

# NATIONAL OFFICER SELECTION BOARD

## PROGRAMME GUIDE

<u>SERIAL</u>	<u>DETAIL</u>
001	All candidates to join by 1700. Receive SCTC domestic/H&S brief.
002	Students draw loan clothing stores and access to IT resources etc.
003	Briefing from DoP. Followed by detail task brief, from Bd.O. for: <ol style="list-style-type: none"><li>Letter writing. (Access to resource rm. And headed paper)</li><li>Presentation. (Given subject and target audience)</li><li>Research topic. (From preceding weeks' current affairs)</li></ol>
On completion of Friday eve serials, candidates are to prep above tasks.	
004	Early starter. Leaderless, competitive, team task designed to test candidates' reaction to pressure of time and demand of task.
005	Inspection of uniform by DoP and Bd. S/Mjr.
006	Practical leadership. Each candidate will have an allocated command appointment to carry out a practical task. They are also observed whilst performing as a team member for other candidates.
007	Candidates to give talk on their current affairs topic. Min. 4 mins. – Max. 5 mins.
008	Candidates deliver presentations that they have prepared from the brief given on Fri. Each candidate is allowed 15 minutes for the presentation plus 5 minutes to take questioning. A variety of subjects, all with specific audience target. For example: Present to a Rotary/Round table org. on value of SCC to local community.
009	Problem solving tasks. A different problem per each candidate in each syndicate. Each candidate has 10 minutes to discuss their problem/task with the syndicate. Solution delivered in presentation format during Sunday morning period. Max time allowed for present'n is 8 minutes. There are 5 minutes for questioning. Problems / tasks: Examples: <ol style="list-style-type: none"><li>Resistance to change</li><li>Alcohol ban</li></ol>
010	Table top exercise. In 2 x syndicates. A 45 minute exercise. Tests individual and team problem analysis and planning.

- 011 Brief for evening is short and simple. A heads up for the dinner and reminder of tasks for Sunday.
- 012 Dinner. Dress lounge suits. DS to lead proceedings. Candidates may have a snap talk given in form of short after dinner dit.

On completion of evening, candidates may need prep time for next tasks.

- 013 Essay. A short essay from each candidate on a given title.
- 014 Interview. Candidates will attend interview with DoP and board members. The time period per candidate is 15 minutes inclusive of movements.
- 015 Candidates will complete a written planning exercise as concurrent activity while interviews are taking place

**OFFICER SELECTION BOARD**  
**COMPETENCIES AND PERFORMANCE CRITERIA**

**1. COMMUNICATION**

Is able to communicate clearly and concisely both orally and in writing, so that the message is fully understood, pitching the communication appropriately for the intended audience. Demonstrates good listening skills and thinks before speaking or putting pen to paper.

Does the candidate:

- Express him/herself clearly and concisely so that the message is understood.
- Communicate in a way which is appropriate to the audience.
- Demonstrate an appropriate use of vocabulary, style, and grammar.
- Listen carefully.

**2. INTERPERSONAL SKILLS**

Consistently shows respect for, and sensitivity to others, including subordinates. Is tactful, polite, helpful, and considerate.

Does the candidate:

- Demonstrate tact and politeness in dealing with others.
- Show tolerance and consideration for others.
- Show respect for, and sensitivity to others views and feelings.
- Develop co-operative working relationships with others.
- Avoid prejudice and dogmatism.

**3. PROBLEM SOLVING AND PLANNING**

Shows good understanding, and analysis of problems / issues, demonstrating sound judgement and reasoning. Identifies options on the basis of all the relevant information. Plans well ahead and is well organised in approach.

Does the candidate:

- Plan ahead and show a well ordered and organised approach.
- Demonstrate a sound understanding of the problem and task.
- Analyse and assess the information accurately.
- Display sound judgement and reasoning.
- Identify options.
- Take all the relevant information into account.
- Take a realistic approach to solving the problem.

**4. DECISION MAKING**

Makes realistic decisions or proposals on the basis of the evidence available and with objectivity.

Does the candidate:

- Make decisions or take actions on the basis of the available information.
- Support decisions / proposals with sound evidence.
- Make clear recommendations.

## **5. FLEXIBILITY AND CREATIVITY**

Is resourceful and imaginative, and thinks about the broader consequences of actions.  
Uses initiative. Responds positively, adapts to new situations and is flexible in approach.

Does the candidate:

- Maintain a flexible attitude and approach.
- Show a readiness to accept new ideas.
- Show initiative, originality or imagination.
- Consider the broader consequences of actions.
- Respond positively to changing situations.
- Maintain objectivity and impartiality.

## **6. DRIVE AND DETERMINATION**

Is confident and acts without undue hesitation. Ready to accept responsibility and exercise leadership in appropriate situations. Is highly motivated and willing to persevere.

Does the candidate:

- Project confidence.
- Show a readiness to accept responsibility.
- Demonstrate leadership in appropriate situations.
- Display motivation, enthusiasm, and commitment to the task.
- Persevere in the face of opposition.

## **7. ABILITY TO COPE WITH PRESSURE**

Remains calm and level headed under pressure, and is able to accept constructive criticism.  
Can tolerate and handle ambiguity, uncertainty, and conflict. Able to manage time effectively.

Does the candidate:

- Remain tolerant of conflict and ambiguity.
- Avoid over reaction, remain calm and level headed.
- Accept constructive criticism.
- Manage time effectively.

## **8. ABILITY TO REPRESENT THE ORGANISATION**

Able to act as a representative of the organisation, projecting a positive and acceptable image.  
Sets high personal standards in attitude and behaviour. Displays a high standard of dress and personal grooming.

# OFFICER SELECTION BOARD

## GRADING GUIDE

All disciplines and tasks will be graded to the standard of the following table:

<b>GRADE</b>	<b>STANDARD</b>	<b>CRITERIA</b>
<b>5</b>	<b>Very Good</b>	A high knowledge or skill, in the subject or discipline.
<b>4</b>	<b>Good</b>	A sound knowledge or skill, in the subject or discipline.
<b>3</b>	<b>Average</b>	An acceptable level of knowledge or skill in the subject or discipline.
<b>2</b>	<b>Weak</b>	Requires further training, development, improvement, in the subject or discipline.
<b>1</b>	<b>Unsuccessful</b>	Requires thorough training, development, improvement, in the subject or discipline.

**OFFICER SELECTION BOARD - COMMAND TASK CHECK SHEET**

Candidate Name:

Date:

Name of DS:

Task title:

- 1. PLANNING
  - a. Did the leader make a reasonable plan? 5 / 4 / 3 / 2 / 1
  - b. Did the leader ask for/use advice from the team? 5 / 4 / 3 / 2 / 1

- 2. BRIEFING
  - a. Did the leader explain:
    - i. Reason for task? 5 / 4 / 3 / 2 / 1
    - ii The aim? 5 / 4 / 3 / 2 / 1
    - iii. The plan? 5 / 4 / 3 / 2 / 1
  - b. Was the leader clear/confident in delivery? 5 / 4 / 3 / 2 / 1
  - c. Did the leader allocate tasks to the team? 5 / 4 / 3 / 2 / 1
  - d. Did the leader ask for questions? 5 / 4 / 3 / 2 / 1

- 3. EXECUTION OF TASK
  - a. Did the leader use initiative? 5 / 4 / 3 / 2 / 1
  - b. Did leader keep control? 5 / 4 / 3 / 2 / 1
  - c. Did leader encourage team? 5 / 4 / 3 / 2 / 1
  - d. Did leader show enthusiasm? 5 / 4 / 3 / 2 / 1
  - e. Did leader keep cool and calm? 5 / 4 / 3 / 2 / 1
  - f. Did leader keep aware of time/engender a sense of urgency? 5 / 4 / 3 / 2 / 1

- 4. COMPLETION OF TASK
  - a. Did the leader lead by example? 5 / 4 / 3 / 2 / 1
  - b. Did the leader delegate? 5 / 4 / 3 / 2 / 1
  - c. Was the task completed on time? 5 / 4 / 3 / 2 / 1
  - d. Did the leader evaluate the task/debrief the team? 5 / 4 / 3 / 2 / 1

5. SCORING

<u>PLANNING</u>	5 / 4 / 3 / 2 / 1
<u>BRIEFING</u>	5 / 4 / 3 / 2 / 1
<u>EXECUTION</u>	5 / 4 / 3 / 2 / 1
<u>COMPLETION OF TASK</u>	5 / 4 / 3 / 2 / 1
<u>ZEAL AND ENERGY</u>	5 / 4 / 3 / 2 / 1
<u>INITIATIVE/COMMON SENSE</u>	5 / 4 / 3 / 2 / 1
<u>LEADERSHIP</u>	5 / 4 / 3 / 2 / 1

- 6. OVERALL DS COMMENT
  - a. Overall assessment: 5 / 4 / 3 / 2 / 1
  - b. Remarks: (use back of sheet)

**OFFICERS SELECTION BOARD**  
**DRESS INSPECTION NOTES**

**Miscellaneous**

See Sea Cadet Uniform Regulations, for the dress regulations and kit scales. The following points become second nature with experience and in a good unit, both in their being noticed at inspection and in their observance by the men. Full wear must be extracted from clothing and as long as it is serviceable it must be worn on occasions when best clothing is not required. Part worn clothing will be clean, correctly pressed, and in good repair. Clothes worn to the pitch of unserviceability must be noted on inspection. Every item of clothing and equipment must be correctly marked. It is usual to inspect, starting at the right hand man of the front rank, from the head downwards, the front of the rank before the back of it, and the men before their arms.

**General Impression**

- a. Bearing. Is the person standing at the correct position of attention? Before starting to inspect, see that any incorrect positions are corrected.
- b. Does the person look fit? Is he/she clean? Is his/her uniform clean, well fitting, pressed and correctly worn? Are his arms clean?

**The Cap**

**From the Front**

- a. Is the cap worn square and well forward on the head?
- b. Is the white top clean and it's shape correct?
- c. Is the black/red band pure black/red without mark or discoloration?
- d. Is the cap badge correctly fitted?
- e. Is the peak polished, free from cracks or chips and correctly shaped?
- f. Is the chin stay in good repair and correctly fitted?
- g. Are the anodized/black buttons sewn on without loose ends or threads?

**From the Back**

- a. Is the white top clean and not distorted or discolored?
- b. Is the band clean and free of grease?

**Face, Hair and Neck**

- a. Is the man clean shaven (or neatly trimmed if bearded).
- b. Is the hair neat below the cap? Hair is to be neatly cut and trimmed.
- c. Sideburns should be no lower than the bottom of the earlobe? (SCC Only).
- d. Sideboards are not to be below the centre of the ear? (Marines Only).

**Jacket/Blue Tunic/Shirt & Tie**

The way the Jacket/Tunic fits and is put on makes a major contribution to the 'straight up and down' look of a smart turnout. Correct fit and wearing are vital to a neat appearance.

## **From the Front**

- The Jacket/Tunic** The collar, cuffs and jacket must be carefully fitted. The fly of the jacket must be straight. There should be no creasing at the waist under the belt. Any fullness there is must be pulled to the sides. The fly of the jacket must be straight and central, making a straight line through the belt buckle with the fly of the trousers.
- Pressing** The sleeves and body of the jacket must be pressed flat, the only crease to show being that in the sleeves.
- Buttons** Buttons must be well sewn on and fastened, anchors pointing forward and down.
- Badges** Designations and badges of rank and collar badges must be clean, correctly placed and properly sewn on or fitted.
- Pockets** Pockets must not be stuffed out with papers etc. Pocket flaps must lie close to the jacket.
- Medal Ribbons** Medal Ribbons must be clean and bright. No threads from stitching must be allowed to appear.
- Tie** Is the tie correctly fitted and straight.
- Shirt** Is the shirt clean & pressed correctly. Neither shirt collar nor cuffs must be allowed to show. Shirt sleeves must not be rolled up.

## **From the Back**

- a. Is the collar clean? Do the collar, waist and cuffs fit well? Is the jacket the correct length?
- b. Is the back properly pressed?

## **White Belt**

### **From the Front**

- a. The belt must be so firmly fitted that, during a long parade, the weight of the bayonet cannot pull it down on one side and the jacket cannot ride up underneath.
- b. The buckle must be central to the front and in line with the clothing buttons.
- c. When the belt has brass fittings, these must be clean both back, front and edges. Runners must be vertical and as close to the buckles as possible. Any part of the belt turning back underneath must be correctly fastened and square under the outer part of the belt.

## **From the Back**

- a. The frog must be on the left hip, not under the left arm or in the small of the back. The bayonet must be inspected for rust and fingermarks on the steel, either by withdrawing from the scabbard or when fixed to the rifle.

## **Hands**

- a. Hands must be clean, with no tobacco or other stains; nails clean and trimmed.
- b. Gloves, if worn, must be clean and in good repair; marking must not show.

## **Trousers/Skirt** **From the Front**

- a. Trousers should hang straight, lower edge touching the instep. Red Stripe in tweeds clean and not faded or discoloured.
- b. Look for wear at the knee and pockets.

## **From the Back**

- a. Lower edge should reach the top of the heel of the boot and should not be frayed.

## **Boots/Shoes**

- a. These must be in a good state of repair and free from cracks.
- b. Polished boots/shoes will be polished on the uppers, under the arch and along the front of the heel block as well as on the toes.
- c. The sole of the boot/shoe should be in good repair.
- d. Regulation laces must be strong and flat, not twisted and knotted; and concealed so that they cannot fall down.
- e. Laces must be done up tightly so as to close the lace holes; this is a matter of fitting and is a Service requirement for the protection of the instep.

## **From the Back**

- a. Get some men to lift one foot at a time to see if the soles are in good repair and AP boots are properly studded.