

▶ COMPLETING THE LEADING CADET NOTEBOOKS

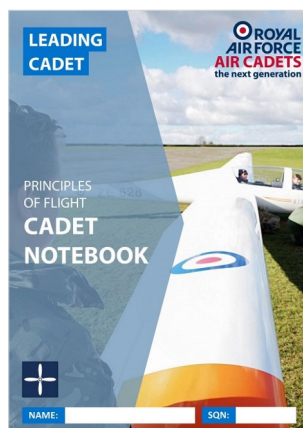
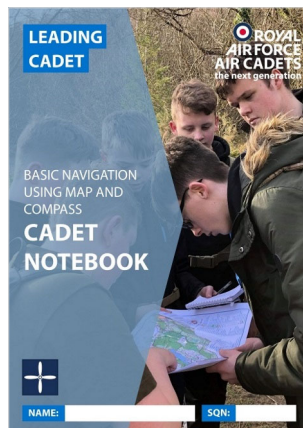
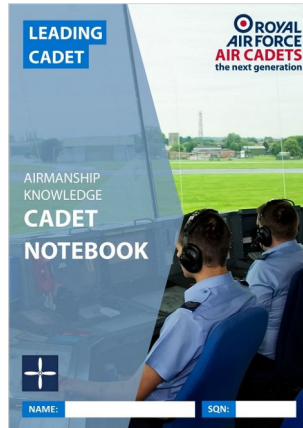
Are you looking at completing your Leading Cadet exams but haven't been able to finish your training? A Leading Cadet Notebook for each subject has been developed which will help you to complete your exams on **Utilearn**.

BEFORE YOU START

- ✓ Make sure you have finished First Class Cadet.
- ✓ Read **How To Guide #1** to find out how to access Utilearn.
- ✓ Check with your Squadron staff to see if you can start your Leading Cadet Training.
- ✓ Make sure you know your Utilearn username and password.
- ✓ If you are on a computer running Microsoft Windows, download Adobe Reader if you don't already have it.

WHAT ARE THEY?

- The Leading Cadet notebooks give you the tools you need to study each Leading Cadet topic without an instructor.
- They contain targeted questions centred around each section of your exam.
- The resources available on Utilearn will help you to answer each question in the notebook.
- When you have completed the notebooks you can use them to help you complete your Utilearn exams.



USING THE NOTEBOOKS

- Each notebook is split into two sections, **Pass** and **Develop**.
- Complete all the red **Pass** questions to help you answer the questions within your Utilearn exam..
- The **Develop** questions help develop your understanding of the topic above and beyond the exam questions.
- Use the resources in the **Leading Cadet** folder on Utilearn to help you answer the questions.
- You could also use the internet if you need further information. Don't be afraid to ask other cadets or your Squadron staff for assistance.

GET THE NOTEBOOKS

- Download a copy of the each Leading Cadet notebook from Utilearn. You can find them in the **Leading Cadet** folder.
- **If you open the booklet on a PC you must download it and open it in Adobe Reader.** If you don't you may lose your work. Remember to save it when you have finished!
- Email the booklet to a staff member when you have finished or if you need support.
- When you have finished the notebook a staff member from your squadron will register you for the exam.

