

<u>Appointment Title</u>	Cadet Training Assistant (Cdt Trg A)
Alternate Title	Training Petty Officer (Trg PO) *Sea Training Sergeant (Trg Sgt) *Army & Air
Tier	PO2/Sgt
Number of Positions	As required.
General Description	This position shall assist the Senior Training Cadet with gathering supplies and equipment for training.
Reports to	Senior Training Cadet (Sr Trg Cdt)
Responsible for	Nil.

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and experience	<input type="checkbox"/> Completed PO 309. <input type="checkbox"/> Knowledge of cadet corps/squadron structure. <input type="checkbox"/> Familiarity with Qualification Standard and Plans (QSPs), assessment, and training documents. <input type="checkbox"/> Experience determining training objectives of a lesson. <input type="checkbox"/> Collaborating with others.

Primary Duties	<input type="checkbox"/> Receive requests for purchase of training equipment and supplies from instructors.
	<input type="checkbox"/> Ensure delivery of supply and training equipment to training instructors in-time for lessons.
	<input type="checkbox"/> Participate in discussions about following QSP objectives.
	<input type="checkbox"/> Inform cadets of PO assessment dates.
	<input type="checkbox"/> Provide feedback to cadets.
	<input type="checkbox"/> Seek feedback from instructors and cadets about training.
	<input type="checkbox"/> Bring feedback from cadets and instructors to the Sr Trg Cdt.
	<input type="checkbox"/> Encourage others to pursue working in the training department.
	<input type="checkbox"/> Serve as an example and role model for instruction and department.
	<input type="checkbox"/> Other duties as assigned by the Sr Trg Cdt.
Secondary Duties	<input type="checkbox"/> Assist the Sr Trg Cdt with conducting professional development for instructors and assessors.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.