## Training Officer

1. The Training Officer (TrgO) will be appointed by the Commanding Officer and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The TrgO shall be responsible for:
   1. Developing a training programme (Squadron Training Plan) in accordance with established cadet training directives;
   2. Preparing and maintaining the annual training charts and records;
   3. Planning the monthly training schedule and assigning qualified instructors to individual courses;
   4. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
   5. Maintaining records showing attendance and training progress of each cadet;
   6. Arranging to obtain guest speakers and other voluntary instructors to supplement unit staff;
   7. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating unit special training projects;
   8. Selecting and submitting demands for training films and other visual aids;
   9. Ensuring the cadet unit is in possession of all required training material and reference manuals;
   10. Ensuring the ongoing individual training and development of all instructional staff;
   11. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual cadet's progress;
   12. Compiling all training and examination results;
   13. Organizing cadet unit drill, ceremonial parades and inspections;
   14. Ensuring that the training programme is completed; and
   15. Undertaking such other duties as directed by the Commanding Officer.
3. The TrgO shall prepare a budget for the years training activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.