

DEVELOPMENT DEPARTMENT

GENERAL GUIDELINE & PROCEDURE (GGP)

Aim/Objective

This GGP contains the guidelines and procedures, which are applicable to the Corps under Zone 6. The main objective of these guidelines & procedures are to provide a direction and process on administer the various courses and obtain the Cadet Proficiency Scheme Badges (CPBS).

This GGP comprises of the following components:

- Guidelines on the enrolment of the courses stated.
- Process of applying the badges
- Reference and Website
- Criteria of the badges

GUIDELINES ON THE ENROLMENT OF THE COURSES STATED

1. Set a target for your own Corps to achieve for the year.
2. Plan the courses that move towards your Corps target. Visit the SJAB website or refer to the 2nd edition of Cadet Proficiency Badges Scheme handbook for the course details and criteria.
3. If doubt, please consult the HOD Development for advise.
4. Teacher-in-charge or the officer-in-charge is responsible to plan & organize the course for their own Corps members to attend.
5. A group form has to be submitted to the Zone HOD Development before the commencement of the course. The form can be retrieve from the SJAB website.
6. Kindly ensure that the member, who has applied for the course, do turn up for the event so that we do not waste any vacancy. Any absentees must be monitored and have to be either supported by the Medical certificate or explained by the Teacher-in-charge.
7. This is to ensure that EVERYONE will make use of every opportunity given. Any courses that required a course fee shall be bear by individual member.
Payment must be submitted upon applying for the course, for the total participant applied.
8. Development department will assist in coordinating the following courses:
 - KOTO examination in Zone Level.
 - SANA and Civil Defence Course from Group 1

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9. Other than the courses mentioned in point 8, please enroll the course with the respective external parties directly.

Do feedback to the HOD, Zone Development on the course attended so that we can follow up with any issue arises. Submitted the result as per stated in the process of applying badges.

PROCESS OF APPLYING BADGES.

1. There are 2 processes of applying the badges:
 - (a) Group
 - (b) Individual
2. For the Group application.
 - Upon completion of the course, download the “CPBSDATA” file from the SJAB website and fill in the result accordingly. Send the file via the email to development@stjohnzone6.org for the processing of certificates.
 - Once the Development Department received the request, we will verify the application and process accordingly.
 - Zone will issue the Zone reference number and proceed to obtain a registration number from NHQ Development Department.
 - Once the NHQ reference obtained, Zone will print the certificate and send for endorsement.
 - Certified certificates will then pass to Officer-in-charge / Teacher-in-charge.
 - Corp will purchase the badges at the NHQ store (beside the life in lobby 1).
3. For the Individual application
 - Officer-in-charge / Teacher-in-charge needs to ensure that the individual member complete the Individual form accordingly and submit to Zone Development department in Corps level.
 - Photocopied certificates of cadets’ achievement (e.g. swimming, music, librarian & etc) must be submitted together with the application form.
 - Beside the individual form, the Officer-in-charge / Teacher-in-charge need to fill in the “CPBSDATA” and send the file via the email to development@stjohnzone6.org for the processing of certificates.

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- Once the Development Department received the request, we will verify the application and process accordingly.
- Zone will issue the Zone reference number and proceed to obtain a registration number from NHQ Development Department.
- Once the NHQ reference obtained, Zone will print the certificate and send for endorsement.
- Certified certificates will then pass to Officer-in-charge / Teacher-in-charge.
- Corp will purchase the badges at the NHQ store (beside the lift).

REFERENCE AND WEBSITE

1. SJAB Official Website
<http://www.sjab.org.sg>
2. Enquiries on respective CP Badges
<http://www.sjab.org.sg/cybsys.html>
3. Notes on KOTO Examination
<http://www.sjab.org.koto.htm>
4. Sample Test Paper for KOTO Examination
http://www.sjab.org.sg/koto_sample.htm
5. Group Application Form (CPBS-REG)
<http://www.sjab.org.sg/cpbsfm1.html>
6. Individual Form (CPBS-IND)
<http://www.sjab.org.sg/cpbsfm2.html>
7. Data for printing of Certificate (CPBSDATA)
<http://www.sjab.org.sg/cpbsdata.xls>

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CRITERIA OF THE BADGES

1. The proficiency badges are divided into 4 groups as follows:

Group I	:	Welfare and Service
Group II	:	Outdoor Activities
Group III	:	Crafts and Hobbies
Group IV	:	General

2. Achievement badges

S/No.	Type of Badges	Code	Criteria
1	Chief Commissioner Badge	001/CCB	<ul style="list-style-type: none"> • Obtaining 12 badges include the 6 badges considered for Commissioner Badges. • Not less than 24 months of efficient service (from the date of enrolment into Brigade. • Adult member must have been promoted from the Cadet Corps and passed a minimum of 4 subjects before his/her transfer to Adult unit. • Any members must not be above 20 years old as on the date of qualifying the badge. • One must be KOTO • At least 2 subjects from Group I • At least 2 subjects from Group II • Not more than 2 subjects from Group III. • Not more than 2 subjects taken as part of the school curriculum during normal school hours.
2	Commissioner Badge	002/CCB	<ul style="list-style-type: none"> • Obtaining 6 badges not less than 12 months of efficient service (from the date of enrolment into Brigade. • Adult member must have been promoted from the Cadet Corps and passed a minimum of 4 subjects before his/her transfer to Adult unit. • Any members must not be above 20 years old as on the date of qualifying the badge. • One must be KOTO

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S/No.	Type of Badges	Code	Criteria
			<ul style="list-style-type: none"> • At least 1 subject form Group I • At least 1 subject from Group II • At least 1 subject from group III. • At least 1 subject from group IV.
3	Unicorn Badge	003/UCB	<ul style="list-style-type: none"> • Cadets who have obtained 4 proficiency badges each from 4 groups (excluding KOTO) and National Activity Badge.
4	National Activity Badge	004/NAB	<ul style="list-style-type: none"> • Participate in any of the following events: <ul style="list-style-type: none"> - National Day Parade - National Camp - Youth Festival - Brigade Camp (NHQ Level) - FA Competition (National Level) - Winners of first 4 positions of National Footdrill Competition (subject to yearly review)

3. Exemptions

In case of physical disability or handicap, conditions laid down above for Group II (Outdoor Activities) will be waived upon the submission of medical certificate/report from either the Corps or Zone Surgeon. In such case, any other subject from other groups may replace the requirements for subject in this group. Nevertheless, members and cadets must still achieve 6 or 12 proficiency badges to qualify for the Commissioner's Badge and the Chief Commissioner's Badge respectively.

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4. Instruction and Examination

- Base on the syllabus for each subject/badge.
- Intention of encouraging interest in subject and attainment of the adequate and/or skills which could be applied practically rather than mere memorization of facts and figures for the purpose of passing the examination.
- Subject taken in Sec 2 with a pass above 60% will recognized as a pass in the appropriate subject/badge.
- The school examination must be passed while the candidate is a member of the Brigade.
- A pass at GCE 'O' level in an appropriate subject will also qualify a candidate for a proficiency badge provided the candidate gives proof of having put the knowledge to some practical use outside school hours (either by having put the knowledge in the performance of some service or, in some cases, by taking a short practical test).

5. Instructors and Examiners

- Most syllabuses include notes regarding instructors and examiners.
- It should be noted that the instructor and examiner should not be the same person.
- Where it is not possible for 1 instructor to conduct the whole course, 2 or more instructors may co-instruct the class.
- Where possible, instructors from outside the Brigade who are experts in their own fields should be contacted in instruct or to be examiners for the particular subjects/badges.
- The National Headquarters will maintain a list of such qualified persons.

GENERAL

1. Corps is encouraged to carry out the planning of such courses on their own with minimum supervision from Zone. However, Zone should be updated with the planning and the execution of the activities in progressively.
2. Should any Corps face difficulty in conducting such courses, are to refer to Zone for advice and guidance.
3. All Development related matters **MUST** go through the Zone before reaching NHQ. Any by pass of the channel will not be entertained by NHQ.
4. The committee reserves the right to add, delete and amend the General Guideline and Procedure without prior notice.