**Lesson Plan**

**PREPERATION**

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| COURSE | New Entry to Cadet |
| SUBJECT | Advancement |
| SYLLABUS REF | NE16 |
| LESSON | Boot and Shoe Care |
| LESSON FORMAT | Practical |
| NO. OF PERIODS | 1 |
| DURATION | 40 Minutes |
| TRAINING AIDS | Royal Navy Drill Manual BRd1834, Chapter 2  All the paragraph numbers are from the BRd1834  Naval pattern unisex shoes  DMS boots  AP pattern parade boots |
| PLANNED ACTIVITIES |  |
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**INTRODUCTION**

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| NAME | It is important at this point to be as approachable and accommodating as possible as this will be the first interaction the cadet has with unit staff or senior cadets |
| SAFETY ASPECTS | As per Unit Policy |
| INTEREST | Keeping your uniform in excellent condition is vital for a Cadet |
| NEED |  |
| OBJECTIVES | To give cadets a basic introduction into the techniques for cleaning and maintaining shoes and boots for their duties – demonstrating the practicalities for boot and shoe care as part of caring for your uniform |

**DEVELOPMENT**

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| KEY POINTS |
| **Issue cadets with a pair of boot/shoes, to practise with as the period progresses**  Explain that two boot brushes are recommended for use, one to apply polish and one to take polish off. They should also use a good quality polish, e.g. Kiwi brand.  Recommend that the best type of shoes and boots to purchase are:  –Naval pattern unisex shoes  –DMS boots  –AP pattern parade boots  **Technique:**  Clean all dirt off the boot/shoes, apply a black shoe polish with the ‘on’ brush, allow to dry and then remove the polish with the ‘off’ brush.  Should the boots/shoes become wet, stuff with newspaper and let them dry naturally. DO NOT FORCE DRY.  To get a high shine on boots/shoes, you will need a good quality shoe polish, a soft cloth or cotton wool and a small pot of clean water.  First, clean off all dirt. Then using a piece of cotton wool or with the soft cloth wrapped around your index finger, get a small amount of polish on to the cotton wool/cloth. |
| Now, working on a small area of the boot/shoe, gradually work the polish into the leather, using a circular motion. Once the polish has been worked in, slightly wet your piece of cotton wool or cloth and go over the same area until the dullness of the polish has disappeared. Work your way round the boot/shoe in the same manner. It will take many applications to achieve ‘parade boots/shoes’ standard, so be patient. Repeating the operation over and over again will gradually achieve the desired effect.  Explain to cadets that their best boots and shoes are to be very shiny and working boots are to have a brush shine finish. |
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**CONSOLIDATION**

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| SUMMARISE KEY POINTS | Ensure you deliver an overview of the session |

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| PLANNED QUESTIONS | Insert your planned questions here |
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| LOOK FORWARD | NCF Promise OR as per Training Programme |