Appendix 6

SEAMANSHIP SYLLABUS

Seamanship is to be taught in accordance with the syllabus laid down in current Defence Council Instructions, depth of coverage of the syllabus being determined by the number of hours allocated to Seamanship for each branch.

J.S.	170
J.A.Ck., J.S.A.	56
J.E.M.	
J.M.(E.), J.N.A.M., J.N.A. ..	
J.R.O.	26

Appendix 7

S.Q. SYLLABUSES – (G), (T.A.S.), (R.P.)

A. BASIC GUNNERY SYLLABUS

Length of course: 60 hours

SUBJECT	NO. OF HOURS
Close Range	9½
Introduction to Gun Instruction	11½
Ammunition	4
Introduction to Control	20
Organisation	3
Communications	2
Revision and Tests	10

Close Range (9½ hours)

Introduction to Close Range. The problem, types of attack, control systems and guns. Film A.164 Pt. 11.

Introduction to the 40/60 gun, capabilities, rate of fire, method of control, duties of the crew. D.N. 170.

The 40/60 Mk. 9 and Mk. 7 Mtg., build-up of the mounting, power used, and method of operation. D.C. 2.

The 40/60 Gun. General description.

The 40/60 breech. The parts of the breech and how they work. Film S.A. 358 Pt. 1. D.N. 172.

The 40/60 Loader. The parts of the loader and how they work. The firing cycle. D.N. 171, D.N. 184. Film S.A. 358 Pts. 3 and 4.

Practical 40/60 aiming.

Brief acquaintance on Sea Cat.

Introduction to Gun Instruction (11½ hours)

Introduction to Medium Range AA. Briefly the problem, types of attack, type of control and the gun.

The 4·5 in. Mk. 4/5 Gun. Capabilities, rate of fire, type of control, duties of the crew, use in surface and AA. fire. D.V. 2. Film A. 164 Pts. 1, 2 and 3.

The 4·5 in. Mk. 5 Mtg. Build-up of mounting (to include elevation and training arrangements).

The 4·5 in. Mk. 4/5 breech. Parts of the breech and how they work in S.A. fire. D.B. 82.

Firing the Gun. Electric and percussion arrangements. The interceptor and shifting striker.

Recoil and recuperator. The general arrangements briefly. Films D.B. 41 and D.B. 41/1, D.B. 81, S.A. 298 Pts. 1A and 1B.

Receivers. Types of receivers used. General description, lining up and reading off (with particular application to the receivers used at H.M.S. *Cambridge*).

The 4·5 in. Mk. 5 Mtg. Brief description of the Auto System and switching on power.

Ammunition (4 hours)

Introduction to ammunition. Shells and cartridges. Fixed and separate ammo. Colours of HE, practice and starshell. Film D.E. 12, D.E. 27.

Ammunition safety. NMER's as far as they cover the Seaman Gunner. Film D.E. 11, 36. B.R. 862.

Ammunition supply and ammunitioning.

Introduction to Control (20 hours)

Introduction to control. Why control systems are necessary. Outline of an AA./SU. system. Walk round a destroyer system to explain briefly the general layout without any details of operation. Film D.N. 38. S.A. 161.

Target Detection. How targets are detected by radar and sighting. Brief description of Air and Surface Warning Radar without operating details. Description of the Gun Direction System explaining the function of each part of the equipment without operating details. The procedure from detection to indication. Film D.M. 14, D.M. 85, D.N. 36.

Armament Direction. The duties of the P.C.O., G.D.O. (Blind) and G.D.O. (Visual) and the Director Officer, sufficient to describe how the armament is put on to the target.

Command and Control orders. What they mean and how they are used. B.R. 975.

Target Tracking. Brief description of Gunnery Radar. How the target is tracked in blind and visual and how the information is used on the A.F.C.B. Mk. 10. The principles behind the Spotting Instructions and how the information they provide is used to aid target finding—without details of groups used. Film S.A. 162.

Gun Elevation and Gun Training. Brief description of the problem of hitting a moving target. Build up of Gun Elevation and Gun Training in both AA. and Surface fire. Film D.E. 4, S.A. 165, A. 164 Pts. 9 and 10.

Fuze Number. Why a fuze is necessary in Starshell fire. Briefly production of fuze number and briefly how a T.M. fuze works. Brief description of V.T. fuzes.

Walk round destroyer system as a complete resume on Introduction to control.

Binoculars. Revision of use and care.

Lookouts. Revision of routines and methods of reporting. Film A. 191 Pt. 3.

Organisation (3 hours)

Duties of Gunnery Department. The Gunnery Officer, T.S. Officer, Explosives Accountant Officer, Ordnance Engineer Officer, C.P.O.G.I., Gunnery Instructors, Ordnance Artificers and the Gunnery Office Writer.

Degrees of readiness, Watch and Station Bill, Commissioning Cards.

Examples of degrees of readiness in a destroyer.

Communications (2 hours)

Standard methods of passing orders and reports. D.M. 34, B.R. 1864.

Practical period on gunnery orders and reports.

Use and care of Gunnery Communications Equipment.

Revision and Tests (10 hours)

Tests are to consist of:—

40/60 Mark 7.	S.P.T.
4·5 in., Mk. 5.	S.P.T.
General	S.P.T./S.A.T. as convenient.

B. BASIC T.A.S. SYLLABUS

Length of course: 54 hours

SUBJECT	NO. OF HOURS
Introduction to T.A.S. Sonar	24
Weapon and Mine Warfare	24
Practice Demolitions	6
Revision and Tests	6

Introduction to T.A.S. Sonar (24 hours)

General introduction; brief history of Sonar; Survey of T.A.S. commitments in ships. Types of A/S vessels in service and expected developments.

Film: 'Elementary Theory of Sonar' (A1401).

Sound waves. Speed of sound in water. Frequency. Wavelength, Pitch and quality. Loudness. Frequencies used in Sonar. Heterodyning. Deflection of Sound waves in water. Echoes and reverberations. Effect of movement of A/S vessel and target.

Types of sonar and ships in which they are fitted. (Brief mention of type 184 and 199). Describe 170. Film 'Type 170'. (A521 Part 1).

Differences of 164 from 170. Use of 'Q' and 147. Show recorders and 164 layout. Film: 'Principles of Sonar operating procedures' (A1270).

Practical operating type 164.

Describe layout and recorders in 170. S.C.R. Detail Duties of operators and S.C. Layout of command S.C.R., OPS room and weapon in Leander class frigate.

A/S control problem. Range, Bearing and Depth acquisition. Fixing the underwater target. Functions of Sonar Recorders. 170 Recorders and details of operation.

Type 170 build up of set. Block Diagram. Tie up with requirements of A/S control problem.

Practical operating Type 170.

Hull outfits. Requirements. Raise/Lower routines. Safety precautions. Water-tight tests. Speed of Ship considerations.

Classification.

I.D. and C. Tapes and H.E. Records. Doppler. Non Sub Echoes. Film: 'Sonar Contacts and Initial Detection' (A641) Type 162. Strip film: 'Type 162 Sonar' (S.A. 545).

Film: 'Type 170, Mortar Mk. 10 System Pt. I. 'Discussion of Principles'.

Describe 170/177 Layout in *Leander* Class Frigate. Tie up with M. Mk. 10 and Wasp helicopter.

Film: 'Type 177' Brief description of Type 177. Describe Type 176, 184, 199 and 185 (U/W Tel). Hunter/Killer submarines and Wessex Helicopter. Short discussion on Future Developments.

Weapons and Mine Warfare (24 hours)

Mk. 30 Torpedo. Sequence of A/S Torpedo attack.

Mk. 43 Torpedo. Detailed description of components and operation—M.A.T.C.H. system. Mention Mk. 44 and Mk. 46.

Give general outline of Mechanical Torpedoes, Mk. 8** Performance figures. Mention other S/M torpedoes. Blowing heads. Discuss S/M and above water discharge. Mention Mk. 9**.

A/S weapons in service history of development of weapons and equipment. New developments. (Ikara and Nuclear D/C). Film: 'The Squid' (A456).

Mortar Mk. 10 mounting and handing room.

Film: 'A/S Mortar Mk. 10' (A521 Part 2). Details of Crew duties.

M.C.S.10. A/S projectiles, cartridges, liners and fuse. Use of reduced charge for practice shots. Operation of W.C.P. and D.S.C.P. Tests.

Handing and Loading equipment. Routine for loading. Mention different loading arrangements and magazine/handing room routes.

Dummy drills on models.

Squid. Simple control diagram. Loading arrangements. Details of mounting working, landing room layout etc.

Practical duties of Squid's crew.

Mortar Mk. 10. Design and layout of depth setting arrangements. Weapon control panel. Hastie pump and operation.

Bathythermograph. Description. Use of B/T. Reading the slides. Interpretation of Slides. Operational Stowage, Streaming and recovery. Strip Film: 'Bathythermograph' (S.A. 533).

Operation. Streaming and recovery of Unifoxer and Type 182.

Introduction to Mine Warfare and Demolitions. Ground and Buoyant mines. Minehunting and other Mine counter measures. Mine counter-measures vessels.

Mining materials. Description of Ground mines, buoyant mines and sinkers. Operation of sinkers. Magnetic, Acoustic and Pressure assemblies. Anti-Sweep devices. Methods of layout mines. Film: 'Minesweeping' (A599). M.C.M. Mechanical sweeps. Incluence Sweeps. Minehunting. Film: 'Minehunting system acoustic Mk. 1' (A1523).

Demolitions. General description. View demolition equipment. Make up dummy scare charges.

Practical demolitions using dummy explosives.

Practical demolitions.

C. BASIC R.P. SYLLABUS

Length of course: 60 hours

RADAR

SECTION	SUBJECT	NO. OF HOURS
1	Principle of Radar	2
2	Type 293	2
3	Reporting	6

SECTION 1 **Principles of Radar** (2 hours)

Purpose and principles of warning radar: range and bearing measurement; the basic radar set, essential components. Classification of sets, characteristics of each. Aerial arrays and resulting horizontal and vertical coverage diagrams. (978, 293, 965).

SECTION 2 **Type 293 Radar** (2 hours)

(a) Operation (1½ hours)
Brief description, Performance and Uses.

(b) General (½ hour)

Firefighting, electric shock and artificial respiration; causes of fire and ways of preventing fire; action in the event of fire. How to deal with a shocked person; methods of artificial respiration.

SECTION 3 **Reporting** (6 hours)

Reporting procedures and practical reporting; practical setting up and lining up of the P.P.I.

PLOTTING

SECTION	SUBJECT	NO. OF HOURS
1	Surface plotting	30
2	Voice communications and logging	8
3	General	4
4	Tests	8

SECTION 1 **Surface plotting** (30 hours)

Surface plots – Types used in A.I.O. and their sources of information; symbols, conventions and standard colours; what a surface plot should show.

The A.R.L. table. Outline of how the table works with particular reference to the part played by each of the controls and the difference between log and clock drive.

The L.O.P. scale. Duties of personnel. Setting up plotting sheets. Practical plotting by graticule up to 6 plots per minute.

Grid plotting up to 6 plots per minute.

SECTION 2 **Voice communications and logging** (8 hours)

R./T. technique, procedure; composition of message:—Call, text, ending, common pro-words. Instructions for calling and answering. Vocabularies. Logging abbreviations, practical logging of a ship/air net to 15 words per minute.

SECTION 3 **General** (4 hours)

Brief history of A.I.O., layouts and functions; compartments, why needed and what is required of them. Brief description of internal communications.

SECTION 4 **Tests** (8 hours)

Surface plotting – L.O.P. at 6 plots per minute.
GRID at 6 plots per minute.
Logging – One script of 300 words on ship/air net at 15 words per minute.
General paper.

Appendix 8

TECHNICAL SYLLABUSES

A. JUNIOR ENGINEERING MECHANICS
B. JUNIOR NAVAL AIR MECHANICS
C. JUNIOR NAVAL AIRMEN
D. JUNIOR ELECTRICAL MECHANICS
E. JUNIOR MEDICAL ATTENDANTS

A. JUNIOR ENGINEERING MECHANICS

	Hours
Introduction; materials; hand tools; screw threads	8
I.C. Engines; lubrication; practical I.C.E.	10
Hydraulics; valves; pumps	4
Sources of power; transfer of heat; generation of steam	6
Boilers	10
F.F.O. combustion; boiler cleaning and preservation; F.F.O. systems; flashing up	8
Steam systems	4
Main propulsion machinery	8
Feed water systems; auxiliary machinery; auxiliary systems; distilling plant	12
Steering gear	2
Turbo-generators	2
Flight deck machinery	2
Stowage of F.F.O.; fuelling; confined spaces; hull preservation; raising steam	10
Engineroom organisation	2
Benchwork	26
Damage Control	18
Sea training	2 weeks

B. JUNIOR NAVAL AIR MECHANICS

	Hours
Names and parts of aircraft; safety precautions; demarcation of trades	8
Care and use of tools; materials; threads; A.G.S. parts; corrosion	16
Dismantling mechanisms; locking; basic engineering; pipelines; bonding	24
How an aircraft flies	4
E.B.U.G.S.; air ordnance; cowlings and panels; maintenance of aircraft; lubrication	22
Lifting appliances; airfields; hangar fire precautions; safety equipment; ground equipment	16
Aircraft cleaning and polishing; moving aircraft; carriers; picketting and securing	8
Aircraft engines	12
Air publications; Form A. 700; airmanship notes	16
Revision	8
Examinations	8

C. JUNIOR NAVAL AIRMEN

	Hours
Familiarisation; history of F.A.A.; glossary of air terms; demarcation of trades; chain of command	10
Airfield organisation; carrier organisation; layout of aircraft carrier; names and roles of naval aircraft and squadrons	12
Aircraft construction; how an aircraft flies; safety precautions	10
Layout of airfield; moving aircraft; tractor driving; aircraft handling; picketting and securing	26
Firefighting	10
Firefighting (carrier); Phot.; Met.	4
Air traffic control; voice procedure	4
Safety equipment; ordnance; radio; radar; electrics	10
Fuelling aircraft; gas turbines; piston engines; engine running precautions; propellors; systems	22
First aid	10
Damage control	10
Servicing routines and publications	6
Advancement	2
Revision	8
Examination	8

D. JUNIOR ELECTRICAL MECHANICS

Total time allocated 184 hours

	Hours
Introduction to the Course, Aims, Examinations etc.	1
The Electrical Branch. History and Trade Structures	2
Workshop Training. Demonstrations and Use of Tools. Recognition of Common Materials used in Electrical Practice. Measuring and Marking to Tolerances. Types of Files. Drills, Taps, Threads etc. and Exercises. Blowlamp	39
Soldering. Types and Precautions etc.	16
Electrical Safety Precautions. Ashore and Afloat	1
Electrical Fittings. Wiring; Joining; Stripping; Plugs; Sockets. Methods. Practical Exercise	14
Planned Maintenance. Good and Bad Workmanship. Lubrication. Test Equipment	18
Test Job. Soldering and Fitting. Make and Wire Up Chassis	10
N.B.C.D. Instruction	14
Electrical Theory Instruction. Structure of Matter, Current. E.M.F. Explanation of V.I. & R. Ohm's Law. Lab. Work; Wiring Circuits; Resistive Circuit, Calculations; Power Law; Energy; Consumption; Circuit Tracing; Simple Test; Revision Earth's magnetism; Resistances; Voltages; Current Division; Magnetism; Electro Magnetism; Conductors; Principles of Motors; The Ohmmeter; Ammeters and Voltmeters	62
Revision	4
Examination	3

E. JUNIOR MEDICAL ATTENDANTS

	Hours
Introduction to Branch—Duties etc. ..	2
Anatomy and Physiology	62
First Aid	20
Hygiene	20
Service Administration	20
Pharmacy	4
Nursing	24
Revision	10
Examinations	10
Damage Control	12
Total	184

The above covers the first four weeks of the Adult 16 weeks R.N.H. Haslar Syllabus, enabling Juniors from H.M.S. *Ganges* to be streamed into classes that are five weeks on course.

Appendix 9

COMMUNICATIONS SYLLABUS – J.R.O. (U)

SUBJECT	NO. OF HOURS
Morse Manuscript Reception	130
Morse Manual Transmitting	12
Touch Typing	100
Basic Procedure	20
Radio Organisation	18

PASSING OUT STANDARD

	SPEED	ACCURACY
Morse Manuscript Reception	15 wpm	85%
Morse Manual Transmitting	8 wpm	80%
Touch Typing	25 wpm	95%

Appendix 10

COOKERY SYLLABUS

Length of course: 184 hours

PERIOD	TIME (Hours)	SUBJECT
		First week—Stocks, soups and sauces
1	2	Introduction to course: (*a*) Outline of cook's branch—structure and advancement. (*b*) Personal and working hygiene. (*c*) Basic first aid and artificial respiration. *Lecture*—equipment: (*a*) Use of equipment. (*b*) Correct use of tools. (*c*) Cooking equipment and ranges. (*d*) Cleaning of equipment. (*e*) Knife drill.
2	2	Basic preparation and cleaning of vegetables. Recognition and storage of common herbs and seasonings. *Lecture:* What is cooking and why is food cooked. Various cooking temperatures. Costing: Basic outline of S.I.P. From the commencement of cooking all dishes produced by students are to be costed.
3	2	*Lecture demonstration*—Stocks—Brown, white, fish. Theory of game and chicken.
4	2	Practical work by students on basic vegetable preparation and cutting—knife drill.
5	2	Students as class produce one of each stock. Re-cap on instruction to date.
6	2	*Lecture demonstration:* Soups and sauces. Soups—broth, purée, thickened, consommé. Sauces—brown, tomato, velouté, white, mayonnaise. Explanation of derivatory sauces produced from these.
7–12	12	Practical work by students on stocks, soups, sauces.
13	2	*Lecture demonstration:* Methods of cooking. Boiling, steaming, braising, baking, poaching, frying—deep and shallow, grilling.
14	2	*Lecture demonstration:* Egg dishes—boiled, omelette, buttered and fried. Explanation of garnishes suitable for omelettes and buttered eggs.
15–16	4	Practical work by students on egg dishes.
17	2	Re-cap on all subjects taught to date, random selection of work to be given.

PERIOD	TIME (Hours)	SUBJECT
18	2	**Fish** Recognition and preparation: cod, mackerel, hake, sole, haddock, whiting, plaice, herring. Theory on—Turbot, halibut, salmon. Demonstration to include: (*a*) Freshness and selection. (*b*) Cleaning, filleting, boning and skinning of: (i) Round fish. (ii) Flat fish. (*c*) Keeping qualities and storage. (*d*) Use of fish in sick cookery. (*e*) Use of court bouillon.
19	2	*Lecture demonstration:* Methods of cookery applied to Fish. (*a*) Deep fried, batter and breadcrumbed. (*b*) Shallow fried, meunière. (*c*) Poaching—use of fish stock. (*d*) Grilling. (*e*) Boiling—use of court bouillon. (*f*) Steaming—applicable to sick cookery. *Lecture* to include various garnishings, beurre meunière and maitre d'hotel butter.
20–25	12	Practical work by students of fish dishes. During this time they are to produce an appropriate sauce with each dish and at times a soup as well.
26	2	*Lecture demonstration:* Made up fish dishes using cooked fish. Dishes taken from basic recipes.
27–29	6	Practical work by students on made up fish dishes. During this time they are to produce an appropriate sauce with each dish and at times a soup as well.
30	2	*Lecture demonstration:* Shellfish. (*a*) Selection and cooking. (*b*) Basic preparation for (i) Crab (ii) Lobster.
31	2	*Lecture:* Garnishing of fish dishes applicable to MCM. Re-cap on subjects taught to date. (theory).
32–33	4	Revision period. During this time students are to be given selected dishes covered during instruction.
34	2	Written examination covering subjects taught to date.
35	2	*Lecture demonstration:* Meat dissection. (*a*) Hindquarter of beef. (*b*) Carcase of lamb. Lecture to include uses of various cuts and joints.
36	2	*Lecture:* Veal, pork, bacon, offal. Cuts, joints and uses for. *Lecture*—Meats. (*a*) Preparation and cooking of various joints. (*b*) Quality, timing. (*c*) Meat diseases. (*d*) Fresh and frozen meats. (*e*) Meat refrigeration and thawing. (*f*) Meat pickling, brine tub.

PERIOD	TIME (Hours)	SUBJECT
37	2	*Lecture demonstration:* Preparation and cooking of: (*a*) Loin lamb. (*b*) Chops, cutlets. (*c*) Fillet beef. (*d*) Tournedos. (*e*) Noisettes. (*f*) Meat for pies/puddings.
38	2	*Lecture demonstration*—Offal: Preparation and cooking of: (*a*) Sheeps hearts. (*b*) Ox hearts. (*c*) Kidneys—lamb, ox, pigs. *Lecture demonstration:* Accompanying sauces for meats —Bread, mint, horseradish.
39–43	10	Practical work by students on meat dishes. During this time they are to produce an appropriate sauce with each dish.
44	2	*Lecture demonstration*—Cooked meat dishes. Dishes demonstrated to be taken from basic recipes.
45–47	6	Practical work by students on cooked meat dishes. During this time they are to produce an appropriate sauce with each dish, and at times a soup as well.
48	2	*Lecture demonstration*—Chicken. Basic preparation for: (*a*) Roasting. (*b*) Frying. Garnishes appropriate for use in MCM. *Lecture*—Meats in the menu, variety and planning.
49–50	4	Practical work by students on offal dishes producing an appropriate sauce with each dish and in addition one soup.
51–53	6	Re-cap on subjects taught to date, students given random dishes to produce. Written examination.
54	2	*Lecture demonstration*—Types of pastries: (*a*) Short crust. (*b*) Rough puff. (*c*) Suet. (*d*) Choux. (*e*) Cheese. (*f*) Batter (yeast and egg) Pastry formulas—Uses for pastries, principles of making.
55	2	Meat dishes—to include various meat dishes using appropriate pastries.
56	2	Sweet pastry dishes—as for meat, various sauces served.
57–60	8	Students produce meat pastry dishes, with sauces as necessary.
61–64	8	Students produce sweet pastry dishes.
65	2	*Lecture demonstration*—Small tea fancies using basic pastries.
66	2	Students produce various tea fancies.
67	2	*Lecture demonstration*—Sweet dishes non-pastry hot and cold. Taken from basic recipes.
68–71	8	Students produce non-pastry sweet dishes with sauces as necessary.

PERIOD	TIME (Hours)	SUBJECT
72	2	*Lecture demonstration*—Use of cheese and choux pastry to produce cocktail savouries.
73	2	Students produce cocktail savouries.
74	2	*Lecture demonstration*—Classification and preparation of vegetables. (*a*) Classifications. (*b*) Correct preparation and cleaning. (*c*) Cooking and serving. (*d*) Dried pulse vegetables. (*e*) Dehydrated vegetables.
75–78	8	Practical work by students on vegetable dishes. Adding soups and sauces in addition.
79–90	24	Students produce various dishes on subjects taught to date at times producing two dishes together. Revision on costing, etc.
91–92	4	Preparation and practical testing.

Appendix 11

JUNIOR STORES ACCOUNTANTS—TRAINING SYLLABUS

Length of course: 184 hours

Introduction:
Basic types of stores handled.
Staff—civil and naval.
Books of Reference and miscellaneous orders.
Description of range of stores and explanation of terms. — 6 hours

Storerooms:
Position of storerooms within ship.
Layout within storerooms. — 4 hours

Grouping of Stores, Allowances and Replenishment:
Classes and Groups of Naval Stores.
Sections and Sub-sections of Naval Stores (Air).
R.A.F. Equipment.
Spare Parts.
Victualling Stores.
Allowances of Stores.
Replenishment of Stores and Storing Periods. — 16 hours

Sources of Supply:
Naval Stores.
Naval Stores (Air).
Victualling Stores including Service and non-Service Provisions
Stockholding Depots. — 12 hours

Ledgers:
Ledger keeping and information to be found in ledgers.
Dead Ledgers.
Reclassification of Stores.
Dues Record.
Numbers and Contents Book. — 16 hours

First Supply and Demands:
First Supply of Stores.
Demands for Naval Stores and Naval Stores (Air)—S.145 series.
Preparation and Disposal of S.145 series.
Demands for Naval Stores (Air) on R.A.F.
Priorities System.
Demands for Victualling Stores. — 20 hours

Supply of Stores and Receipt on Board:
Delivery of Naval Stores and Naval Stores (Air).
Receipt of Naval Stores and Naval Stores (Air).
Delivery of Victualling Stores.
Receipt of Victualling Stores. — 10 hours

Stowage of Stores:
Stowage of Naval Stores and Provisions—Preservation.
Identification of Stores. — 4 hours

Internal Issues of Permanent Stores:	
Specimen Signature Lists.	
Types of Issue.	
Temporary Loan.	
Permanent Loan.	
Fittings.	
Furniture and Furnishings.	
Trophies.	
Modifications to Aircraft.	
Individual and Personal Loans.	20 hours
Internal Returns of Permanent Stores:	
Voucher Used.	
Exchange Transactions.	
Unserviceable Naval Stores (Air).	8 hours
Typing.	30 hours
Revision.	24 hours
Gaining experience in Supply Department of H.M.S. *Ganges*.	14 hours
Written progress tests at 15th, 24th and 30th weeks on course.	
Final Examination set by H.M.S. *Pembroke*.	

Appendix 12

NEW ENTRY PART I - SYLLABUS

General Naval Knowledge (*Naval Ratings Handbook*—B.R. 1938)

Marks of respect. Duties of the various branches in the Royal Navy. Organisation of a Ship's Company – Communal duties. The Divisional System. Discipline. Security in the Navy. Advancement. Geography of a Ship. Types of ships and their functions. Parliament and the Navy – the chain of command in the service – the Defence organization and administration of the Navy. The Navy in Peace and War. Naval customs and traditions. Nautical terms and expressions. The function of N.A.A.F.I., R.N.B.T. and Welfare Organisations. Pay, allotment and K.U.A. Uniform – instruction on the care and cleanliness of kit – kit musters. Types of Messing. Elementary First Aid, Personal Hygiene. Lecture on sex. Internal Communication systems and their use. The slinging and stowing of hammocks (before sea training). *Divisional Officers' Talks.*

Seamanship (B.R. 1938)

Simple bends and hitches. Common whipping. Boat work. Life Jacket Drill (Inflatable liferaft and methods of boarding in Part II). Ship Husbandry.

Gunnery

Squad Drill—(R.N. *Handbook of Parade and Rifle Drill*—B.R. 1834, Part I). Rifle Drill – (B.R. 1834, Sections 100–129 inclusive). Ability to fire a rifle and handle it with safety. A general account of magazine safety regulations and safety of ammunition when being embarked or disembarked – B.R. 862. Aid to Civil Power.

N.B.C.D. (*Ship N.B.C.D. Manual*, Vol. I – B.R. 2170)

The N.B.C.D. Syllabus is laid down in B.R. 1066 *Advancement Regulations.* P.F.F. Ship. Elementary firefighting to be exercised frequently. *Gasoline and Avcat Hazards* – B.R. 1754.

P. and R.T. and Swimming

One tenth of the courses should be allocated to P. and R.T., swimming and organised games. Special endeavour is to be made to bring backward swimmers to the standard of the Provisional Swimming Test. Elementary artificial resuscitation. Manual lifting and handling of stores.

Expedition Training

As a weekend activity except at H.M.S. *Raleigh* where time does not allow.

School and General Education

The educational aims of Part I training are as follows:—

(a) To prepare New Entries for the Educational Test for Able Rating. This test MUST be passed before a rating may proceed to Part II.

(b) To prepare New Entries for the Educational Test for Leading Rating. Ratings who are at the required standard are to be given an opportunity to sit E.T.L.R. during Part I training.

(c) To start the more educationally advanced New Entry on a course of part-time study in preparation for the Higher Education.

SYLLABUS

Arithmetic. Application of the first four rules to numbers and quantities. Vulgar fractions and decimals, Proportion, Averages, Percentages, Time, Speed and Distance problems.

English. Spelling, dictation, the simple parts of speech. Elementary rules of grammar. Common errors.

History. (Textbook – *Your Navy – Past and Present*) Background to the modern Navy. Short simple accounts of British naval victories illustrated by diagrams and models. Presentations arranged to illustrate the unvarying qualities whose development results in naval discipline.

Citizenship and Current Affairs. Talks or discussions weekly.

459756 (B.22809) Wt. 48900/P2914 675 8/66 J.T. & S. Ltd. Gp. 403 TS 33755

RN Book Amendment Series P409/68

BR 697—Juniors (U) Training Instructions—Change No. 1

(N/T 74/68—28 June 1968)

Manuscript Amendments

Title on cover, title page and on pages throughout book, *amend* 'Juniors' Training Instructions *to read* 'Juniors (U) Training Instructions'

Chapter 2

Page 2–1

0203 (iii), *delete* 'in T.S. 75'.

Page 2–2

0207(b), 2nd line, *amend* 'Recruiting Staff Officer' *to read* 'Regional Careers Staff Officer'.

0208(a), 2nd line, *amend* 'Recruiting Offices' *to read* 'Careers Offices'.

0209(b), 2nd line, *delete* 'T.S. 112' and *insert* 'S. 1273'

Page 2–3

0210(d), 2nd line, *delete* 'Form T.S. 113' and *insert* 'Ganges Form 168'.

0211, heading, *amend* 'Recruiting Instructions, Art. 0735)' *to read* 'Recruiting Instructions, Art. 0742)'.

Chapter 6

Page 6–2

0610(e), *amend* Q.R. and A.I.' *to read 'Q.R.(R.N.)'.*

Appendix 6

Delete 8 lines of text, *insert* 'In course of revision'.

Appendix 12

Amend 'Appendix 12' *to read* 'Appendix 14' and *amend* page numbers 'App. 12–1' and 'App. 12–2' *to read* 'App. 14–1' and 'App. 14–2'.

Extract and destroy pages

v to vii
3–3 to 3–5 (*reverse blank*)
4–1 to 4–4
5–1 to 5–3 (*reverse blank*)
7–1 to 7–3 (*reverse blank*)
8–1 to 8–3 (*reverse blank*)
App. 2–1 to App. 2–3 (*reverse blank*)
App. 3–1 (*reverse blank*)

Insert new pages

Insert revised pages

v to vii
3–3 to 3–5 (*reverse blank*)
4–1 to 4–4
5–1 to 5–3 (*reverse blank*)
7–1 to 7–3 (*reverse blank*)
8–1 to 8–3 (*reverse blank*)
App. 2–1 to App. 2–3 (*reverse blank*)
App. 3–1 (*reverse blank*)
iia (*reverse blank*—list of effective pages)
App. 12–1 to App. 12–3 (*reverse blank*)
App. 13–1 to App. 13–3 (*reverse blank*)

Check contents of book against list of effective pages.

Enter insertion of Change No. 1 in the 'Record of Changes'.

LIST OF EFFECTIVE PAGES

June 1968

Title page	i (*reverse blank*)	Original
List of effective pages	iia (*reverse blank*)	Change 1
Record of changes...	iii to iv	Original
Contents	v to vii (*reverse blank*)	Change 1
Introduction ...	ix (*reverse blank*)	Original
Chapter 1	1–1 (*reverse blank*)	Original
Chapter 2	2–1 to 2–3 (*reverse blank*)	Original
Chapter 3	3–1 to 3–2	Original
	3–3 to 3–5 (*reverse blank*)	Change 1
Chapter 4	4–1 to 4–4	Change 1
Chapter 5	5–1 to 5–3 (*reverse blank*)	Change 1
Chapter 6	6–1 to 6–3 (*reverse blank*)	Original
Chapter 7	7–1 to 7–3 (*reverse blank*)	Change 1
Chapter 8	8–1 to 8–3 (*reverse blank*)	Change 1
Appendix 1 ...	App. 1–1 (*reverse blank*)	Original
Appendix 2 ...	App. 2–1 to App. 2–3 (*reverse blank*)...	Change 1
Appendix 3 ...	App. 3–1 (*reverse blank*)	Change 1
Appendix 4 ...	App. 4–1 to App. 4–3 (*reverse blank*)...	Original
Appendix 5 ...	App. 5–1 to App. 5–12	Original
Appendix 6 ...	App. 6–1 (*reverse blank*)	Original
Appendix 7 ...	App. 7–1 to App. 7–6	Original
Appendix 8 ...	App. 8–1 to App. 8–3 (*reverse blank*)...	Original
Appendix 9 ...	App. 9–1 (*reverse blank*)	Original
Appendix 10 ...	App. 10–1 to App. 10–4	Original
Appendix 11 ...	App. 11–1 to App. 11–2	Original
Appendix 12 ...	App. 12–1 to App. 12–3 (*reverse blank*)	Change 1
Appendix 13 ...	App. 13–1 to App. 13–3 (*reverse blank*)	Change 1
Appendix 14 ...	App. 14–1 to App. 14–2	Original
	(*existing App.* 12 *re–numbered as App.* 14)	