



Induction Handbook for New Cadets



HQ Air Cadets would like to thank 446 (Forres) Sqn
for the concept

Notes

This booklet is for you to fill-in and keep

Please complete the following:

Your name.....

Date started.....

Squadron number & name.....

Squadron address.....

.....

.....

Squadron telephone number.....

Squadron email address.....

Rank & name of CO.....

Parade nights.....

Parade times.....

Welcome

Notes

Welcome to the Air Training Corps.

I hope that this booklet will help you to settle into the Squadron and start making the most of being an Air Cadet. If you cannot find answers to your questions here then ask a member of staff or another cadet. If you have a problem whilst with the Squadron then please talk to one of members of staff.

You can participate in most Squadron activities from the day you join and you will start your basic training straight away. After about one month and on successful completion of Part 1 of this training you will be invited to be enrolled as an Air Cadet at a short ceremony. This means that you will be a full member of the Air Training Corps. It will take you about 6 months to progress to a First Class Cadet, during which time you will learn how to do a wide range of interesting activities. This will allow you to take part in most of the activities on offer throughout the Air Training Corps.

You will then go on to become a Leading Cadet, Senior Cadet and eventually, a Staff Cadet. You may become a Cadet NCO and help with the running of the Squadron.

You will become eligible for some valuable qualifications just by being a cadet, like the BTEC Award in Aviation Studies (worth 1 GCSE), the BTEC Certificate in Aviation Studies (worth 2 GCSEs), the BTEC First Diploma in Public Services (worth 4 GCSEs) and the BTEC First Diploma in Music (worth 4 GCSEs, if you are interested in performing music). You will also be able to undertake first aid qualifications and the Duke of Edinburgh's Award.

All cadets pay subscriptions but uniforms are issued free, although they must be returned when you leave.

Commandant Air Cadets

Some “Dos & Don’t”

DO

- When issued, carry your F3822 Record of Service book with you at all times when in uniform or attending an activity.
- Wear uniform unless told otherwise and be smart.
- Always be good mannered and polite.
- Use “Sir” or “Ma’am” when speaking to officers, warrant officers and civilian instructors. Other adult uniformed staff are called by their rank.
- When speaking to cadet NCOs, call them by their rank.
- Salute officers when you are in uniform and wearing your beret.
- Salute when entering the CO’s office.
- Read the notice boards.
- Volunteer for as much as you can.
- Make sure that you know where you have to be and when.
- Carry out instructions quickly, quietly and efficiently.
- Carry a notebook and pen and use them.
- Ask staff for an authorised absence if you have to miss a parade evening.
- Tell staff immediately if you have to drop out of an event.
- Pay any money that you owe on time.
- Return textbooks when you have finished with them and your uniform when you leave.
- Ask for help if there is anything that you do not understand.

DON’T

- Leave the building without telling a member of staff.
- Intimidate or bully other cadets.
- Behave in a disruptive manner, at any time.
- Keep your hands in your uniform pockets.
- Salute when not wearing your beret.
- Smoke or drink alcohol while on ATC duty or in uniform.
- Be afraid to ask.

Aims of the Air Training Corps

The Air Training Corps has 3 main aims. Ask a member of staff what these are and write them below so you can remember them.

First aim.....

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Second aim.....

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Third aim.....

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Squadron Staff

Please complete the rank, name and role of each of the members of the Squadron staff.

<u>Name</u>	<u>Role</u>
.....	Commanding Officer
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.....
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.....
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.....	Squadron Chaplain

My mentor / buddy is.....

What to do if there is a fire

It is important that you read the Squadron's Fire Orders, which gives detailed instruction on what to do in the case of a fire. However, as a new cadet you must know the following:

- Anyone discovering an outbreak of fire is to shout "FIRE" "FIRE "FIRE" as loudly as possible and sound the fire alarm, staff will show you where this is.
- On hearing the fire alarm, you must leave the building by the nearest exit, without running and assemble with the other cadets at the assembly point, which the staff will show you.
- Senior cadets and staff members will implement more detailed fire orders, but you should make sure that you are safe.
- If you are told to run to the nearest telephone or to use a mobile phone, **dial 999** and give the following details:
 - Ask for the **Fire Service**
 - Answer all questions and remember all instructions given by the Fire & Rescue Service.
 - Be prepared to give the address of the Squadron, your name and where you are speaking from.
 - Return to the assembly point and report to the senior member of staff.

Health & Safety

Everyone is responsible for health and safety.

As a cadet you must make sure that:

- You report any danger.
- You take care of yourself and others.
- You use any equipment in the way you have been trained.

You can also help by:

- Not placing any items that block fire exits or doorways.
- Turn off equipment when not in use.
- Know where your first aid kit is and who is your First Aider.
- Know where the fire exits are and the location of the fire assembly point.

What will I be doing?

- Squadron activities are planned in advance and you will be told what is happening, where and when.
- You will learn about the Air Training Corps, shown how to wear and look after the cadet uniform and practice drill, all of which you should complete in about one month, provided that you attend each parade night. You will then be enrolled and issued with a uniform to wear. Your rank will be 2nd Class Cadet.
- In order to earn your 1st Class Cadet badge you will learn about:
 - The Royal Air Force
 - History of flight
 - Outdoor expeditions
 - How to use radios for communications
 - Map reading
 - Airfields and flying
- This should take about 4-6 months to complete.
- You will be able to take part in a wide range of activities, including flying, gliding, sports, fieldcraft, shooting, first aid, camps on RAF stations and much more.
- As you progress, you may complete leadership courses and be promoted through the cadet NCO ranks from Corporal, Sergeant, Flight Sergeant and even Warrant Officer.
- You will earn your own cv which will be recognised by schools, colleges and employers.
- You will be able to earn BTEC qualifications as part of your cadet activities.

