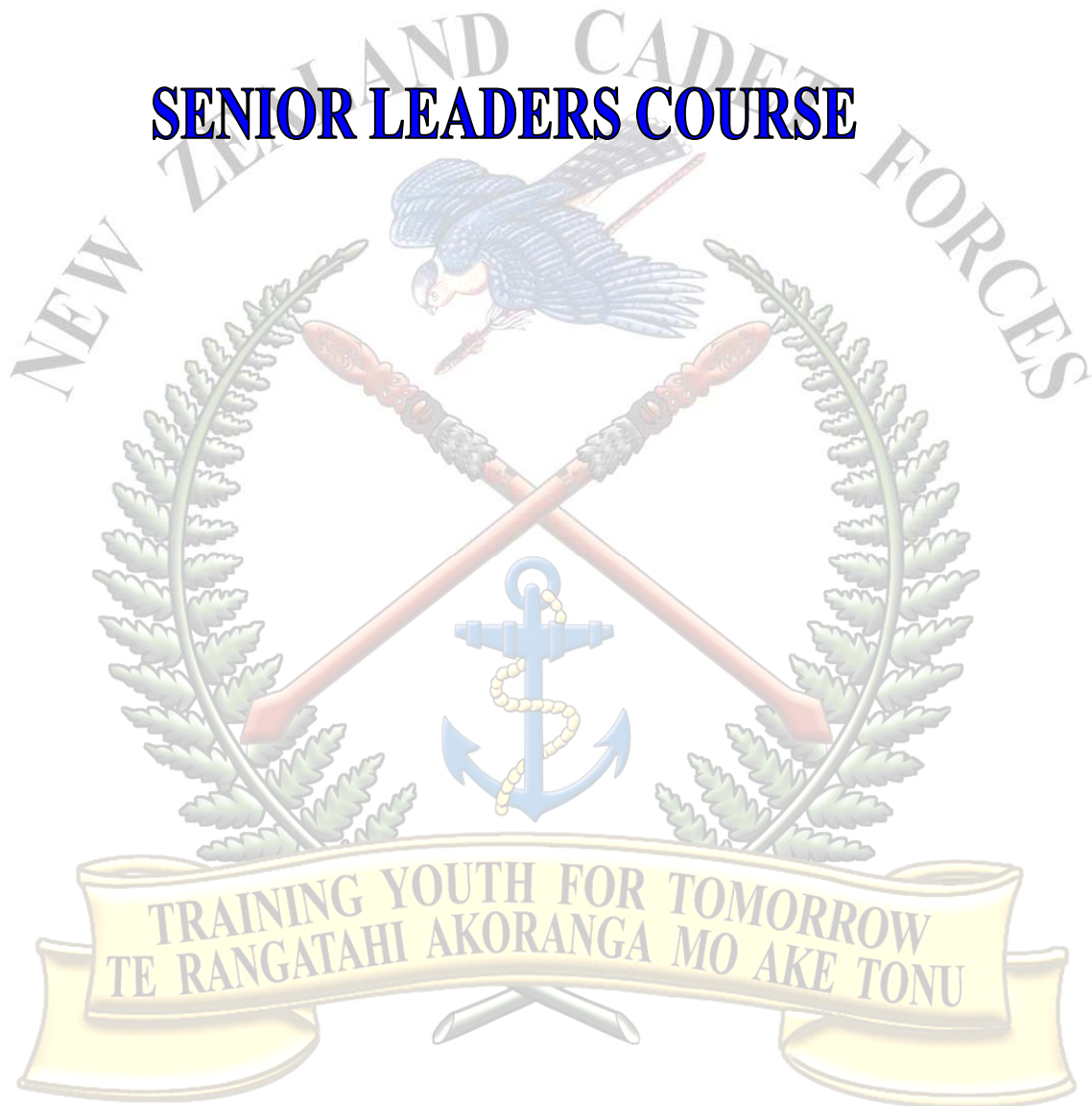


NEW ZEALAND CADET FORCES

SENIOR LEADERS COURSE



**PRE-COURSE
TASK BOOK**

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1. **Introduction.** This Task Book is designed to ensure that all nominated persons will have a common basis of knowledge when they arrive on the Senior Leaders Course. Most of it is based on the information taught to them on the Junior Leaders Course and is therefore information that they should know.
 2. NZCF Unit Commanders / Training Officers are to ensure that the candidates they are nominating for the course have completed this task book and attach the Senior Leaders Course Task Book Completion Certificate to the NZCF 8.
 3. All Candidates should read the information within and complete the exercises.
 4. **Aim.** The aim of the Senior Leaders Course is to provide selected NZCF Cadets with the knowledge and skills necessary to undertake the roles of a NZCF Senior Leader in a Cadet Unit.
 5. **Terminals.** The Senior Leaders Course covers the following topics:
 - a. Leadership: **
 - b. Instructional Technique;
 - c. SNCO Parade Appointments;
 - d. Administration;
 - e. Risk Management; and
 - f. Public Relations.
- ** Donates a Critical Terminal.
6. **Support.** Support is available from:
 - a. The Cadet Unit Commander,
 - b. The Cadet Unit Training Officer,
 - c. Other Unit Officers, and
 - d. The Unit, Area Adviser.
 7. **Pre-Course Requirements.** Candidates for the Senior Leaders Course are required to complete each of the following tasks:
 - a. Conduct a 20 Minute Drill lesson, using the attached forms:
 - Instructor Guides
 - Assessment Form
 - Lesson Plan (blank)

8. This needs to be assessed by your Area Advisor
9. Answer the Questions on Drill (Answer Sheet Attached)
10. Answer the Questions on Leadership (Answer Sheet Attached)
11. Answer Questions on the responsibilities of a SNCO

CHAPTER 1

Drill Instruction

References:

- A. BR 1834 – Royal Navy Ceremonial and Drill (NZCF Relevant Sections),
- B. NZ P6A – New Zealand Army Ceremonial Drill Manual, and
- C. NZAP 818 – Royal New Zealand Air Force Drill Manual.

1 **Assessment.** A Formal Assessment of a 20-minute Drill Lesson is to be conducted by your Area Advisor (a report is sent to the Area Coordinator), prior to an NZCF 8 being submitted for the student to attend the course. This assessment can be conducted at any time prior to the Course.

2. Unit Commanders are to select a lesson from the list below please ensure that you give the candidate sufficient time to prepare and rehearse the lesson prior to the candidate presenting it. Instructor Guides are attached.

Drill Lessons	Time
Left Turn at the Halt	20min
Right Turn at the Halt	20min
About Turn at the Halt	20min
Salute to the Front at the Halt	20min
Salute to the Right at the Halt	20min
Salute to the Left at the Halt	20min

Answer all questions on the answer sheet provided (Back Page).

Drill Quiz

Q1. Each Corps has different words of command when conducting Drill, are these correct for your Corps? (Only one response for your Corps is required)

ATC – Pre-Cautionary, Cautionary, Executive

NZCC – Introduction, Cautionary, Executive

SCC – Cautionary, Executive

A = True B = False

Q2. What is the 'Aim of Drill'?

- a. To Develop a Cadet who is Clean, Tidy, Self-Disciplined, Obedient and provides the basis for Teamwork.
- b. To Develop a Cadet who is Proud, Watchful, Self-Disciplined, Respectful and provides the basis for Teamwork
- c. To Develop a Cadet who is Proud, Alert, Self-Disciplined, Obedient and provides the basis for Teamwork
- d. To Develop a Cadet who is Proud, Alert, Self-Disciplined, Obedient and provides the basis for Cooperation

Q3. What are the qualities of a drill instructor?

- a. Patience, Passion, Reliability, Humanity, Personality
- b. Patience, Enthusiasm, Consistency, Humanity, Personality
- c. Endurance, Enthusiasm, Consistency, Humanity, Character
- d. Tolerance, Keenness, Consistency, Humanity, Personality
- e. Patience, Enthusiasm, Consistency, Humanity, Individuality

Leadership Quiz

Q4. There are two approaches to leadership used in the NZCF that a potential leader may utilise, these are?

- a. Situational and Practical
- b. Situational and Functional
- c. Situation and Functional

d. Situational and Serviceable

Q5. In a NZ Cadet Forces (NZCF) situation where the leader is appointed rather than being allowed to emerge within the group, it means that he/she must have to satisfy the needs of the group. What are the other two needs we also need to consider?

- a. Mission and Individual
- b. Task and Personality
- c. Task and Individual
- d. Duty and Individual
- e. Task and Party

Q6. Further, to satisfy these areas of need, the leader must carryout the following functions. Which of the following functions is the correct one?

- a. Development, Initiating, controlling, Supporting, Informing
- b. Planning, Initiating, domineering, Supporting, Update
- c. Arrangement, Initiating, controlling, Supporting, Informing
- d. Planning, Initiating, controlling, Supporting, Informing
- e. Scheduling, Initiating, controlling, Following, Informing

Q7. Leadership Styles vary with the situation, a leader will often display a blending of each style, worked together as complex and changing situations dictate. How many styles of leadership are there in the NZCF?

- a. 4
- b. 5
- c. 6
- d. 3
- e. 2

Q8. Authoritarian Leadership is accomplished through one of the following?

- a. influence, discipline, communications, allocation, sanctions, trust
- b. authority, obedience, communications, delegation, sanctions, trust
- c. ability, discipline, infrastructure, retention, sanctions, trust
- d. authority, control, communications, delegation, sanctions, faith
- e. authority, discipline, communications, delegation, sanctions, trust

Q9. The Free Reign style is not an abdication of leadership; rather it is a temporary withdrawal of the leaders influence, though this style should only be employed when

everything is proceeding in accordance with the leader's intent. Is this statement True or False

A = True B = False

Q10. The discipline and morale of the NZCF depends to a great degree on the manner in which Cadet SNCO's carry out their duties and responsibilities. Officers look for Support while Cadets look for Guidance and Assistance. Cadet SNCO's should always set good examples. Some additional responsibilities are Order and Regularity, Welfare and Conditions, Training

Is this statement True or False

Q11 Below are two examples of orders that you as a SNCO may give which one of them is the Lawful one (the one you are allowed to give)

- a. Cadet Smith because your uniform is dirty, you can clean my car as punishment
- b. Cadet Smith you are to ensure that you uniform is clean for next week or the matter will be reported to the Unit Commander.

Q12 The use of offensive language in and round the Unit is OK so long as you are directing it at your fellow SNCO's

True or False

ASSESSMENT DRILL INSTRUCTION

Student:					Pass		Fail	
Subject:					Practice		Terminal	
Assessor:								
Time:	Start		Finish		Date:			

BEGINNING						
Serial	Did the Drill Instructor:	0	1	2	Remarks	
(a)	(b)	(c)	(d)	(e)	(f)	
1	Form up the squad					
2	Dress the squad					
3	Number the squad					
4	Conduct inspection (Physical or Verbal)					
5	March out suitable distance					
6	Introduce lesson & state reason why					
7	State the Objective					
8	Conduct Revision if applicable					
9	Was Revision appropriate					

MIDDLE						
Serial	Did the Drill Instructor	0	1	2	Remarks	
(a)	(b)	(c)	(d)	(e)	(f)	
10	Demo complete movement					
11	Demo 1st movement					
12	Demo and explain 1st movement calling time					
13	Individual squad practice 1st movement calling time					
14	Squad practice 1st movement by Nos					
15	Demo 2nd movement					
16	Demo and explain 2nd movement calling time					
17	Individual squad practice 2nd movement calling time					
18	Squad practice 2nd movement by Nos					

Serial	Did the Drill Instructor	0	1	2	Remarks	
(a)	(b)	(c)	(d)	(e)	(f)	
19	Demo whole movement calling time					

20	Individual practice complete movement calling time				
21	Squad Practice calling time with movement				

END					
Serial	Did the Drill Instructor	0	1	2	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
22	Squad practice judging time				
23	Test the objective				
24	Summary				
25	Preview next lesson				

GENERAL					
Serial	Did the Drill Instructor	0	1	2	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
26	Follow the correct sequence				
27	Maintain control				
28	Conduct coaching				
29	Employ effective words of command				
30	Conduct fault checking				
31	Perform satisfactory personal drill				
32	Dress and Bearing				
33	Enthusiasm				
34	Confidence				
35	Use correct Words of Command				
36	Personal Drill				

General Comments: Strengths	Weaknesses
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	Criteria	Remarks
(a)	(b)	(c)
	41 marks or more	Qualified
	40 marks or below	Reassessment Required / NQ

Pass Mark = 43marks out of 72

Assessors Notes:

1. Use scores to grade students' performance, strengths, and weaknesses.
2. Students requiring reassessment must receive the appropriate remedial training prior to reassessment.
3. A student who passes the reassessment can only receive a "C" Grade pass.
4. The grading for the marking columns marked (1), (2) and (0) are as follows:
 - a. (2) indicates that the cadet performed the movement/command without error or fault
 - b. (1) indicates that the Cadet performed the movement/command correctly, but with minimal errors and faults
 - c. (0) indicates the cadet failed achieve the required standard.

TERMINAL OBJECTIVE

TASK: DRILL INSTRUCTION

Serial	Objective	Conditions	Standards	NCEA Unit Standards	Reference / Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1.1	Demonstrate the Left Turn at the Halt	Instructor delivered. Given: 1. Time Frame: a. 1 x 20 min period 2. Instructional Setting: a. Parade Ground 3. Equipment: a. Squad of Cadets b. Crib Card 4. Staff Support: a. Area Advisor is to assess this lesson	Attainment of this terminal is confirmed if the cadet can: a. Perform the Left Turn at the Halt	TBAL	NZ P6 Part 1 Lesson 6 Pages 72 BR 1834, NZ Supp Chapter 1 Para 0108 Pages 1-7 / 1-8 NZAP 818 Part 1 Chapter 4 Para 4018 Pages 1- 4 -3

Notes: The standards column is the lesson teaching points

TERMINAL OBJECTIVE

TASK: DRILL INSTRUCTION

Serial	Objective	Conditions	Standards	NCEA Unit Standards	Reference / Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1.2	Demonstrate the Right Turn at the Halt	Instructor delivered. Given: 1. Time Frame: a. 1 x 20 min period 2. Instructional Setting: a. Parade Ground 3. Equipment: a. Squad of Cadets b. Crib Card 4. Staff Support: a. Area Advisor is to assess this lesson	Attainment of this terminal is confirmed if the cadet can: a. Perform the Right Turn at the Halt	TBAL	NZ P6 Part 1 Lesson 6 Pages 72 BR 1834, NZ Supp Chapter 1 Para 0108 Pages 1-7 / 1-8 NZAP 818 Part 1 Chapter 4 Para 4018 Pages 1- 4 -3

Notes: The standards column is the lesson teaching points

TERMINAL OBJECTIVE

TASK: DRILL INSTRUCTION

Serial	Objective	Conditions	Standards	NCEA Unit Standards	Reference / Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1.3	Demonstrate the About Turn at the Halt	Instructor delivered. Given: 1. Time Frame: a. 1 x 20 min period 2. Instructional Setting: a. Parade Ground 3. Equipment: a. Squad of Cadets b. Crib Card 4. Staff Support: a. Area Advisor is to assess this lesson	Attainment of this terminal is confirmed if the cadet can: a. Perform the About Turn at the Halt	TBAL	NZ P6 Part 1 Lesson 6 Pages 73 BR 1834, NZ Supp Chapter 1 Para 0108 Pages 1-7 / 1-8 NZAP 818 Part 1 Chapter 4 Para 4020 Pages 1- 4 -3

Notes: The standards column is the lesson teaching points

TERMINAL OBJECTIVE

TASK: DRILL INSTRUCTION

Serial	Objective	Conditions	Standards	NCEA Unit Standards	Reference / Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1.4	Demonstrate the Salute to the front at the Halt	Instructor delivered. Given: 1. Time Frame: a. 1 x 20 min period 2. Instructional Setting: a. Parade Ground 3. Equipment: a. Squad of Cadets b. Crib Card 4. Staff Support: a. Area Advisor is to assess this lesson	Attainment of this terminal is confirmed if the cadet can: a. Perform the Salute to the front at the Halt	TBAL	NZ P6 Part 1 Lesson 5 Pages 69 BR 1834, NZ Supp Chapter 1 Para 0109 Pages 1-9 / 1-10 NZAP 818 Part 1 Chapter 4 Para 4021 Pages 1- 4 -4

Notes: The standards column is the lesson teaching points

TERMINAL OBJECTIVE**TASK: DRILL INSTRUCTION**

Serial	Objective	Conditions	Standards	NCEA Unit Standards	Reference / Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1.5	Demonstrate the Salute to the Right at the Halt	Instructor delivered. Given: 1. Time Frame: a. 1 x 20 min period 2. Instructional Setting: a. Parade Ground 3. Equipment: a. Squad of Cadets b. Crib Card 4. Staff Support: a. Area Advisor is to assess this lesson	Attainment of this terminal is confirmed if the cadet can: a. Perform the Salute to the Right at the Halt	TBAL	NZ P6 Part 1 Lesson 8 Pages 80 BR 1834, NZ Supp Chapter 1 Para 0109 Pages 1-9 / 1-10 NZAP 818 Part 1 Chapter 4 Para 4023 Pages 1- 4 -4

Notes: The standards column is the lesson teaching points

TERMINAL OBJECTIVE

TASK: DRILL INSTRUCTION

Serial	Objective	Conditions	Standards	NCEA Unit Standards	Reference / Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1.6	Demonstrate the Salute to the Left at the Halt	Instructor delivered. Given: 1. Time Frame: a. 1 x 20 min period 2. Instructional Setting: a. Parade Ground 3. Equipment: a. Squad of Cadets b. Crib Card 4. Staff Support: a. Area Advisor is to assess this lesson	Attainment of this terminal is confirmed if the cadet can: a. Perform the Salute to the Left at the Halt	TBAL	NZ P6 Part 1 Lesson 8 Pages 80 BR 1834, NZ Supp Chapter 1 Para 0109 Pages 1-9 / 1-10 NZAP 818 Part 1 Chapter 4 Para 4023 Pages 1- 4 -4

Notes: The standards column is the lesson teaching points

**SENIOR LEADERS TASK BOOK
COMPLETION CERTIFICATE**

This is to certify that

_____ (Rank & Name)

has completed, to a satisfactory level,

1. A 20 min drill lesson conducted on

	Pass / Fail
--	-------------

(Lesson Name, Date, Assessor Name)

2. A Quick Quiz on Drill
3. A Quick Quiz on Leadership
4. A Quick Quiz on Responsibilities

Drill

	A	B	C	D	E
1					
2					
3					

Leadership

4					
5					
6					
7					
8					
9					
10					
11					
12					

Signed : _____
(Unit Commander)

Date: _____

Unit: _____

This form is to accompany the NZCF 8 to your Area Office

**NEW ZEALAND CADET FORCES
LESSON TITLE PAGE
PHYSICAL SKILLS INSTRUCTION**

Title: _____

Date:

Instructor: _____

Time Limit:

Interest:

Lesson Objectives:

☺ _____

Need:

Range:

☺ _____ ☺ _____

☺ _____ ☺ _____

☺ _____ ☺ _____

References:

☺ _____ ☺ _____

☺ _____ ☺ _____

Handouts:

Review:

Whiteboard Layout *(draw this by hand)*

INTROSH LESSON PLAN PAGE

Key	Instruction Points	Timing / Aids	Student Activity
Interest			
Title			
Objectives			
Need			
Range / Scope			
References			
Handouts			
Revision			

Key	Instruction Points	Timing / Aids	Student Activity
Theory (Background)			

Key	Instruction Points	Timing / Aids	Student Activity
Demonstration <i>(Show, In Real Time, No talking throughout)</i>			

Key	Instruction Points	Timing / Aids	Student Activity
Explanation <i>(Demo, Step by Step, Talk through)</i>			

Key	Instruction Points	Timing / Aids	Student Activity
Execution <i>(Teach, Step by Step, Students Imitating)</i>			

Key	Instruction Points	Timing / Aids	Student Activity
Repetition <i>(Student Practice, Instructor coach)</i>			

Key	Instruction Points	Timing / Aids	Student Activity
Test (Define Conditions and Standards)			

TENSION LESSON PLAN PAGE

Title			
Objectives			
Need			
Range / Scope			
Extra Help			
Next Lesson			
Interest			
Summary			