



1 RCSCC NELSON
TERMS OF REFERENCE

TRAINING OFFICER

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

Abbreviation: TrgO

The TrgO is responsible for overseeing the delivery of the cadet mandatory and optional training program. This includes providing guidance, direction, and mentorship to all instructional staff.

The TrgO reports to the CO, 1 RCSCC NELSON through the XO.

Direct Reports:

- Standards O
- A/TrgO
- Phase Officers
- Chief of Trg

Indirect Reports:

- TrgPO
 - Band Officer
 - Exercise OIC
 - Phase POs
 - Marksmanship Officer
 - Biathlon Coach
 - Fitness and Sports Officer
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Pre-Requisites:

- Completion of the Training Officer Course (TOC)
 - 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.

Training Schedule:

- Maintain a safe and effective training program in accordance with the QSPs.
- Issue weekly training schedules, and ensure all instructors (adults and senior cadets) are aware of their instructional duties at least three weeks prior to instructing.
- Develop an annual training plan by 30 June for the following year, to be presented to the CO for approval. This shall include all 10 unit entitlement days.
- Arrange guest speakers and coordinate citizenship tours and other special training activities.

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- Adjust training schedules, as required, to match instructor availability, qualification, and competence.
- Complete CSARs for all activities outside of regular training.
- Identify cadets who meet the late joiner policy requirements and create unique training plans to accommodate them.

Subordinates:

- Delegate appropriate tasks to members of the training department.
- Ensure that the A/TrgO is aware of the National and Regionally Directed Activities for their planning and communication purposes.
- Coordinate optional, fun activities to enhance interest, encourage recruitment, and foster cadet retention with the A/TrgO.
- Meet with Trg staff on a regular basis to keep them informed.

Budget:

- Provide an annual budget proposal for the training department by 25 May each year.
- Provide advice to the CO regarding LSA expenditures and use of entitlement days for training.

Administration:

- Coordinate with the AdminO on late joiners in accordance with CCO policies and directives.
- 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.

Supply:

- Identify supply requirements (outside of the annual budget proposal) and submit to the SupO for review.