

CLASSIFICATION TRAINING
JUNIOR CADET

AIR CADET INDUCTION

NOTEBOOK

NAME

SQUADRON

 **ROYAL AIR CADETS**
AIR FORCE the next generation

WELCOME TO THE RAF AIR CADETS

This booklet will help you to settle into your squadron and start making the most of being an RAF 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, then talk to a member of staff. They will be happy to help.

You can participate in many activities from the day you join and you will start your basic training straight away. After around a month, and on successful completion of the first part of this training you will be invited to be enrolled as an RAF Air Cadet at a short ceremony. This means that you will be a full member of the Air Training Corps (ATC).

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 organisation.

You will then complete more aviation themed training to become a Leading Cadet, Senior Cadet and eventually, a Master Air Cadet. You may become a Cadet Non-Commissioned Officer (NCO) and help with the running of your unit.

You will become eligible for some valuable [BTEC](#) qualifications just by being a cadet and will also be able to undertake [first aid qualifications](#), complete the [Duke of Edinburgh's Award](#) and have the opportunity to fly in a glider and light aircraft.

All cadets pay a small monthly subscription payment, but most of your uniform is loaned to you free of charge.

If you have any questions about anything in this notebook, then speak to another cadet or a member of your squadron staff, who will be happy to help.

✓ CHECKLIST

When you have completed a section, tick it off here.

READ this booklet and **COMPLETE** the activities on each page.

TASK 1	About your Squadron	✓
TASK 2	Cadet Portal	✓
TASK 3	Squadron Do's and Don'ts	✓
TASK 4	Keeping Safe in the RAF Air Cadets	✓
TASK 5	Health and Safety Induction	✓
TASK 6	Fire Safety Induction	✓
TASK 7	Initial Activities	✓
TASK 8	About your Uniform	✓



TASK 1 ABOUT YOUR SQUADRON

COMPLETE

Complete the information below. Ask another cadet or a staff member to help you fill this page in.

Squadron number and name:

Squadron address:

Phone number:

Email address:

Parade night days and times:

Parade night times:

Commanding Officer:

Padre:

Other squadron staff:

Name:

Role:

TASK 2 CADET PORTAL

COMPLETE Find out and write your Cadet Portal username below.

@rafac.mod.gov.uk

Cadet Portal is the Royal Air Force Air Cadet's information sharing tool.

It is important that you check it regularly for all the latest information. Find out more by visiting ***cadets.bader.mod.uk*** or by scanning the QR code.



READ Find out about what Cadet Portal is used for.

Cadet Portal can help you to get the most out of being an Air Cadet and you can use it to:

- View and sign up for events your squadron is running.
- Track your badges, qualifications and awards and find out how you can achieve your next badge.
- Submit absences if you cannot attend a parade night.
- View a personal brassard so you can see where to put your badges.
- Update all of your personal details.
- Access information about uniform and drill.
- Access welfare and support information if you have a problem in the Air Cadets.

TASK 3 SQUADRON DO'S AND DON'TS

READ

Read about some Do's and Don'ts.

The Air Training Corps is part of the RAF Air Cadets and is sponsored by the Royal Air Force. Air Cadets represent the RAF at many events and in some areas you are the only representatives of the RAF. Because of our links with the RAF, it is important that high standards are maintained. There are some simple instructions you must follow when taking part in all Air Cadet activities:

Do

- When issued, always carry your F3822 Record of Service book with you.
- Wear the correct uniform 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 Non-Commissioned Officers (NCOs), call them by their rank.
- Salute when entering the Commanding Officer's office when in uniform.
- Volunteer for and attend as many activities 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.
- Use Cadet Portal to tell staff 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.
- Look after any equipment you borrow and return it when you have finished with it.
- Ask questions and ask for help if there is anything that you do not understand.

Don't

- Leave the squadron 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.
- Add or request staff or over 18 cadets to be 'friends' on your social media accounts.

COMPLETE

Your squadron will probably have their own additional rules that you should also follow, like what to do in the event of a fire or an accident. Write these things below:

Other Things to Remember

TASK 4 KEEPING SAFE IN THE RAF AIR CADETS

Being an Air Cadet should be fun and you should feel safe and enjoy your cadet experience.

If you have a problem that means you are not feeling safe or enjoying your experience then help is available. Visit bit.ly/2OtlUyZ or scan the QR code to find out more.



SCAN ME

TASK 5 HEALTH AND SAFETY INDUCTION

COMPLETE

You should receive a first day or parade safety induction covering the following issues: Fire & Evacuation, First Aid, Welfare facilities and Security.

READ

Everyone is responsible for Health and Safety. As a cadet you must ensure 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.
- ✓ Turning off equipment when it's not in use.
- ✓ Knowing where your first aid kit is and who is your First Aider.
- ✓ Knowing where the fire exits are and the location of the fire assembly point.

COMPLETE

Write Health & Safety hazards specific to your squadron here.

TASK 6 FIRE SAFETY INDUCTION

READ

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:

1

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.

2

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.

3

Senior cadets and staff members will implement more detailed fire orders, but you should make sure that you are safe.

4

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

COMPLETE

Write the location of your unit's fire assembly point below.

TASK 7 INITIAL ACTIVITIES

READ

Read about the initial activities you'll complete as an Air Cadet.

Squadron activities are planned and you will be told what is happening, where and when.

You will learn about the Air Training Corps, be shown how to wear and look after the cadet uniform and practice drill. You should complete these activities in about one to two months if you attend each parade night. You will then be enrolled and issued with a uniform.

To earn your 1st Class Cadet badge you will also learn about:

- [The Royal Air Force](#)
- [History of flight](#)
- [Outdoor expeditions](#)
- [How to use radios for communications](#)
- [Map reading](#)
- [Airfields and flying](#)

You will find out about our Progressive Training Syllabus (PTS) during your First Class Cadet training. Information about all the badges you can achieve is in the *Air*

Training Corps subject, or you can ask another cadet or staff member for more information.

There are lots of activities on offer! Learn some new skills and try some new things by taking part in as many activities as you can.

You will be able to take part in a wide range of activities, including flying, gliding, sports, fieldcraft, shooting, first aid, radio, cyber, space, 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 Cadet Warrant Officer.

You will complete activities that will be recognised by schools, colleges and employers and you will be able to earn BTEC qualifications as part of your cadet activities.

TASK 8 ABOUT YOUR UNIFORM

READ

Once you have been attending the Squadron for a few months you will be issued with a uniform, free of charge. It is the uniform of the Royal Air Force so be proud to wear it.

Your uniform will consist of:

- Trousers and/or a skirt
- Light blue & dark blue shirt
- Tie
- Jumper
- Beret
- Waterproof jacket
- Armband (brassard) for badges
- Coveralls (loaned as required)

You may also need to obtain these items yourself:

- Black parade shoes
- Black or Brown combat boots
- Black socks and/or tights
- MTP combat clothing



It is important that you look after your uniform, keeping it clean and well pressed. Your shoes should be clean and highly polished. Your hair should be neat and tidy. Girls may wear a plain gold stud in pierced ears, apart from formal parades. Other jewellery is not normally permitted.



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HQ RAFAC Training Team
Version 2