EO C407.01 – PREPARE FOR A MERIT REVIEW BOARD

1. **Performance**: Prepare for a Merit Review Board

2. **Conditions**:

   a. Given:

      (1) Supervision, and

      (2) Assistance as required.

   b. Denied: Nil.

   c. Environmental: Classroom or training area large enough to accommodate the entire group.

3. **Standard**: The cadet shall prepare for a merit review board by:

   a. identifying occasions requiring merit review boards;

   b. describing the preparation process for a merit review board for promotion; and

   c. participating in a practice merit review board based on a scenario.

4. **Teaching Points**:

TP	Description	Method	Time	Refs
TP1	Identify occasions requiring a merit review board, to include selection of recipients for: a. promotions, b. awards, c. Cadet Summer Training Centre (CSTC) training opportunities, d. CSTC staff appointments, and e. scholarships.	Interactive Lecture	5 min	A3-006 A0-133 C0-416
TP2	Describe: a. how to prepare for a merit review board for promotion; and b. tips for a successful interview. Note: Cadets will prepare for an example practice merit review board for promotion at the end of this TP.	Interactive Lecture	20 min	A3-006 A0-133
TP3	Have the cadets participate in a practice merit review board based on the instructions given in TP 2.	In-Class Activity	55 min	A0-133

5. **Time**:

a.	Introduction / Conclusion:	10 min
b.	Interactive Lecture:	25 min

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c.	In-Class Activity:	55 min
d.	Total:	90 min

6. **Substantiation**:

   a. An interactive lecture was chosen for TPs 1 and 2 to present preparations for merit review boards and to summarize the teaching points.

   b. An in-class activity was chosen for TP 3 as it is an interactive way to provoke thought and stimulate interest among the cadets.

7. **References**:

   a. A0-133 CATO 13-02 Director Cadets 3. (2008). *Cadet rank promotions*. Ottawa, ON: Department of National Defence.

   b. A3-006 CATO 55-04 Director Cadets 3. (2005). *Air cadet dress instructions*. Ottawa, ON: Department of National Defence.

   c. C0-416 Air Cadet League of Canada BC Committee (2009). *Sponsoring committee resources: Mock boards*. Retrieved March 4, 2009, from http://www.aircadetleague.bc.ca/SponCommResources/Mock_Boards.PDF

8. **Training Aids**: Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the classroom / training area.

9. **Learning Aids**: Nil.

10. **Test Details**: Nil.

11. **Remarks**:

   a. Cadets will be given scenarios to prepare for a merit review board at the end of TP 2.

   b. Some nationally directed and regionally directed activities may periodically require merit review boards.

   c. When scheduling this lesson, allow at least two weeks between TPs 2 and 3.

   d. For cadets interested after TP1 (e), M307.03 (Recognize the Partnership Between the Air Cadet League of Canada [ACLC] and DND) includes information on cadet scholarships provided for by the ACLC.

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