**79 (Whitchurch) Squadron**

**West Mercian Wing | Wales & West Region**

**Squadron Headquarters, The Drill Hall, Mill Street, Whitchurch, Shropshire SY13 1SE Telephone Number: 01948 666886**

**NOTICE: 79 CADET PROMOTIONS PROCESS**

This is to invite all eligible 79 (Whitchurch) Squadron cadets that Cadet NCO / SNCO Promotions is now open. All promotions to Cadet Corporal and Sergeant will be subject to an NCO/SNCO Promotions Board. The NCO Promotions Board will preside over all potential candidates for the ranks of Cadet Corporal, Cadet Sergeant or Flight Sergeants.

OC 79 wishes to announce the following positions are now open for applications:

* + - * Cadet Corporal
      * Cadet Sergeant
      * Cadet Flight Sergeant

Application forms are available on the Squadron website under “79 Squadron Forms”, along with Junior NCO and Senior NCO Job Specifications and 79 Squadron Promotion Criteria. All completed forms are to be sent to:

[oc.79@aircadets.org](mailto:oc.79@aircadets.org)

[adj.79@aircadets.org](mailto:adj.79@aircadets.org)

Cadets studying for Senior Cadet will be considered for application to Cadet Sergeant if the cadet is an established Corporal and has either completed a Junior NCO course at RAF Cosford or has a proven leadership qualities demonstrated in external events.

Promotion Application Deadline: **See Sqn Website**

Promotion Board Interviews: **See Sqn Website**

Promotion Board Feedback: **See Sqn Website**

Applicants are to observe the requirements of the Junior NCO and Senior NCO Job Specifications in Air Cadet Training Order (ACTO) No. 7 with respect to the rank they are applying for (attached to this document). They are also to observe the Promotion Criteria Minimum Requirements Matrix for

79 Squadron Cadet NCO/SNCO (also attached) before applying.

Applicants will be required to demonstrate written and oral communications skills, through completion of the application form and undertaking an interview with the promotion board. The Promotion Board will consist of no fewer than three board members. Unsuccessful applicants will be given constructive feedback on their interview and invited to apply again.

Late or incomplete promotion application forms will not be considered. Any queries should be directed to the undersigned.

Steve Corbett

Flight Lieutenant Officer Commanding

79 (Whitchurch) Squadron Air Training Corps

Annexes:

A. Cadet Corporal Job Specification (ACTO 7 Annex A) B. Cadet Sergeant Job Specification (ACTO 7 Annex B)

C. 79 Squadron Promotion Criteria Minimum Requirements

Parade Evenings: Tuesday & Thursday

Parade Times: 19:30 – 21:30

Website: <http://79whitchurchsqn.btck.co.uk/>

**Annex A**

Responsible to: Cadet Sergeant/Cadet Flight Sergeant

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| **Cadet Corporal Job Specification** | |
| **Main Responsibilities and Activities**  **Performed by a Fully Trained Cadet Corporal** | **Knowledge, Skills and Attitudes Required** |
| 1. Control a flight of cadets under his/her direct supervision. | 1.1 Know and perform foot drill movements given in AP 818.  1.2 Show competence in the command of a flight in foot drill.  1.3 Know the principles of Functional  Leadership.  1.4 Know and apply map reading skills to the level of ACP 32 Volumes 1 & 2.  1.5 Possess oral communication skills sufficient to be clearly understood. |
| 2. Maintain good conduct, behavior and discipline. | 2.1 Know and apply the regulations relating to dress and deportment defined in AP  1358C.  2.2 Know and apply the personal standards required of a JNCO.  2.3 Know and apply the principles of good  discipline.  2.4 Know and apply their limits of authority relating to discipline. |
| 3. Exercise appropriate responsibility for the welfare of cadets. | 3.1 Be aware of potential welfare problems and take the appropriate course of action. |
| 4. Plan, organise and/or carry out tasks as allocated. | 4.1 Be aware of the principles of appreciation, planning, briefing and control in execution. |
| 5. Carry out responsibilities in accordance  with own Sqn Fire and Security Orders. | 5.1 Know and apply requirements of own  Sqn Fire and Security Orders. |
| 6. Motivate and advise cadets on the basic  organisation and activities of the ATC. | 6.1 Have a sound working knowledge of  ACP 31 Section 1 Chapter 2. |

*Table 1 – Cadet Corporal Job Specification.*

**Annex B**

Responsible to: Cadet Flight Sergeant

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| **Cadet Sergeant Job Specification** | |
| **Main Responsibilities and Activities**  **Performed by a Fully Trained Cadet Sergeant** | **Knowledge, Skills and Attitudes Required** |
| 1. Perform the responsibilities and activities of a Cadet Sergeant. | 1.1 As for Cadet Corporal (See above). |
| 2. Manage and control a squadron of cadets under his/her direct supervision. | 2.1 Be able to instruct Second Class Cadets in drill to First Class Cadet Assessment standard.  2.2 Show competence in the command of a  Squadron in foot drill.  2.3 Possess written and oral communication skills sufficient to be clearly understood. |
| 3. Assist the Sqn staff in the management of the Sqn and development of junior cadets and NCOs. | 3.1 Be able to give and receive constructive feedback on performance.  3.2 Know and apply the principles of  Functional Leadership. |
| 4. Participate in the planning and organization of Sqn activities. | 4.1 Be able to apply problem solving techniques to specified problems.  4.2 Know and apply principles of appreciation, planning, briefing and control in execution.  4.3 Possess written and oral communication skills sufficient to be clearly understood. |
| 5. Be able to recognize potential welfare problems. | 5.1 Be aware of potential welfare problems and take the appropriate course of action. |
| 6. Possess a general Service knowledge of the ATC. | 6.1 Be aware of, and promote, cadet opportunities and the appropriate sources of information.  6.2 Have knowledge of the structure of own  Wg and Region. |

*Table 2 – Cadet Sergeant Job Specification*

Minimum criteria for promotion of Cadet Non-Commissioned Officer Ranks **Annex C**

Note that promotions are subject to available vacancies and the final decision is by OC Sqn. Numbers in tables are cumulative values

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| **79 Squadron Promotion Criteria Minimum Requirements** | | | | | |
| **Area** | **Criteria** | **Corporal** | **Sergeant** | **Flight Sergeant** | **Cadet Warrant Officer** |
| **Attendance** | Completed period of satisfactory service (75%) \* | **2 years** | **2.5 years** | **3 years** | **3.5 years** |
| Commit to activities min 12 hours per month | **Yes** | **Yes** | **Yes** | **Yes** |
| Maintain a complete & up to date log (F3822) \*\* | **Yes** | **Yes** | **Yes** | **Yes** |
| **Admin** | Minimum age | **14** | **15 +** | **17** | **18 +** |
| Have no outstanding disciplinary issues | **Yes** | **Yes** | **Yes** | **Yes** |
| DBS in place for over 18 | n/a | n/a | n/a | **Yes** |
| Approved by | **OC Sqn** | **OC Sqn** | **OC Sqn** | **OC Wg** |
| **Camps** | Attended an annual camp | **1** | **1** | **2** | **2** |
| **Qualifications** | Obtained a minimum classification | **Leading Cadet** | **Senior Air Cadet** | **Master Cadet** | **Instructor Cadet** |
| **Training** | Attended a Squadron/Wing JNCO Course | **TBA** | n/a | n/a | n/a |
| Attended a Wing SNCO Course | n/a | **TBA** | n/a | n/a |
| Attended a Specialist training course (See List A) | **1** | **2** | **2** | **3** |
| **Leadership** | Demonstrated skill and ability to lead tasks | **Yes** | **Yes** | **Yes** | **Yes** |
| Organised and led a squadron activity | n/a | **Yes** | **Yes** | **Yes** |
| Fulfilled the roles of a fully trained JNCO (ACTO 7) | n/a | **Yes** | **Yes** | **Yes** |
| Fulfilled the roles of a fully trained SNCO (ACTO 7) | n/a | n/a | **Yes** | **Yes** |
| Fulfilled a management role on unit (See List B) | n/a | **Yes** | **Yes** | **Yes** |

\* Minimum satisfactory service may be waivered for late starters or in exceptional circumstances as deemed necessary by OC Sqn.

\*\* It is expected for Cadet NCOs to participate themselves and encourage other cadets to attend local community events as much as they can.

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| **List A – Example Training Courses** | | **List B – Example Management Roles** | |
| First Aid (Min Heartstart) | BELA | Flight Commander | NCO Radio Comms |
| Weapon Training | Sports Leader | NCO Drill | NCO Recruitment |
| Basic Coaching | Music | NCO Fieldcraft | NCO Aviation Trg |
| HF/VHF Radio | Gliding Scholarship | NCO Sports | NCO Shooting |
| Cadet Drill Instructor | Flying Scholarship | NCO Stores | NCO First Aid |
| Fieldcraft Instructor | ACLC/CLC | NCO D of E | NCO Social Events |