

HUEBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex.

Central Orgs.
Academies

HCO BULLETIN OF NOVEMBER 28, AD12

R2-12
PRACTICAL DRILLS

The following drills were prepared by Brian Pope Practical Supervisor Saint Hill Special Briefing Course. These drills may be used in any Academy or Course.

R2-12
TRAINING DRILL

To teach a student to audit with 2-12 he must have certain basic auditing skills. These are:-

G.F. Model Session.
Getting in Mid Ruds.
Anti Q & A & TR4
Missed Witholds detection and cleaning.
Completing a list.
Tiger Drill
Nulling a list.
Meter reading.

When an auditor has these skills he is capable of running 2-12 and produce results without exception.

The Coach has the student use the 12 steps of 2-12 in Model Session. His purpose is to give the student a reality on the mechanics of what he is doing and coach him to be able to stick to the rote procedure without variation. The coach uses the HCO Bulletin November 23 step by step giving the student on a gradient scale anything he is likely to have to handle during R2-12.

Student uses a dummy meter and coach uses a pen as a needle during listing and nulling Items.

Drills

- 1) The coach has student assess list 1 calling off each Item one at a time and makes sure that the student can null this list using a standard marking system and marking in any meter or pc phenomena which may be of value to him i.e., Rock Slams Pn or Sen, Dirty Reads etc.
- 2) Coach has student drilled in Tiger Drilling the last 3 - 4 Items in as per "Tiger" (HCO Bulletin August 1).
- 3) Coach shows student various things that could happen on a list one assessment. e.g. 2 Rock Slamming Items stay in, 1 RS Item stays in, Sporadic Item stays in, nothing stays in, and teaches student what to do with the Item he is left with (Step 3 of 2-12).
- 4) Coach shows student how to get a represent list from a reading Item (Step 4, 2-12) coaching him on marking his list with any useful data that shows up during listing or nulling. Coach gives student reality on dirty needles and incomplete lists by "turning on" dirty needles during nulling, also gives student reality on out rudiments during nulling causing Items to stay in - 3 Items in a row stay in shows a Mid Rud out somewhere - coach has student have a complete list before nulling.
- 5) Coach has student null the list by saying each Item once until only 3 or 4 react.
- 6) Coach has student T.D. last few Items as in Step 2 to a reliable - or 2 Reliable Items.
- 7) Coach has student to step 7 of 2-12 practicing all he has learned regarding needle behaviour and coaches student to recognise a term or an opterm (HCO Bulletin November 8, 1962)
- 8) Coach has student complete the steps 8 - 12 of R2-12 having him handle anything which may come up during a session and find a package or recognise a blow Item.

Instructor passes student when he can run the whole 2-12 steps and find a "package" on Instructor without any variation from procedure.

Coach uses HCO Bulletin on 2-12 throughout as his reference for coaching.

COACHING NOTES

Coach should look for:-

- (1) Poor marking system in mulling.
- (2) Incomplete lists.
- (3) Too many Mid Ruds.
- (4) Failure to get in Mid Ruds.
- (5) Failure to add Items to list.
- (6) Poor Tiger Drilling (Tiger Drill is a dust off not a full scale cleaning up job like a prepcheck).
- (7) Student failure to note R.S. Items during listing or mulling also failure to note any Pa or Sen. pc originates.
- (8) Poor R.factor - not keeping pc informed.
- (9) Failure to recognise a blown Item or package.

LRH:dr
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