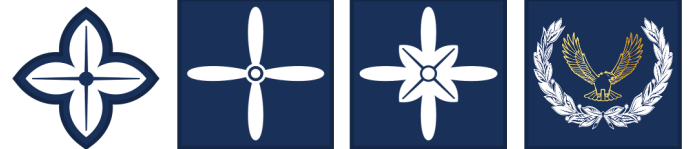


▶ COMPLETING YOUR CLASSIFICATION TRAINING

To complete your classification training, ask your staff member for the current information for training resources and online assessment.

Your username is the numbers before the @ in your cadet portal username.



STEP 3

- When you have completed the face-to-face training and any study periods, you should complete the First Class Cadet Logbook, or sit the online assessment. Your staff will inform you of the next step.
- For the cadets who are unable to attend, when you are ready to sit your online assessment, inform your staff who will inform you of the next step.

BEFORE YOU START

- ✓ Make sure you know what classification level you need to do.
- ✓ Make sure you know your Username and Password for the system you are using.
- ✓ When you are ready to complete Senior Cadet choose three modules from the list available.
- ✓ When you are ready to complete Master Air Cadet choose three further modules you have not done yet.

STEP 1

- All cadets should now do face-to-face training for their classification.
- For those cadets who are unable to attend, ask your staff for a copy of the training package. Squadron/Section Commanders need to authorise this.

STEP 2

- Attend the training sessions.
- For those cadets who are unable to attend, open the training package and work through the training resource.
- You cannot register for any online assessment until your Squadron/Section has set you up for them.

FIRST CLASS

- Obtain a copy of the First Class Cadet Logbook from Squadron/Section Staff.
- If you open the booklet on a PC you must download it and open it in Adobe Reader. Make sure you rename it and save it when you have finished! If you do not you may lose your work.
- Send the booklet to a staff member when you have finished or if you need support.

LEADING, SENIOR OR MASTER

- Ask your squadron staff to register you for your online assessment when you have finished your training.
- Inform a staff member when you have successfully completed the online assessment.