



National Défense
Defence nationale

REGIONAL CADET SUPPORT UNIT (NORTHWEST)

Virtual Cadet Training Centre Alpha – Joining Instructions Course and Staff Cadets

Issued on the Authority of the Commanding Officer

OPI: J35 Operations and Plans Officer

2021-06-23

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PURPOSE

1. The purpose of these instructions is to provide cadet candidates, selected staff cadets, and their parents, with the necessary information for course participation. It is important that the joining instructions be read in full, as they contain important information about the cadet's participation at the Virtual Cadet Training Centre (vCTC).

COURSE DETAIL

2. vCTC Alpha will conduct the following courses this summer:
 - a. Virtual Basic Aviation, for Air Cadets;
 - b. Virtual Advanced Aviation, for Air Cadets;
 - c. Virtual Aerospace, for Air Cadets;
 - d. Virtual Airport Operations, for Air Cadets;
 - e. Virtual Survival, for Air Cadets;
 - f. Virtual Military Band – Basic Musician, for Sea, Army and Air Cadets;
 - g. Virtual Military Band – Intermediate Musician, for Sea, Army and Air Cadets;
 - h. Virtual Military Band – Advanced Musician, for Sea, Army and Air Cadets;
 - i. Virtual Pipe Band – Basic Musician, for Sea, Army and Air Cadets;
 - j. Virtual Pipe Band – Intermediate Musician, for Sea, Army and Air Cadets;
 - k. Virtual Pipe Band – Advanced Musician, for Sea, Army and Air Cadets;
 - l. Virtual Cadet Correspondent Course, for Sea, Army and Air Cadets;
 - m. Virtual Pleasure Craft Operator Course, for Sea, Army and Air Cadets;
 - n. Virtual Restricted Operator Certificate (Marine), for Sea, Army and Air Cadets;
 - o. Virtual Coaching, for Sea, Army and Air Cadets;
 - p. Effective Communications, for Sea, Army and Air Cadets;
 - q. Virtual Instructional Techniques, for Sea, Army and Air Cadets;

- r. Virtual Introduction to Fitness and Sport, for Sea, Army and Air Cadets; and
 - s. Cadet Cyber Training Course, for Sea, Army and Air Cadets.
3. vCTC Alpha is comprised of approximately 375 staff and staff cadets as well as 3500 course cadets.

PREPARATION

CADET 365 ACCOUNT

4. All training will be conducted on Cadet365. Selected cadets will be emailed log in information and instructions to claim their accounts. Cadets will be required to complete on-boarding training that will cover such topic as acceptable personal conduct, a brief orientation and on-line safety. All information regarding Cadet365 is at:

[CADET365 - Canada.ca](https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cadets/cadet-o365.html)

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CLOTHING AND EQUIPMENT REQUIREMENTS

5. Course cadets will wear activity appropriate civilian clothing. Appropriate civilian clothing is free from drawings, lettering or other adornment that is offensive in nature. Pajamas are not considered appropriate clothing for training.
6. Staff cadet dress will be STU, FTU, C3 or PT gear as determined by your supervisor. It is understood that access to cadet corps stores has been extremely limited in the COVID environment. If staff cadets have difficulty or concerns regarding required dress, speak with your supervisor.
7. Course specific equipment requirements are listed in Annex A.

CADET CODE OF CONDUCT

8. In order to participate in vCTC, course cadets, and staff cadets must complete and submit on the first day of training/employment the vCTC a code of conduct. The Code of Conduct will be available

ACCOMMODATION PLAN REQUIREMENTS

9. Regional Cadet Support Unit (NW) is committed to attempting to resolve requests for accommodations including, but not limited to, gender related requests, except where accommodation would constitute “undue hardship”. Common requests in

the CCO are for religious, gender, and medical (mental, physical disability, etc.) accommodations.

10. Until such time as Fortress is able to provide functionality in advising of accommodation plan requirements, RCSU (NW) will implement a regional work process as follows:

- a. cadet corps shall handle requests for accommodations for the local program internally, except in the case of not accommodating based on “undue hardship”, which should only be determined in consultation with their Zone Trg O; and
- b. requests for accommodations for all other activities including CTC should be made with as much notice as practicable to Northwestplans@forces.gc.ca. If the specifics of the request cannot be emailed, please use email to request follow-up with RCSU (NW) staff by phone.

TRAINING CENTRE ROUTINES

IN-CLEARANCE

11. Once cadets have claimed their Cadet 365 Account, they will be gain access to the vCTC Alpha Canteen channel. This is a space for all course cadets, staff cadets and adult staff to access general information about vCTC Alpha. A few days before the course start date, cadets will be added to their course channel.

DAILY SCHEDULE

12. vCTC Alpha will training cadets from RCSU CEN, RCSU NW and RCSU PAC a geographic reach that covers five time zones. To accommodate all participants, vCTC Alpha will operate on a rolling schedule. Course staff will post the schedule on the course channel. Course cadets are to expect to participate in 3 hours of training Monday through Friday. Music courses will have additional private lessons. Virtual Cadet Correspondent requires additional time for self-study.

PERSONAL APPEARANCE

13. The standards of personal dress, appearance, and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organizations as a whole. Cadets are expected to ensure a standard of grooming consistent with military and cadet standards while participating in vCTC to the best of their abilities while adhering to their local public health measures. Personal appearance will adhere to the applicable elemental policy: CATO 35-01 Sea Cadet Dress Instructions, CATO 46-01 Army Cadet Dress Regulations, or CATO 55-04 Air Cadet Dress Instructions.

STAFF CADET DEVELOPMENT TRAINING

14. Staff cadets will participate in development training during the first week of their employment. They will be placed into their specific staff positions based off their interest, experience, qualifications, and previous and current performance.

ATTENDANCE AND ABSENCES

15. Cadets are expected to attend and participate in each day of the course. Each course has a minimum attendance required in order to successfully complete the course and be awarded any qualifications if applicable. If a cadet is required to miss a day of training, they are to speak with their course staff in advance if possible.

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Annex

Annex A vCTC Course Equipment List

Annex A

Virtual Cadet Training Centre Alpha – Joining Instructions Course and Staff Cadets

vCTC COURSE EQUIPMENT LIST

Course	Equipment required
Virtual Basic Aviation Virtual Advanced Aviation Virtual Aerospace Virtual Airport Operations Virtual Survival Virtual Pleasure Craft Operator Course Virtual Restricted Operator Certificate (Marine) Effective Communications Virtual Instructional Techniques	Nil
Virtual Cadet Correspondent Course	<ul style="list-style-type: none"> • Word processor program • Camera (cellphone or other) • Photo editing software (installed on phone) • Notepad • Pen
Cyber Training Course	<ul style="list-style-type: none"> • Laptop or Desk top computer
Virtual Introduction to Fitness and Sport	<ul style="list-style-type: none"> • Athletic shoes • Measuring Tape • Gym Mat or similar • 30 cm (12 inch) Ruler • Small Cardboard Box • Masking Tape • Sports Ball
Virtual Coaching	<ul style="list-style-type: none"> • Notebook and pencil • Gym/Yoga Mat or similar
Virtual Military Band courses	<ul style="list-style-type: none"> • Instrument • Routine cleaning and maintenance supplies
Virtual Pipe Band courses	<ul style="list-style-type: none"> • Instrument • Routine cleaning and maintenance supplies

Note: Additional items may be required for specific lessons. A supply list will be provided by course staff at the start of the course.