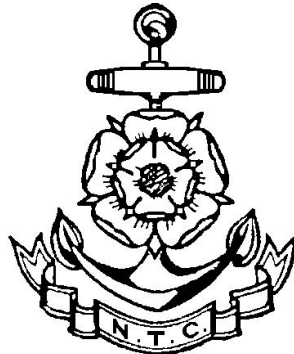


NAUTICAL TRAINING CORPS ABLE SEAMAN (FIRST CLASS)



PRO DEO REGINA
ET PATRIA

This booklet belongs to:

of Training Ship

NTC

HOW TO USE THIS BOOKLET

To be awarded your *Able Seaman (First Class)* badge, you need to complete all of the points in this booklet.

Ask an adult to help you with a point, and they will then sign it off for you.

There are also some points for you to fill in. Other adults outside of NTC may be able to help you to. These points are shaded in grey

ADULTS SIGNING THIS BOOKLET

Please put your name, and how you know the cadet on the back page. **Initial and date** any points you have a knowledge of, and have seen this cadet achieve. If you are not an NTC Officer or Instructor, you are only able to initial boxes shaded in GREY.

Thank you for helping this cadet.

Start Date

Finished Date

Signature of Unit Training Officer

Rank

PART TWO TRAINING

You will need a minimum of **32 points** from part two training activities. Please attach your Part Two training booklet with this booklet as evidence.

1.	INTRODUCTION TO LEADERSHIP		
a.	I understand the role of a Petty Officer Cadet (POC) and their status on a unit.	Initial	Date
b.	I understand what takes place 'behind the scenes' for the day-to-day running of the unit.	Initial	Date
c.	I understand the need for good morale on the unit.	Initial	Date
c.	I understand the need to motivate and encourage younger cadets.	Initial	Date
d.	I know why I must provide a good example to younger cadets at all times.	Initial	Date
e.	I have instructed cadets on a number of occasions and to a good standard.	Initial	Date

2.	INSTRUCTIONAL TECHNIQUE - PART 1		
a.	I know and accept the duties and responsibilities of an instructor that I learnt during <i>Able Seaman</i> .	Initial	Date
b.	I know the effectiveness of a whiteboard or blackboard.	Initial	Date
	Some key to things to remember when using a board are:		
c.	I know the effectiveness of using training aids during instruction.	Initial	Date
c.	I have made myself familiar with the aids available on our unit.	Initial	Date
	I used teaching aids on: / /		
	Describe what teaching aid(s) you used to teach what subject.		

2.	INSTRUCTIONAL TECHNIQUE - PART 1		
d.	I know the structure of a theory lesson.	Initial	Date
e.	I can deliver a two-minute talk to my friends.	Initial	Date
	I delivered my two-minute on: / /		
	The subject of the talk (given by an officer):		

3.	SQUAD DRILL		
a.	I can perform any drill move that I am asked to.	Initial	Date

4.	POWER OF COMMAND		
a.	I know how to take command of the entire Ship's Company at the following times:		
	Colours	Initial Date	Sunset Initial Date
	Receiving an inspecting officer	Initial Date	
	I took command of the Ship's Company on: / /		
	Describe the event that you took the Ship's Company for.		
b.	I understand the need for a good briefing, training, and rehearsing of a skill.	Initial	Date
c.	I can instruct a novice drill squad.	Initial	Date
	I instructed a squad on: / /		

4.	POWER OF COMMAND		
c.	I can and have performed the following duties:		
Duty Petty Officer	Initial	Date	Date: / /
Colour Party Leader	Initial	Date	Date: / /
Duty Piping Party Leader	Initial	Date	Date: / /

5.	DUTIES AND RESPONSIBILITIES OF A LEADER		
a.	I know the importance of my role as senior cadet in the day-to-day running of our unit.	Initial	Date
a.	I know the importance of my role as a senior cadet for the instruction of younger cadets.	Initial	Date
b.	I know the disciplinary procedures to be followed on our unit.	Initial	Date
b.	I understand why I need to follow the disciplinary procedures.	Initial	Date
c.	I know why I must set a good example and encourage other cadets at all times.	Initial	Date
d.	I have demonstrated that I will be responsible in the role of a Petty Officer Cadet.	Initial	Date

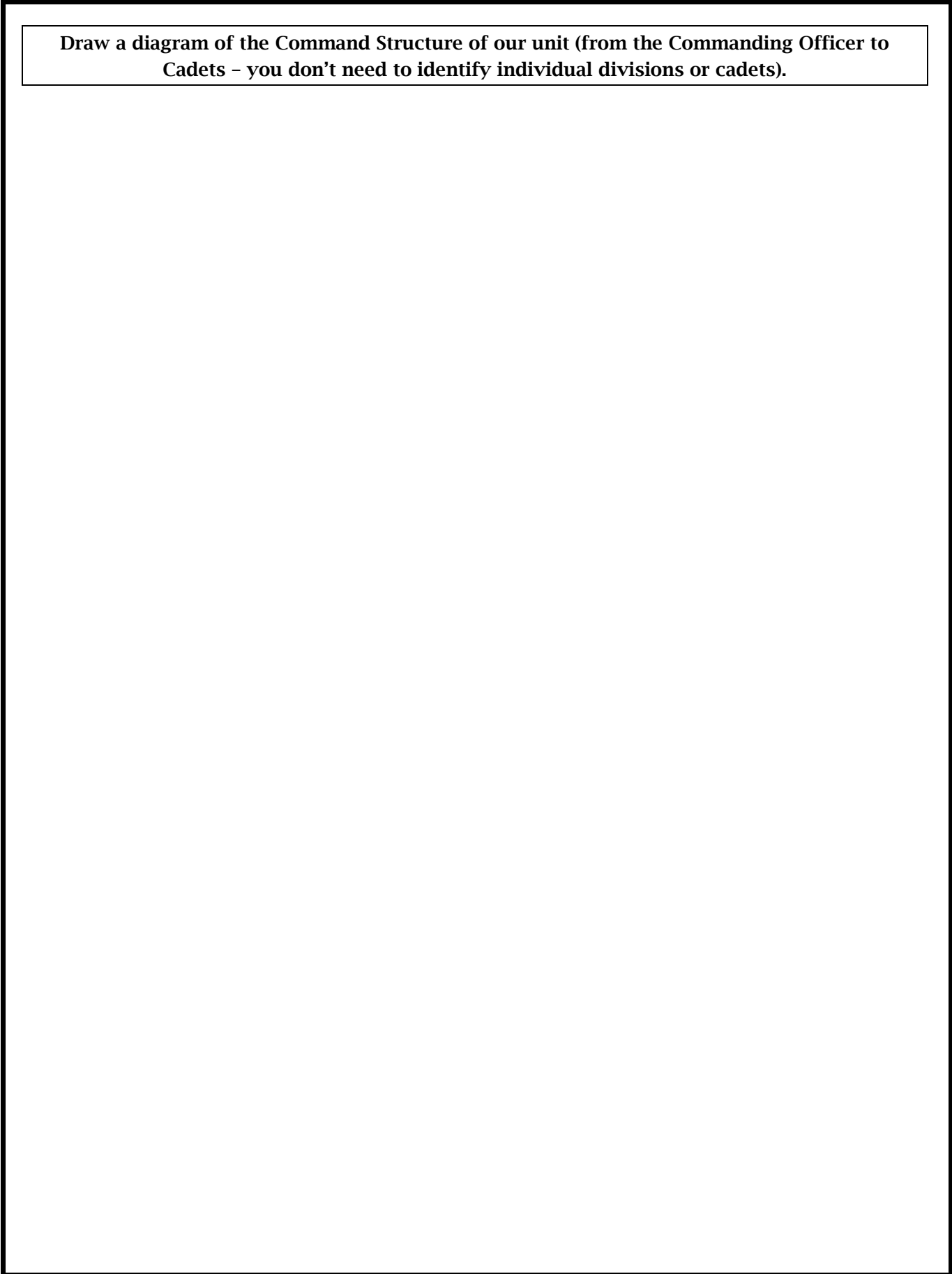
6.	THE ORGANISATION OF THE UNIT - "behind the scenes"		
a.	I understand the duties and responsibilities of an officer on the unit.	Initial	Date
b.	I understand the duties of the Ship's Management Committee.	Initial	Date
b.	I know what positions are on the Ship's Management Committee.	Initial	Date
c.	I understand the funding and expenditure of our unit.	Initial	Date
d.	I understand the duties of the unit's officers responsible for Administration and Training.	Initial	Date
I spent time with the Administration or Activities Officer	Initial	Date	Date: / /
I spent time with the Training Officer	Initial	Date	Date: / /

6.	THE ORGANISATION OF THE UNIT - “behind the scenes”		
e.	I know the procedures and requirements for appointing adults on our unit.	Initial	Date
e.	I know how adults advance in the Corps.	Initial	Date
f.	I am familiar with the command structure of the Nautical Training Corps.	Initial	Date

Draw a diagram of the Command Structure of the NTC (from National Council to the Units - you don't need to identify specific regions or units).

6.	THE ORGANISATION OF THE UNIT - “behind the scenes”		
g.	I am familiar with the command structure of our unit.	Initial	Date

Draw a diagram of the Command Structure of our unit (from the Commanding Officer to Cadets - you don't need to identify individual divisions or cadets).



SHIPS No
CADETS NAME
DATE OF BIRTH

Able Seaman	Completion Date

Able Seaman First Class

Start Date
Finished Date

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							