



STANDARD OPERATING PROCEDURES

SOP TITLE:	CADET GUIDELINES		
SOP NUMBER:	SJAM-CDT-SOP-12	REVISION	01



ST. JOHN AMBULANS MALAYSIA

(CADET GUIDELINE)

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Definitions:

- Any phrase that contains the word "State" is with reference to the State and Region.
- Any phrase that contains the word "Division" is with reference to the Division and Corps.
- Any **St. John unit** mentioned in this Guideline refers to all uniform units of the *St. John Ambulance of Malaysia* which include National, State or Region, Area, Corps and Division.



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LIST OF ABBREVIATIONS

AFA	Advanced First Aid
ASO	Area Staff Officer
DO	Divisional Officer
HQ	Headquarters
NCO	Non-commissioned Officer
OTC	Officers' Training Course
SSO	State Staff Officer
Supt.	Superintendent
TtT	Training the Trainers



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OBJECTIVE

To serve as guide for the management of SJAM cadets.

SCOPE

This document covers processes related to application process for proficiency, Grand Prior and general requirement required for the management of a cadet activity. The processes in this document are applicable to all SJAM units. This SOP is always subject to the of the St John Ambulance of Malaysia (Incorporation) Act, Kaedah St. John Ambulans 1973 and General Regulations St. John Ambulans Malaysia (2015) and other applicable laws.

REFERENCES

1. ISO 9001 Clause 7.5 (Documented Information)
2. ISO 9001 Clause 8.5 (Service Provision)
3. ISO 9001 Clause 8.6 (Release of Service)

RESPONSIBILTY

It shall be the responsibility of the Chief Officer for Cadets to ensure this SOP is complied with at the National level and the respective SSO Cadet to ensure that this SOP in fully complied with at the State level.



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1.0 PROCEDURES

1.1 CADET PROFICIENCY SCHEME

- 1.1.1 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 standalone course.
- 1.1.2 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.
- 1.1.3 Each Cadet may sit for as many badges as they want, however only 4 badges per calendar year will be counted toward the Grand Prior Award
- 1.1.4 The organizer is required to notify the State Headquarters at least **TWO MONTHS** in advance.
- 1.1.5 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.
- 1.1.6 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.
- Proficiency Badge Application Summary (PRO1)¹
 - BFC6² with complete Result
 - Copy of the Proficiency Badge Assessment.
 - Pro-badges Application Print Form (PB)³ to be emailed to Chief Officer for Cadet
- 1.1.7 Each Badge applied shall be subject to a fee of RM3 inclusive of certificate, badge, courier and processing fees. Any **re-issuance of Proficiency badge(s) certificate due to any errors due to the applicant** will be subjected to **RM5.00 per replacement certificate**.
- 1.1.8 The National Headquarters shall validate and issue the proficiency certificate with the required badges within **two months**.

¹ Proficiency Badges Application (SJAM-CDT-03-PRO)

² CPBS Assessment Form (SJAM-CDT-04-BFC6)

³ Proficiency Badges Print Form (SJAM-CDT-01-PB)



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1.2 GRAND PRIOR APPLICATION

- 1.2.1 Cadets who have obtained 12 badges may apply for the Grand Prior Badge through the State Staff Officer (Cadets). Cadet members shall need to qualify a minimum of 12 badges (Knowledge of The Order is the compulsory subject and one not more than three subjects from each category) shall be eligible to apply for the Grand Prior Badge.
- 1.2.2 Applicant must be below the age of 21 on the date of application.
- 1.2.3 To qualify for the award of the Grand Prior's Badge, the twelve (12) proficiency certificates must be attained over a period of not less 36 months.
- 1.2.4 Adult members who are continuing the cadet proficiency scheme must have obtained the first four (4) badges before the age of 16.
- 1.2.5 The application for the Grand Prior must be submitted to the Chief Officer for Cadets with the following documents:
- BFC4⁴ Card
 - BF4⁵ (Applicable to Adult)
 - Photocopy of 12 proficiency certificates.
 - Grand Prior Application Summary (GP)⁶
- 1.2.6 The Chief Officer for Cadets shall verify all documents prior to submission to the Chief-of-Staff (Operations) to produce the certification.
- 1.2.7 The certification process shall be completed no later than 2 months upon receipt by the Chief Officer for Cadets.

⁴ Cadets' Individual Record (SJAM-OPS-03-BFC4)

⁵ Adult Members' Individual Record (SJAM-OPS-02-BF4)

⁶ Grand Prior Application (SJAM-CDT-02-GP)



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1.3 1000 HOURS SERVICE SHIELD

- 1.3.1 Special Service Shield shall be awarded by National Headquarters to cadets who have completed 1000 hours of duty or more during their service as a Cadet.
- 1.3.2 Application with BFC4⁷ Card and Duty Record should be forwarded to the Chief Officer for Cadets through the State Staff Officer (Cadets) for certification.
- 1.3.3 Cadet members are allowed to perform duty for a maximum of 12 hours per day.
- 1.3.4 The Chief Officer for Cadets shall produce the certificate within two months of receipt.

1.4 CADET ACTIVITIES

- 1.4.1 All cadet activities must be approved by the National/State/Area committees
- 1.4.2 The SSO/ASO Cadet should seek approval from the Education Department/School prior to conducting activities
- 1.4.3 All activities conducted must be done in accordance with the policies of the Ministry of Education Malaysia/State Education Department/District Education Office.
- 1.4.4 All activities and duties must be in compliance of the General Regulations of St. John Ambulans Malaysia.

⁷ Cadets' Individual Record (SJAM-OPS-03-BFC4)