wear.
- b. Explain the reasons for :  
Keeping arms and hands off the gunwhales, No talking  
or skylarking in the boat, The appearance of the boat when  
underweigh ( fenders & ropes ends etc ).

JS1 3. PRACTICAL BOATING

- a. Practical Sailing with RYA Qualified Instructor or  
Practical Canoeing with a BCU Qualified Instructor.

JS1 4. HEALTH AND HYGIENE

- Explain the need for :
- a. Personal Cleanliness
  - b. Proper diet.

JS1 5. PHYSICAL TRAINING

Explain the needs for :

- a. Daily exercise.  
Recreational games.  
Swimming Qualifications.
- b. Demonstrate and encourage daily exercise.  
Introduce recreational games.  
Commence swimming instruction.

JS1 6 FIRST AID

Scope of First Aid

Teach :

- a. What is First Aid.
- b. Emergencies and Managing Incidents.
- c. How to identify the dangers to the First Aid and the casualty.  
The procedure for summoning help.
- d. Equipment ( First Aid boxes/kits ).

JS1 7. FIRE PREVENTION

Explain :

- a. Unit fire drill procedure.
- b. Unit fire alarms and procedures to be followed when heard.  
( Fire Instructions )
- c. Arrange a visit to the local fire station.

First Aid  
St John Ambulance

PART 2 TRAINING SYLLABUS.

Note : This section is given as guidance and should be tailored to suit the facilities available at Units and the local area. Instructors should be encouraged to be imaginative in their Presentation of these topics and in developing their own activities.

COMMUNITY AND ENVIRONMENTAL

- |   |  |   |
|---|--|---|
| JS1 1. <u>MEDICAL CARE IN THE COMMUNITY</u> | a. Explain the need for services to care for the less able.<br>b. Where possible, arrange to visit a local hospital, ambulance station, old people's home and children's hospital.                             | Community Health Departments                                  |
| JS1 2. <u>POLICE</u>                        | a. Talk about the work of the police within the local community and nationally.<br>b. Arrange a visit and talk at the local Police Station.  | Local Police Station.   |
| JS1 3. <u>ENVIRONMENTAL</u>                 | a. Discuss local environmental issues, e.g. what is destroying the environment, what can be done to help save the local canals, rivers, ponds, pathways, etc.  | Environmental Health Departments<br>National Rivers Authority |
| JS1 4. <u>SEALIFE</u>                       | a. Prepare a project about the Sea e.g. Plants, fish, shells, rocks, pools etc.<br>b. Explain how we can help to keep the sea healthy.<br>c. Where possible, arrange a visit to a sea life centre or aquarium. | Libraries<br>Local Fishermen Conservation Society             |
| JS1 5. <u>LIFEBOAT</u>                      | a. Where possible, arrange a visit to a Lifeboat Station.  | Local Lifeboat Station  |

JS1 6. WILDLIFE

- a. Teach and explain the Country Code.
- b. Where possible arrange visits to a zoo or safari park.
- c. Explain the importance of trees, shrubs, plants etc.
- d. Prepare projects on wild plants animal and insects etc.

Local Authorities,  
Wildlife Trusts  
and Foundations.

JS1 7. JUNIOR SEAMAN RELATED STUDIES

COOKERY

- a. Explain the importance of a health balanced diet.
- b. Teach health and safety in the galley.
- c. Teach how to make simple biscuits, pastries, and cakes.

8. SEAMANSHIP

Introduction to ropes :-

JS1

- a. Types of rope, Safety Rules, Care and Stowage of Rope, Terms and Techniques, Tying and Taping and Heating and Sealing.
- b. Revision :- Reef Knot, Figure of Eight and Round Turn and Two Half Hitches.

Demonstrate an understanding of :

- c. Terms used in describing Bends and Hitches  
Elements Bends and Hitches.
- d. Teach the following Bends and Hitches :  
Cow Hitch, Overhand Knot, Bowline, Clove Hitch,  
Sheet Bend, and Sheepshank.

Admiralty  
Manual of  
Seamanship

9. PIPING

JS1

Teach :-

- a. The history of the Boatwain's Call
- b. How to pipe the Still, Carry on and the General Call.

Boatswain's Call  
handbook

JS1 10. COMMUNICATIONS

Teach :-

- a. The basics of Radio Communications.
- b. Phonetic Alphabet.
- c. Use of a public and domestic telephone.

Admiralty  
Manual of  
Seamanship

JS1 11. NAVIGATION

Demonstrate an understanding of :-

- a. The basic principles of Magnetism and the Magnetic Compass.

Demonstrate an understanding of :-

- b. Points of a Compass.

Admiralty  
Manual of  
Seamanship

12. ADVENTURE CAMP

- JS1
- a. Introduction to map and compass.
  - b. Teach how to pack a rucksack and what to wear at a camp.
  - c. Teach how to brew-up and cook a simple meal over a camp fire.

JS1 1. SAFETY - ELECTRICAL

- a. Teach electrical safety in the home the Do's and Don'ts.

JS1 14. HISTORY OF THE ROYAL NAVY

- a. Where possible, arrange a visit to a Maritime Museum.
- b. Arrange for a talk on the Naval History.
- c. Re-enact famous naval battles ?

Websites  
History of the  
Royal Navy

Note :

Where Junior Seaman show an interest, and Unit facilities are available, they should be encouraged to obtain basic boating and proficiency qualifications. The list of activities are many. Instructors should create their own activities and record them for future Instructors.

# NAUTICAL TRAINING CORPS CORPS CADET TRAINING



## NEW ENTRY

### Introduction the New Entrant to the Unit and the Corps.

Registration of New Entrant and Interview with Parent(s) / Guardian(s) by the Commanding Officer, or his / her delegated Officer.

The Officer who enrolled the New Entrant should check :-

- a. That the New Entrant is of a correct age for the unit concerned  
Minimum age 8 (7 with permission from H.Q.)
- b. That an enrolment form is completed and returned.
- c. To note any Medical Ailments or Learning Difficulties.

### Handouts.

Simple handouts should be produced and issued for the information of the New Entrant and Parents. These could include :-

The Nautical Training Corps :- History, Aims, Organisation, Activities, Insurance and Safety.

The Unit :- History, Ship's Rules, Organisation ( including name, address and telephone number of the Commanding Officer, 1st Lieutenant, Unit Headquarters, Parade Night, Subscriptions, Uniform scheme ( hired / buying ) and Activities.

Unit Calendar :- List of forthcoming events.

Uniform Notes :- Uniform Dress of the Day ( No 1's, No 1N's, No 8J's No 8's ).  
What Uniform parts does the Unit Supply / Hire /  
Wear and Care.

### New Entrant Training.

- Code of Honour.                      Corps Motto.
- 24 Hour Clock.                      Parade Night Routine.
- Unit Fire Drill.                      Unit Parts of the Ship.
- Unit Personnel, and Positions.
- Recognise:- Pipes:- Still,              Carry on,                      General Call.
- Drill:-                      Position of Attention.              Standing at Ease.              Standing Easy.
- Falling In.                      Dressing.                      Dismissing.
- At the Halt:-                      Left Turn.                      Right Turn.                      About Turn.
- Saluting with the hand.                      On and Off Berets and Caps

# NAUTICAL TRAINING CORPS CORPS CADET TRAINING

## ORDINARY SEAMAN



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PART 1 (COMPULSORY) TRAINING FOR NEW ENTRIES QUALIFYING  
FOR ORDINARY SEAMAN.

- OS. 1. THE AIMS OF THE NAUTICAL TRAINING CORPS.
- a. Emphasise the undertaking as it applies to:-  
Discipline  
Appearance  
Loyalty  
Conduct  
Regular Attendance  
Support of the Unit activities
- OS. 2. ORDINARY SEAMAN TO ABLE SEAMAN FIRST CLASS  
ADVANCEMENT
- a. Explain in outline the Ordinary Seaman to Able Seaman First Class rating structure and how advancement is achieved.
- OS. 3. CEREMONIAL
- a. History and the make up of the Union Flag, Ensigns and their uses.
- b. Demonstrate the ability to carry out the Duty of colour Party during the ceremonies of Colours and Sunset.
- c. Origins, History. When a Salute is not made.  
When a Salute are to be made.
- d. Demonstrate the ability to recognise and react to:-
- Pipes: Still, Carry On  
Bugle: Alert, Carry On, Sunset,  
General Salute.

4. ORGANISATION

- OS. a. **Unit Personnel and Positions.**  
**Explain the Chain of Command**  
**Introduction to Officers, Senior Rates, Registered Instructors,**  
**and Civilian Instructors and teach how to address them.**
- b. **Demonstrate an understanding of:**  
**Unit Command Structure.**  
**Corps Command Structure.**
- c. **Demonstrate an understanding of:**  
**Cadets Grades Badges.**

OS. 5. PARADE TRAINING.

REASONS FOR DRILL

- a. **In Outline:-**  
**Explain how in Parade Training develops self-confidence,**  
**self-discipline, smartness and the Power of Command.**
- b. **Explain how it enables formations to be handled quickly and**  
**effectively.**

OS. 6. SQUAD DRILL.

Teach:-

- a. **Standing to attention, standing at ease and ease, Dressing with and**  
**without intervals and numbering.**  
**Falling in / out in single, two and three ranks.**
- b. **Left and Right Turn at the Halt, About Turn at the Halt.**
- c. **On and Off berets and caps, standing at ease and easy and**  
**returning to the attention (Male and Female Cadets).**
- d. **Saluting—how, who, when, where and why.**
- e. **Marching in Quick Time**  
**The Halt from Quick March**  
**Teach changing step on the march.**
- f. **Marking Time, Forward from Marking Time.**  
**The Halt from Marking Time and Change Step while Marking time.**
- g. **Stepping Forward and Back.**  
**Side Closing Pace.**

*Note :*

*Squad Drill should be progressive*  
*and taught from the simple to the*  
*more difficult.*



OS. 7. CADET UNIFORM AND IT'S HISTORY.

- a. Teach the history of the uniform.
- b. Teach how to care for and wearing of the Cadet Uniform.
- c. Teach how to iron items of uniform.
- d. Teach how to clean Boots and Shoes.

OS. 8. SHIP'S ROUTINE.

COLOURS AND EVENING COLOURS CERMONIES.

- a. Explain the history and importance of Colours and Evening Colours ceremony.
- b. Practice the routine and carry out the ceremony on a parade night.

9. PARTS OF A SHIP.

- a. Describe:-  
Stern, Aft, Midships, Bow, Forecastle, Port and Starboard,  
Superstructure, Hull etc.
- b. Describe:-  
Heads, Deck, Deckhead, Bulkhead,  
Ladder, Hatch, Bridge etc.

10. PARTS OF A BOAT, AN OAR AND SAIL.

- a. Teach parts of a Boat:-  
Thwart, Centre Plate/Drop Keel, Gunwhale, Stretchers,  
Rubber, Bottom Boards, Crutches, Tiller,
- b. Teach Parts of an Oar:-  
Loom, Shaft, Blade.
- c. Teach Parts of a Sail:-  
Head, Leach, Luff, Sheets, Foot, Tack, Clew and reef Points

Wearing of Cadets  
Uniform. NTC Rules  
& Regulations

OS. 11. BEHAVIOUR IN A BOAT.

- a. Teach:-  
The correct wearing of a Life Jackets.
- b. Explain the reasons for:-  
Keeping arms and hands off the gunwhales, No talking or skylarking in the boat, The appearance of the boat when underweigh (fenders & ropes ends etc).

OS. 12. PRACTICAL BOATING.

- a. Practical Sailing with RYA Qualified Instructor or Practical Canoeing with a BCU Qualified Instructor.

OS. 13. SEAMANSHIP.

- a. Types of rope, Safety Rules, Care and Stowage of Rope, Terms and Techniques, Tying and Taping and Heating and Sealing.
- b. Demonstrate an understanding of:-  
Terms used in describing Bends and Hitches.  
Elements Bends and Hitches.
- c. Teach the following Bends and Hitches:-  
Cow Hitch, Overhand Knot, Bowline, Clove Hitch, Sheet Bend, and Sheepshank.
- d. Teach the following Bends and Hitches:-  
Reef Knot, Figure of Eight and Round Turn and Two Half Hitches.

OS.

14. PIPING.

Teach:-

- a. The history of the Boatwain's Call
- b. How to pipe the Still, Carry on and the General Call.

OS 15. COMMUNICATIONS.

Teach:-

- a. Historical Background to Communications.
- b. Phonetic Alphabet.
- c. Use of a public and domestic telephone.

OS. 16. NAVIGATION.

Demonstrate an understanding of:-

- a. The basic principles of Magnetism and the Magnetic Compass.

Demonstrate an understanding of:-

- b. Points of a Compass.

OS. 17. HEALTH AND HYGIENE.

Explain the need for:-

- a. Personal Cleanliness
- b. Fresh air and ventilation
- c. Sufficient sleep
- d. Proper diet.

OS. 18. PHYSICAL TRAINING.

Explain the needs for:-

- a. Daily exercise.
- b. Recreational games.
- c. Swimming Qualifications.
- d. Demonstrate and encourage daily exercise.
- e. Introduce recreational games.
- f. Commence swimming instruction.

OS. 19 FIRST AID.

Scope of First Aid

Teach:-

- a. What is First Aid.
- b. The Object of First Aid.
- c. How to identify the dangers to the First Aid and the casualty.  
The procedure for summoning help.
- d. Equipment (First Aid boxes/kits).

OS. 20. FIRE PREVENTION.

Explain:-

- a. Unit fire drill procedure.
- b. Unit fire alarms and procedures to be followed when heard.
- c. Arrange a visit to the local fire station.

# NAUTICAL TRAINING CORPS CORPS CADET TRAINING

## ORDINARY SEAMAN SECOND CLASS



### PART 1 (COMPULSORY) TRAINING FOR ORDINARY SEAMAN ADVANCING TO ORDINARY SEAMAN SECOND CLASS.

#### OS2 1. ORDINARY SEAMAN SECOND CLASS ADVANCEMENT

- a. Explain the Part 1 syllabus for Cadets advancing to Ordinary Seaman Second Class.

#### OS2 2. COURSES AVAILABLE TO ORDINARY SEAMAN SECOND CLASS.

- a. Describe the Courses available to Ordinary Seaman Second Class and the courses that are necessary for advancement to Able Seaman First Class and Petty Officer Cadet

#### OS2 3. PARADE TRAINING.

##### SQUAD DRILL.

- a. Revise drill previously taught.
- b. Teach **slow march, changing time** ( slow to quick/quick to slow ).  
**Squad Halt** (From the Quick or Slow March), **Stepping Out and Stepping.**

#### OS2 4. PROCEDURES FOR GANGWAY RECEPTION

##### DUTIES OF THE QUARTERMASTER AND THE BOSUN'S MATE.

Explain the procedure for:-

- a. The gangway staff are respons.
- b. Officers Entitled to pipes..
- c. Reception of the Commodore, VIP's or Inspecting Officers and Departing VIP's

OS2 5. SHIPS ROUTINE

DUTIES OF THE QUARTERMASTER AND THE BOSUN'S MATE.

- a. Explain the need for:-
- b. An alert and smart appearance.
- c. Running the Unit routines.
- d. Security—Keeping a good lookout for visitors and intruders.
- e. The importance and use of the Deck Log and how events are to be completed.
- f. Informing the Duty Officer of and emergency.

OS2 6. TIME, WATCHES AND BELLS.

- a. Teach the 24 hour clock and how it is used in the Royal Navy.
- b. Teach the Watch system and its usefulness.
- c. Teach striking of the Ship's Bell and its use as a means of telling the time.

OS2 7. PIPING.

- a. Describe the parts of a Boatswain's Call.
- b. Teach height and low notes.
- c. Practice the still, carry on, the general call and Piping the Side.

OS2 8. CARE AND SECURITY OF UNIT OWNED EQUIPMENT AND STORES.

Cadets must be made aware of their responsibilities for:-

- a. Care of Unit stores and other equipment.
- b. Unit equipment being used by cadets or on loan to Cadets.
- C. Equipment required for Ship's Standard Routine.

OS2 9. SEAMANSHIP.

GENERAL ROPEWORK.

- a. Revise bends and hitches and ropework previously taught.
- b. Demonstrate the understanding of:-  
Rope construction / Care and Stowage / Coil down a Rope in Hand
- c. Demonstrate the ability to construct a:-  
Heaving Line Knot / Monkeys Fist.
- d. Demonstrate the ability to used a Heaving Line.

OS2

10. NAVIGATION.

- a. Demonstrate the understanding of:-  
Direction. Latitude. Longitude. Relief and Contours
- b. Demonstrate the understanding of Compass Skills:-  
Setting a Map with a Compass. Using the Compass.  
The Three North's. Variation. The Compass.  
Walking on a Bearing. Taking a Magnetic Bearing,  
Taking a Grid Bearing. Setting the Map by Compass.

OS2 11. WATER SAFETY.

- a. Demonstrate the understanding of the principles of:-  
"Survival in the Water".
- b. Help Posture. Huddle Position. Effects of wind and Water.  
Hypothermia. Effects of Heat. Sunburn.

OS2 12. BOATWORK.

- a. Demonstrate the understanding in a Power Boat and Under Sail:-  
The Rule of the Road

OS2 13. PRACTICAL BOATWORK.

- a. Practical Sailing with RYA Qualified Instructor or  
Practical Canoeing with BCU Qualified Instructor.

C2 14. FIRST AID.

- a. Emergency
- b. Initial assessment and the ABC of Resuscitation
- c. How to give CPR.  
*The class should be taught by a qualified instructor :  
St Johns Ambulance / Red Cross or equivalent.*

C2 15. UNIFORM.

**Uniform maintenance:**

- a. Washing. Pressing. Dry-clean.
- b. Sewing Buttons and Badges.

## ORDINARY SEAMAN FIRST CLASS

**PART 1 (COMPULSORY) TRAINING FOR ORDINARY SEAMAN  
SECOND CLASS ADVANCING TO ORDINARY SEAMAN FIRST CLASS.**

**OS1 1. ORDINARY SEAMAN FIRST CLASS ADVANCEMENT**

- a. Explain the Part 1 syllabus for Ordinary Seaman Second Class advancing to Ordinary Seaman First Class.
- b. Describe in detail the Part 2 activities available to Ordinary Seaman First Class within the Unit and other means of achieving the required points for advancement.

**OS1 2. PARADE TRAINING.**

**SQUAD DRILL.**

- a. Revise drill previously taught.
- b. Formation of a squad in Three Ranks  
Dressing  
Numbering a Squad  
Opening and Closing a squad  
Changing ranks—About—Turn  
Marching in Three ranks  
Diagonal March  
Changing direction in Threes  
Form Squad  
Forming Single file from Threes  
Forming Threes from Single file  
March Discipline

**OS1 3. DOMESTIC SAFETY.**

**FIRE PREVENTION.**

- a. Revise the Unit fire drill procedure.
- b. Fire, Heat and Smoke.
- c. Teach the causes of fire and their prevention.
- d. Teach the types of fire extinguishers.





OS1 4. SEAMANSHIP.

GENERAL ROPEWORK.

- a. Demonstrate the ability to construct:-  
Preventing Chafe / Welding Fibre  
Whipping:- Common / West Country / Sailmaker's
- b. Demonstrate the ability to construct:-  
Crown Knot / Eye Splice / Back Splice.

OS1 5. NAVIGATION.

- a. Demonstrate the ability to extract information from Sea Charts:-  
Costal and Estuary Buoy / Depth / Landmarks.
- b. Demonstrate the ability to extract information from  
Ordnance Survey Maps:-  
Ordnance Survey Signs / Contours / Six Figure Reference.
- c. Demonstrate the understanding of:-  
Beaufort Scale / Weather Lore

OS1 6. COMMUNICATIONS.

- a. Teach the Phonetic Alphabet.
- b. Demonstrate the ability to used the International Phonetic Alphabet  
History of the Phonetic Alphabet

OS1 7. CEREMONIAL.

- a. Demonstrate the ability on the Boatswain's Call to:-  
The Still / Carry On / General / Pipe the Side  
and take charge of a Piping Party.

# NAUTICAL TRAINING CORPS CORPS CADET TRAINING

## ABLE SEAMAN



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

#### AB 1. ABLE SEAMAN ADVANCEMENT

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

Describe in detail the Part 2 activities available to Able Seaman within the Unit and other means of achieving the required points for advancement.

#### PARADE AND CEREMONIAL TRAINING.

AIM:- To be able to execute correctly and to a high standard of smartness, within a squad, all drill movements previously taught, and to be able to take charge of a squad at the halt and on the march. To be able to carry out the duties of a Colour Party and of a Piping Party and for official visits.

#### AB 2. SQUAD DRILL.

- a. Revise drill previously taught.

#### AB 3. POWER OF COMMAND.

Demonstrate and practice:-

- a. How to give orders. / How to correct mistakes.
- b. Preparation of the Squad to receive Instruction
- c. The Cadet should be able to execute correctly and to a high standard of smartness within a squad, all drill movements previously taught.
- d. The Cadet should be able to demonstrate an ability to take charge of a squad at the halt and the march.
- e. Ceremonial Protocol  
Procedures for Gangway Reception.  
Flag Ceremonial Colours / Sunset.

AB 4. UNIT DUTIES.

- a. Revise previous instruction.

The Cadet will be required to demonstrate his/her ability to carry out these duties and should be able to direct junior rates to perform them.

AB 5. FIRE DRILLS AND PREVENTION.

- a. Revise the Unit fire drill procedure.
- b. To be able to act responsibly when a fire is detected, to ensure that Cadets in his/her charge are evacuated to a safe place by the safest means and ensure that muster and reports are made to Unit Staff.

AB 6. SEAMANSHIP.

GENERAL ROPEWORK.

- a. Revise bends and hitches and ropework previously taught.
- b. Demonstrate the ability to construct a:-  
Square Lashing/Diagonal Lashing
- c. Demonstrate the ability to construct a:-  
Rolling Hitch/Marling spike Hitch  
Carrick Bend/Fisherman's Knot

AB 7. COMMUNICAIONS.

- a. Demonstrate the ability to used the International Phonetic Alphabet.
- b. Demonstrate an understanding of the principles of:-  
Flag Signalling and the International Code of Signals.
- c. Demonstrate the ability to recognise Signal Flag.

AB 8. NAVIGATION.

- a. Demonstrate the ability Find a Position on a Ordnance Survey Map
- b. Ordnance Survey Map Skills and Route Planning

AB 9. BOATWORK.

- a. Demonstrate an understanding of the Rules of the Road.

AB 10. INSTRUCTIONAL TECHNIQUE.

THE DUTIES AND RESPONSIBILITIES OF AN INSTRUCTOR.

- a. Taking charge of a Class
- b. What is said by the instructor will be accepted as fact.
- c. The instructor becomes a pattern for what is normal.
- d. Setting a good example in dress, attitude and personal habits.
- e. The main Qualities of a good instructor are enthusiasm, the correct attitude and manner, confidence.

# 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

Describe in detail the Part 2 activities available to Able Seaman  
within the Unit and other means of achieving the required points for  
advancement.

#### AS1 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.

#### AS1 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.



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

- 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.

AS1

3. SQUAD DRILL.

AS1 a. Revise drill previously taught.

4. POWER OF COMMAND.

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.

AS1

5. DUTIES AND RESPONSIBILITIES OF A LEADER

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.

AS1 6. THE ORGANISATION OF A UNIT.

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.

AS1 7. INSTRUCTIONAL TECHNIQUE. PART 2

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.

# NAUTICAL TRAINING CORPS

## Service Record RATING



Surname

Christian Name

Watch  Division  Unit

Ship's Book No  Date of Birth  Date of Entry

Address

Post Code  Tel  Tel Mobile

School/Employment

Other Youth Organisations Membership

Parent/Guardian

Tetanus Injection **YES / NO** Date

Medical Notes (including any Allergies, Disabilities)

Training and Advancement			Position/Appointment		Good Conduct		
Completed		Rated	Position/Rate	Date	Award	Due	Awarded
	JS		Assistant Watch Leader		1st Year		
	JS2		Assistant Divisional Leader		2nd Year		
	JS1		Watch Leader		3rd Year		
	NE		Divisional Leader		Record of Service		
	OS						
	OS2		Leading Cadet		Unit	From	To
	OS1		Leader Seaman				
	AS		Petty Officer Cadet				
	AS1		Petty Officer				

Specialist Training /Qualification		Specialist Training /Qualification		Other Appointments/Positions	
Item	Date	Item	Date	Item	Date

On promotion to C.P.O. or Registering as Instructor transfer relevant details to Adult Record Sheet.  
On Transfer to another Unit, forward the Record Card.



CADETS NAME	SHIPS No	DATE OF BIRTH
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<b>Junior Seaman</b>
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Start Date	Finished Date	SECTIONS	a	b	c	d
		Section 1				
		Section 2				
		Section 3				
		Section 4				
		Section 5				
		Section 6				

<b>Junior Seaman Second Class</b>
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Start Date	Finished Date	SECTIONS	a	b	c	d	e
		Section 1					
		Section 2					
		Section 3					
		Section 4					
		Section 5					
		Section 6					

<b>Junior Seaman First Class Part One</b>
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Start Date	Finished Date	SECTIONS	a	b	c	d	e
		Section 1					
		Section 2					
		Section 3					
		Section 4					
		Section 5					
		Section 6					
		Section 7					

<b>Junior Seaman First Class Part Two</b>
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Start Date	Finished Date	SECTIONS	a	b	c	d	e
		Section 1					
		Section 2					
		Section 3					
		Section 4					
		Section 5					
		Section 6					
		Section 7					
		Section 8					
		Section 9					
		Section 10					
		Section 11					
		Section 12					
		Section 13					
		Section 14					

CADETS NAME	SHIPS No	DATE OF BIRTH
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**Advancement to Ordinary Seaman on reaching the age 11 years and on the satisfactory completion of Junior Seaman 1st Class Training**

	Completion Date
Junior Seaman	
Junior Seaman Second Class	
Junior Seaman First Class	

**New Entry age 11 years and the satisfactory completion of the New Entry Training go on to Ordinary Seaman**

	Completion Date
New Entry	

**Ordinary Seaman**

Start Date	Finished Date	SECTIONS	a	b	c	d	e	f	g
		The Aims of the Nautical Training Corps	Section 1						
		Ordinary Seaman to Able Seaman first Class Advancement	Section 2						
		Ceremonial	Section 3						
		Organisation	Section 4						
		Parade Training. Reasons for Drill	Section 5						
		Squad Drill	Section 6						
		Cadet Uniform and it's History	Section 7						
		Ship's Routine	Section 8						
		Parts of a Ship	Section 9						
		Parts of a Boat, Oar and Sail	Section 10						
		Behaviour in a Boat	Section 11						
		Practical Boating	Section 12						
		Seamanship	Section 13						
		Piping	Section 14						
		Communications	Section 15						
		Navigation	Section 16						
		Health and Hygiene	Section 17						
		Physical Training	Section 18						
		First Aid	Section 19						
		Fire Prevention	Section 20						

CADETS NAME	SHIPS No	DATE OF BIRTH
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Completion Date

Ordinary Seaman
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Ordinary Seaman Second Class
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Start Date	Finished Date	SECTIONS	a	b	c	d	e	f
Ordinary Seaman Second Class Advancement		Section 1		█	█	█	█	█
Courses Available to Cadet Second Class		Section 2		█	█	█	█	█
Parade Training. Squad Drill		Section 3			█	█	█	█
Procedures for Gangway Reception		Section 4				█	█	█
Ships Routine		Section 5						
Time, Watches and Bells		Section 6				█	█	█
Piping		Section 7				█	█	█
Care and Security of Unit owned Equipment and Stores		Section 8				█	█	█
Seamanship. General Ropework		Section 9					█	█
Navigation		Section 10			█	█	█	█
Water Safety		Section 11			█	█	█	█
Boatwork		Section 12		█	█	█	█	█
Practical Boatwork		Section 13		█	█	█	█	█
First Aid		Section 14				█	█	█
Uniform		Section 15			█	█	█	█

Completion Date

Ordinary Seaman Second Class
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Ordinary Seaman First Class
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Start Date	Finished Date	SECTIONS	a	b	c	d
Ordinary Seaman First Class Advancement		Section 1			█	█
Parade Training. Squad Drill		Section 2			█	█
Domestic Safety. Fire Prevention		Section 3				
Seamanship. General Ropework		Section 4			█	█
Navigation		Section 5				█
Communications		Section 6			█	█
Ceremonial		Section 7		█	█	█

CADETS NAME	SHIPS No	DATE OF BIRTH
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Ordinary Seaman First Class	Completion Date

<b>Able Seaman</b>
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Start Date	Finished Date	SECTIONS	a	b	c	d	e	f	g
		Section 1							
		Section 2							
		Section 3							
		Section 4							
		Section 5							
		Section 6							
		Section 7							
		Section 8							
		Section 9							
		Section 10							

Able Seaman	Completion Date

<b>Able Seaman First Class</b>
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Start Date	Finished Date	SECTIONS	a	b	c	d	e	f	g
		Section 1							
		Section 2							
		Section 3							
		Section 4							
		Section 5							
		Section 6							
		Section 7							