

## **TERMS OF REFERENCE (TOR) – TRAINING OFFICER (TrgO)**

### **GENERAL**

1. The training officer (TrgO) shall be responsible to the commanding officer (CO) and shall exercise general supervision over all unit training functions, inclusive of mandatory, complimentary, and optional activities IAW the nationally directed training program.

### **RESPONSIBILITIES**

2. Under the direction of the CO or his/her delegated officer, responsibilities of the TrgO include, but are not limited to:

- a. developing a training program IAW established cadet directives;
- b. maintaining accurate training records on each cadet in Fortress (FV2) including promotions, qualifications, and special recognition;
- c. planning and distributing the monthly training schedule and assigning qualified instructors to each level;
- d. ensuring instructors have adequate resources (QSPs, IGs, training schedules released in advance, email comms. etc.) in order to instruct effective and standardized classes;
- e. coordinating the arraignment of guest speakers and other voluntary instructors to supplement sqn staff and/or cadet instructors;
- f. advising the CO on a monthly basis on the sqn's weekly training, inclusive of complimentary and optional training;
- g. ensuring all optional training teams have adequate resources to operate along with firm direction WRT training plans;
- h. ensuring the ongoing individual training and development of all instructional staff, inclusive of adult staff, through evaluation forms and/or debriefs;
- i. ensuring that the training program is delivered upon completion of the training year (TY) and that all data has been inputted on a periodic basis upon completion of POs;
- j. coordinating mandatory support training;
- k. advising the CO on promotions and/or special recognitions;

- l. ensuring ASRs and MOAR are submitted to RCSU promptly (ASRs – 45 days, MOARs – 7 days);
- m. coordinating the applications of all RDAs and NDAs inclusive of summer training courses;
- n. selecting a top cadet of the month in conjunction with other sqn staff and senior NCOs;
- o. ensuring that all activities are adequately staff IAW the applicable CATO;
- p. ensuring that all lessons incorporate activities that appeal to various learning styles amongst the cadets;
- q. coordinating WOII and WOI MRBs when required;
- r. ensuring all level officers remain with their levels during parade nights evaluating classes unless otherwise directed;
- s. ensuring that the training section of the FV2 dashboard is clear on a weekly basis;
- t. ensuring initial, mid, and year end interviews are conducted with all cadets and a summary is provided to the CO;
- u. ensuring that all cadets are provided with the appropriate qualification badges following annual testing (proficiency badges, summer training, fitness, etc.); and,
- v. ensuring procedures are implemented in conjunction with other section heads to ensure cadet retention (i.e. proper exit interviews).

Name of TrgO: \_\_\_\_\_ Signature of TrgO: \_\_\_\_\_ Date: \_\_\_\_\_

Name of CO: \_\_\_\_\_ Signature of CO: \_\_\_\_\_ Date: \_\_\_\_\_

Copy 1 – Pers. file

Copy 2 – TrgO