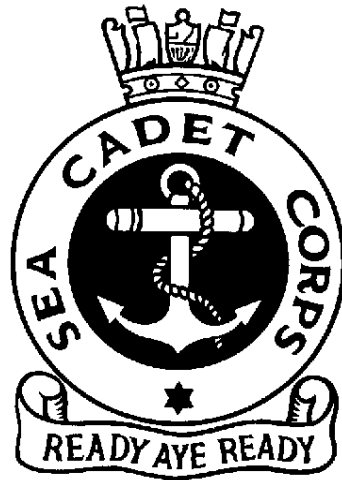


The Sea Cadet Corps



PETTY OFFICER CADET



TASK BOOK

SHORT TITLE – POCTB
THIRD EDITION
FEBRUARY 1999

PETTY OFFICER CADET TASK BOOK

FULL NAME

UNIT (not TS Name)

DISTRICT

DATE STARTED TASK BOOK

DATED RATED POC

INSTRUCTIONS

1. This task book has been prepared to record details of your training and achievements and to assist you in the transition to Adult Instructor.
2. It is your responsibility to ensure that entries are kept up to date.
3. You are to produce this task book when asked by a competent authority. It must be sent to your District Officer with FORM SCC P1 when applying for advancement to Probationary Petty Officer (PPO).

SPONSOR'S CERTIFICATION ON COMPLETION OF TASK BOOK

SIGNATURE **DATE**

COMMANDING OFFICERS CERTIFICATION ON COMPLETION OF TASK BOOK

SIGNATURE **DATE**

DISTRICT OFFICERS CERTIFICATION UPON RECEIVING FORM SCC P1 FOR ADVANCEMENT TO PROBATIONARY PETTY OFFICER

SIGNATURE **DATE**

THE WAY FORWARD

1. BRIDGING THE GAP

Congratulations, you have now attained your last advancement and reached the pinnacle in the Sea Cadet Rating structure, Petty Officer Cadet (POC).

During your time as a Petty Officer Cadet you should be striving to develop your leadership skills and consolidate your professional expertise.

The Sea Cadet Corps needs Senior Cadets to remain in the Corps and become young adults and leaders of the future.

This Task Book will help you bridge the gap between Petty Officer Cadet and Probationary Petty Officer.

2. STAGE ONE

a. You will need to be interviewed by:

- (1) Your Divisional Officer.
- (2) Commanding Officer.
- (3) District Officer.

b. Do you intend to become a member of the Unit Staff?

YES/NO

c. What do you hope to instruct in the future?

3. STAGE TWO

ACTION PLAN

WHAT	WHEN	BY WHOM	REMARKS
eg Lifesaver	End of December 1996	RLSS	Local swimming baths Tuesdays
1			
2			
3			
4			
5			

Right! – Now report to your Commanding Officer who will advise you on how to get started. If you show enthusiasm you will find that Officers, Senior Rates & SNCOs in the Sea Cadet Corps are only too pleased to help.

REMEMBER – Use your time wisely

HOW TO USE YOUR TASK BOOK

The tasks you have to carry out when working through your task book are listed on page 5.

On the subsequent pages these are laid out in the following format:

1. **TASK: WHAT YOU HAVE TO DO**

The task you have to complete, and how it can best be achieved.

2. **HOW YOU CAN PRACTISE / ACHIEVE THIS**

This tells you the references that explain how the task is carried out. It also gives suggestions on how you may practise.

3. **EXAMINER**

Each task should be signed off by an examiner nominated on the relevant task page or as directed by your Commanding Officer.

On the rear cover of this task book there is a check-off list. Use this list to keep a record of the tasks you have successfully completed. Use page 14 to record qualifications held/gained and courses attended.

4. **FAILURE TO COMPLETE TASKS**

You must make every effort to complete the tasks.

If you fail to complete tasks without good reason you may well find your advancement to PPO delayed.

If you are experiencing problems with completion seek the advice of your Divisional Officer.

IF IN DOUBT ASK

PETTY OFFICER CADET TASK BOOK

TASK INDEX

ASSIGNMENT NUMBER	SUBJECT	PAGE
	Instructions	2
	The Way Forward	3
	How to use the Task Book	4
	Task Index	5
1	Leadership Skills	6
2	Instructional Technique	7
3	First Aid	8
4	Fire Prevention and Safety	9
5	Unit Administration	10
6	Unit Training	11
7	Advance Specialist Skills	12
8	Project Work	13
	Qualifications Held & Courses / Events attended	14
	Monthly Signature by Divisional Officer	15
	Personal Progress Report	rear cover

TASK ONE

LEADERSHIP SKILLS

1. WHAT YOU HAVE TO DO

- a. Identify Cadets' needs, covering all aspects of teaching and discipline, informing Unit Staff accordingly.
- b. Display the ability to de-brief Unit Staff on Cadets' performance.

2. HOW YOU CAN ACHIEVE THIS

- a. By running Unit activities and observing Cadets performance.
- b. De-brief Unit Staff on Cadets' performance after running each Unit activity.

3. EXAMINER

This Petty Officer Cadet has shown his/her ability to demonstrate leadership skills.

SIGNED	<input type="text"/>	DATE	<input type="text"/>
APPOINTMENT	<input type="text"/>	RANK/RATE	<input type="text"/>

TASK TWO

INSTRUCTIONAL TECHNIQUE (IT)

1. WHAT YOU HAVE TO DO

a. Endeavour to improve the skills of IT previously learnt for advancement, to the satisfaction of:

(2) Your Divisional Officer.

(2) The Unit Training Officer (UTO)

2. HOW YOU CAN ACHIEVE THIS

a. Read SCC IT Guide to Instructors.

b. Attend an Area Instructional Technique course, or numbers allow, a National IT Instructors Course.

c. Prepare lesson plans well in advance.

d. Prepare visual aids both self made and Unit made.

e. Regular liaison with UTO to gain as much experience as possible in instruction.

UNIT TRAINING OFFICER			YOUR DIVISIONAL OFFICER		
No	SUBJECT	SIGNATURE	No	SUBJECT	SIGNATURE
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7			7		
8			8		

TASK THREE

FIRST AID

1. WHAT YOU HAVE TO DO

- a. Obtain an adult First Aid qualification from a recognised Authority.

2. HOW YOU CAN ACHIEVE THIS

- a. Attend an organised course run by one of the following.

HMS EXCELLENT
HMS RALEIGH
British Red Cross
St. Johns Ambulance Brigade
Area Staff Officer (First Aid)

QUALIFICATION GAINED

AUTHORITY

SIGNED DATE

APPOINTMENT RANK/RATE

TASK FOUR

FIRE PREVENTION AND SAFETY

1. WHAT YOU HAVE TO DO

- a. Show an awareness of fire prevention and fire hazards in and around the Unit.
- b. Show an awareness of fire prevention and fire hazards at various events and establishments.

2. HOW YOU CAN ACHIEVE THIS

- a. Under the supervision of your Unit First Lieutenant, inspect all fire appliances regularly and check that extinguishers are placed in correct positions.
- b. Report all potential fire hazards to your First Lieutenant, e.g. incorrect stowage of equipment and combustible materials etc.
- c. Arrange and run Unit fire drills.
- d. Arrange, through your Unit Training Officer , a Unit visit to a local Fire Station.

3. FIRST LIEUTENANT

This Petty Officer Cadet has shown an awareness in Fire Prevention and Fire Safety.

SIGNED	<input type="text"/>	DATE	<input type="text"/>
APPOINTMENT	<input type="text" value="Unit First Lieutenant"/>	RANK/RATE	<input type="text"/>

TASK FIVE

UNIT ADMINISTRATION

1. WHAT YOU HAVE TO DO

- a. Assist with the administration of the Unit over a two month period to include practical experience in Unit Stores, Armoury and Ship's Office.

2. ADMINISTRATION OFFICER (UAO)

This Petty Officer Cadet has demonstrated a reasonable understanding of Unit Administration.

SIGNED	<input type="text"/>	DATE	<input type="text"/>
APPOINTMENT	Unit Administration Officer	RANK/RATE	<input type="text"/>

TASK SIX

UNIT TRAINING

1. WHAT YOU HAVE TO DO

Assist the Training Officer over a two month period to include the preparation of the Unit Training Programme and attendance of cadets on National, Area and District courses.

2. UNIT TRAINING OFFICER (UTO)

This Petty Officer Cadet has demonstrated a good understanding of the training requirements of cadets.

SIGNED	<input type="text"/>	DATE	<input type="text"/>
APPOINTMENT	Unit Training Officer <input type="text"/>	RANK/RATE	<input type="text"/>

TASK SEVEN

ADVANCED SPECIALIST SKILLS

FURTHER EXPERIENCE

Where possible, all Petty Officer Cadets should undertake a voyage in a SCC vessel, to enhance their practical skills in their specialisation. For example:

SEAMANSHIP

Learn all practical aspects ie General Ropework and Rigging, Chartwork, Buoys and Buoyage, Rule of the Road, Anchorwork etc.

MECHANICAL ENGINEERING

Learn all practical aspects ie Engine Room, Bilge Systems, Ventilation etc.

ELECTRICAL ENGINEERING

Learn all practical aspects ie Engine Room, Lighting etc.

COMMUNICATIONS

Carry out, under instruction, all communication work during the voyage/activity.

SUPPLY AND SECRETARIAT

Cook/Steward: Prepare and cook food, plan menus etc.

Writer/Stores: Organise supplies for voyage/activity and all necessary admin duties whilst onboard (eg Stock Control).

PHYSICAL TRAINING

Organise all recreational training during the voyage.

Where a voyage is not practicable or possible, other avenues should be explored in order to enhance practical specialisation skills.

The candidate has demonstrated his/her knowledge in practical aspects of their specialisation.

SIGNED

DATE

APPOINTMENT

RANK/RATE

TASK EIGHT

PROJECT WORK

1. WHAT YOU HAVE TO DO

Choose one of the following five projects and, under the supervision of District Staff, plan and organise the event.

- a. AT Expedition.
- b. Ceremonial Parade outside the Unit.
- c. Cadet Multi-Training Weekend.
- d. Weekend Camp for Junior Cadets.
- e. Unit activity within the local community.

2. HOW YOU CAN ACHIEVE THESE TASKS

- a. Read all the necessary publications relating to the chosen project.
- b. Read SCR's, TARS(I) and TI's for any rules and regulations relating to chosen project.
- c. Seek advice and guidance from Specialist and Unit Staff.

3. EXAMINER (District Staff whenever possible)

This Petty Officer Cadet has shown his/her ability to plan an organise and event.

SIGNED	<input type="text"/>	DATE	<input type="text"/>
APPOINTMENT	<input type="text"/>	RANK/RATE	<input type="text"/>

PETTY OFFICER CADET TASK BOOK

**QUALIFICATIONS HELD / GAINED, COURSES ATTENDED
AND RECORD OF PROGRESS**

QUALIFICATIONS HELD, COURSES AND EVENTS ATTENDED

DATE	QUALIFICATION	WHERE OBTAINED
DATE	COURSE	WHERE HELD
DATE	UNIT/DISTRICT/AREA EVENT	WHERE HELD

PETTY OFFICER CADET TASK BOOK

SIGNATURE BY DIVISIONAL OFFICER (monthly)

Month: Sign: Date:	Month: Sign: Date:	Month: Sign: Date:
Month: Sign: Date:	Month: Sign: Date:	Month: Sign: Date:
Month: Sign: Date:	Month: Sign: Date:	Month: Sign: Date:
Month: Sign: Date:	Month: Sign: Date:	Month: Sign: Date:
Month: Sign: Date:	Month: Sign: Date:	Month: Sign: Date:
Month: Sign: Date:	Month: Sign: Date:	Month: Sign: Date:

SIGNATURE BY COMMANDING OFFICER (Quarterly)

March	June	Sept	Dec
March	June	Sept	Dec

PETTY OFFICER CADET TASK BOOK
TO BE COMPLETED BY THE CANDIDATE

TASK NO	DATE	TASK NO	DATE
1		7	
2		8	
3			
4			
5			
6			