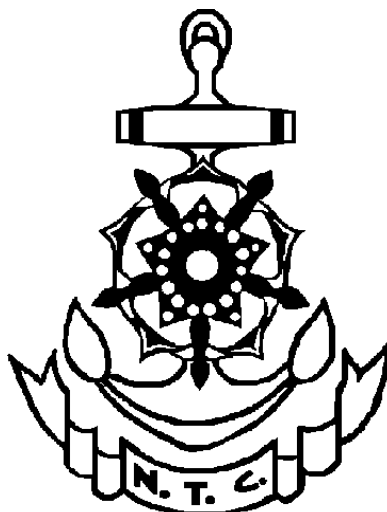


NAUTICAL TRAINING CORPS



PRO DEO REGINA
ET PATRIA

Petty Officers Assessment Book

Issued To

Date Issued

Date Completed

Unit

TS INTREPID

Commanding Officer

Regional Training Officer

1 March 2005

The Assessment Book

- The Assessment Book is to be issued to all newly promoted Acting Petty Officers and Junior Instructors.
- The Book is to be issued by the Commanding Officer or Regional Training Officer.
- The Name of the APO or RI must be entered with the date of issue.
- The Commanding Officer and Regional Training Officer are responsible to see that the tasks are completed within the time set.
- The Regional Training Officer is to monitor progress through the set tasks.
- The Tasks are not required to be completed in the order given in the Assessment Book.
- The Assessment Book must be completed before promotion to Petty Officer.
- The Assessment Book must be presented to the Assessment Board before promotion to Petty Officer (regardless of completion).

The Assessment Book is not a test, but will be used to show that the APO/JI/PO has basic knowledge in each of the areas given.

Your Line of Promotion

Cadets Line of Promotion

Promotion To Acting Leading Seaman (AL/S)

Seaman 1st 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.

Promotion To Leading Seaman (L/S)

Able Seaman 3rd Class, *Recommended CTI grade achieved*. Age 14, 6 months as AL/S
Recommended by DO. Promoted by CO.
On promotion appointed Watch and/or Divisional Leader.

Promotion To Acting Petty Officer (APO),

Able Seaman 2nd 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

Promotion To Petty Officer (PO),

Acting Petty Officer
Able Seaman 1st Class, *Recommended CTI grade achieved*. Age 16, 6 months as APO,
Recommended by CO. Promoted by Assessment Board,
Development review by Assessment Board
Promotion Form to Regional Commander. Regional Training Officer informed
Complete Assessment Book before Promotion

1. About You	Information
<ul style="list-style-type: none"> <input type="checkbox"/> Your Name <input type="checkbox"/> Date of Birth <input type="checkbox"/> Your Ship <input type="checkbox"/> Date Joined The NTC <input type="checkbox"/> Your Rank <input type="checkbox"/> Your Hobbies <input type="checkbox"/> Why did you join the NTC <input type="checkbox"/> What do you like best in the NTC <input type="checkbox"/> What do you most dislike in the NTC 	

Rules & Regulations
<p>0103. Objectives The charity's objects are to promote the development of young persons in achieving their full physical, intellectual, social and spiritual potential, particularly by educating such persons in all aspects of the history and practice of seamanship and seafaring.</p>

2. Your Ship and Region	Information/Answers
<ul style="list-style-type: none"> ❑ When was your Ship Commissioned ❑ What is your Ships number ❑ Who is your Commanding Officer ❑ What Rank is your Commanding Officer ❑ What Region is your Ship in ❑ Who is your Regional Commander ❑ What other Ships are in your Region ❑ Who is your Regional Training Officer 	

3. The Nautical Training Corps	Information/Answers
<ul style="list-style-type: none"> ❑ In what year was the NTC formed ❑ Who formed the NTC ❑ Who is the present Commodore ❑ What are all the Regions names ❑ What is the minimum joining age ❑ What is the National Council ❑ What is the Signal ❑ When can all the Corps be seen together 	

Rules and Regulations

Rifle Drill or Drill with a Weapon like Object

No Unit or any section of the Corps can undertake any Drill with Weapons or Weapon Like Objects.

Access To and Authority Over Young People

Only uniformed and registered members of the Corps may have individual access to and disciplinary authority over young people in the Corps.

4. Dress, Turnout And Badges	Information/Answers
<ul style="list-style-type: none">❑ What is Half Blues❑ What is Working Rig on your Ship❑ What colour are Petty Officers Shoulder Flashes❑ What colour are Officers Shoulder Flashes❑ Give two occasions when NTC uniform can not be worn❑ How many Sleeve Buttons does a Petty Officer have❑ How many sleeve Buttons does a Chief Petty Officer have❑ What is a Lanyard	

Rules & Regulations

Police Enquiry. Access to Children and Confidential Declaration

All persons wishing to become registered adult members of the Corps must be willing to accept the provisions of the Corps enquires as given in the Confidential Declaration and Police Enquiry.

Membership

Youth membership of the Corps shall be open to any person over the minimum age of Seven years and under the age of eighteen (18) years.

Uniformed Adult Members minimum age will be eighteen (18) years and maximum age will be sixty-five (65) years. In exceptional circumstances the Chief of Staff may increase the maximum age.

Rules & Regulations

Code of Honour

The Code of Honour of The Nautical Training Corps is:

“On the flag of my country I promise to do my duty to God and The Queen, to endeavour to be a useful and worthy citizen, a courageous seaman and a loyal member of The Corps”.

5. Ships Organisation	Information/Answers
<ul style="list-style-type: none"> ❑ What is the Two Watch System ❑ How many Divisions does your Ship Have ❑ What are the next 3 ranks after Acting Leading Seaman ❑ What are Ships Standing Orders ❑ What does the T.S. before a Ships name stand for ❑ What is a I.D. Card ❑ What is a Regulating Petty Officer ❑ What is a Cadets I.D. Card called 	

Rules and Regulations
<p>Seven Year Old Membership Requirements Individual Units have the right to take or refuse to take 7 year olds. Units wishing to take 7 year olds must meet the NTC requirements.</p> <p>Unattached Members The Corps will not have any unattached (not allocated to Department/Centre/Region/Unit) uniformed or non-uniformed registered members. This action is aimed at restricting access to young members, only to sections of the Corps that come within the disciplinary/safety framework of the Corps.</p>

6. Promotion/Awards/Transfers	Information/Answers
<ul style="list-style-type: none"> <input type="checkbox"/> Name the two Senior Rates Rank <input type="checkbox"/> At what age can you be promoted to Petty Officer <input type="checkbox"/> At what age can you be promoted to Chief Petty Officer <input type="checkbox"/> What is the first Adult Rank <input type="checkbox"/> What is an Assessment Board <input type="checkbox"/> What is a J.I. <input type="checkbox"/> Can you apply to transfer to another Ship <input type="checkbox"/> How long before the Long Service Award is presented <input type="checkbox"/> What is a Warrant Board 	

Rules And Regulations
<p>Members in the Armed Services or at Collages or University Membership of the Corps can be retained by members in the Armed Services or at Collages or University, by application to their Senior Officer. If application and registration is not made, the person is no longer a member of the Corps. If a member who is in the Armed Services or at Collages or University returns at times from time to time to help at Unit or other department, they will be under the direct command of the Unit or department they are attending.</p>

Your Comments (If Any)

Assessment Date	Assessors Name

7. Discipline and Care	Information/Answers
<ul style="list-style-type: none"> ❑ Who would you report a matter of misbehaviour by a Cadet to ❑ Can you as a APO give extra duties to a Cadet that is misbehaving ❑ If you found that your Ship had a Bully, what would you do ❑ A Cadet comes to you crying, what would you do ❑ The Cadets have a complaint, what would you do ❑ A Cadet will not do as you ask, what would you do ❑ You see an Adult hit a Cadet, what would you do 	

Rules And Regulations

THE CORPS COMMODORE

Ceremonial Head of the Corps.

Promoted and appointed by the National Council.

Authority

- Ceremonial authority over all Members of the Corps in the duties undertaken.
- To liaise with any individuals, groups or agencies to assist the Corps.

Rules and Regulations

CHIEF OF STAFF

Shall hold the rank of Captain and will be directly responsible to The National Council for the Corps well-being. Promoted and appointed by the National Council.

Authority

- Corps Organisation, Administration, Recruitment and enrolment of Ratings and Adults.
- Promotions, demotions, appointments and transfers up to and including Commander.
- Discipline and complaints. Correspondence and communication. Material support. Corps training.
- Authority over all members of the Corps, with the exception of elected Members of The National Council.
- Authority over all Adults, whether or not they are Registered Members of the Corps, in matters concerning the Corps business.

9. Ships Management Committee	Information/Answers
<ul style="list-style-type: none"> ❑ Who is the your SMC Chairperson ❑ Ask the SMC Chairperson how the Ship is Funded (give brief answer) ❑ When are SMC members elected ❑ What is a co-opted member of the SMC ❑ What SMC members are not elected ❑ When does the SMC hold the Annual General Meeting ❑ What is a Corps Census Form ❑ How many members make up a full SMC Committee 	

Rules And Regulations
<p>The Commanding Officer. The Officer in charge of a Ship will be known as 'The Commanding Officer' (CO) and will normally hold the uniform rank of First Officer, but if also appointed as Deputy Regional Commander will hold the rank of Chief Officer. CO's will be appointed by the CSO (Region), the approval of the CoS is required prior to the appointment being confirmed. A CO is directly responsible to the CSO (Region) for the well-being of a defined Ship of the Corps.</p>

10. Confidence Reporting Tasks	Information/Answers
<ul style="list-style-type: none"> ❑ The aim of this task is to show that you have the confidence and the Drill skills to report to high ranking Officers of the Corps. Just ask for their signature on this page and do not be afraid. ❑ Report to the Corps Commodore and ask for a signature ❑ Report to the Chairperson of the Corps National Council and ask for a signature ❑ Report to a Corps Vice Commodore and ask for a signature ❑ Report to your Regional Commander and ask for a signature 	

Rules And Regulations

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.

Rules And Regulations

Access To and Authority Over Youth Members

Non uniformed, but Registered Members of the Corps can supervise groups or parties of Rates, on activities when uniformed members are not available, but only with the approval of the Commanding Officer or Senior Officer which is required on all such occasions.

11. General Questions	Information/Answers
<ul style="list-style-type: none"> ❑ How do we record Membership, Promotions and achievements ❑ Should a Cadet in Uniform salute when paying Subs to a person not in uniform, on a Deck Night ❑ Does the Corps require a First Aid Kit to be available on all activities ❑ How many Adults on your Unit hold a current First Aid qualification ❑ Can a 17 year old take charge of a Corps activity ❑ Who can attend a Ships Officers Committee ❑ Who chairs the Cadets Committee 	

12. Unit Command Structure	Information/Answers
<ul style="list-style-type: none"> ❑ Starting with your Commanding Officer, list the chain of command on your Unit, down to Acting Petty Officers. <p>(The Chain of Command shows the ranks from the highest to the lowest)</p>	<p>Commanding Officer</p> <p>First Lieutenant</p>

Rules And Regulations

Adult males must not be left alone or isolated with female youth members without an adult female being present; whenever there are female youth members of the Corps present at a Corps event or activity there must be a responsible female adult present or immediately available. This female adult does not necessarily have to be a member of the Corps.

Adult females must not be left alone or isolated with male youth members without an adult male being present; whenever there are male youth members of the Corps present at a Corps event or activity there must be a responsible male adult present or immediately available. This male adult does not necessarily have to be a member of the Corps.

13. Duties and responsibilities	Information/Answers
<ul style="list-style-type: none">❑ Give a list of the Duties of a Petty Officer covering:<ul style="list-style-type: none">❑ Divisional Petty Officer❑ Watch Petty Officer❑ Duty Petty Officer❑ Regulating Petty Officer <p>(Just give one list covering all the duties covered by the above Petty Officers)</p>	

Rules And Regulations

Senior Rates

There are two senior rates, **Acting Petty Officer** and **Petty Officer**.

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

Uniform

When visiting another NTC Unit or any other uniformed group the visitor is to conform to the dress of the day of the Unit or group being visited. In the absence of any other information, full uniform is to be worn.

Rules And Regulations

Bands

Unit Bands are to be registered with the Corps (CDOM) and must undergo assessment before being eligible to perform in public. They are to be reassessed annually in order to maintain their eligibility.

No restriction is placed on the total number in the Band in relation to the total number in the Ship's Company if also paraded.

14. Deck Night Duties	Information/Answers
<ul style="list-style-type: none">❑ Your First Lieutenant will arrange for you to take on the duties of:❑ Duty Petty Officer❑ Divisional Petty Officer❑ Watch Petty Officer❑ Assist in Instructing a Class of younger Cadets <p><i>No set time is given for this task, but the First Lieutenant will decide if you need help and when you are able to take on the duty on your own</i></p>	

15. Your Say in Running the Corps	Information/Answers
<p data-bbox="191 212 787 327">□ List how a suggestion from you can go from committee to committee to be coming part of the Corps Rules.</p> <p data-bbox="245 369 776 436"><i>You will need help with this list, so see your Commanding Officer for help.</i></p>	

Rules And Regulations
<p data-bbox="175 1052 488 1077">The Commanding Officer.</p> <p data-bbox="175 1079 1404 1171">The Officer in charge of a Ship will be known as 'The Commanding Officer' (CO) and will normally hold the uniform rank of First Officer, but if also appointed as Deputy Regional Commander will hold the rank of Chief Officer.</p>

Your Comments (If Any)

Assessment Date	Assessors Name

16. Basic Drill	Information/Answers
<ul style="list-style-type: none"> ❑ Your Task is to show that you can correctly Perform and Teach how to: ❑ Stand at Ease ❑ Stand to Attention ❑ Left Turn ❑ Right Turn ❑ About Turn ❑ Right Dress ❑ By the Right Dress ❑ To the Front Salute <p><i>The Assessor must be present for this task</i></p>	

Rules And Regulations
<p>The Executive Officer. The Executive Officer of a Ship will be known as 'The First Lieutenant' (1st Lt) and will normally hold the uniform rank of Second Officer. 1st Lt's will be appointed by the CO, the approval of the CSO is required prior to the appointment being confirmed. The 1st Lt is directly responsible to the CO for the well-being of a defined Ship of the Corps.</p>

17. Visit to Another Unit	Information/Answers
<ul style="list-style-type: none"> ❑ You will make three (3) Visits to another Unit/s, with no restrictions on the Unit to be visited and no requirement to visit more than one Unit. ❑ The Task for each Visit and the Unit/s to be visited will be decided by your Commanding Officer and Regional Training Officer. ❑ Your Task requirements for each visit and answers/information, plus Units information are to be entered or attached to this page. 	

Enter Task Required On Visits

Visit Date and Signature	Assessors Name
<ol style="list-style-type: none"> 1. 2. 3. 	

End