



1 RCSCC NELSON  
TERMS OF REFERENCE

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**SENIOR INSTRUCTOR**

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Rank: Lt(N)/Capt or SLt/Lt

Abbreviation: SI

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The SI is responsible for monitoring and implementing strategies for improving the standards of instruction. This includes providing guidance, direction, and mentorship to all instructional staff.

The SI reports to the TrgO, 1 RCSCC NELSON.

Direct Reports:

- Standards PO

Indirect Reports:

- Cadet Instructors
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Pre-Requisites:

- Completion of the Senior Instructors Course (SIC)
  - Completion of the Sea Environmental Training Course (SETC) or applicable elemental training
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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.

Standards:

- Maintain a safe and effective training program in accordance with the QSPs.
- Regularly assess periods of instruction delivered by staff, volunteers, and senior cadets.
- Create a schedule of formal assessments and conduct ad-hoc assessments of staff, volunteers, and senior cadets.
- Discuss assessments with the applicable instructors providing one-on-one feedback, which could include written assessment forms.

Training:

- Coordinate all the Performance Checks with the applicable cadets as per the training schedule from the TrgO.
- Advise and coordinate with the TrgO on training review boards as required.

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Administration:

- Provide written assessments to the AdminO for filing in the cadet personnel files.