ROYAL CANADIAN AIR CADETS

PROFICIENCY LEVEL ONE

INSTRUCTIONAL GUIDE

SECTION 7

EO C107.01 – MAINTAIN THE AIR CADET UNIFORM

Total Time: 60 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-801/PG-001, *Proficiency Level One Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Set up the training areas required for the demonstration.

PRE-LESSON ASSIGNMENT

Nil.

APPROACH

An interactive lecture was chosen for TP 1 as it allows the instructor to present the material.

A demonstration was chosen for TPs 2 – 6 as a practical way for the instructor to demonstrate the skills and care in maintaining the air cadet uniform.

An-class activity was chosen for TP 7 to allow the cadets to practice the skills under supervision in a safe and controlled environment.

INTRODUCTION

REVIEW

Review for this lesson is EO M107.05 (Wear the Air Cadet Uniform).

OBJECTIVES

By the end of this lesson the cadet shall have maintained the Air Cadet uniform.

IMPORTANCE

The cadet uniform is highly recognizable and the standard of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organization (CCO).

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Teaching point 1 **Explain the pressing cloth.**

Time: 5 min Method: Interactive Lecture

THE PRESSING CLOTH

There are several points to keep in mind when ironing the uniform. A pressing cloth should always be used to prevent the parts of the uniform from becoming shiny.

Some examples of what can be used as a pressing cloth include:

- thin towel,
- pillow case,
- soft cotton cloth, and
- paper bag.

CONFIRMATION OF TEACHING POINT 1

QUESTIONS:

Q1. What is the purpose of using a pressing cloth?

Q2. What are some items that can be used as a pressing cloth?

ANTICIPATED ANSWERS:

A1. To prevent uniform parts from becoming shiny.

A2. Thin towel, pillowcase, soft cotton cloth and paper bag.

Teaching point 2 **Demonstrate the correct method of care for the trousers.**

Time: 5 min Method: Demonstration

TROUSERS

The instructor shall demonstrate the correct method of care for the trousers to include:

- ensuring trousers are well pressed and free of dirt and lint at all times; and
- pressing the trousers, IAW the standard outlined in M107.05 (Wear the Air Cadet Uniform), which is achieved by:
    - lining the pant leg up by the seams to ensure the creases are properly positioned at the centre of the front and back of the leg;
    - laying the pant leg flat on the ironing board;
    - spraying the pants with water from a water bottle;
    - placing a pressing cloth over the pant leg;
    - ironing the pants until a sharp crease extends down the centre of each leg in the front and back, from the top of the leg to the bottom; and
    - ironing on the same crease each time in order to avoid double creases.

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Teaching point 3 **Demonstrate the correct method of care for the short sleeve shirt.**

Time: 5 min Method: Demonstration

SHORT SLEEVE SHIRT

The instructor shall demonstrate the correct method of care for the short sleeve shirt to include:

- ensuring the short sleeve shirt is clean; and
- pressing the short sleeve shirt, IAW the standard outlined in M107.05 (Wear the Air Cadet Uniform), which is achieved by:
  - pressing the entire short sleeve shirt to ensure it is free of wrinkles by laying it flat on the ironing board;
  - pressing the sleeves flat with the top of the sleeve laid flat to ensure a sharp crease is formed down the centre of each sleeve starting at the centre of each epaulette. There should only be one crease in each sleeve; and
  - the collar may be starched to prevent it from becoming limp.

Teaching point 4 **Demonstrate the correct method of care for the jacket.**

Time: 5 min Method: Demonstration

JACKET

The instructor shall demonstrate the correct method of care for the jacket to include:

- ensuring the jacket is clean; and
- pressing the jacket, IAW the standard outlined in M107.05 (Wear the Air Cadet Uniform), which is achieved by:
  - pressing the front and back of the jacket to ensure it is free of wrinkles;
  - ensuring the pockets on the front of the jacket are pressed flat; and
  - ensuring the sleeves of the jacket are roll pressed so they are free of creases by ironing the sleeves in sections but not ironing the edges.

Teaching point 5 **Demonstrate general guidelines for care of the boots.**

Time: 5 min Method: Demonstration

BOOTS

The instructor shall demonstrate caring for the boots to include:

- polishing, IAW the general guidelines outlined in M107.05 (Wear the Air Cadet Uniform), which is achieved by:
  - cleaning the welts of the boot with an old toothbrush and black boot polish;
  - using a polish cloth wrapped around the index finger;
  - applying a moderate amount of polish to the cloth;

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- applying the polish in a circular motion to the area being polished;
- starting with large circles to cover the area with polish;
- using smaller circles as the polish gets worked into the boot;
- continuing to work in a circular motion until circles formed by the polish are no longer visible; and
- the whole boot is to be polished, not just the toe.

- lacing the boots, which is achieved by:
  - lacing them straight across;
  - tucking the laces inside the boots; and
  - boots should not be tied to tightly.

Teaching point 6 **Demonstrate the correct method for wearing the hair.**

Time: 5 min Method: Demonstration

HAIRSTYLES

The instructor shall demonstrate hairstyles IAW M107.05 (Wear the Air Cadet Uniform), which is achieved by ensuring:

- hair is neatly groomed and conservatively styled;
- the wearing of the wedge is not precluded by the length, bulk and style of the hair;
- the style and colour is not bizarre, exaggerated or of unusual appearance;
- the hair is secured or styled back to reveal the face. Any accessories used to secure or control hairstyles shall be unobtrusive;
- that male cadets' hair is taper trimmed at the back, sides and above the ears to blend with the hairstyle;
- the hair is not touching the ears or falling below the top of the eyebrows when the wedge is removed;
- that sideburns are not extending below a line horizontally bisecting the ear, are not squared off horizontally at the bottom edge, and are taper trimmed to conform to the overall hairstyle;
- that female cadets' hair is not extending below the lower edge of the shirt collar;
- that braids are styled conservatively, tied tightly, and secured at the end by a knot or a small unadorned fastener;
- a single braid is worn in the centre of the back; and
- that double braids are worn behind the shoulders.



Further information on acceptable hairstyles can be found in M107.05 (Wear the Air Cadet Uniform).

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Teaching point 7 **Supervise and advise cadets as they practise maintaining the uniform.**

Time: 25 min Method: In-Class Activity

ACTIVITY

OBJECTIVE

The objective of this activity is to have the cadets practise maintaining the uniform.

RESOURCES

- Uniform pieces presented in the lesson.
- Irons.
- Ironing boards/tables.
- Pressing cloths.
- Water bottle.
- Black boot polish.
- Soft boot cloth.
- Old tooth brush.
- Hair elastics.
- Hair nets.
- Bobby pins.
- Hairspray.
- Scissors.
- Assistants if available.

ACTIVITY LAYOUT

Set up five activity stations:

- Station One: Maintain the trousers
- Station Two: Maintain the short sleeve shirt
- Station Three: Maintain the jacket
- Station Four: Maintain the boots
- Station Five: Correct wear of the hair

ACTIVITY INSTRUCTIONS

1. Divide the cadets into five groups.

2. Assign one group to each station.

3. Use assistant instructors at each station to explain to the cadets the steps required at the station. Have the assistant instructors assist, guide and supervise the cadets at each station.

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4. After every five minutes, have the groups rotate stations until all groups have been to all stations.

SAFETY

Cadets must be carefully supervised while using hot irons.

INSTRUCTOR GUIDELINES

- During the activity supervise and praise the cadets as they maintain each part of the uniform.
- Assistant instructors should be made available to help supervise at the stations.
- If only the instructor is available they are to rotate around the stations to supervise all cadets.
- Signal timings for station rotations.

END OF LESSON CONFIRMATION

The cadets' participation in the activity will serve as confirmation of the lesson.

CONCLUSION

HOMEWORK / READING / PRACTICE

Nil.

METHOD OF EVALUATION

Nil.

CLOSING STATEMENT

The air cadet uniform should be worn properly at all times. The cadet uniform is highly recognizable and the standard of personal dress, appearance and grooming shall be such as to reflect credit on the individual and the CCO. The intent is to ensure a high standard of grooming consistent with that expected of cadets.

INSTRUCTOR NOTES/REMARKS

This EO should be conducted once the cadets have been issued their uniform.

This EO should be conducted after M107.05 (Wear the Air Cadet Uniform) has been delivered.

Assistant instructors will be required for this lesson.

REFERENCES

A3-006 Cadets Canada. (2005). CATO 55-04: *Royal Canadian Air Cadet Dress Instructions*. In Cadet Administrative and Training Orders (Vol. 5). Ottawa, ON.

A0-001 A-AD-265-000/AG-001 DHH 3-2. (2001). *Canadian Forces Dress Instructions*. Ottawa, ON.

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