



1 RCSCC NELSON
TERMS OF REFERENCE

ASSISTANT TRAINING OFFICER

Rank: NCdt/OCdt
A/SLt/2Lt
SLt/Lt

Abbreviation: A/TrgO

The A/TrgO is responsible for assisting in the delivery of the cadet mandatory and optional training program. This includes providing guidance, direction, and mentorship to subordinate instructional staff.

The A/TrgO reports to the TrgO, 1 RCSCC NELSON.

Direct Reports:

- Marksmanship Coach
- Biathlon Coach
- Band Officer

Indirect Reports:

- Chief of Trg
 - Standards O
 - PhaseO
 - PhasePO
 - Cadet Instructors
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Pre-Requisites:

- Completion of the Basic Officer Training Course (BOTC)
 - Completion of Occupational Training Course (OTC)
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General:

- Read CCO e-mails regularly (at least once per week) and respond to e-mails promptly. Review CCO SharePoint message boards to stay current on up-to-date information relevant to the unit and its cadets and staff.
- Ensure policies and procedures are adhered to by remaining familiar with and up-to-date on CAF policies (DAODs, CFAOs, CANFORGENs, scales of issue) and CCO policies (QSPs, CATOs, Nat CJCR Sp Gp Orders, CANCDTGENS, Area Office policies and procedures) as it pertains to training.
- Serve as an instructor and directly supervise cadets as required.

Training:

- Maintain a safe and effective training program in accordance with the QSPs.
- Ensure all instructors (adults and senior cadets) are aware of their instructional duties at least three weeks prior to instructing.
- Coordinate the planning of the 10 entitlement days with staff cadets based on the schedule provided by the TrgO.
- Complete CSARs for all activities outside of regular training 30 days before the event.

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TERMS OF REFERENCE – ASSISTANT TRAINING OFFICER

- Assist in the creation of late joiner packages.
- Keep a calendar in a common location (Google Calendar) on the Local LHQ, National, and Regionally Directed Activities and share with all staff and cadets.
- Coordinate optional, fun activities to enhance interest, encourage recruitment, and foster cadet retention with the TrgO and Chief of Trg.
- Post weekly updates on training to the internal Facebook Group – RCSCC NELSON. This should include dress, time, and link (if applicable).
- Input attendance from Phase POs in the Corps Individual Learning Tracker spreadsheet on a weekly basis.

Administration:

- Ensure all training files are up-to-date, including ensuring completed POs are recorded in Fortress, by individual cadet based on EO attendance, within 30 days.