ANNEX E, APPENDIX 1

TRAINING COUNSELLING SESSION FORM

SECTION 1 – BACKGROUND INFORMATION	
Name:	Rank:
Phase:	Division:
Circumstances requiring TCS:	
Overall training progress (eg, seriousness of failure, performance in related POs, any previous difficulty and action taken, performance / behaviour, etc.):	

SECTION 2 – SESSION FINDINGS

1. Inform the cadet they are not achieving and / or maintaining qualification standards and that you are meeting to help them correct the situation.
2. Discuss the following:
   - Circumstances affecting training progress
   - Any previous difficulty and action taken (eg, whether or not help / additional training was provided)
   - Overall performance / behaviour of cadet (eg, attendance, effort, motivation, attitude)

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Verify against the official publication.

SECTION 3 – SESSION RECOMMENDATIONS (ACTION PLAN)	
With the cadet, create an action plan that highlights the actions required for success. Brief the cadet on the consequences should no improvement be noticed.	
Cadet Signature:	
Training Officer's Signature:	Date:
SECTION 4 – COMMANDING OFFICER REVIEW	
Record any discussion with parents regarding the progress of the cadet.	
Commanding Officer's Signature:	Date:

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