

TERMS OF REFERENCE (TOR) – LEVEL OFFICER (Lvl O)

GENERAL

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

RESPONSIBILITIES

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

- a. ensuring there are no conflicts in the training schedule of their assigned level, and bringing any such conflicts to the attention of the TrgO;
- b. verifying instructor readiness, through lesson plan assessment and instructional aid verification, prior to the commencement of a class;
- c. collecting and verifying all results of completed POs along with further input into Fortress training records on a monthly basis;
- d. evaluating, informally and formally, all instructors assigned to their level and submitting reports to the TrgO;
- e. being a point of contact (POC) and/mentor to all instructors assigned to their training level;
- f. verifying any requests from cadets assigned to their training level WRT instructor switches;
- g. ensuring cadets have been adequately equipped with the necessary resources in order to determine accurate summer training selections, in addition to guiding cadets through the application process, up to and including recommendation to the TrgO;
- h. ensuring initial, mid, and year end interviews are conducted in a timely manner;
- i. recommending cadets for promotions, appointments, summer training courses, top cadet of the month, and honours/recognitions;
- j. if applicable, ensure the accelerated training program is implemented effectively including ensuring fast tracked cadets are adequately addressed and interviewed, and ensuring completion of reading packages by the end of the TY;

- k. acting as an OPI on at least one significant event during the TY after consultation with the Trg O;
- l. ensuring assigned instructors have necessary instructional aids well in advance of their scheduled class and suggesting new potential trainings aids to the TrgO in order to better deliver material from the QSP;
- m. administering, or assisting in, all level evaluations along with retests, verbal tests, and training counselling sessions;
- n. bring to the attention of the TrgO any cadets that are at risk of being deemed unsuccessful in their training level, and subsequently sitting on training review boards (TRBs) or training counselling sessions (TCS), along with those exhibiting outstanding performance;
- o. assisting in the development of instructor workshops, seminars, and/or NCO development courses;
- p. ensuring that all lessons incorporate activities that appeal to various learning styles amongst the cadets; and,
- q. any other task as assigned by the TrgO.

Name of Lvl O: _____ Signature of LvlO: _____ Date: _____

Name of CO: _____ Signature of CO: _____ Date: _____