



CENTRAL REGION
JOINING INSTRUCTIONS
PHASE FIVE, MASTER CADET, PROFICIENCY LEVEL FIVE,
PO 513 ATTEND WORKSHOPS
19-20 NOVEMBER 2016

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WORKSHOPS TRAINING OUTLINE

Annex A

INTRODUCTION

1. Congratulations on being selected to attend the PHASE FIVE/ MASTER CADET/PROFICIENCY LEVEL FIVE training being conducted 19th and 20th November 2016. The workshops will be conducted at **Hilton Toronto Airport Hotel & Suites on 5875 Airport Rd, Mississauga**. You will attend a total of four workshops with each being approximately 210 minutes in duration.
2. The aim of Performance Objective 513, Attend Workshops (PO 513) is to provide selected cadets with professional development to enhance common training skills. Workshops are intended to provide the opportunity for cadets to participate in consolidated training with peers from different corps and squadrons on a variety of topics related primarily to leadership and instructional techniques. PO 513 contributes directly to the achievement of the program aim of developing the attributes of leadership and the participant outcomes of social and cognitive competence.
3. These joining instructions will provide you with useful information about the Workshops training including training locations, the training schedule, transportation arrangements, and forms that need to be completed with respect to participating in the various activities. It is vital that you read these instructions carefully and share this information with your parents and Commanding Officer (CO).
4. If, for whatever reason, you are unable to participate in the Workshops, have your CO contact your RCSU Central Detachment immediately with this information so that your spot can be assigned to one of the cadets on the stand-by list.

DRESS INSTRUCTIONS

5. IAW CATO 15-03, travel to and from this activity and during workshops will be in C-2 for both Army/Air cadets and C-3 for Sea cadets.

FINANCE

6. DND will provide the Lunch meal each day of training for all participants.
7. Cadets should bring a small amount of money if they wish to purchase a beverage during the day. Water will be provided in all classrooms.

TRANSPORTATION

8. All cadets attending the workshop are expected to arrive by “own means” between 0745-0800 hrs each day at **Hilton Toronto Airport Hotel & Suites**, Mississauga, ON.
9. Dismissal each day will be at 1630 hrs.

ADDITIONAL INFORMATION FOR CADETS

10. Cadets are required to bring the following additional items to the workshop:
 - a) Phase Five, Master Cadet , Proficiency Level Five Log Book; and
 - b) Water Bottle

MEDICAL AND DENTAL

11. Cadets and staff are to be in possession of proof of their provincial medical coverage. DND will only assume emergency medical/dental coverage for members as prescribed in Queen's Regulations (Cadets) 6.12 & Canadian Forces Administration Order 35-4.

12. If any cadet is presently on prescribed medication, they are to bring a sufficient quantity for the duration of the training. Cadets are responsible for administering their own medications, however to assist that the correct dose of medication is given in a timely manner, it is recommended that medications be brought in a four day "Blister Pak"(quantities as required) available through local pharmacies. The CF Health Services will not refill expired or depleted prescriptions.

13. Prescription eyeglasses may be replaced by the CF Health Services if damaged or lost during training, however, it would not be possible to replace eyeglasses during activity itself, so it is therefore recommended that members bring a second pair. Your eyeglasses should also come equipped with a security-retaining strap that floats.

14. Under no circumstances will contact lenses be replaced by the CF Health Services.

DRUG, ALCOHOL & SMOKING POLICIES

15. Drugs. The use and/or possession of illegal drugs are strictly forbidden for everyone.

16. Alcohol. The use and/or possession of alcohol are strictly forbidden for everyone.

17. Any infraction to those regulations may result in being sent home as well as appropriate legal proceedings if applicable.

18. Use of tobacco, cadet training is aimed at enhancing physical fitness and a healthy lifestyle. Smoking is a habit that is counter to this philosophy. Smoking will not be condoned during workshop training.

SUPERVISION & DISCIPLINE

19. Cadets may be traveling alone to and from their local corps/squadrons depending on the specific movement orders. Cadets are reminded to be properly dressed at all times and act accordingly.

20. Cadets attending training are subject to the Central Region Cadet Code of Conduct. By consenting to participate in this workshop training, they have accepted to conform to the orders and instructions issued by the OPI and his/her staff.

21. Cadets indulging in inappropriate behavior, violation(s) of rules/regulations or disrupting the learning experiences of others will be subject to a progressive disciplinary process. Continual poor behavior or serious breaches of discipline may result in the cadet being sent home ahead of schedule. Costs incurred as a result of early removal from the workshops may be borne by the cadet's family and not DND.

CONTACT INFORMATION

22. For further information prior to or during workshop training contact:

Chris Barron
Captain
J5 Regional Training Plans Officer
Regional Cadet Support Unit (Central)
CFB Borden
Borden, Ontario, Canada L0M 1C0
Christopher.Barron2@forces.gc.ca
Telephone 1-705-424-1200 ex 1801
Cell: (705) 627-7953

Annex A
WORKSHOPS TRAINING OUTLINE

PO 513 - TIMETABLE

19 November 2016

0750 - 0800 hrs Cadets arrive at Hilton Toronto Airport Hotel & Suites
0805 – 0820 hrs Registration
0830 – 1200 hrs Workshop 1
1200 – 1245 hrs Lunch
1300 – 1630 hrs Workshop 2
1630 – Dismissal

20 November 2016

0810 - 0825 hrs Cadets arrive at Hilton Toronto Airport Hotel & Suites
0830 – 1200 hrs Workshop 3
1200 – 1245 hrs Lunch
1300 – 1630 hrs Workshop 2
1630 – Dismissal

Annex B

Map of the hotel will be provided to all cadets during registration.