

Guidelines to Junior Non-commissioned Officer Course (JNCOTC)

Introduction

The guidelines will provide some basic information for the Officer-in-Charge (oi/c) of a JNCOTC.

2. Many information contained herewith are also useful for any candidates who wish to prepare to sit and pass the JNCOTC.
3. JNCOTC is (under purview / oversee by) of OC NCOT Flt within GST Wg, but due to the limited manpower and traditionally the course is conducted by officers mainly from Ops Gp. In view of this, the guideline is prepared in order to provide a framework and for all oi/c to achieve a standardized level within the Corps.
4. With the fast and rapid changing environment, any suggestions and opinion are always open. Please communicate directly with GST Wg for any amendments or suggestions.

Criteria

5. Cadet has to pass the JNCOTC as one of requirement for promotion from Basic Cadet (BC) or Lance Corporal (LCpl) to Cadet Corporal (Cpl). Therefore, candidates should have at least one year of active service in the Corps before applying to attend the JNCOTC. Preference will be given to cadet with First Class Cadet Badge (1CC) over Basic Cadet.

Syllabus

6. In order to pass the JNCOTC, a candidate must pass **all five** of the following subjects: -
 - (a) Written Test on HKACC, Customs & Courtesy and Dress Regulations;
 - (b) Physical Achievement Test – Level 1;
 - (c) Basic Footdrill;
 - (d) Elementary Leadership Skills; and
 - (e) Performance and Discipline.

Written Test

7. Written Examination Paper on 1CC level will be prepared by GST Wg, and the test will be conducted by staff from GST Wg. Pass mark is **60%** on the paper and blank answer sheets should be prepared by oi/c and those answer sheets will be collected after the examination and marked by GST Wg, they will be destroyed after 3 months.

Physical Achievement Test

8. Candidate should achieve the **Level 1** standard in order to pass the JNCOTC. Disregard whether the cadet had passed the test or not, the candidate must undergo such test and pass it during the JNCOTC.

9. If endorsement in the Cadet Training Record Book (CTRB) is required, then the laid down procedures for Carrying Out Physical Achievement Test issued by the Physical Assessment Flight (PA Flt) should be followed.

10. For those cadets who had already achieved level 1 before attending the JNCOTC, subject to the O i/c and the PAI conducting the test, could attempt Level 2 and the successful result endorsed in the CTRB accordingly, provided that PA Flt had been informed and the laid down procedures had been followed.

11. Even if the cadet failed other subjects in the JNCOTC, if the above procedures had been followed, the PA result could be endorsed in the CTRB, despite the failure in the JNCOTC.

Foot Drill

12. Similar to Physical Achievement Test, no matter if the cadet had passed the **Basic** Footdrill (FD) or not, the candidate must undergo such test and pass it during the JNCOTC.

13. Depending on the time available and the approval from oi/c and the Drill Instructor (DI) conducting the FD assessment, cadets who had already passed the Basic Footdrill could attempt the advanced footdrill during the JNCOTC. Normal procedures / practices as laid down by OC FDT Flt should apply.

14. Equally, the candidate's drill performance must firstly be assessed to ascertain if it had reached the basic footdrill level, otherwise, he/she should be considered failing the FD assessment, and there is no point in continuation with the advanced footdrill assessment.

15. Endorsement of CTRB on FD is the same as PA test that successful result can be entered in CTRB despite the overall result of the JNCOTC.

Leadership Skills

16. This is a very subjective assessment, and it is suggested that the candidate should be given a mini exercise in leading four to five cadets to accomplish a simple task in order to test the performance / skill level in 'Appreciation'; 'Planning'; 'Briefing Techniques'; and 'Execution' etc. Successful completion of the task is irrelevant provided the candidate has a basic understanding of the leadership theory and application of it.

17. Scenarios should be prepared by oi/c and the assessing staff. An assessment form is provided to assist the oi/c.

Performance / Discipline

18. In the past, a candidate completed the JNCOTC and passed the above four subjects is considered successfully attended a JNCOTC, however, some very important element seems to be lacking and as a matter of fact all candidates had been closely monitored through the course, what if a cadet having a long hair cut and poor turn-out during inspection? Where the marks should be given or deducted?

19. Therefore, since No 67 JNCOTC in 2013, this fifth subject had been suggested to all O i/c and positive feedbacks had been received. Therefore with the introduction of this revised guideline, it has been formulated to carry equally portion of the overall marks of the other four subjects and have to achieve a pass in order to pass the JNCOTC.

Marking System

20. Each of the five subjects has their own marking, i.e. 60% for Written, Level 1

for PA Test and Basic Footdrill etc. For Leadership and Performance / Discipline, allowance is given to oi/c to set his/her level. For details, please see the attached Excel file 'consolidated result'.

21. In the overall result, 20% is allocated for each of the 5 subjects, and a candidate must pass all five subjects in the first attempt in order to achieve a pass in the JNCOTC. Re-assessment or preliminary test, whatever the name implied are not allowed, except with good and valid reasons, such as bodily injury or sickness. In such case, OC GST Wg must be informed and approval given prior for conducting such re-assessment. For preliminary test, please see the paragraph under 'Selection'.

22. For First-in-Class award, it should only be awarded to individual with the average overall mark of above 80%.

Assessor / Staff

23. For both indoor and outdoor activities, please refer to the laid guidelines from HKACC HQ.

24. Assessment should be done by adult and qualified member only, cadet NCOs with suitable rating could be used to assist the qualified adult instructor in conducting the test / assessment.

Class Size

25. Most suitable class size is 30 in view of the utilization of training staff and proper ratio to candidates. Any class less than 20 is considered NOT cost effective and should be opened to other units. If application is overwhelming, and provided there is enough staff available, especially on the consideration of safety and fairness of assessment being concern, it is advised to split into two courses.

Selection

26. This is not mandatory but a good practice to see if the applicants are suitable candidates and well prepared for the course instead of wasting time and effort from both the training staff and the cadets.

27. There is no set format for the selection, and most of time, it will usually

consist of an inspection, and interview. Some time, oi/c will conduct 800m run as many candidates are completely not prepared and it is a must in order to pass the PA test. It is also suggested that citation or even dictation of the 'Cadet Pledge', and / or 'Definition of Discipline' as they are the basic knowledge of a cadet and they are part of the written examination. If they failed either the 800m run or have no knowledge on the 'Cadet Pledge' or 'Definition of Discipline', then the potential candidate has better prepare himself/herself with more time.

Duration of the Course

28. There are three main parts of a JNCOTC, the Administration, Lecture and the Assessment.

29. Depending on the class size and staff, some of the training / assessment could be conducted together and the following is purely a suggestion. Here also indicated that any class size over 30 candidates could not have been done properly especially on the assessment, unless there are enough training staff. If this is the case, then smaller class size is recommended and provides a better quality training / assessment.

| PART NO. | SECTION | TOTAL HOURS | DAYS OF TRAINING | | |
|------------------------|--|-------------|------------------|------------|------------|
| | | | 1 | 2 | 3 |
| PART I Admin | 1. Uniform Inspection | 1.5 | 0.5 | 0.5 | 0.5 |
| | 2. Open/Close Formation | 1.0 | 0.25 | 0.25 | 0.25 |
| | 3. Ice Breaking | 0.5 | 0.5 | - | - |
| | 4. Photo Taking | 0.5 | - | - | 0.5 |
| | 5. Course Review/Debrief | 1.0 | - | - | 1.0 |
| PART II Lecture | 1. Role of JNCO | 1.75 | 1.0 | - | 0.75- |
| | 2. Communication Skill | 1.0 | 1.0 | - | - |
| | 3. Basic Instructional Technique | 1.75 | 0.75 | 1 | - |
| | 4. Elementary Leadership | 1.5 | 1.0 | - | - |
| | 5. Revision HKACC, C&C, Dress Regulation | 1.0 | 1.0 | - | - |
| PART III Assessment | 1. Written Examination | 1.0 | - | 1.0 | - |
| | 2. Physical Achievement | 2.0 | - | 2.0 | - |
| | 3. Foot drill | 2.0 | - | - | 2.0 |
| | 4. Leadership | 2.0 | - | - | 2.0 |
| | Lunch / Break | 5 | 2.0 | 2.0 | 1 |
| | TOTAL HOURS | 24 | 8.0 | 8.0 | 8.0 |

Overnight Camp and Other Training

30. As illustrated above that it will be a tight schedule to fit in all the training and

assessment in a three days training course of JNCOTC. Therefore, overnight camp is preferable but not mandatory.

31. No other training such as hiking or camping techniques should be taught in the JNCOTC.

Application

32. O i/c should first read through this guideline, and then prepare the Course Outlines with time-table, Training Staff, the Assessor and their Rating details, Venue etc, before approaching GST Wg (OC NCOT Flt) for comment.

33. Such information should reach GST Wg at least 8 weeks before the commencement of the course for vetting purposes.

34. For oi/c who will conduct the JNCOTC for the first time, it is advisable to contact GST Wg as soon as practicable in case of any other preparation required.

35. Official course number will be assigned by GST Wg (OC NCOT Flt) not less than 8 weeks before the commencement of the course upon satisfaction of the above mentioned criteria.

Attendance & Course Result

36. Full attendance in the training and assessment are mandatory in order to pass the JNCOTC. 'Late-comer' without good cause or excuse should be rejected from the JNCOTC and not merely deduction of marks! 'Misconduct' is considered a Discipline matter, and the cadet should be rejected from the course forthwith.

37. For the course result, it should be "PASS" who passed all the subjects and performed well in the course. First-in-Class should have at least an average mark of 80% or over. Candidate who failed or absent in any subject will "FAIL" the course. "Return to Unit" (RTU) will only be used for cadet being rejected from the course. Last but not least "Absent", if a cadet failed to attend the course after applying and without good or valid reason, he/she should be suspended from attending the next JNCOTC.

Endorsement of Result

38. As soon as practicable, oi/c should submit the result in the 'Excel' format as provided by GST Wg to OC GST Wg for endorsement. Any incident or irregularities should also be brought to OC GST Wg at the same time for non-urgent matter.

39. Once endorsed, the result could be promulgated through the normal channel and CTRBs endorsed to this effect accordingly.

Financial Matter

40. The JNCOTC should be self-finance and any income/expenditure should be governed by the respective Wing or HQ Unit where the funding come from or supervised.

Institute of Leadership and Management (ILM) – Level 2 Award in Leadership & Team Skills

41. Candidates successfully completed and passed the JNCOTC are eligible to apply for the ILM Level 2 Award in Leadership and Team Skills offered by the Institute of Leadership and Management, United Kingdom.

42. It required mainly a written assignment in 700 to 1000 words, and a registration fee of £230. Vocational Qualification Unit (VQU) will provide the mentorship and guidance to assist the applicant to obtain this award. For details, please see the attached "Briefing Sheet" from VQO and further information could be obtained by contacting VQU directly.

Attachment

Leadership Assessment Sheet.xls

JNCOTC Consolidated Result (template).xls

ILM L2 Award (CVQC&VOU_BriefingSheet_2013).doc