

**ONE COPY OF THIS HANDOUT TO BE GIVEN TO EACH CADET ATTENDING
STAFF CADET PART 2 COURSE WING HQ SUNDAY XX XXX 07.**

1. You have been selected to attend the Staff Cadet Part 2 Course to be held at WHQ on Sunday XX XXX 07.

2. Please ensure that you follow these instructions.

- You have prepared a 5-6 minute presentation using power point, OHP or other format titled ***How does your unit conduct outdoor activities in comparison to another youth organisation including the value of those activities for team building***

This will be presented to your assessors and syndicate on the day and marked accordingly.

The results will go towards Unit 6 Presentation if you have registered for the BTEC First

Diploma in *Public Services*, so please make sure you bring your VQ Number with you.

To help you gain a Distinction the following notes may be of help:

- To gain a **PASS** you need to list the activities done in your unit and another organisation (at least four activities in each)
- To gain a **MERIT** you need to explain the benefits of these activities for team building.
- To gain a **DISTINCTION** you need to explain the value of Youth & Community Projects that include the use of adventurous activities and teamwork.

You will also need to bring and hand in all of your presentation notes, rough copies and any finished item including a printout of the power point presentation if applicable.

3. Please wear uniform, dark blue shirts and bring writing materials with you.

4. Make sure you CO gives you the blue examination record card RAF Form 3521 signed in the Staff Eligibility Check box.

5. You are 15½ years old.

6. You must report to WHQ no later than 0750h in time for a prompt start.

7. You bring £1.00 with you to cover water, chocolate and a certificate.

PROGRAMME

0800h	Arrival & Registration
0815h	Course Objectives
0830h	Student Introductions / Duty of Care overview
0920h	Break
0930h	Corps National/Local Structure
0950h	Role of the SWO
1010h	Leg Stretch
1015h	Squadron Admin & Role of Sqn Adjt ACPs
1035h	Leg Stretch
1040h	Syndicate groups & Practical Admin tests
1140h	Role of the Trg Officer
1200h	OC Wing
1230h	Lunch
1300h	Drill Instruction
1330h	Instructional Techniques
1350h	Supply Procedures
1400h	BTEC presentations (5-6 mins)
1600h	Knowledge Check
1630h	Wash up
1645h	Presentations of lanyards
1700h	Course Disperse

8. Any queries to Sqn Ldr M D Harrison. mdharrison@btopenworld.com