



# NOVA SCOTIA CADET DETACHMENT



Zone 3 – 20-22 Nov 15  
Zone 2 – 11-13 Dec 15  
Zone 1 – 26-28 Feb 16

PHASE 5/MASTER CADET/LEVEL 5 WORKSHOPS  
Officer Staff and Cadet Joining Instructions

## PHASE 5/MASTER CADET/LEVEL 5 WORKSHOPS



Good day,

Congratulations to the Phase 5/ Master Cadet/ Level 5 cadets who have successfully progressed through the Cadet Program at their corps/squadrons to their final year of formalized training. You are in a select group of cadets that will now begin to take on significant leadership roles and have an impact on the cadets that are just beginning their journey.

The aim of Performance Objective 513 - Attend Workshops is to provide a Phase 5/ Master Cadet/ Level 5 cadet with professional development to enhance their common training skills. These workshops are intended to provide the opportunity for cadets to participate in consolidated training with peers from different corps and squadrons on a variety of topics related primarily, but not limited to, leadership and instructional techniques. Performance Objective 513 contributes directly to the achievement of the cadet program aim of developing attributes of leadership and the participant outcomes of social and cognitive competence. These workshops will be concentrated and fast-paced; however, all the material delivered will assist the Phase 5/ Master Cadet/ Level 5 cadets to be an even greater asset to his/her cadet unit.

Attached are instructions that will answer some of your questions and assist you in the preparation for the workshops. Should you need clarification, please contact your unit Commanding Officer.

It is our privilege to have you on this workshop weekend and we hope that have an enjoyable time.

Rachel A. Moore, CD  
Lieutenant-Commander  
NS Phase 5/ Master Cadet/ Level 5 Workshop Director  
[Rachel.Moore@cadets.gc.ca](mailto:Rachel.Moore@cadets.gc.ca)  
Cellular 902-497-9517

## PHASE 5/MASTER CADET/LEVEL 5 WORKSHOPS



### 1. WORKSHOP OBJECTIVES

- a) The aim of Performance Objective 513 - Attend Workshops is to provide the cadet with professional development to enhance common training skills.
- b) Workshops are intended to provide the opportunity for cadets to participate in consolidated training with peers from different corps and squadrons on a variety of topics related primarily, but not limited to, leadership and instructional techniques.
- c) Performance Objective 513 contributes directly to the achievement of the program aim of developing attributes of leadership and the participant outcomes of social and cognitive competence.

### 2. CRITERIA/ APPLICATION PROCEDURE FOR STAFF SELECTION

An Offer of Service was sent to all NS Detachment Corps/Squadron & CISS List staff via the CCO Outlook email system. Any officer interested in applying for a staff position was required to send a completed Expression of Interest form to Captain Heather Constantine No-Later-Than **Friday, 6 November 2015**. All CIC Officers hired for Class A positions were hired in accordance with the hiring policy governed by CATO 23-10, Annex B, Para 2.

### 3. CRITERIA/ APPLICATION PROCEDURE FOR CADET SELECTION

All cadets that are currently enrolled in the Phase 5/ Master Cadet/ Level 5 program shall participate in 4 tri-elemental workshops in order to satisfy all mandatory training components. **Each unit CO is required to submit a nominal of their Phase 5/ Master Cadet/ Level 5 cadets in writing via CCO Outlook e-mail to the workshop project manager, Captain Heather Constantine, at [Heather.Constantine@cadets.gc.ca](mailto:Heather.Constantine@cadets.gc.ca) NO-Later-Than Tuesday, 10 November, 2015 with (1) cadet's first name, (2) last name, (3) rank, (4) gender and (5) any food allergies.** Verification of attendance will be completed closer to the workshop date assigned to your area.

Performance Objective 513 is considered mandatory training and thus there is an expectation that cadets attend.

### 4. ESCORT/DUTY OFFICER

- a) Units are not responsible to provide supervisors, as staffing will be arranged by the NS Detachment;
- b) A member of the directing staff will be responsible for co-ordination of escort/duty officer taskings, and

- c) All Escort Officers are responsible to the workshop director or their designate at all times for the duration of their employment, regardless of location.

## 5. DRESS AND DEPARTMENT

- a) Training dress: All instructional staff shall wear 3C (skirts are permitted); seasonal dress regulations apply. Supervisory and duty staff shall wear NCDs or CADPAT for the duration of the weekend.
- b) Phase 5/ Master Cadet/ Level 5 cadets shall wear their C2 uniform (ribbons not medals - full uniform with white top/ beret/ wedge, gun shirt or shirt and tie, pants, boots, and wool socks) during instructional hours, for the duration of the weekend; cadets will have the option of removing their tunic during instructional hours. **Kilts and webbing will not be worn as this is not a ceremonial or elemental activity.** Uniforms are to meet the highest standard of dress expected of cadets at this level; infractions will be dealt with accordingly on an individual basis. Cadets will be in uniform for the duration of the weekend so they are encouraged to bring a second pressed shirt/pants with them for hygiene purposes;
- c) Staff and cadets will be participating in a mess dinner on Saturday evening. **Staff members shall wear 2 or 2B. Cadets may wear C8 (a white dress shirt with a black bow tie worn under the tunic) if they wish; otherwise they shall wear C2.**
- d) Dress for travel is uniform for both supervisory/ administrative staff and cadets;
- e) There will be no mixing of civilian and CF/cadet clothing by officers or cadets, including the wearing of civilian coats over the uniform unless absolutely necessary.

## 6. WORKSHOP LOCATIONS/ ACCOMMODATIONS

The 2015/2016 workshops will be held in 2 locations this year: HMCS SCOTIAN in Halifax, NS (Yarmouth to HRM) and École Beauport in Arichat, NS (Milford to North Sydney). All staff and cadets will sleep at either HMCS SCOTIAN or École Beauport for the duration of the weekend. The attached kit list provides a detailed list of required items; **however it is imperative to note that staff and cadets are required to bring a cot/air mattress to sleep on; there are none onsite.** Instructional staff will sleep in a separate area from cadets, while staff hired to supervise will sleep in the same area.

## 7. TRANSPORT

Transport arrangements will be made for all officer staff and cadets attending that are outside of their local training area. All cadets local to the workshop sites will be expected to arrive/depart via parent drop off/pick up and are to arrive on their respective weekend, Friday evening no later than 2000hrs. Cadets will be ready for pick up no later than 1500hrs on the Sunday.

Arrangements will be made based on the information submitted on the Offer of Service or by unit CO's and thus it is very important that the deadlines outlined above are adhered to.

## 8. MEDICATION

Upon arrival, any cadet taking medication will need to inform the workshop Senior Supervisory Officer. This is to ensure that cadets are taking their medications at the required time(s). At no point are directing staff permitted to administer medication to cadets. Medication is to be kept on your person at all times.

## 9. ALLERGIES

The NS Detachment does not have access to detailed health information from Fortress for this training; **it is imperative that all medically diagnosed food allergies (not food preferences) are communicated with the Nova Scotia Cadet Detachment so that alternate meal arrangements can be made as required. Food allergies must be communicated via email to the workshop project manager, Captain Heather Constantine NLT Tuesday, 10 November 2015.** Changes to meal plans and orders cannot be made onsite.

## 10. WORKSHOP MATERIAL/ DESCRIPTIONS

The material that will be covered in the workshops is mandated in the Phase 5/ Master Cadet/ Level 5 program QSPs. Material will be presented using various instructional methods so as to capture the cadet's attention, maintain interest, incorporate maximum participation and be relevant to all learning styles. If there are cadets attending the workshops that have learning difficulties or have specific learning needs, CO's should indicate this on the cadet nominal they are required to submit so that instructors can plan accordingly to meet learning needs.

The following is a list (with descriptions) of the four workshops that will be completed during the workshop weekend.

- a) Workshop #3 – Ethics: Making Tough Choices – This workshop explores ethics and ethical dilemmas that cadets may face during their lives. Discussions will include defining ethics and how to approach an ethical dilemma, how to analyze ethical dilemmas, and how to work through ethical dilemmas with the help of peers.
- b) Workshop #7 - Personality and Group Dynamics - This workshop explores the ways an individual's personality affects their learning and interaction with others. Discussions will include personality traits and types, how personality affects relationships and interactions, personality and leadership, and why recognizing your own personality type allows for self development. Activities will focus on simple tests and quizzes that can be used by cadets to self-identify their personality.
- c) Workshop #9 – Team Building – This workshop provides cadets a toolkit to conduct teambuilding activities. Cadets participating in the workshop will take part in a discussion based on why team building activities are valuable in maintaining morale. Cadets will then work through activities that focus on different aspects of team building and will learn when to use them. The toolkit will allow the cadets to lead the same team building activities at their corps/squadron.
- d) Workshop #11 - Communication Tools – This workshop provides cadets the tools to enhance their communication skills. Activities covering active listening, summarizing tools, and tips on paraphrasing are combined with discussions on effective questioning techniques as well as non-verbal communications (e.g., body language).

**11. INSTRUCTOR INFORMATION**

The cadets will be broken into four groups and will cycle through the workshops. This means you will be delivering your workshop 4 times (twice on Saturday, and twice on Sunday) to different groups of cadets. Instructional supplies (flip chart, markers, tape, etc) will be available for you. Additionally, you will not be required to make photocopies for your workshop. This will be made for you beforehand, and will be available when you arrive.

**12. CONTACT INFORMATION**

- a) Workshop Director – Lieutenant-Commander Rachel Moore
  - i. [Rachel.Moore@cadets.gc.ca](mailto:Rachel.Moore@cadets.gc.ca)
  - ii. 902-497-9517 (Cell)
  
- b) Training Support Officer (NS Det) – P5/MC/L5 Project Manager - Captain Heather Constantine
  - i. [Heather.Constantine@cadets.gc.ca](mailto:Heather.Constantine@cadets.gc.ca)
  - ii. 902-720-1882 (W)

## KIT LIST

1. **Officers – 3C uniform (X2):** forge cap/bowler/beret/wedge, pants/skirt, long sleeve shirt, tie, sweater, oxfords, black socks
2. **Cadets - C2 uniform (X2):** white top/ beret/ wedge, gun shirt or shirt and tie, tunic, pants, boots, and wool socks
3. **Cadets – C8 uniform (Optional):** same as C2, but with a white dress shirt and black bow tie
4. Hangers for uniform
5. Appropriate civilian clothing for evening activities
6. Pajamas
7. Toiletries: shampoo, conditioner, toothpaste, toothbrush, soap, hair brush, hair accessories (to put hair up), gel, shaving kit etc.
8. Shower towel
9. Shower shoes
10. Kit bag lock (items will not be locked up in lockers, it is recommended that staff and cadets lock their kit bag for safe keeping)
11. Cot/air mattress
12. Sleeping bag/ pillow
13. Funds of no more than \$10.00 (not mandatory) to purchase snacks en route or at the onsite canteen (**Arichat only**). All healthy snacks will be provided. Cadets may also bring their own snack food if desired.
14. While it is discouraged, electronics and cell phones may be brought for the weekend. Any electronic device or cell phones brought to the workshop are done so at the risk of the officer/ cadet. The Nova Scotia Cadet Detachment and directing staff will not be responsible for lost, damaged, or stolen property. That said, electronics are **not** permitted during training times and further direction will be provided by directing staff regarding their use. The staff contact numbers are listed in the joining instructions should a parent/guardian need to contact a cadet.

**ZONE 3 – Cape Breton & Northern**  
**Location: Arichat – École Beauport**  
**Date: 20-22 November 2015**




<b>SEA (13)</b>	<b>ARMY (13)</b>	<b>AIR (18)</b>
2 – Sydney 41 – Pictou 70 – New Waterford 86 – Glace Bay 87 – New Glasgow 88 – Truro 129 – North Sydney K147 – Baddeck 235 – Arichat 258 – Amherst 281 – Canso 324 – Stewiacke 355 – Whycomomagh	219 – New Glasgow 272 – Amherst 285 – Antigonish 1442 – River Hebert 1859 – Springhill 1917 – Bras D’or 2553 - Oxford 2632 – Judique 2842 – L’Ardoise 2878 – Glace Bay 2928 – Truro 2940 – Belle Cote 3060 – Sydney	29 – Sydney 45 – Glace Bay 77 – Truro 154 – Amherst 374 – Stellarton 397 – Trenton 562 – North Sydney 569 – Brookfield 587 – Whitney Pier 591 – Sydney Mines 596 – Tatamagouche 602 – Florence 652 – Milford 689 – Parrsboro 693 – Sydney 719 – Port Hawkesbury 824 – St. Peter’s 875 – Antigonish

**ZONE 2 – Valley & South Shore**  
**Location: Halifax – HMCS SCOTIAN**  
**DATE: 11-13 December 2015**

<b>SEA (9)</b>	<b>ARMY (8)</b>	<b>AIR (6)</b>
26 – Cornwallis 39 – Lunenburg 62 – Bridgewater 76 – Windsor 92 – Yarmouth 180 – Shelburne 327 – Barrington Passage 351 – Chester 356 – Mount Uniacke	110 – Yarmouth 254 – Windsor 603 – Weymouth 686 – Bridgetown 1714 – Annapolis Royal 2444 – Kentville 2610 – Sheet Harbour 2688 – Bridgewater	106 – Windsor 299 – Yarmouth 507 – Kentville 517 – Greenwood 545 – Liverpool 738 – Shelburne

<b>ZONE 1 - HRM</b>		
<b>Location: Halifax - HMCS SCOTIAN</b>		
<b>Date: 26-28 February 2016</b>		
<b>SEA (5)</b>	<b>ARMY (7)</b>	<b>AIR (7)</b>
1 – Halifax 24 – Dartmouth 305 – Lower Sackville 328 – St. Margaret’s Bay 339 – Eastern Passage	117 – North Preston 848 – Dartmouth 2501 – Halifax 2741 – Musquodoboit 2841 – Halifax 2937 – Enfield 3036 – Lower Sackville	18 – Eastern Passage 250 – Hammonds Plains 292 – Halifax 342 – Bedford 529 – Spryfield 615 – Halifax 865 – Dartmouth

## Advantages to Completing Phase 5/Master Cadet/Level 5 Workshops

 <b>Sea Cadets</b>	 <b>Army Cadets</b>	 <b>Air Cadets</b>
<p>-Attending is the only way to complete PO 513 – Attend Workshops, which is required to complete Phase 5.</p> <p>-10 points are awarded during the Staff Cadet selection process to cadets who have completed Phase 5 (there are no points available for completing other Phases).</p>	<p>-Attending is the only way to complete PO 513 – Attend Workshops, which is required to complete the Master Cadet level of training.</p> <p>-Having the Master Cadet qualification is a requirement to be awarded National Star of Excellence Level 2 and above. Cadets are not able to progress beyond NSE Level 1 if they are not Master Cadet qualified.</p> <p>-20 points are awarded during the Staff Cadet selection process to cadets who have completed Master Cadet (they are only awarded 5 points for completing Gold Star, or 10 points for NSE1).</p> <p>-NSE scores factor heavily into the selection process for Regional, National, and International Expeditions. Because being Master Cadet qualified allows cadets to progress into the upper levels of the NSE, it increases their chances of being selected for these expeditions.</p>	<p>-Attending is the only way to complete PO 513 – Attend Workshops, which is required to complete Level 5.</p> <p>-Additional* points are awarded during the Staff Cadet selection process to cadets who have completed Level 5 (there are no points available for completing other Levels).</p> <p style="color: red; font-weight: bold;">* No defined point values have been provided at this time.</p>