

Promotion, Selection and Appointment: How does it all work?





The way senior cadets qualify for promotions and appointments is changing.

There is also a new selection process for these and for other cadet opportunities.



But first, what do all these terms mean?

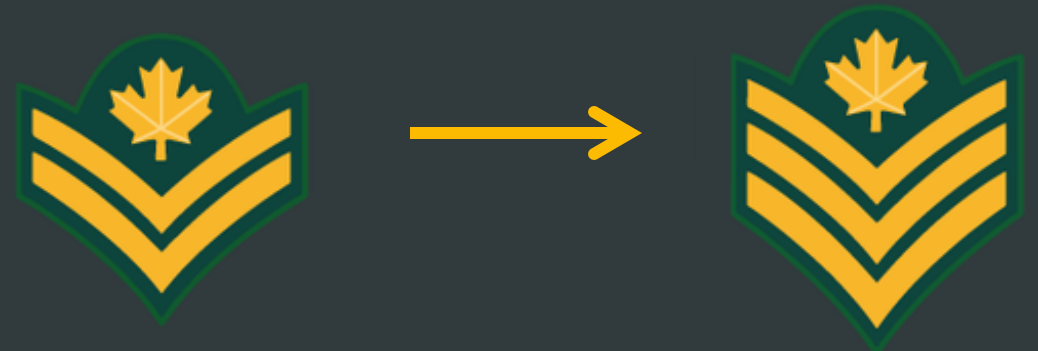


“Promotion” means going up in rank.

For cadets in Years 3 and below, promotion will still be based on how long you have been at your current rank, and what level of training you have completed.



For those in Years 4 and up, promotion is based on merit. This means that in order to be promoted, you will need to prove you have the right knowledge, skills and attitudes to hold that rank.



An “Appointment” is a position you are assigned to fill.



It's basically your “job” as a senior cadet at your corps or squadron. Officially these are called “Leadership Appointments.” You might fill an organizational appointment, or you might be the Training Assistant, the Supply Assistant, or something else that matches your interests and skills.



“Selection” is the process we follow to decide which cadets are picked for specific opportunities.

Those opportunities could be things like promotions, appointments, and courses, along with other popular experiences that are available to cadets.



How does selection work?

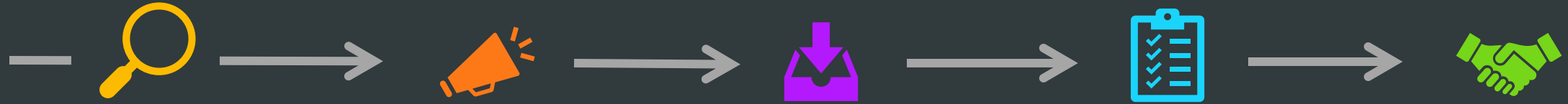
Depending on what opportunity you're applying for, the requirements you need to meet will be different.

For some opportunities, you may do an interview, or for others you may do a fitness test. **But the overall selection process will be the same for all of them.**

This is to make sure that all cadets are aware of opportunities, have enough time to prepare their applications, and know exactly what they need to do in order to be successful.



The selection process



1. Identification of Needs

Your staff will identify what opportunities are available, and how many spots they have to fill.

2. Notification

Your staff will let all cadets know about the available opportunities and what you need to do to apply for them.

They'll tell you at least **2 weeks** before the deadline, so you have time to put your application package together!

3. Application

All cadets who want to apply will submit their application packages with supporting documents such as resumes, cover letters, etc.

4. Review

The selection board will review all the applications to select the best candidates.

If the process includes interviews, they also happen at this step.

5. Selection and Notification

Your staff will let you know if you were selected for the opportunity. Whether you were or not, they'll give you some feedback on your application package and interview for next time!



So now let's talk about promotion and appointment!



What is and isn't changing: Promotion

Things that are NOT changing:	Things that ARE changing:
Cadets in Years 1-4 will still be promoted when they complete each Year's training, have completed their time in rank, and as long as their CO recommends them.	Cadets no longer have to participate in a fitness assessment as a requirement for promotion.
Senior cadets will still be promoted based on merit.	Promotions will be tied to appointments, so cadets will also need to fill an appointment in order to be promoted.
There will still be selection boards for senior cadet ranks.	Cadets will start sitting in interviews for promotion to PO1/WO/FSgt so they know what to expect.
Cadets will have to demonstrate that they are ready to be promoted.	Cadets will learn resume writing and interview skills to help them through the application process.



What is and isn't changing: Appointment

Things that are NOT changing:	Things that ARE changing:
Adult staff will still appoint cadets into positions at their corps and squadrons.	The selection process for appointments will be standard all across Canada, and will be more transparent.
Plenty of different appointments will be available for senior cadets, including leadership roles.	The appointments will be standardized so that the requirements and expectations are the same everywhere. There will also be more variety of appointments available to match cadets' skills and interests.
Selection boards will mostly follow the same format as previous Merit Review Boards.	The rules for boards will now be the same across the organization, and the process will be more streamlined.



Why are we changing how promotions work?

In the past, the highest ranks in the program required cadets to pass merit review boards. The rules for these boards were different depending on where you lived in Canada, and many cadets felt they weren't fair.

Cadets also wanted more transparency and fairness in how promotions were decided.

While there will still be boards, the new promotion policy has standard rules for all boards across Canada, and is designed to make promotion equitable for every cadet.



Why are we changing our approach to appointments?















At many corps and squadrons, the only appointments available were organizational appointments. But not every cadet wants to fill the same kind of position, so we identified other appointments that senior cadets could do.

Some of these appointments are things that already existed at various corps or squadrons, like Administration Clerk or Supply Assistant. But every corps or squadron did it differently, so a Supply Assistant's job in one place might not be same as in another.

Now there is a national list of appointments that corps and squadrons can choose from, and standard requirements and expectations that are the same everywhere in Canada.



Promotion requirements – Junior cadets

Rank			Requirements
			<ul style="list-style-type: none"> Participate in Year 1 training for at least 5 months Be recommended by the Commanding Officer
			<ul style="list-style-type: none"> Successfully complete Year 1 training Be in your previous rank for at least 5 months Be recommended by the Commanding Officer
			<ul style="list-style-type: none"> Successfully complete Year 2 training Be in your previous rank for at least 6 months Be recommended by the Commanding Officer
			<ul style="list-style-type: none"> Successfully complete Year 3 Training Be in your previous rank for at least 6 months Be recommended by the Commanding Officer



Promotion requirements – Senior cadets

Rank	Requirements
	<ul style="list-style-type: none"> • Successfully complete Year 4 training • Be in your previous rank for at least 6 months • Be recommended by the Commanding Officer • Be selected for an appointment at this rank
	<ul style="list-style-type: none"> • Be in your previous rank for at least 6 months • Be recommended by the Commanding Officer • Be selected for an appointment at this rank
	<ul style="list-style-type: none"> • Be in your previous rank for at least 6 months • Be recommended by the Commanding Officer • Be selected for an appointment at this rank



Rank Eligibility Lists (RELs)

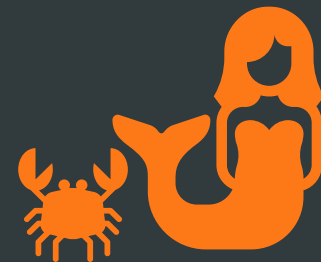
Rank Eligibility Lists (or RELs for short) determine which appointments you can be selected for.

Like the name suggests, being added to a REL means that you're eligible to be promoted to that particular rank. And you're also eligible for appointments available at that rank.

There are 3 RELs in all:

- Petty Officer Cadet 1st Class / Warrant Officer / Flight Sergeant
- Chief Petty Officer Cadet 2nd Class / Master Warrant Officer / Warrant Officer 2nd Class
- Chief Petty Officer Cadet 1st Class / Chief Warrant Officer / Warrant Officer 1st Class

(it's pronounced "Rel", by the way, but you can say R-E-L if you want!)



So senior cadets need an appointment to be promoted. But how do they get an appointment in the first place?



Step 1: Apply to be added to the **Rank Eligibility List (REL)** for the next rank up. Identify the appointments that interest you.



Step 2: Go through the selection process (more on this later!)



Step 3: Successfully get your name on the REL!



Step 5: Receive notification from your staff that you've been selected for an appointment.

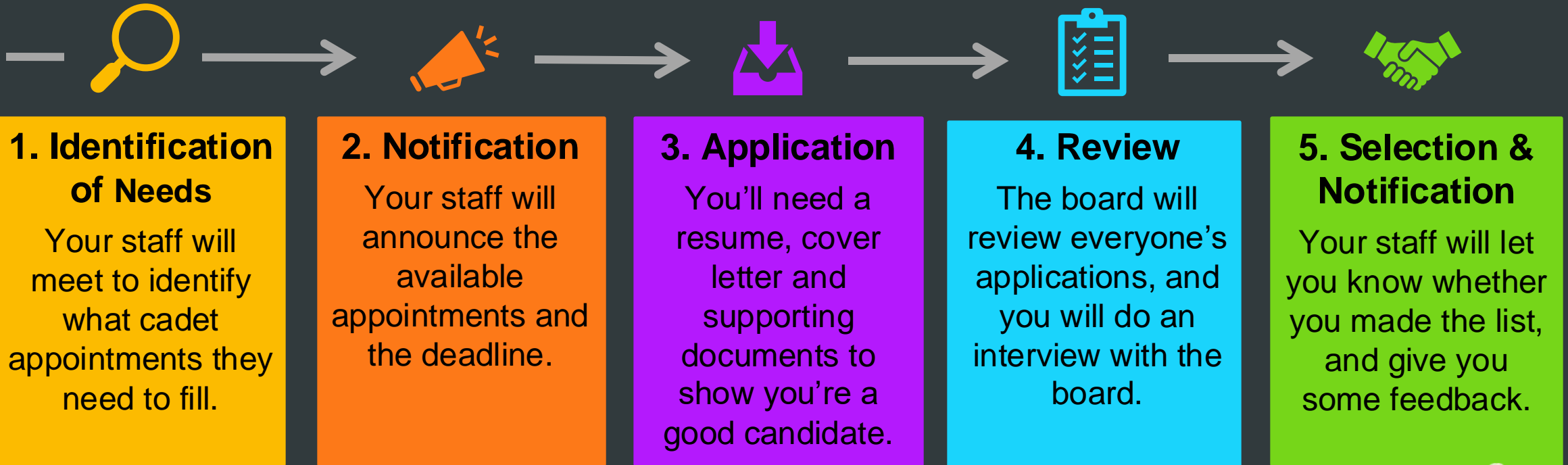


Step 6: Get promoted and start your new appointment!



The selection process for appointments has 2 phases:

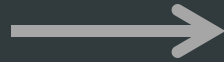
Phase 1 – apply to be added to the REL



If you're successful in being added to the REL, you'll automatically go on to Phase 2.



Phase 2 – be selected for an appointment



1. Review

The board will review the applications of everyone who made the list. They'll look at which appointments each cadet wanted, and then match up cadets with appointments that suit their skills and interests.

2. Selection and Notification

Your staff will let you know what appointment you have been selected for! They'll also tell you why they feel you're the best person for this appointment.

In this phase, you don't actually have to do anything!

The board will already know what appointments interest you, since you listed them on your REL application.

The board will review everyone's application packages and decide which cadets from the REL belong in which appointments.

Once all the appointments are decided, everyone will be notified.

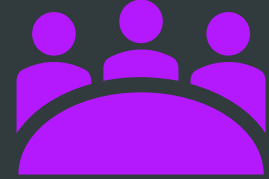
This process can happen any time after you are added to the REL.

Then it's time to receive your promotion and start your new appointment!



Who is on the selection board?

The selection board is the team that reviews applications and conducts interviews. It will have between 3 and 5 members.



The board members might include:

- Adult staff from your corps or squadron
- Adult staff from other corps and squadrons nearby
- League representatives
- Community members (like a Legion member or school principal)
- Representatives from your Region Cadet Support Unit (RCSU)
- Senior cadets at least one rank higher than you



What is the board interview like?

The members of the board will take turns asking you questions, and giving you a chance to answer. They'll write down what you say.

There will usually be five questions, covering topics such as:

- The structure and routine of your corps or squadron
- The relationship between Cadets and the Leagues
- Leadership and problem-solving
- What you would do in a particular scenario



What appointments are available for each REL?

Different appointments are available at each rank.

Cadets can start out with introductory appointments in Year 4, and work their way up to appointments that require more experience and responsibility.

This way, cadets have a chance to learn, grow, and improve their skills.

The next few slides contain more information about the appointments available at each rank.



Introductory Leadership Appointments



These are introductory appointments for cadets in Year 4. Applying for them is optional. You may be able to apply in Year 3 or early in Year 4.

These provide an opportunity for you to explore different appointments you might want to fill in the future. If you apply and are selected for one of these appointments, you will probably work with a more senior cadet who can show you the ropes.

These appointments are open to all cadets in Year 4. They are not a requirement for promotion to Petty Officer Cadet Second Class or Sergeant, since cadets are usually promoted once they finish their Year 3 training.



Some Examples of Introductory Appointments:



Training Appointments	Support Appointments	Organizational Appointments
Instructor	Cadet Administration Assistant	Section Commander
Cadet Coach	Cadet Correspondent Assistant	
Cadet Training Assistant	Cadet Stores Assistant	



Petty Officer Cadet 1st Class / Warrant Officer / Flight Sergeant Appointments



This is the first rank that requires you to have an appointment before you can be promoted. You will be able to apply for these appointments when you have completed Year 4.



Appointments at this REL provide more leadership opportunities and build on the skills and experience you gained in Year 4. You will still work with more experienced cadets and staff who can support you and give you advice.



You will need to have good resume and interview skills to be selected for this REL. But don't worry! Your staff will help you, and there are lots of resources available in the Phase 4, Gold Star and Level 4 publications.



Some Examples of Appointments available at this REL:



Training Appointments	Support Appointments	Organizational Appointments
Specialist Instructor	Cadet Administration Clerk	Divisional Petty Officer
Standards Cadet	Cadet Storesperson	Platoon Warrant
	Cadet Correspondent	Flight Sergeant
		Drum Major



Chief Petty Officer Cadet 2nd Class / Master Warrant Officer / Warrant Officer 2nd Class Appointments



Appointments at this level require cadets to take initiative and do their jobs without much supervision. You will still have people to go to for advice, but you'll also start to develop and support other leaders.



You might be looking after a team of other senior cadets, coaching new instructors, or taking on a support role with more responsibility.



To be selected for this REL, you'll need a strong resume and interview. You'll need to prove that you have the skills, knowledge and attitudes to hold this rank, and you'll also need to prove to the board that you're the best person for this appointment. Remember, you can find lots of resources in the Phase 4, Gold Star and Level 4 publications to help you prepare!



Some Examples of Appointments at this REL:



Training Appointments	Support Appointments	Organizational Appointments
Senior Training Cadet	Senior Administration Cadet	Deputy Coxswain
Senior Band Cadet	Senior Storesperson	Company Sergeant Major
Senior Standards Cadet		Squadron Warrant Officer



Chief Petty Officer Cadet 1st Class / Chief Warrant Officer / Warrant Officer 1st Class Appointments



At the moment, all appointments at this REL are leadership appointments. There is usually only one of these appointments available at a corps or squadron each year, so competition is fierce! You will need an excellent resume and a great interview, and you will need to prove that you can do the job with little to no supervision.



The person who holds this appointment will be responsible for leading and developing all other cadets, and will be the most senior cadet in their corps or squadron:



- The Coxswain (Sea Cadets)
- The Regimental Sergeant Major (Army Cadets)
- The Squadron Chief Warrant Officer (Air Cadets)



You can find more information here:

- [CJCR Gp O 5511-3, Cadet Promotions – Corps/Squadron](#)
- [CJCR Gp O 5002-6, Cadet Selection Process](#)
- [CJCR Gp Instr 50-56, Corps/Squadron Leadership Appointments](#)

What's the difference between a GpO and a Gp Instr?

Group Orders (CJCR Gp Os) are policy documents that set out the rules the Cadet Program has to follow.

Group Instructions (Gp Instr) are more detailed documents that provide specific instructions for certain things – such as deciding cadet leadership appointments!



Questions?

