▶ COMPLETING THE BLUE LEADERSHIP SYLLABUS

Completing the *Blue Foundation Leadership Syllabus* is the first step to becoming a leader in the RAF Air Cadets. Any enrolled cadet can take part in this training, which is designed to develop your briefing technique. When you return to your squadron you will be given the opportunity to brief a small team and guide them through a task, putting what you have learned into practice.

Although you will need to wait to complete the practical elements of this course, you can complete the theoretical training now. To do this you need to access an e-learning course on **Ultilearn**.

BEFORE YOU START

✓ Make sure you know your Ultilearn username and password.

✓ Have a pen and paper handy to make some notes.

STEP 1

- Open Ultilearn via Cadet Portal or by visiting **https://learning.bader.mod.uk**

- If the *Blue Badge Foundation Leadership: SMEAC Briefings* course isn't already displayed, click **Explorer Register**. This is near the top of the screen on the right hand side.

STEP 2

- In **Explorer Register** find the *Blue Badge Foundation Leadership: SMEAC Briefings* course. You will find it in the **Progressive Training Syllabus** folder.

- Click on the course and then click the **Register** button found near the top right hand corner of the screen. The course should now appear in the **My Courses** area.

STEP 3

- Click on the **Start** button on your registered course to view the content.

- Press **Launch** to start the Course. It will open in a new window. Then click the **Go** arrow.

- Click **Launch Course**. It will open in a new window.

- Once the course has started do not click the launch course button again, but go to the new window instead. You should only close the launch course window when you have successfully completed the course or need to exit part way through.

COMPLETING THE COURSE

- You can close and revisit this course at any time and your progress will be saved.

- If the **Start** or **Resume** buttons are greyed out, press the **Delete** button and re-register yourself for the course (see step 2). **If you delete the course all your progress will be lost, even after you have finished it. Be careful!**

- Remember to take notes as it may be a while before you are able to do the practical assessment at your squadron.

- If you can, download and print the **SMEAC Briefing Technique Sheet**. This can be found in the **Resources** section within the e-learning package.

- Speak to another cadet or squadron staff member if you need assistance in completing the course.

- Follow the instructions within the e-learning course and answer each question carefully. You must score 75% to successfully complete this training. If you get less than this you can delete the course, re-register and try again (see above).