COMMON TRAINING

PROFICIENCY LEVEL FOUR

INSTRUCTIONAL GUIDE

SECTION 8

EO C409.03 – ACT AS AN ASSISTANT INSTRUCTOR

Total Time: 90 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-804/PG-001, *Proficiency Level Four 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.

The course officer shall communicate with the training officer to ensure that cadets are paired with a Proficiency Level One, Two or Three instructor during a regular training session. As part of the training session, the instructor and cadet should be scheduled for two periods of instruction. The time the cadet is not instructing may be used for lesson preparation, briefing, debriefing, securing training aids, etc.

A number of factors may exist based on the size of the squadrons that will not allow for all Proficiency Level Four cadets to be scheduled for this EO at the same time. In this circumstance, special consideration should be given to minimize the cadet's absence from other areas of training. For example, scheduling half of the cadets for this EO while the other half is scheduled for EO C440.02 (Launch a Small Model Rocket) and reversing the schedule for the following training session.

PRE-LESSON ASSIGNMENT

Nil.

APPROACH

OJT was chosen for this lesson as it allows the cadets to assist instructing a lesson in a safe and controlled environment. The OJT experience provides the cadets a practical application of learned skills in a realistic setting. The cadets reflect on the experience and receives feedback on the performance, which helps to shape future experiences. The cadets develop a sense of responsibility from the OJT aiding their development as a leader.

INTRODUCTION

REVIEW

Nil.

Unofficial convenience copy of A-CR-CCP-804/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-804-PF-001/A-CR-CCP-804-PF-001.pdf.
Verify against the official publication.

OBJECTIVES

By the end of this lesson the cadet shall have acted as an assistant instructor.

IMPORTANCE

It is important for cadets to act as an assistant instructor as it gives them the opportunity to practice, observe and assist in performing the duties of an instructor in a safe and controlled environment during a regular training session.

Unofficial convenience copy of A-CR-CCP-804/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-804-PF-001/A-CR-CCP-804-PF-001.pdf.
Verify against the official publication.

Teaching point 1 **Have the cadets act as assistant instructors in on-the-job training (OJT).**

Time: 90 min Method: On-the-job Training

PURPOSE

The purpose of having the cadets act as assistant instructors is to provide them with an authentic experience that allows them to observe and assist in performing the duties of an instructor during a regular training session. This activity is intended to be experiential in nature, providing the cadets the opportunity to work with experienced instructors, with assessment for learning being the focus rather than assessment of learning. When pairing the cadets with an instructor, consideration must be given to such things as the background, specialty and confidence of each cadet while in front of a class. The proper pairing of cadets with an instructor will help to ensure the OJT experience satisfies the stated purpose.

GENERAL INSTRUCTIONS

For one training session the cadets shall be paired with an instructor who is instructing a group of cadets participating in Proficiency Level One, Two or Three training.

The instructor is responsible for the following:

1. Ensure the cadet is briefed on their responsibilities and tasks prior to the commencement of the lesson.

2. Ensure the cadet is provided opportunities to perform some or all tasks normally completed by the instructor, such as:

   a. **Preparing training aids as required.** The cadet may be asked to gather and prepare training aids.



The focus of this EO should be the development of instructional skills and increasing experience and confidence while in front of a class. The instructor should develop training aids for the lesson. Give the cadet tasks such as setting up presentation aids and organizing training aids, eg, signing out an air rifle for a marksmanship lesson.

   b. **Helping instruct the lesson.** The cadet may be asked to provide a demonstration, assist with the conduct of an in-class activity or instruct a TP of a lesson.

   c. **Supervising the cadets.** The cadet may be asked to assist with the supervision of the cadets.

   d. **Providing assistance as required.** The cadet may be asked to provide assistance or assist with skill development by coaching or demonstrating a skill being taught.

   e. **Securing training aids as required.** Once the lesson is complete, the cadet may be asked to secure and return training aids to storage.

3. If necessary, debrief the (Proficiency Level One, Proficiency Level Two or Proficiency Level Three) cadets, correcting any content errors or omissions made by the cadet.

4. Debrief the cadet upon completion of the training session and provide them the opportunity to ask questions and seek additional feedback.

CONFIRMATION OF TEACHING POINT 1

The cadets' acting as an assistant instructor will serve as the confirmation of this TP.

Unofficial convenience copy of A-CR-CCP-804/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-804-PF-001/A-CR-CCP-804-PF-001.pdf.
Verify against the official publication.

END OF LESSON CONFIRMATION

The cadets' acting as an assistant instructor will serve as the confirmation of this lesson.

CONCLUSION

HOMEWORK / READING / PRACTICE

Nil.

METHOD OF EVALUATION

Nil.

CLOSING STATEMENT

Acting as an assistant instructor allows for the development of skills necessary to become a competent instructor by observing, practicing instruction and receiving feedback from an experienced instructor in a safe and controlled environment during a regular training session.

INSTRUCTOR NOTES / REMARKS

Prior to this EO, the course officer shall communicate with the training officer to ensure that cadets are paired with a Proficiency Level One, Two or Three instructor for a regular training session.

A number of factors may exist based on the size of the squadron that will not allow for all Proficiency Level Four cadets to be scheduled for this EO at the same time. In this circumstance, special consideration should be given to minimize the cadet’s absence from other areas of training. For example, scheduling half of the cadets for this EO while the other half is scheduled for EO C440.02 (Launch a Small Model Rocket) and reversing the schedule for the following training session.

During this EO the instructor shall:

1. brief the cadet prior to commencing the lesson;
2. assign the cadet tasks, to include:
    a. preparing training aids as required;
    b. helping instruct the lesson;
    c. supervising the cadets;
    d. providing assistance as required; and
    e. securing training aids as required;
3. monitor the cadet; and
4. debrief the cadet at the end of the lesson.

REFERENCES

Nil.

Unofficial convenience copy of A-CR-CCP-804/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-804-PF-001/A-CR-CCP-804-PF-001.pdf.
Verify against the official publication.