

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

### **GENERAL**

1. The assistant training officer (Asst TrgO) shall be responsible to the training officer (TrgO) and shall exercise general assistance/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 TrgO or his/her delegated officer, responsibilities of the Asst TrgO include, but are not limited to:
- a. be responsible for the trg dept. in the absence of the TrgO;
  - b. assist in developing a training program IAW established cadet directives;
  - c. maintaining accurate training records on each cadet in Fortress (FV2) including promotions, qualifications, and special recognition;
  - d. assist in planning and distributing the monthly training schedule and assigning qualified instructors to each level;
  - e. ensuring instructors have adequate resources (QSPs, IGs, training schedules released in advance, email comms. etc.) in order to instruct effective and standardized classes;
  - f. assist in coordinating the arrangement of guest speakers and other voluntary instructors to supplement sqn staff and/or cadet instructors;
  - g. advising the TrgO on a consistent basis of any strength or opportunity areas WRT the trg dept.;
  - h. assist in ensuring all optional training teams have adequate resources to operate along with firm direction WRT training plans;
  - i. ensuring the ongoing individual training and development of all instructional staff, inclusive of adult staff, through evaluation forms and/or debriefs;
  - j. 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;
  - k. coordinating mandatory support training;

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

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

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

Copy 1 – Pers. file

Copy 2 – TrgO