

# Information Handbook



**No. 19 (Auckland) Squadron**

**Air Training Corps**

**2019**

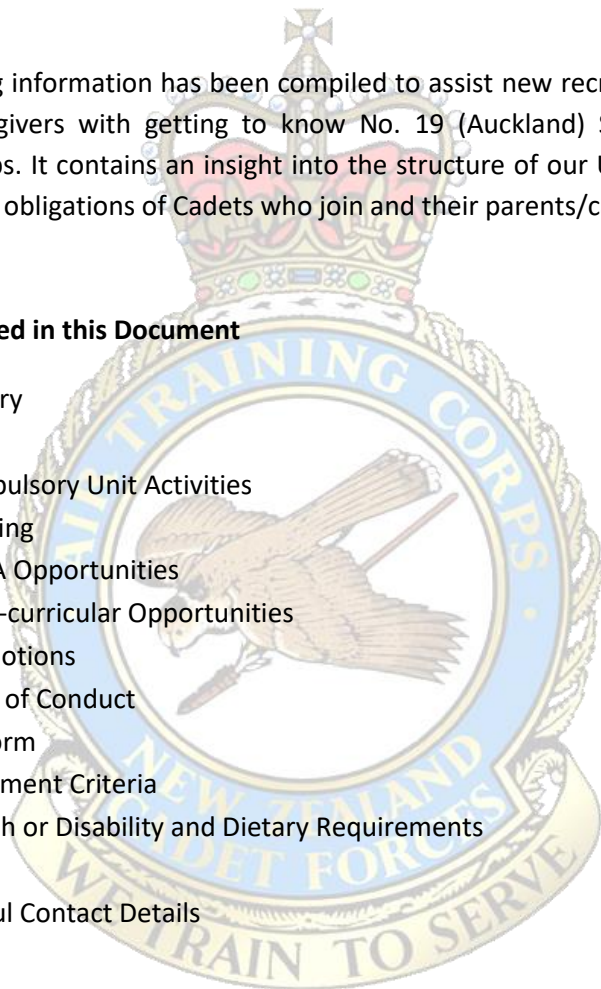
Recruit Intake

# Welcome to 19 Squadron!

The following information has been compiled to assist new recruits and their parents/caregivers with getting to know No. 19 (Auckland) Squadron, Air Training Corps. It contains an insight into the structure of our Unit, what we offer and the obligations of Cadets who join and their parents/caregivers.

## Topics Covered in this Document

- History
- Aims
- Compulsory Unit Activities
- Training
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# History

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The Air Training Corps (ATC) was established in England early in WWII with the purpose of offering elementary pre-training to prospective RAF recruits. *Please note that joining the Air Training Corps does not obligate the cadets to join the Armed Services.* The idea spread throughout the Commonwealth including New Zealand, where the ATC was formed in 1941. No 19 Squadron was born from No 3 (Auckland City) Squadron and formed its own Unit in 1964.

Since 1941 the Air Training Corps in New Zealand has undergone numerous changes with regard to its aims and outlook, eventually establishing itself as a national youth organisation. It is one of the three corps that make up the New Zealand Cadet Forces (NZCF), which was established under the Defence Act 1971. The NZCF also includes the Sea Cadet Corps and Cadet Corps.



# Aims

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The NZCF have very specific aims that we aspire to. These are:

- To foster a spirit of adventure and teamwork, and to develop those qualities of mind and body essential for good citizens and leaders.
- To provide challenging and disciplined training activities, which will be useful in either Service or civilian life.
- To promote an awareness of the Armed Forces, and the role they play in the community.

# Compulsory Unit Activities

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**Parade nights:** These are held every Tuesday night during the school term from 1820hrs (6:20pm) to 2130hrs (9:30pm) at the Unit headquarters. They are compulsory as the training provided on these nights is vital for the continuance of the Cadet's training within the Unit.

Parents, friends and family are welcome to stay and view the first parade of the night at 1840hrs, or the final parade at approximately 2100hrs. We encourage parents to watch the final parade so they can see their Cadet's drill progress and confidence grow.



*No.19 Squadron on parade*

Leave from parade nights may be obtained under certain circumstances. If the Cadet knows in advance that they require leave, then they are to complete a Leave of Absence application using the online form (which will be included in your welcome email).

Should a Cadet fail to attend three consecutive routine parade nights without leave, they may be discharged from the Unit. However, leave may be granted for certain circumstances, such as exam studies, upon request.

**Squadron camps:** At least once a term we hold a Squadron camp to integrate practical learning with the theoretical classroom components. They are deemed compulsory as they are an integral part of a Cadet's training. This is where cadets will learn new skills and have experiences that are only possible in the field. Not to mention they're heaps of fun and create lasting memories! They are held over a weekend, usually from Friday night to Sunday evening.



*First year cadets at the Pinnacles, Kauaeranga Valley, Coromandel*

### **Inter-Squadron Sports day:**

Every year the seven Auckland ATC Squadrons get together and compete in a day-long sports tournament. It is a fantastic opportunity to develop inter-squadron friendships as well as a healthy rivalry between the Units. 19 Squadron has a proud history of winning this competition, and we need all the talent we can get!

### **Commemorative parades:**

Every year we take part in ANZAC Day and Air Force Commemoration/Battle of Britain Parades. These events are a fantastic way to serve our community and honour those who have served. Out of respect for these important days we ask that we have full Unit attendance.



*The seven Auckland Area ATC Units at the Air Force Commemoration Parade.*

Leave from other compulsory activities may be obtained using the same procedure as parade nights. (linked at the bottom of weekly briefing emails)

# Training

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Subjects taught at Unit level during parade nights include the following:

- Aviation Studies
- Foot and Rifle Drill
- Firearm Safety and Range Procedures
- General Service Knowledge
- Bush-craft Knowledge
- Cadet Forces Knowledge
- First Aid
- Leadership and Management
- Navigation
- Instructional Technique
- Radio Communications

The training is conducted over a 5 year training syllabus, during which they will be promoted through the Cadet and Non-Commissioned Officer (NCO) ranks. This is dependent upon passing the required training objectives.

<b>Year 1</b>	Basic 1 Cadet	Awarded on completing initial recruit training (6 months)
<b>Year 2</b>	Basic 2 Cadet	Awarded on completing full first year training
<b>Year 3</b>	Proficiency	Awarded on completing second year training
<b>Year 4</b>	Advanced	Awarded on completing third year training

Cadets also have the opportunity to participate in regional and national courses designed to further enhance the training already carried out at Unit level. These courses include but are not limited to the following:

- Area Junior and Senior NCO Courses
- National Gliding Course
- National Aviation Course

# NZQA Opportunities

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We are currently in the process of integrating our training with NZQA Unit Standards. This gives Cadets the opportunity to earn credits that can count towards their NCEA certificates.



## Extra-curricular Opportunities

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**Competition teams:** Every year our Unit establishes a Drill Team and a Shooting Team, in which we have had both national and international success. All Cadets are welcome to trial for these teams, and the best Cadets are selected to take part and compete.



*National Drill Competition winning team!*

As these are extra-curricular activities they do require training outside of routine parade nights. If you are selected for a team it is expected that you will attend all scheduled practices.

**Flying days:** We aim to get all Cadets up in the air at least twice a year, depending on interest and weather. The first flight will be subsidised by the Unit but will still incur a cost. We encourage all Cadets to have a go and get some hand-on experience at the controls with a qualified flight instructor. There is the opportunity to have a half hour trial flight for first-timers or a full lesson.



*Getting ready for a flying lesson*

**International Air Cadet Exchange (IACE):** Every year the New Zealand Air Training Corps sends a select group of cadets to Singapore to experience the life of Cadets in another country.





As soon as Cadets have met the application requirements, we encourage all interested parties. It is a heavily subsidised activity; however there is still a cost to the individual cadet. The Squadron offer their full support to help the Cadets fundraise.





## Ranks and Promotions

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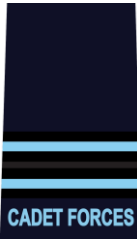

The Cadet Unit Commander considers promotions to the NCO ranks. Cadets that show talent, commitment and potential as a leader, as well as passing the appropriate NZCF promotional courses, will be considered.

Rank Slide	Title	Addressed As /Saluted?
Cadet Ranks		
	Cadet (CDT)	"Cadet"  ( <u>Not</u> Saluted)
	Leading Air Cadet (CDTLAC)	"L.A.C."  ( <u>Not</u> Saluted)



Rank Slide	Title	Addressed As /Saluted?
<b>Non-Commissioned Officer (NCO) Ranks</b>		
Junior NCO (JNCO)		<b>Corporal (CDTCPL)</b>  "Corporal"  ( <u>Not</u> Saluted)
Senior NCO (SNCO)		<b>Sergeant (CDTSGT)</b>  "Sergeant"  ( <u>Not</u> Saluted)
		<b>Flight Sergeant (CDTF/S)</b>  "Flight" Or "Flight Sergeant"  ( <u>Not</u> Saluted)
		<b>Warrant Officer (CDTW/O)</b>  "Sir / Ma'am" Or "Warrant Officer"  ( <u>Not</u> Saluted)

An invitation to apply for promotion to Commissioned Officer may be offered by the Cadet Unit Commander. A successful Officer candidate must be at least 20 years of age at the beginning of the Commissioning Course. Officer's are the senior members of the unit and are all unpaid volunteers.

Rank Slide		Title	Addressed As /Saluted?
Commissioned Officers			
Junior Officer		<b>Pilot Officer (PLTOFF)</b>	<p>“Sir / Ma’am”</p> <p>(Saluted)</p>
		<b>Flying Officer (FGOFF)</b>	<p>“Sir / Ma’am”</p> <p>(Saluted)</p>
		<p><b>Flight Lieutenant (FLTTL)</b></p> <p>Note: Lieutenant is pronounced “Lef-tenant”, <u>not</u> “loo-tenant”</p>	<p>“Sir / Ma’am”</p> <p>(Saluted)</p>
Senior Officer		<b>Squadron Leader (SQNLDR)</b>	<p>“Sir / Ma’am”</p> <p>(Saluted)</p>

# Code of Conduct

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Every member of the NZCF (including supplementary instructors) are subject to the NZCF Code of Conduct, which outlines the standards of behaviour expected on all Cadet Forces activities. A copy of the code of conduct can be found at the unit and provided to any person who requests it. Minor infringements are dealt with by the Cadet Warrant Officer and Unit Adjutant. The Cadet Unit Commander deals with the more serious disciplinary infringements and parents will be informed where appropriate. The Cadet Unit Commander is always available to discuss the disciplinary procedure with parents or guardians.

Whilst on an NZCF activity or in uniform, Cadets are not permitted to smoke at any time. Likewise, Cadets are not permitted to consume any alcohol or illegal substances, including “party pills”. Cadets who bring any of the aforementioned substances to NZCF activities will be instantly dismissed from the NZCF. *Parents must advise the Unit Adjutant of any medication prescribed to the cadet.*

## Uniform

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Cadets will be issued with a uniform after completing the Basic Recruit training weekend. This must be signed for by the Cadet as it remains property of the New Zealand Defence Force. The uniform is provided free of charge and must be returned, having been dry cleaned, when a Cadet leaves the Unit. If a Cadet loses or damages an item of uniform they will be charged the full replacement cost.

### Shoes

Cadets are required to provide uniform shoes at their own expense. The Unit requires that they are black, non-patterned leather, and must be lace up.

Cadets in uniform must ensure their appearance is always of the highest standard. This includes:

- Polished, black leather lace up shoes
- Clean and pressed uniform
- Hairstyles conforming to NZCF regulation



*Male uniform*

- Females may wear minimal natural looking make-up and one pair of plain sleeper or stud earrings
- Jewellery may only be worn in accordance to religious or cultural beliefs.

In an event that a Cadet cannot wear their uniform for any reason, they are to wear school uniform. If that is not applicable they must be in tidy civilian clothing with the above points still observed.

## Enrolment Criteria

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Prospective Cadets must be 13 - 15 years of age. Upon registration, recruits will need to fill out a registration form, copies of which are available from the Unit Adjutant. The form must be signed by the parent or guardian and returned to the Unit within two weeks of the Cadet starting at the Unit. Once the form is returned they shall be known as a Cadet Recruit. After passing their Basic Recruit Training, and a four week trial period they will be sworn in to the NZCF as a Cadet in a parade that parents are encouraged to attend. At this time they will complete an NZCF2 – Cadet Enrolment Form.

## Health or Disability and Dietary Requirements

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A health problem or physical disability does not restrict Cadets from participating in ATC activities. Any matter concerning the health of a current or potential Cadet, including prescribed medication, should be brought to the attention of the Adjutant.

Cadets will be asked to state their dietary requirements whenever they apply for a camp or course. Due to current New Zealand Defence Force policy, on vegetarianism will be catered for, however, this is if we have been advised prior to the Cadet attending the activity. Where fasting due to religious beliefs is part of a Cadet's life, please ensure the Adjutant is notified so allowances can be made to ensure the well-being of the Cadet.

# Fees

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Our fees cover all compulsory Cadet training, events, camps, and activities. Our Unit Support Team is responsible for ensuring the Unit is well-funded and well-equipped, and occasionally require Cadet attendance at fund-raising (2-3 times per year). Any difficulties with paying the required fees should be discussed with the Unit Support Team or the Cadet Unit Commander and will be treated in the strictest confidence.

**Join fee:** \$130 to be paid on registration (this covers first month's fees, SQN t-shirt baseball cap)

**Monthly membership fee:** \$30 to be paid via DebitSuccess starting 1<sup>st</sup> March

**Lump sum annual fees:** \$300 if paid via internet banking by 1 March (1 month free!)

## Frequently Asked Questions

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Q - Do I have to attend everything?

A - No! While there are some events that are compulsory (e.g. all of our parade nights and bootcamp) not all our activities are. It'll be communicated to you regarding which ones are compulsory and which ones aren't.

Q - What if I can't attend something?

A - We have a digital leave form (on the bottom of every weekly briefing email) that you are required to complete if you can't attend an event. Let us know at the earliest possibility. Note: One of our key policies is our AWOL policy. AWOL stands for Absence Without Leave. After three AWOLs you can be dismissed from the unit. So make sure you tell us.

Q - What if it's not for me?

A - If we aren't offering what you want we encourage you to look towards our other two sister services the Army Cadets and the Navy Cadets first, however there's nothing stopping you from leaving.

Q - Do I have to serve in the military?

A - Nope!

# Useful Contact Details

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## **Squadron website**

[www.19squadron.org.nz](http://www.19squadron.org.nz)

## **Facebook**

Search No. 19 - Auckland Squadron Air Training Corps

## **Email**

[info@19squadron.org.nz](mailto:info@19squadron.org.nz)

## **Phone**

09 846 5373

*(this phone is only manned on Tuesday nights 6.30pm - 9.30pm)*

## **Postal address**

PO Box 44-263, Point Chevalier, Auckland, 1264

## **Physical address**

Auckland ATC Wing, Ventura Block Building 47, Farm Rd, Mt Albert, Gate 3  
Unitec Campus

