



# NATIONAL WARRANT OFFICERS SELECTION BOARD (WOSB)

## COMPETENCIES AND PERFORMANCE CRITERIA FOR SELECTION

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# **CRITERIA FOR WARRANT OFFICER SELECTION**

## **INTRODUCTION**

To bring the Sea Cadet Corps rank structure more into line with the Royal Navy and other cadet forces, and to enable our superior senior rates opportunities beyond normal Unit promotion the ranks of Warrant Officer First and Second Class have been introduced. There will only be one allocated space for a Warrant Officer First Class at National level and one each per Area, there will however, be a small pool of Warrant Officers Second Class in each area and at national as detailed below. Warrant Officers will be appointed to a variety of roles within the Corps and will perform duties designed to; mentor subordinate staff, support senior rate/NCO development, support Units, District and Area Staff in delivery of training, demonstrate through example the highest qualities of leadership and form an elite body of Corps expertise. Prospective nominees must be aware that the roles outlined above constitute a serious commitment to district, area or national training support as well as to their Unit or training centre and that candidates who are unable to give the time and effort required to these tasks should not proceed to the selection board unless they can commit to this.

## **SCC REQUIREMENT**

The seven First Class Warrant Officers will be titled National and Area Executive Warrant Officers respectively, the National Executive Warrant Officer will work for the Staff Officer Operations (MSSCHQ SOO) and the Area Executive Warrant Officers will work for the Area Senior Staff Officers (SSO). With a few exceptions (Company Sergeant Majors) there are no other requirements for personnel to hold specific appointments at the rank of Warrant Officer Second Class, however each grouping (National/Area) will be limited to a finite number of Warrant Officers at any one time in order to preserve the elite nature of the selection. The table below indicates the total maximum number of Warrant Officers (First and Second Class) per grouping and is based on senior rate adult volunteer numbers; this will be adjusted, from time to time if necessary:

National	3
Northern Area	5
North West Area	6
Eastern Area	6
London Area	4
Southern Area	7
South West Area	7

Within the above numbers there is a requirement for a minimum of one Blue Jacket and one Marine Warrant Officer per grouping, therefore each group should hold one space available should they not have successful candidates in either Blue jacket or Marine staff. To

maintain control of the number of specially selected senior rates there will only be one selection board each year and each board will have a maximum capacity for 12 candidates. This would logically suggest that each area and national group can only offer a maximum of 2 candidates for each board initially, however when there is a lower requirement from a grouping the Captain of the Sea Cadets (CSC) will reallocate spare spaces to other areas.

## **NATIONAL APPOINTMENTS**

It is envisaged that National appointments will be predominantly based within Sea Cadet Training Centres for staff involved with leadership & management training although there may be additional opportunities for Warrant Officers to perform Headquarters roles as staff officers, should these be deemed to be necessary in the future.

## **AREA APPOINTMENTS**

In an attempt to avoid removing vitally important adult volunteers from units the roles of the Area Second Class Warrant Officers will be flexible and decided by Area teams, however if a candidate is selected his/her role must include either District or Area training, mentoring, development or organising roles.

## **CRITERIA FOR WARRANT OFFICER SELECTION**

To qualify for promotion to Warrant Officer the following criteria must be met prior to attending the national selection board:

- a. Minimum age of 35 years old.
- b. Completion of a minimum of 5 years service as a Chief Petty Officer / Colour Sergeant.
- c. Attainment and maintenance of at least one Instructor level specialisation qualification.
- d. Attainment and maintenance of at least one Instructor proficiency.
- e. Nominated to attend the selection board by the Area Officer/ Director of Training Policy and Plans or the Director of Operations after receiving recommendations from any of the following:
  - (i) Senior Staff Officers (Any).
  - (ii) District Officer (SCC Only)
  - (iii) Marine Cadet Staff Officer (Marines Only)
- f. Successfully completed the National Warrant Officers Selection Board.
- g. CRB Clearance.

- h. Candidates CV & 2 recommendations and a copy of Form SCC P11 Adult Record of Service must be submitted to the Area Officer, then onto Headquarters (DO) with a completed Form P2, for review, if the candidate is accepted he / she will be invited to attend the Warrant Officers Selection Board.

All First Class Warrant Officers will be selected from their respective national or area pools by either the Director of Operations (CSC), Director of Training Policy & Plans or Area Officers.

## **SELECTION BOARD**

The normal selection board members will be constituted as follows:

- a) An SSO (as Board President)
- b) A member of the national OSB Selection Board team
- c) A senior Corps volunteer
- d) A serving naval Executive Warrant Officer either RN or RM

## **WARRANT OFFICER'S TERM OF OFFICE**

Successful candidates will have their rank confirmed shortly after the board by the Captain of the Sea Cadet Corps and take up their appointments at national and area as directed by CSC, DoP or Area Officers, however each area Warrant Officer will be required to remain attached to a specific Unit and parade regularly with them. These appointments, in line with DO, HQSO, ASO, will be for an initial 5 year period with an option for a further 5 years; on completion of these periods in office the Warrant Officers will keep their rank until they leave the Corps.

## **SELECTION BOARD ASSESSED ELEMENTS**

	<b><u>EVOLUTION</u></b>	<b><u>GRADE</u></b>
1.	Letter Writing	1 to 10
2.	Ex 'Ex First Fall'	1 to 10
3.	Practical Leadership task (1)	1 to 10
4.	Dress & Bearing Inspection	1 to 10
5.	Parade & Ceremonial Assessment	1 to 10
6.	Presentation	1 to 10
7.	Ex 'Quick Reaction'	1 to 10
8.	Current Affairs Topic	1 to 10
9.	Table Top Exercise	1 to 10
10.	Practical Leadership task (2)	1 to 10
11.	Problem Solving Exercise	1 to 10
12.	Mission Presentation	1 to 10
13.	Planning Exercise	1 to 10
14.	Problem Presentation	1 to 10
15.	Interview	1 to 10
16.	General Bearing / Behaviour / Attitude	1 to 10
	Total	160

## **COMPETENCIES AND PERFORMANCE CRITERIA**

### **COMMUNICATION SKILLS**

The candidate must be 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.

Did the candidate:

- ▶ express him/herself clearly and concisely so that the message was understood.
- ▶ communicate in a way which was appropriate to the audience.
- ▶ demonstrate an appropriate use of vocabulary, style and grammar.
- ▶ listen carefully.

### **INTERPERSONAL SKILLS**

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

Did 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 relationship with others.
- ▶ avoid prejudice and dogmatism.

### **PROBLEM SOLVING AND PLANNING**

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

Did 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 relevant information into account.
- ▶ take a realistic approach to solving the problem.

## **DECISION MAKING**

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

Did the candidate:

- ▶ make decisions or take actions on the basis of the available information.
- ▶ support decisions / proposals with sound evidence.
- ▶ make clear recommendations.

## **FLEXIBILITY AND CREATIVITY**

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

Did 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.

## **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.

Did the candidate:

- ▶ project confidence
- ▶ show a readiness to accept responsibility.
- ▶ demonstrate leadership in appropriate situations.
- ▶ display motivation, commitment and enthusiasm to the task.
- ▶ persevere in the face of opposition.

## **ABILITY TO COPE WITH PRESSURE**

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

Did the candidate:

- ▶ remain tolerant of conflict and ambiguity.
- ▶ avoid over-reaction, remain calm and level-headed.
- ▶ accept constructive criticism.
- ▶ manage time effectively.

## **ABILITY TO REPRESENT THE CORPS**

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

## **PERSONAL DRILL AND BEARING**

To be an effective and efficient Warrant Officer you must know the correct basic drill movements and parade ground routines, so you can conduct yourselves correctly when on parade. Personal bearing, power of command, ability to inspire and knowledge of drill and ability to take charge are to be of a good standard.

## **PERSONAL APPEARANCE**

Is confident in his / her personal appearance at all times, has the correct rig, has a uniform that is clean and maintained correctly.

## GRADING GUIDE

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

<b><u>GRADE</u></b>	<b><u>STANDARD</u></b>	<b><u>CRITERIA</u></b>
<b>10</b>	<b>Exceptional</b>	A performance that clearly marks this individual as outstanding at this particular evolution.
<b>9</b>	<b>Very Highly Commended</b>	A polished performance from a candidate that has obvious talents and clearly mastered this subject.
<b>8</b>	<b>Highly Commended</b>	An impressive performance with a high degree of knowledge or skill in the subject or discipline.
<b>7</b>	<b>Very Good</b>	A high level of knowledge or skill in the subject or discipline.
<b>6</b>	<b>Good</b>	A sound level of knowledge or skill, in the subject or discipline.
<b>5</b>	<b>Average</b>	A satisfactory level of knowledge or skill, in the subject or discipline.
<b>4</b>	<b>Below Average</b>	Requires further training, development, improvement, in the subject or discipline.
<b>3</b>	<b>Just Satisfactory</b>	Major shortfalls in performance but may still be acceptable at this board.
<b>2</b>	<b>Unsatisfactory</b>	A performance that gives grave doubts about a candidate's suitability for selection and certainly not for selection at this board.
<b>1</b>	<b>Unsuccessful</b>	This candidate is unsuitable for the role and should not be considered again.

### PERFORMANCE REQUIREMENTS FOR SELECTION

To be selected for the rank of Warrant Officer First Class a candidate must score at least a 5 in each of the assessed evolutions and must achieve a 6 in fifty percent of the evolutions and must have an overall total score above 100.

Candidates with an overall score between 80 and 100 may reapply for selection after not less than 1 year, candidates with a score between 70 and 80 may reapply for selection after not less than 2 years and candidates with a score below 70 or an individual evolution score of 1 cannot reapply for promotion.