

Sub Lieutenant (SCC) H L Robinson RNR

Assistant Area Training Officer

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**AC TO LC REFLECTIVE EVIDENCE PORTFOLIO (REP) - UNIT GUIDANCE**

The REP is the first step towards a cadet’s advancement, so it is vital that they get it right, and the process is followed correctly.

The REP must be submitted minimum 4 weeks prior to the advancement board. Once the REP is returned, and Westminster updated, you can then apply to attend the advancement board providing all other prerequisites for leading cadet has been met.

REPs must be sent to S/Lt (SCC) Robinson RNR at – aatope-sw@cadetmail.mod.uk or can be posted to: Hannah Robinson / C/O SCTC Weymouth / Barrack Road / Weymouth / Dorset / DT4 8TZ

**Reflective statement:**

The sheet is for the cadet to reflect on a session that has been delivered to them at the unit from the LDP. They will have to reflect on a session from the following sections of the AC to LC LDP: Leadership, Health & safety, Corps knowledge & Presentation skills. The cadet’s need to reflect on what was taught, how they have displayed this skill within the unit/corps and how they will develop that skill. Cadets may wish to use photos or attach copies of handouts and work completed as part of the sessions to help show how they have used the skill or how they have implemented it within their unit and this will help to improve their overall mark for the REP.

**Peer Educator:**

When a cadet returns from a peer educator course, they need to complete a certain number of hours of self-development work. This is 8 hours for Basic. They need to spend this time developing their 1 x 15-minute session for their advancement board. As a guideline they should split their unit time in half, one half for development (session plan, training aids, developing tools) and the other for delivery (practising, taking feedback, making change and developing the session further).

As part of their REP they should then write up one session they have spent on developing their lesson and one on the delivery:

**Development** – This section looks at what the lesson will need, and how it will be structured. . Cadets need to look at the learning styles, their training aids, creating lesson plans, developing their equipment for a practical lesson. Taking photos and notes on what they are doing and why will gain them better marks in their REP.

**Delivery** – This section is where the cadet describes how one of their practise sessions went within the unit. What feedback did they receive, and how have they adapted their lesson after receiving their feed back. A cadet can practise their session as many times as they like, but they must show that they have developed, and are aware of what went well and what didn’t. Again, taking photos will help gain the cadet further marks.