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EASTERN AREA TEMPORARY MEMO 07/11

13 Feb 12

Sponsor: ASO CIS

COMMUNICATIONS & INFORMATION SYSTEMS SPECIALISATION

1. From 1 Apr 12, the existing Communications syllabus will be replaced with the new CIS syllabus, and only instructors who hold CIS Instructor qualifications will be authorised to teach it. Therefore the purpose of Area led transition training is to transition those with existing SCC Communications Instructor qualifications to the new CIS Radio Stream. It also serves as an opportunity to fast track adult volunteers with experience in IT to become instructors of the CIS Information Systems Stream.

The purpose of this EATM is to provide Area with guidance on the transition period.

2. Existing Communications Basic Instructors

These instructors will transition to become CIS Basic Instructors through a purely online process yet to be detailed. As soon as details become available they will be promulgated.

3. Existing Communications Instructors (General & Tactical)

These instructors can transition to become CIS (Radio) Intermediate Instructor by completion of online learning followed by a residential weekend consolidation and assessment.

4. Existing Communications Advanced Instructors and Examiners (General & Tactical)

These instructors can transition to become CIS (Radio) Advanced Instructor by completion of online learning followed by a residential weekend consolidation and assessment. There will be no CIS (Radio) Examiner

5. Application for CIS (Radio) Intermediate or Advanced transition training

Existing Communications Instructors who wish to undertake the online training to transition to the relevant CIS (Radio) level should apply by email to aso-e@scccis.org, also giving their Westminster User Name. They will then receive the training site URL and log in details via email from HQSO CIS or A/HQSO CIS (IS). The residential consolidation weekend will be organised within the Area and application to attend will be via Westminster as for other Area courses. Completion of the online training **and** the residential consolidation is required to transition to CIS instructor.

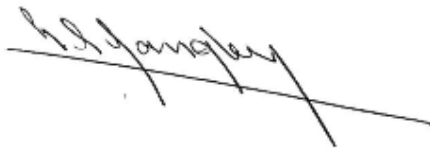
6. Candidates for CIS (IS) Intermediate and Advanced Instructor

Candidates should possess a credible background in IT, such that the fast track package can focus on differences training between existing skills and knowledge of the IS syllabus using Zentyal as a server platform. To this end candidates should initially apply to ASO CIS by email to aso-e@scccis.org stating IT knowledge, experience and qualifications, ASO CIS will then consult A/HQSO CIS (IS) to ensure that the candidates possess a suitable background before registering for the course.

7. The above transition paths assume that existing Intermediate/Advanced Instructors would wish to transition to become a CIS Radio instructor at the same level. In the main this is likely to be the case. However, it is accepted that some existing instructors may not wish to transition to the new CIS knowledge base at the same level, but would like to continue training cadets at CIS Basic level. In this case, candidates will simply need to work through the purely online CIS Basic Instructor Transition course that will shortly be available, in order to familiarise themselves with the content of the revised Basic level qualification.

8. If you have any questions or require any advice please do not hesitate to contact ASO (CIS), formerly ASO (Comms). Contact details are held in the Area Directory.

9. Cancel this EATM 1 June 2012.

A handwritten signature in black ink, appearing to read 'E S Langley', is written over a horizontal line.

E S LANGLEY
Commander Royal Navy
Area Officer