

SQUADRON ADMINISTRATION THE TRAINING OFFICER'S DUTIES

- 1. Training Programme.** The Training Officer is one of the most important officers in the squadron because he needs to know everything about the opportunities open to cadets and to plan ahead to make sure that all squadron cadets can take advantage of what can be made available. Obviously every squadron cannot do everything described in the syllabus because it must choose its activities according to the facilities and manpower available, but, equally obviously, squadron cadets will benefit most from a well-planned programme. One of the main things the Training Officer does is to produce a Training Programme to implement the mandatory part of the official training syllabus laid down in ACTI No 1. To do this he needs to know what facilities he has; what instructors are available; how many lecture rooms; training aids available; the standards that cadets have already reached; and the eligibility of cadets to take part in the various activities. As a Staff Cadet, you will certainly be needed at times to assist in the training of your squadron cadets, and para 3 of this chapter gives some advice on this. Conditions of eligibility for various activities are numerous and occur in a wide variety of rules and instructions; to help you when you need a ready reference they are collected together in Annex A to this booklet, but do bear in mind that these things are changed from time to time – so double check before taking action. Look at ACP 20A and 20B first.
- 2. Training Aids.** The training aids available to support the official training programme are described at ACTI No 3 and are listed by classification (i.e. First Class Cadet, Leading Cadet, Senior Cadet, Staff Cadet) at Annex A to ACTI No 3. The basic aids are, of course, the Training Handbooks, and every cadet taking an ATC examination should have the loan of the appropriate books. Many other training aids can be made by squadrons, and ideas are provided in ACP 16A. Some of these can be made from scrap materials and can therefore be made by each class, but others are more comprehensive and once made can be held by the squadron for succeeding classes. A knowledge of the training aids available and how to obtain them for the benefit of squadron cadets is essential for all training officers, and familiarity with ACTI No 3 is therefore necessary. In addition, you should know that all cadets going on air experience flights in Tutors are to be thoroughly briefed at Squadron Headquarters before they go (in accordance with the information sent out by the Air Staff of Headquarters Air Cadets) and that all Squadrons should hold a special video supplement these instructions.
- 3. Instruction.** Much help can be given by cadet NCOs and Staff cadets who have become skilled in various aspects of the syllabus. This help may take the form of reading and discussing the appropriate Training Handbook chapter and studying the diagrams with the class; study periods should be of about 45mins, so should cover at least one chapter and sometimes more. Even an inexperienced instructor can help by questioning cadets on a part of the Training Handbook that they have previously studied. Although this self-help form of instruction may have to be used, squadrons should normally employ adult staff in the various aspects of ATC training, e.g. Propulsion, Airframes, Meteorology, Navigation and so on. Sometimes instruction can be provided by your affiliated RAF Station. Whatever the squadron facilities, the instruction of cadets is a primary concern of the Squadron Training Officer, and he will always be trying to improve it. If you are called upon to help in class-teaching, study the 'Instructional techniques' documentation which

provides a good basis on which to build your teaching ability, which could be of great help in the squadron.

4. **Projects.** Projects are compulsory under the syllabus and have to be undertaken by all cadets after passing the 1st Class Cadet examination. Staff Cadets can help greatly by finding out what cadets would like to do and then by organizing and administering the projects. Projects may be chosen from an unlimited field, but bear in mind that one of the aims of projects is to help make parade nights interesting by using practical work to aid learning. An example is the stripping and reassembly of motorcycles and cars to supplement theoretical knowledge. Remember that the Duke of Edinburgh's Award Scheme handbook lists over 100 skills programmes and many of these programmes allow a cadet to work towards his D of E badge coincident with his ATC training. Projects make heavy demands on a squadron's organization and administration; it is easy to say "strip a motorcycle and reassemble it", but another matter to provide the motorcycle, a place to keep it, and the tools and cleaning materials required. Thus squadron staff may be glad of your assistance in this aspect of their work.

5. **Activities.** Many activities are listed in the official syllabus (ACTI No 1 Annex A), from local citizenship training and practical map reading instruction to cadet visits, adventure training expeditions and camps. Considerable organization and administration is involved in these activities and Training Officers may need assistance if cadets are to profit from these opportunities. Once again, the basic requirement is to think of everything that needs to be done, find out how, and then do it. For example, for gliding training it may be sufficient to know from ACTI no 32 which gliding schools your cadets go to; which of your cadets are eligible for which phase of training; how to get to the gliding school; and then to await allocations from Wing Headquarters. But other activities may demand a far greater involvement and some, like full-bore shooting or adventure training, need qualified staff for the activity to be possible. So it may first be necessary to get a member of squadron staff qualified or find out if Wing Headquarters can arrange a suitably qualified officer to be loaned to the squadron. There is a whole section of ACP 20A (ACTIs Nos 41-49) on rifle shooting and its competitions, and ACP 17 is devoted entirely to adventure training. Whenever an activity is being planned look up the appropriate Instruction. Not the least part of the work and planning involved is that needed to supply transport, as discussed in the previous chapter. Thus the procedures for activities are clear:
 - a. Look up Annex B to ACTI No 1 in ACP 20A to see which activities are included in the official syllabus.
 - b. Look up the appropriate ACTI or other ACP to help you determine all that has to be done to make the activity work.
 - c. Plan ahead and do the 'admin and org' in advance.

6. **Courses** The Training Officer is also concerned with the training of his own staff to help them to become better instructors, and so he needs to know what course are available and on what dates they are to be held. Courses for adults are listed in a special section of ACP 20A and cover ACTIs No 91 to 96. Headquarters Air Cadets publish the dates in late autumn of each year for the whole year ahead so that adult staff have plenty of time in which to plan their attendance. Similarly, courses and visits for cadets are detailed in a special section of ACP 20A, ACTIs No 81 to 87, and the dates of those organized by Headquarters Air Cadets are normally published between 6 and

12 months in advance, with any subsequent changes being in CROs. The special courses run by regions or wings (ACTI No 82) to help cadets become good SNCOs or Staff Cadets are published locally by the region or wing concerned, but in good time for cadets to plan attendance.

7. **Cadet NCOs.** We have not discussed the special place of cadet NCOs in a squadron. These cadets are appointed and promoted by the squadron commander in accordance with his establishment and it is important to remember that the appointment is to a RANK, i.e. Corporal, Sergeant, Flight Sergeant, Cadet Warrant Officer, and that the CLASSIFICATION scheme is completely separate. All cadets can improve their classification by passing the appropriate examination, but only a few can be appointed to NCO rank. The important thing to remember is that the Training Officer will want to ensure that the NCOs are well-trained in leadership and in the habit of command so that their good example in smartness, discipline and keenness helps to create a high standard of efficiency, a happy spirit of comradeship and good 'tone' in the squadron. He will wish to ensure that staff cadets receive similar training so that they too can play their part, chiefly by assisting the squadron staff in the organization and administration of the squadron.