



SJAM

CADET PROFICIENCY BADGE SCHEME
(*SKIM LENCANA KEMAHIRAN KADET SJAM*)

SJAM CADET PROFICIENCY SCHEME

- Cadet proficiency course can be organized by the National / State / Area / Division level. The course may be organized as part of a camp or as a stand-alone course.
- The lecturers and examiners for the subjects shall be persons who have certified qualification and knowledge in the related subject. The organizer of the cadet proficiency course may write to the Chief Officer for Cadets through the State Staff Officer (Cadets) should they require any clarification on the requirement of lecturers / examiners.
- Each Cadet may sit for as many badges as they want, however only **4 badges** per calendar year will be counted towards the Grand Prior.
- The organizer is required to notify the State Headquarters at least **TWO MONTHS** in advance.
- The organizers are allowed to invite participants from other states subject to the approval of the state commanders of both the organizing and participating states.
- The organizer is required to submit the following forms through the SSO (Cadets) to the Chief Officer for Cadets within two months from the completion of the course.
 - PRO 1 Form
 - BFC6 with complete result
 - Soft copy of the BFC6 application
 - Copy of the proficiency badge assessment
 - Excel Print File (PB Form) and electronic copy of the BFC6 to be emailed to tanbeeb70@gmail.com
- Each badge applied shall be subject to a fee of RM3 inclusive of certificate, badge, courier and processing fees. Any **re-issuance of Proficiency Badges(s) Certificate due to any errors due to the applicant** will be subjected to **RM5.00 per replacement certificate**.
- The National Headquarters shall validate and issue the proficiency certificate with the required badges within two (2) months upon receipt by the Chief Officer for Cadets.

GRAND PRIOR APPLICATION REGULATION

- Cadets who have obtained 12 badges may apply for the Grand Prior Badge through the State Staff Officer (Cadets). To qualify, Cadets must have a minimum of 12 badges, where Knowledge of SJAM is the compulsory subject and choose one, not more than three from each category.
- Applicant must be below the age of 21 on the date of application.
- To qualify for the award of the Grand Prior Badge, the required twelve (12) proficiency certificates must be attained over a period of not less than 36 months.
- Adult members who are continuing the cadet proficiency scheme must have obtained the first four (4) badges before the age of 16.
- Cadets must be efficient in the year the badges are obtained. Any badges obtained in years that the Cadet is not efficient shall not count towards the Grand Prior Award.
- The application for the Grand Prior Award must be submitted to the Chief Officer for Cadets with the following documents:
 - BFC4 Card
 - Photocopy of 12 proficiency certificates
 - GP 1 Form
 - Cover Letter with application name, IC
- The Chief Officer for Cadets shall verify all documents prior to submission to the Chief of Staff (Operations) to produce the certificates.
- The certification process shall be completed no later than 2 months upon receipt by the Chief Officer for Cadets.



CADET PROFICIENCY SCHEME

STANDARD SYLLABUS AND GUIDELINES



KNOWLEDGE OF SJAM

This is a compulsory badge that must be obtained by every Cadet in order to qualify for the Grand Prior.

Syllabus:

All candidates must understand

- The origin & events leading up to the formation of the Order of St. John
- The original purpose and aims of the Order
- History and development of St. John Ambulans Malaysia
- St. John Ambulance of Malaysia (Incorporation) Act 1972
- Aims and objectives of St. John Ambulans Malaysia

Instructors and Examiners:

- SJAM Officers
- History teachers / lecturers or other appropriately qualified academician
- Other suitably qualified persons

Reference:

- St. John Ambulance of Malaysia (Incorporation) Act 1972
- St. John Ambulance of Malaysia Rules 1973
- General Regulations of St. John Ambulance of Malaysia
- St. John Ambulance of Malaysia School Guidebook
- St. John Ambulance of Malaysia 100 years Centenary Book

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions



ANIMAL CARE

Syllabus:

All candidates must

- Be familiar with the habits and needs of domestic animals, particularly any pet of their own
- Know how they should be housed, compliance to local by-laws if any
- Understanding feeding habits and the food to given to animals (including water)
- Know how to administer simple First Aid to an animal
- How to administer first aid for the following: Bleeding pad / paw, heat stroke, wasp / bee sting, poisons
- Know the general caring of animals in hygiene, grooming and exercise
- Understand the need and timing of preventive veterinary treatment such as worming and vaccinations
- The types of housing for animals (indoor and outdoor) including travelling boxes and in-car arrangements for safe travelling
- How to handle household pets and recognition of different sort of behaviour
- Understand the importance of toilet training and personal hygiene for animals
- Recognition of the signs and symptoms of common ailments

Instructors and Examiners:

- Veterinarians
- Officers of the Department of Veterinary Services Malaysia or Veterinary Association of Malaysia
- Vet nurses (Registered with Malaysia Small Animal Veterinary Association)
- NGO's – Animal Shelter – SPCA, Breeders, Livestock, Farmers, Zoo

Reference:

- Veterinarians
- Books on pet care

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical care of animals to be done at an animal shelter / veterinary clinic



CARE IN THE COMMUNITY

Syllabus:

All candidates must

- Know the location of amenities in their local community such as nursery schools (kindergartens), playgrounds, youth organizations, nursing homes, shelters, public library, post officer, nearest medical facilities, veterinary services, public halls
- Know how to contact the utility services such as electricity, water and telephone
- Know how to fill out relevant & common forms correctly, shop for essential groceries for 7 days for 2 persons and do simple household chores
- Know the public transportation system in their local community
- Know the services provided for the homebound, elderly, physically handicapped, blind and deaf in their local communities

Instructors and Examiners:

- Officers with local municipal council
- Aid workers
- Teacher advisors
- Local communities NGO's such as Rotary, Lions Club, etc.

Reference:

- Community maps or service brochures of local NGOs
- Municipal Council brochures
- Utilities provider website

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical activity of visiting a nursing home, orphanage, youth movement, etc.



CARING FOR THE SICK

Syllabus:

Understanding how to care for the sick (infant child & aged). This badge is only applicable for AMBULANCE Cadets / Members. Members are required to pass the Home Nursing Examination. A copy of the home nursing certificate should be included during the badge application.

Suggested Course Content: *(refer Home Nursing Syllabus)*

1. The patients' surrounding
 - a. Helping the patient to avoid the dangers of the environment
2. Comfort and mobility
 - a. Helping the patient to move and maintain a comfortable position
3. Washing and bathing
 - a. Helping the patient to keep cleanliness
4. Clothing
 - a. Helping the patient to dress / undress and to select suitable clothing
5. Eating and drinking
 - a. Helping the patient to take adequate diet
6. Giving medicine
 - a. Helping the patient to take care and care for his / her medicine
7. Eliminations
 - a. Helping the patient to deal with his excretions
8. Rest and sleep
 - a. Helping the patient to relax and maintain good sleeping habits
9. Controlling temperature
 - a. Helping the patients to maintain normal temperature
10. Caring for Wound
 - a. Helping the patient with an injury

Instructors and Examiners:

- Medical Practitioner, Nursing Tutors, Nursing Instructors
- SRN / SEN
- SJAM Home Nursing Trainers

Reference:

- SJAM Caring for the Sick Manual



CARING FOR THE CHILDREN

Syllabus:

To have knowledge and ability to care for the children. Members are required to pass the Caring for the Children Examination. A copy of Caring for the Children certificate should be included during the badge application.

Suggested Course Content:

A description of the normal physical and mental growth of a new-born infant until he is five years old.

1. An outline of the essential needs for good physical and mental development
2. Mothering and general training of young child
3. Infant and child feeding
4. Exercise, fresh air and sunshine
5. Clothing
6. Sleep and rest
7. Cleanliness and General Care
8. The prevention of infection
9. Toys and play material
10. Safety in the home
11. Infectious disease
12. Some common ailment
13. Menu and recipes

Instructors and Examiners:

- Medical Practitioners, Nursing Tutors, Nursing Instructors
- SRN/ SEN
- SJAM Home Nursing Trainers

Reference:

- SJAM Caring for the Sick Manual
- SJAM Preliminary Child Care Manual



ANTI-DRUG ABUSE

Syllabus:

All candidates must

- Understanding on what is meant by drugs
- To know the types of drugs
- To know the signs of a drug addict
- Method of drug abuse
- Drug problem effect on the country
- Dasar Anti Dadah Malaysia
- Strategi Anti Dadah Negara
- Departments involved in eradicating drug abuse
- Staying away from drugs
- Punishment for drug abuse

Instructors and Examiners:

- PEMADAM Trainers
- PROSTAR Trainers
- National Drug Agency – Agensi Anti Dadah Kebangsaan
- Royal Malaysian Police – Narcotic Division
- Medical Practitioners – related to drug rehabilitation
- ADK – Agensi Dadah Kebangsaan

Reference:

- PEMADAM
- PROSTAR Program
- ADK
- Internet

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Visit a drug rehabilitation centre
- Drawing of posters / murals on anti-drug abuse
- Organizing an anti-drug abuse campaign at the school level
- Assessment should be 30 objective questions



ACCIDENT PREVENTION

Syllabus:

All candidates must

- To have an understanding on how accidents may happen
- To be able to contact emergency services such as police, fire and ambulance
- To know how to report an accident to relevant authorities
- Knowledge on road safety
 - Pedestrians:
 - Crosswalk in the street unlawfully / jay-walking
 - Walking on the highway
 - Traffic signal lights
 - Dangers of hitch-hiking
 - Bicycle safety:
 - Equipment required to operate a bicycle on the highway
 - Safe practices when operating a bicycle
 - Laws regarding the operation of a bicycle on a highway
 - Proper arm signals
 - Motor vehicles:
 - Basic safety practices for operating and riding in motor vehicles (i.e. seatbelts, mirrors, etc.)
 - Laws for operating vehicles on the highway (speed, signs, etc.)
 - Accident prevention in the home
 - Storage in the home of poisonous substances and other potentially hazardous materials / tools
 - How to reduce falls in the home:
 - Safety in recreation areas
 - Safety measures in handling electrical appliances
 - Sporting accidents
 - Safety points to follow when in or near water

Instructors and Examiners:

- National Road & Safety Department Officers
- Royal Malaysian Police
- Teacher advisors

Reference:

- Police safety centres / departments
- Community Safety Councils
- National Road & Safety Council

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions



FIRE FIGHTING & PREVENTION

Syllabus:

All candidates must

- To have an understanding on how fire begins, the effect of smoke and heat
- To know what action is to be taken if clothing is on fire
- To know how to contact the fire brigade and to report a fire
- To be able to use a fire extinguisher and other preventive measures
- To know how to escape from a burning building; hazards of smoke and fire gases, basic rescue procedures
- To know how the individual candidate can best act in assisting fire fighters at the scene

Instructors and Examiners:

- Officers from the Fire and Rescue Department

Reference:

- Safety brochures produced by the Fire and Safety Department
- Fire and Safety Manual

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical assessment on how to use a fire extinguisher



CASUALTY SIMULATION

Syllabus:

All candidates must

- To know the purpose and objective of casualty simulation
- To know the basic elements / ingredients and materials in a casualty simulation kit
- To be able to create the dough and types of blood
- To be able to simulate wounds and fractures, burns and facial injuries
- To be able to stage a scene

Instructors and Examiners:

- Makeup artiste
- Casualty Simulation Instructor

Reference:

- Fake-up manuals as may be available

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical assessment: to create a scene with a wound and fracture



PERSONAL SURVIVAL & LIFE SAVING

Syllabus:

All candidates must

- Understand what is drowning
- Know what to do in the event of a drowning
- Know how to perform CPR on a drown casualty
- Identify water hazards

Instructors and Examiners:

- Instructors of the Life Saving Society / Amateur Swimming Association
- Qualified Life Guard
- Members of Rescue Unit (Armed Forces, Civil Defence, SMART, Fire Department)
- SJAM Trainers qualified in Aquatic First Aid

Reference:

- First Aid in the Wilderness
- SJAM Aquatic First Aid notes

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions

Equivalent Qualification:

- Bronze medal from the lifesaving society



CIVIL DEFENCE

Syllabus:

All candidates must

- To be familiar with Majlis Keselamatan Negara Arahan 20
- To understand SJAM's role during a disaster
- To understand basic triage
- To know basic radio communication
- Be aware of personal safety while attending a disaster
- To understand basic rescue technique & equipment
- To be able to perform basic patient removal & transportation

Instructors and Examiners:

- Army Medical Doctor
- Civil Defence – Jabatan Pertahanan Awam
- Member of SJAM Emergency Response Unit

Reference:

- Civil Defence Manual
- Army Forces Manual
- Majlis Keselamatan Negara (MKN) Arahan 20

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions



OUTDOOR PURSUITS

Syllabus:

All candidates must

- Required to perform an outdoor activity such as camping, rock climbing, jungle trekking, etc.
- To know basic survival skills when in the outdoors / jungle
- To be able to pitch a tent and make camp gadgets
- To be able to start a fire and cook a meal
- To be able to follow trails
- To know how to tie knots
- To be able to perform first aid in the wilderness
- To know the importance of preserving nature

Instructors and Examiners:

- Scouts
- SJAM Officers
- Teacher advisors
- Royal Malaysian Armed Forces

Reference:

- Camping reference books
- Books on outdoor activities
- Info pack from outdoor activity centres

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical assessment such as camping trip, jungle trekking, rock climbing, etc.

Equivalent Qualification:

- Participation in any camping expedition organized by school or other agencies for 5 nights of more (*must use tents*)
- Participation in any SJAM National or SJA International Cadet Camps



FITNESS

Syllabus:

All candidates must

- To understand the importance of keeping fit and healthy living
- To know the diseases one might be exposed to if one does not maintain a fit lifestyle
- To have knowledge of the types of injuries that may be sustained during a sport activity and how to render first aid for such injuries

Instructors and Examiners:

- Pendidikan Jasmani & Kesihatan teachers
- Coaches accredited by the National Coaching Academy of Malaysia

Reference:

- Olympic Council of Malaysia
- National Sports Council of Malaysia
- National Sports Institute Malaysia
- State Sports Council
- Pendidikan Jasmani & Kesihatan reference books
- Sports Science books

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical assessment such as beep test, 2.4 km run, the miller 20 km run. Test scores should be taking into account age, gender, and any existing health conditions

Equivalent Qualification:

- A medal at any international / national / state / district recognized sport championship
(*recognition of sports are sports recognized by the Olympic Council of Malaysia*)



CRAFTS

Syllabus:

All candidates must

- To have basic knowledge on several types of crafts (at least 3 types)
- To know how crafts are produced commercially
- To know the tools of the trade and materials used
- To know agencies that market craft
- To understand the concepts involved in designing crafts

Instructors and Examiners:

- Craftsman
- Art teachers
- Living Skills teachers

Reference:

- Craft books, videos, slide shows
- Craft persons, displays, sales
- Encyclopaedias

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical assessment of doing a craft batik, origami, weaving, etc.

Equivalent Qualification:

- A credit and above in Pendidikan Seni Visual at SPM Level



MAP READING & NAVIGATION

Syllabus:

All candidates must

- To understand how to read a map and scales
- To understand the different kinds of maps
- To be able to plot a route
- To know how to use a compass
- To know the national grid reference system and map symbols
- To know considerations to take into account when planning a route for a casualty across jungle terrain
- To be able to give direction to the First Aid party using map references to guide them to a casualty in an area away from a road

Instructors and Examiners:

- Royal Malaysian Armed Forces
- Royal Malaysian Police
- Jabatan Pertahanan Awam
- Geography teachers
- Land and Survey Department
- Scouts

Reference:

- Local libraries
- Land and Survey Department
- Map Reading manuals from Armed Forces / Scouts
- Geography textbooks

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical assessment should be on reading a map and planning a route



MUSICIAN

Syllabus:

All candidates must

- To have an understanding of musical instruments (at least 3 instruments)
- To be able to read musical bars as well as understand musical terminology
- Recognition of different musical instruments
- To be able to play a musical instrument
- To understand basic rules of composition

Instructors and Examiners:

- Musicians
- Music teachers

Reference:

- Musical reference books

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical assessment on playing a simple piece (since it may not be possible for candidates to be able to satisfactorily master a musical piece within six hours, the practical may be carried out at a later period)

Equivalent Qualification:

- Grade 3 and above in ABRSM or equivalent



COMMUNICATION WITH THE DEAF / BLIND

Syllabus:

All candidates must

- To have a basic understanding impediment of the deaf and blind
- To have a basic understanding of Braille and sign language
- To know which organizations offer aid for the deaf and blind
- To understand how to communicate with someone who is deaf or blind
- To know how to assist the deaf and blind

Instructors and Examiners:

- Officers / Representatives from organizations that aid the deaf and the blind
- Teachers from schools for the deaf and blind
- Sign Language Instructors

Reference:

- Malaysian National Institute for the Blind
- Malaysian Hearing Society
- Organization and Societies for disabled people

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions



ADMINISTRATION SKILLS

Syllabus:

All candidates must

- Have fair level of language skills, both written and spoken
- Be able to write a formal correspondence
- Be able to take minutes in a meeting
- To know good telephone etiquette
- To know simple filing system, records keeping methods, and fill out forms correctly
- Have general knowledge of postal and banking facilities
- Be able to do simple Income & Expenditure Account

Instructor and Examiners:

- School clerks
- Office Administrators
- Teacher advisors
- SJAM Officers

Reference:

- Books on secretarial duties

Course Duration & Assessment Recommendation

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical assessment in formal letter writing



COMPUTER SKILLS

Syllabus:

All candidates must

- To have basic knowledge of computers and computer parts and operating systems
- Be able to use a computer to do letter writing and record keeping
- To be able to create a poster / banner using computer software

Instructors and Examiners:

- Teacher advisors with IT background
- Professional IT Trainers
- Graphic Designers
- Computer Programmers

Reference:

- How-to books
- Technical manuals
- Websites
- Trade publications / magazines

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical assessment: to produce a letter, report or poster using computer



SIGNALLING

Syllabus:

All candidates must

- Understanding the different types of signalling available
- Be able to perform basic flag signals
- Understand the usages of signalling
- Understand the Morse code and its uses
- To know the basic components of a two-way radio*
- To know the standard phonetic alphabet*
- To be able to communicate a message*

Instructors and Examiners:

- Scouts
- Royal Malaysian Army
- Royal Malaysian Police
- Department of Civil Defence
- HAM Operators*

Reference:

- Signalling instruction manual from the Police, Army, Civil Defence Department

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical assessment: to performing either a glad signal or Morse code; to communicate a short 5-line paragraph over a two-way radio*

** For radio communication badge*



ST. JOHN WORLD-WIDE

Syllabus:

All candidates must

- Have a regular penfriend (a member of St. John) in the country of the candidate's choice for a period of at least six months and have corresponded at least six times. The correspondence should include a description of St. John activities in that country
- Prepare a scrapbook or album showing photographs, cut-outs, news paper clippings, publication, postage stamps, badges, pins, etc. something of the Malaysian environment, its people and their cultures to send to the penfriend
- Prepare a scrapbook or album about the country where the penfriend lives, including things the candidate has received from the penfriend and information gathered by the candidate
- Know, in broad outline, the history, geography, economy and politics of the penfriend's country and inhabitants

Instructors and Examiners:

- Divisional Officer / Superintendent
- State / Area Staff Officer (Cadets)

Reference:

- None

Course Duration & Assessment Recommendation:

- This proficiency badge is done over a period of six (6) months
- Assessment should be based upon the submission of the two scrapbooks (one which is the copy of the scrapbook the candidate has sent to the overseas friend and another of the friend's country)



CITIZENSHIP

Syllabus:

All candidates must know

- National Anthem and the 5 principles of Rukun Negara
- The monarchy
- Freedom and responsibilities in a democratic country
- About Federal Government and State Government
- Aware of the election process
- Understand the concept of separation of powers between the Judiciary, Legislature and Executive
- The cultural diversity of the multi-racial society of Malaysia, and the importance of living in harmony
- Be able to name all the States & Federal Territories and name the capitals

Instructors and Examiners:

- Government Information Officer
- School teacher
- Suitably qualified persons

Reference:

- School / academic text book on Citizenship

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions



HOME SKILLS

Syllabus:

Be able to plan a week's work in the house, allocating time to cleaning, cooking, household maintenance & shopping

All candidates must know

- How to keep simple household accounts
- Safety and Cleanliness
 - The care of cooking utensils and equipment (refrigerator, cooker, washing machine) and electrical appliances
 - Basic rules for storing food in a refrigerator and freezer
 - To launder personal clothing by hand / washing machine / dry cleaning
 - Know the basic cause of fire in the home, and safety precaution to take to avoid them
- Simple household repairs and tasks
 - Be able to unclog a pipe
 - Be able to amend a fuse
- Care of clothes
 - Be able to maintain and mend clothes

Instructors and Examiners:

- Living Skills teachers
- Suitably qualified persons

Reference:

- Living Skills text book in schools
- Home repairs guide books

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical assessment

Equivalent Qualification:

- A credit and above in Kemahiran Hidup (Option ERT) at PT3 Level



COOKERY & NUTRITION

Syllabus:

All candidates must know

- The importance of balanced nutrition
 - Know what type of food are necessary to keep the body in good condition (proteins, carbohydrates and vitamins)
- Food presentation
 - Plan, cost, prepare and serve a simple mid-day meal
- Methods of cookery
 - Know what special points should be noted in preparing meals
 - Have general knowledge of methods of storing & preserving food at home, including storage where no refrigerator is available
- Different types of diet

Instructors and Examiners:

- Living Skills teachers
- Dietician
- Nutritionist

Reference:

- Living Skills text book in schools

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical assessment



DO-IT-YOURSELF

Syllabus:

All candidates must

- To be able to put together a DIY kit for installation and domestic repairs
- To know the limitation of what can be done by an amateur and professional
- To know how to use basic tools for household repairs and safety
- Know how to remove marks and stains
- Know how to read an electric or water metre
- Know how to wire a plug and replace a fuse
- Know how to change a pipe head
- To be able to build / assemble a basic furniture – rack / shelf

Instructors and Examiners:

- Home Skills teacher
- Electrician / Contractor / Painter

Reference:

- Kemahiran Hidup text books
- Tenaga Nasional Berhad
- Water Authority

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical assessment on how to wire a plug or change a pipe head

Equivalent Qualification:

- A credit and above in Kemahiran Hidup at PT3 Level



CADET TRAINING COURSE

Syllabus:

All candidates must

- To have a basic understanding on leadership styles and when to use a particular style
- To understand the responsibilities of leadership
- To understand the Cadet Regulations incorporated in the General Regulations of SJAM
- To understand the duties of a Divisional Committee Member
- To be able to plan an activity for the division
- To be able to give instructions, win the confidence and respect of their members
- To be able to speak to teachers, school authorities and members of the public about their activities

Instructors and Examiners:

- SJAM Officers
- Teacher advisors
- Professional management trainers

Reference:

- Managerial books

Course Duration & Assessment Recommendation:

- Course should be held for a period of about four to six hours
- Assessment should be 30 objective questions
- Practical assessment on conducting a training activity

Equivalent Qualification:

- Candidates that complete and pass the NCO course held at the area or state level

Compiled by

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Area Staff Officer (Cadets)

St. John Ambulans Malaysia

Melaka Tengah Area, State of Melaka

Adapted from

Buku Panduan St. John Ambulans Malaysia di Sekolah

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