

# NEW RECRUIT HANDBOOK

No. 2 (Hutt City) Squadron



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# WELCOME TO 2 SQUADRON!

The following information has been compiled to assist potential Cadets parents/guardians and in getting to know No. 2 (Hutt City) 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.

**Please note that the Air Training Corps does not place you  
under any obligation to join the Armed Services.**

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# NEW ZEALAND CADET FORCES

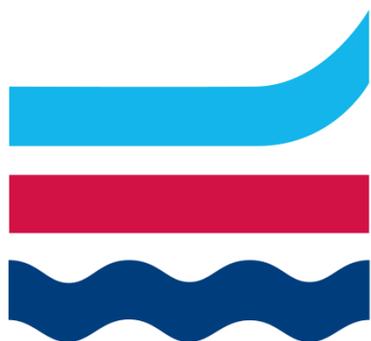
The New Zealand Cadet Forces (NZCF) is a disciplined, uniformed organisation which provides military-based leadership, personal development and operational training to persons aged between 13 and 20 years old.

## *Aims of the New Zealand Cadet Forces:*

- 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.

## *Values of the New Zealand Cadet Forces:*

- **Courage** – Confronting challenges, both physical and moral, to overcome and adversity.
- **Commitment** – Being reliable and loyally serving and supporting the NZCF, local communities and New Zealand.
- **Comradeship** - Looking out for each other, having respect for all, and championing the benefits of friendship, teamwork and diversity.
- **Integrity** – Having self-discipline and always being honest, trustworthy and responsible.



New Zealand  
**CADET  
FORCES**  
Te Taua Tauira o Aotearoa

# HISTORY OF THE AIR TRAINING CORPS

The Air Training Corps (ATC) had its beginnings in England early in World War II and gave elementary pre-training to prospective RAF recruits. The idea spread throughout the Commonwealth including New Zealand, where the ATC was formed in 1941.

No 2 (Hutt City) Squadron is one of the oldest ATC Squadrons in the country, formed on 15th September 1941.

Since 1941, the New Zealand ATC has undergone various changes in its aims and outlook, until today where it is a national youth organisation. The New Zealand Cadet Forces were established under the Defence Act 1971 and comprises the Sea Cadet Corps, the New Zealand Cadet Corps and the Air Training Corps.

The Cadet Forces is a community-based youth training organisation aimed at teaching leadership, self-confidence and good citizenship to young women and men from age 13 years and above. There are ATC Squadrons spread throughout New Zealand from Kaitiaki to Invercargill, comprising of approximately 4500 cadets.

## TRAINING

Subjects taught at unit level include the following:

- Aviation Studies
- Foot and Rifle Drill
- Firearm Safety and Range Procedures
- Adventure and Bushcraft Training
- Military Knowledge
- First Aid
- Leadership
- Navigation
- Instructional Technique
- Radio Communications

The training is conducted over a 4+ 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 objectives.

<b>Year 1</b>	Basic 1 Cadet
<b>Year 2</b>	Basic 2 Cadet
<b>Year 3</b>	Proficiency Cadet
<b>Year 4</b>	Advanced Cadet
<b>Year 5+</b>	Cadet Instructors

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# ACTIVITIES

## **PARADE NIGHTS:**

“Parade night” refers to our weekly training night. These are held every Wednesday night during the school term from 1820hrs (6:20pm) to 2100hrs (9:00pm) 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.

## **WEEKEND TRAINING:**

At least once a term, but usually twice or three times per term, we hold an activity to integrate practical learning with the theoretical classroom components. They are held over a weekend, usually from Friday night to Sunday evening. Some of these are compulsory, and the rest are optional. The compulsory activities are clearly outlined and notice is usually given about 6 weeks ahead of time to ensure everyone has time to clear their schedules.

The activities reflect the training that Cadets have done on parade nights and are an important part of putting their knowledge and skills into practice.

In the first year, Cadets can expect the following activities:

### **Recruit Training:**

This weekend is the integration of the new cadets into the Squadron. They will cover drill, cadet forces knowledge, teamwork, they'll receive their uniforms and learn how to iron and look after them, they'll learn how to polish shoes and at the end, they'll do a parade for their parents and will become members of the Squadron.

### **Basic Bushcraft:**

This weekend is their first bushcraft exercise with the Squadron. They will cover off the basics of how to pitch and care for tents, how to use gas cookers and the type of food to bring on exercises, basic navigation with both maps and compasses as well as some team building and tips and tricks to get the best out of the outdoor experience.

### **Basic Flying:**

This weekend will be the Cadet's first experience behind the controls of an aircraft! The flying instructors will take them up into the air to feel the effects on the controls, the four forces of flight and learn about how the plane gets off the ground. While not flying, the cadets will go through 'ground school' and learn all about the theory of flight, parts of the aircraft, the names and effects of all of the controls as well as the important details of pre- and post-flight checks of the aircraft. The weekends are subsidised by the Unit but will still incur a cost, as flying can be quite expensive.

We encourage all Cadets to have a go and get some hands-on experience at the controls with a qualified flight instructor. There are the opportunities to have full instructional lessons, and some Cadets eventually get to go solo after putting in the required number of hours!

## COURSES:

Some Cadets have the opportunity to participate in week-long residential, 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:

### **Leadership Courses – at junior, senior and advanced levels**

Cadets spend a week on a military base with other cadets from around the country, putting into practice the skills you have learnt at the unit to prove you can be an effective NCO. The courses involve leadership, outdoor and classroom instruction, drill and much more.

### **Cadet Bushcraft Course**

Two weeks in the outdoors at Waiouru or Tekapo with other cadets from all over New Zealand doing adventure activities and learning how to lead others in the bush.

### **National Aviation Courses – Powered Flying, Gliding, Aircraft Navigation**

Spend a week or two learning to fly solo in a light aircraft, learning how to navigate an aircraft in the air, or have a go at gliding.

### **RNZAF Flying Immersion**

This is the top flying opportunity within the Air Training Corps as only 6 Cadets from the entire country are chosen to attend this exclusive three-week, residential course. Cadets have the opportunity to learn to fly with the Royal New Zealand Air Force in the T-6C Texan II aircraft and the NH90 Helicopter.

## EXTRA OPPORTUNITIES:

### **Competition teams:**



Every year our Unit establishes a Drill Team, in which we have had both regional and national success in previous years.

All Cadets are welcome to trial for this team, and the best Cadets will be selected to take part.

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

scheduled practices.

### **International Air Cadet Exchange (IACE):**

Every year the Air Training Corps sends a select group of cadets to four of the following countries to experience the life of Cadets in another country: Australia, Belgium, Canada, China, France, Germany, Hong Kong, Israel, Netherlands, Republic of Korea, Switzerland, Turkey, United Kingdom or the United States of America



As soon as Cadets have met the application requirements, we encourage all interested parties to apply. It is a heavily subsidised activity, however there is still a cost to the individual cadet.

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## LEAVE OF ABSENCE

Leave may be obtained under certain circumstances. All Cadets are expected to attend parades, special events, camps and other activities as arranged.

If a Cadet is unable to attend, it is required that the Cadet contacts the Squadron, by filling in the form on the Squadron website. This ensures that Cadet attendance records are kept accurately, and that parents and Officers are aware of the Cadet's whereabouts during periods when activities are taking place.

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

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## PROMOTIONS

On completion of the 4-week probationary period Cadets will be sworn into the Squadron and classified as a Cadet in Basic Flight. Cadet is the rank and Basic Flight is the Year level.

The Cadet Unit Commander considers promotions to NCO ranks. Age, dress and bearing, attendance, attitude, manner, maturity, enthusiasm, length of service, discipline, suitability and vacancy are all considered. For certain ranks, Cadets must also pass the appropriate NZCF promotion course, which are free to attend if the candidate is selected. Length of Service or attendance will never be the only consideration in choosing which Cadets are promoted.

An invitation to apply for promotion to the ranks of a 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.

# AIR TRAINING CORPS RANKS

	Rank Slide	Title	Addressed as
<b>CADET RANKS</b>			
		Cadet (CDT)	Cadet
		Leading Air Cadet (LAC)	LAC
<b>NCO RANKS (Non-Commissioned Officer)</b>			
<b>Junior NCO</b>		Corporal (CPL)	Corporal
<b>SNCO</b>		Sergeant (SGT)	Sergeant
		Flight Sergeant (F/S)	Flight
		Warrant Officer (W/O)	Sir / Ma'am <i>(only one per unit, in charge of all of the Cadets, top Cadet in the unit)</i>

		Rank Slide	Title	Addressed as
<b>OFFICER RANKS</b>				
			Officer Cadet (OFFCDT)	Sir / Ma'am (Not a commissioned officer, an officer in training)
<b>COMMISSIONED OFFICERS</b>	<b>JUNIOR</b>		Pilot Officer (PLTOFF)	Sir / Ma'am
			Flying Officer (FGOFF)	Sir / Ma'am
			Flight Lieutenant (FLTLT)	Sir / Ma'am
	<b>SENIOR</b>		Squadron Leader (SQNLDR)	Sir / Ma'am
			Wing Commander (WGCDR)	Sir / Ma'am

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## CODE OF CONDUCT

Every member of the NZCF (including supplementary instructors) are subject to the NZCF Code of Conduct, which outlines the standards of behaviour expected of all Cadet Forces personnel 24/7.

Minor infringements of discipline are dealt with by Squadron staff. The Cadet Unit Commander deals with more serious matters; parents will be informed if deemed necessary. The Cadet Unit Commander is always available to discuss any problems in this regard with parents or guardians.

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## ENROLMENT CRITERIA

Prospective Cadets must be between the ages of 13 – 15 years of age, or 12 and attending secondary school, and must complete an “NZCF 2 - Cadet Enrolment Form” in order to be signed up to the Unit. The form must be signed by a parent or guardian of the applicant and returned to the Unit. Once the form is returned, they will be known as a “Cadet Under Training”. After completing a four-week probationary period, they will be sworn in as full Cadets.

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## HEALTH OR DISABILITY AND DIETARY REQUIREMENTS

A health problem or physical disability does not prevent 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 Unit Commander. Cadets will be asked to state their dietary requirements whenever they apply for a camp or course. Where possible, the activity coordinator will do their best to accommodate these requirements, as long as 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 staff are notified so allowances can be made to ensure the well-being of the Cadet.

# UNIFORM ISSUE

Cadets will be issued with a uniform after completing their probationary period. Each individual part of the Uniform is signed for by the Cadet.

We can only provide parts of the uniform as it is available to us. We get our uniforms from NZDF and are not the only Unit requiring uniform for New Recruits. The Uniforms remain the property of the New Zealand Defence Force.

Lost or damaged items must be replaced by the Cadet's expense, at the full rates that apply at the time.

The following is an outline of what each cadet can be issued:

## STANDARD ISSUE

Dress No 3B General Purpose Uniform:

- Short sleeve shirt
- Trousers
- Headdress
- ranks slides x 1 pair
- Belt
- Brassard
- Jersey

Field Service Dress:

- DPM Shirt (disruptive pattern material)
- DPM Trousers

## ISSUE IF/WHEN IN STOCK

- Long sleeve shirt
- Tie
- Combat boots
- Name badge
- DPM Smock (windbreaker type jacket)
- DPM Smock Liner (polar fleece jersey)
- DPM Belt



## NOT ISSUED – self purchase

- “Parade Shoes” – black, polishable, non-patterned, lace-up shoes to wear with uniform
- Black / dark blue socks
- PT Kit: Plain black t-shirt  
Plain black shorts or running leggings  
Running shoes

**When the Cadet leaves the Unit, every part of the uniform is returned to the Squadron and must be returned clean and in good repair.**

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## UNIFORM STANDARDS

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

- Polished, black lace-up shoes.
- Clean and ironed uniform.
- Hairstyles must conform to NZCF Regulations.
- Females may wear minimal natural looking make-up and one pair of plain gold or silver stud earrings, no larger than 5mm.
- Jewellery may only be worn in accordance to religious or cultural beliefs only, once confirmed by the Unit Commander.



In the event that a Cadet does not have their uniform, they must wear school uniform or if not applicable, they must be in tidy, civilian clothing. The above points must still be observed.

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## PAYING RESPECT

Cadets must show respect to respect Officers, NCOs and instructors by:

- Addressing them by their rank, and not by first name
- Saluting Officers the first and last time you see them each ATC activity/parade night *(only salute if you are wearing a hat, if you are not; simply come to attention and greet them)*
- Saluting before entering any of the offices
- Obey orders given by superiors

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## NZCF 3822 – RECORD OF SERVICE BOOK

Cadets have a record of service book which they are issued with when they join. It contains:

- personal details
- declaration of service
- permission from parents/caregiver to participate in ATC activities
- record of all activities participated in including courses/camps/shooting/competitions/flying log
- promotions.

This book must be brought to every NZCF activity and it must be kept up to date and signed by your parents.

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## CIGARETTES, ALCOHOL AND ILLEGAL SUBSTANCES

Cadets are not permitted to smoke whilst on a Cadet activity.

Cadets are not permitted to consume any intoxicating liquor or illegal substances.

Cadets bringing any of the above-mentioned substances to any parade or activity can be instantly dismissed from NZCF.

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## FEES

An annual fee set by the Unit's Parent Support Committee will be payable for each Cadet on joining the unit. This is currently set at \$300 for the whole year.

Any difficulties in paying this fee can be discussed with the Cadet Unit Commander or the ATCANZ Branch Treasurer in strictest confidence.

Throughout the year, there are opportunities to purchase other items such as SQN T-shirts, ATC baseball caps and DPM name badges.

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## UNIT SUPPORT COMMITTEE

Our Unit has a committee of parents and other interested adults who meet once a month at the Unit. They are responsible for raising funds and sometimes assist with the general operation of the Unit, at the request of the Unit Commander. Any parents or other adult who is interested in helping raise funds with this committee will be welcomed and should contact our committee chair **Rachele** at [usc.2sqn@cadetforces.org.nz](mailto:usc.2sqn@cadetforces.org.nz)

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## FOR FURTHER INFORMATION

If there is anything regarding the Unit that you would like to find out, please feel free to contact the Unit via our email address [2sqn@cadetforces.org.nz](mailto:2sqn@cadetforces.org.nz)

The Squadron website also has a lot of information [www.2squadron.org.nz](http://www.2squadron.org.nz)

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## CONTACT INFORMATION

Location: 17 Massey Avenue, Woburn, Lower Hutt  
(Massey Avenue Bowling Club)

Contact email: [2sqn@cadetforces.org.nz](mailto:2sqn@cadetforces.org.nz)

Website: [www.2squadron.org.nz](http://www.2squadron.org.nz)

Facebook page: [www.facebook.com/atc2sqn/](http://www.facebook.com/atc2sqn/)

Instagram: [www.instagram.com/atc2sqn/](http://www.instagram.com/atc2sqn/)