

South and East Midlands Wing



Staff Cadet Course Workbook

Name:

Squadron:

Course No. and Date:



CONTENTS

Page 3 – Introduction
Page 4 – Personal Details
Page 5 – Health & Safety
Page 6 – Security
Page 7 – Role of a Staff Cadet
Page 8 – History of the Air Training Corps
Page 9 – Structure of the Air Training Corps
Page 10 – Addressing Members of Staff and Cadet NCOs
Page 11 - WHO'S WHO??? On Your Squadron ...
Page 12 – Saluting
Page 13 – Uniform
Page 16 – Organisation of The Royal Air Force
Page 18 – Duty of Care and Responsibilities
Page 19 – Financial Matters
Page 20 – Administration

APPENDIX – HANDED OUT ON DAY OF COURSE

- a) The Windsor Knot
- b) The Bow Tie Knot
- c) Useful Leadership Notes
- d) Risk Assessment Sample



Introduction

The completion of the Staff Cadet Course (BASIC) is a compulsory element of the requirements to remain within the Air Training Corps beyond 18.

Historically this was a one day course provided a mass of information for cadets to take in with little focus on the areas which would change most upon becoming an adult, i.e. Duty of Care and responsibilities. The course has now been modified to a work book in addition to the course to allow for an increased level of practical discussions and participation.

THIS WORKBOOK MUST BE COMPLETED TO ENSURE COMPLETION OF THE COURSE.
COMPLETED WORK BOOKS ARE TO BE SENT TO FLT LT RAYSON-FLYNN AT 36
STABLEFORDE CLOSE, SHEPSHED, LE12 9BT OR VIA WHQ.

JRayson-Flynn

Flt Lt Julie Rayson-Flynn RAFVR(T) GCGI

Cadet Development Team Wing Staff Officer

BASIC INFORMATION

Full Name _____

Squadron _____ (_____)

Wing _____

Squadron Commander _____

Squadron address

Squadron Telephone Number

Squadron E-mail Address

Squadron website (if applicable)

The Squadron Parade nights

ABOUT YOU AND YOUR ROLE

1. What Role do you currently fulfil on the squadron?

2. What are your squadron responsibilities?

3. Do you teach any lessons, if so which subjects?

4. If you don't teach at present, which subject do you feel you could teach?

5. Wing Courses Attended

ABOUT THE STAFF CADET ROLE

6. In your own words, what do you think the Staff Cadet role is

HEALTH AND SAFETY

To ensure you can train in a safe environment you are required to know about a few things regarding health and safety. Answer these questions so you know what to do in the event of an emergency or if you see something that is potentially dangerous:

Fire Safety

1. What does the fire alarm sound like?

2. Where do you meet when the fire alarm sounds?

3. What should you do if you discover a fire?

4. Should you remove the fire extinguishers on exiting the building?



Identifying Hazards

1. If you should find anything at all you think is unsafe (i.e. some bare wires from a plug socket) what should you do?



2. Who is your squadron Health and Safety Officer?

3. Have you completed your Cadet ELA Health and Safety course?

SECURITY

7. Who is your squadron Security Officer?

8. What should you do if you see someone entering the squadron whom you do not recognise?

9. What should you do on discovering a suspicious package?

10. What should you do if you see a suspicious person outside the gates or entering the compound?

11. All information shared with you on the squadron is on a 'Need To Know' basis. Explain what 'Need To Know' means...

HISTORY OF THE AIR TRAINING CORPS

Answer the questions as fully as possible. You can use ACP 31 – Section 1 (remember First Class?)

On which date was the ATC formed? _____

Who was the first Commandant Air Cadets?

What organisation did the ATC form from?

Why was this organisation originally founded?

List 10 key milestones in the history of the ATC (earliest first)

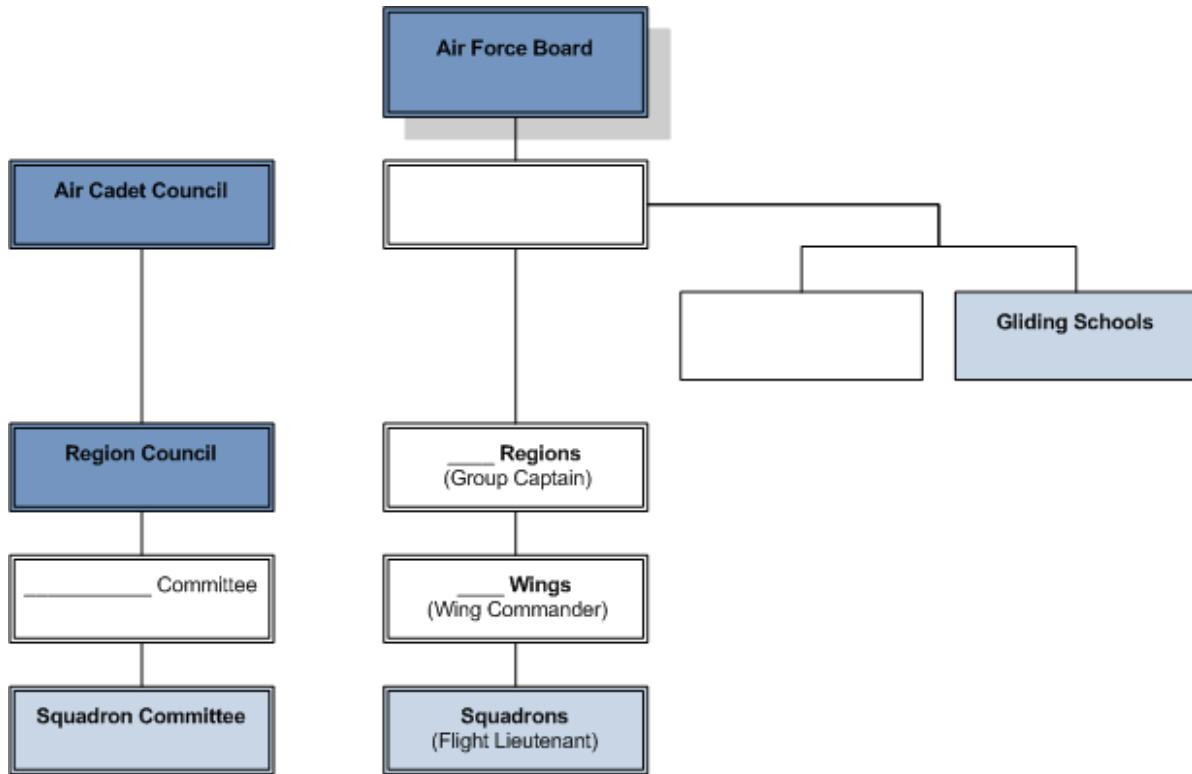
What are the 3 aims of the ACO?

Where can you find these aims? _____

STRUCTURE OF THE AIR TRAINING CORPS

Complete the blanks in the chart:

Air Cadet Organisation Structure



What Wing are we in? _____

What Region are we in? _____

Who is the Regional Commandant? _____

How many wings are in the Region and if possible what are they? _____

ADDRESSING MEMBERS OF STAFF AND CADET NCOS

As we part of a Military organisation there are special ways we speak to each other (called addressing). This shows respect for higher ranks, your peers and your subordinates.

Write down how to address these people...

Male Commissioned Officers, AWOs, Civilian Instructors and Civilians?

Female Commissioned Officers, AWOs, Civilian Instructors and Civilians?

Adult Senior NCOs?

Cadet NCOs?

Other Cadets?

Who's who at your Squadron and Wing?

There are several members of staff from Wing who visit the squadron regularly. You should know their names and ranks for when they visit. You should have some idea of the role they play in the wing beside being a Wig Staff office.

Complete the tables below and if needed, by asking other members of the squadron.

WHO'S WHO - In the Wing...

Role	Rank	Name
Officer Commanding Wing		
Deputy Officer Commanding Wing		
Wing Staff Officer for your Squadron		
First Aid Training Officer		
Shooting Officer		
Adult Training		
Cadet Training		
Sports		
Adventure Training		
Wing Warrant Officer		

WHO'S WHO - On Your Squadron...

Find out who is who on the squadron by asking the NCOs (Don't forget to address them properly!)

Role	Name and Rank	Rank Type (Officer/Adult NCO/CI/Cadet)
Officer Commanding		
Adjutant		
Training Officer		
Welfare Officer		
Adventure Training Officer		
Squadron WO/SNCO		
Media Comms		

SALUTING

What type of rank would need to salute...

From the question above name 5 ranks you would salute..

When you salute these people who are you paying your respect to?

What must you be wearing to be able to salute?

When don't you salute?

When you can't salute what should you do instead?

UNIFORM

In the ATC, we wear different types of uniform for different types of activities.

The uniform is the same as worn by the Royal Air Force and is loaned to a cadet at the end of the probationary period for the duration of their cadet career. The uniform loaned remains the property of the Crown (i.e. the Queen) and must be returned to the squadron at the end of a cadet's service or you may receive a bill (and the items can be quite expensive!).

Which uniform should I wear?

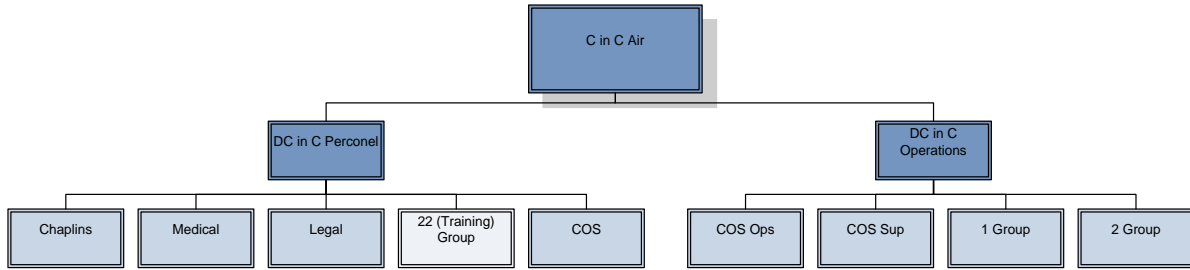
It can be confusing at first to remember which uniform you should wear for what activity. To get around this, we often remind people of what uniform they should wear on a particular occasion but there are some general rules.

Complete the table for the different types of uniform worn by cadets

Uniform		Used by	When is it worn?
No.	Name		
1	Wedgwood Blues		
2	Working Blues		
3	Greens / DPM		
S	Sports Kit		
C	Civilian Clothing		

ORGANISATION OF THE ROYAL AIR FORCE

Royal Air Force Air Command



No 1 Group – Air Command e.g. Typhoon, Tornado, Merlin, Chinook

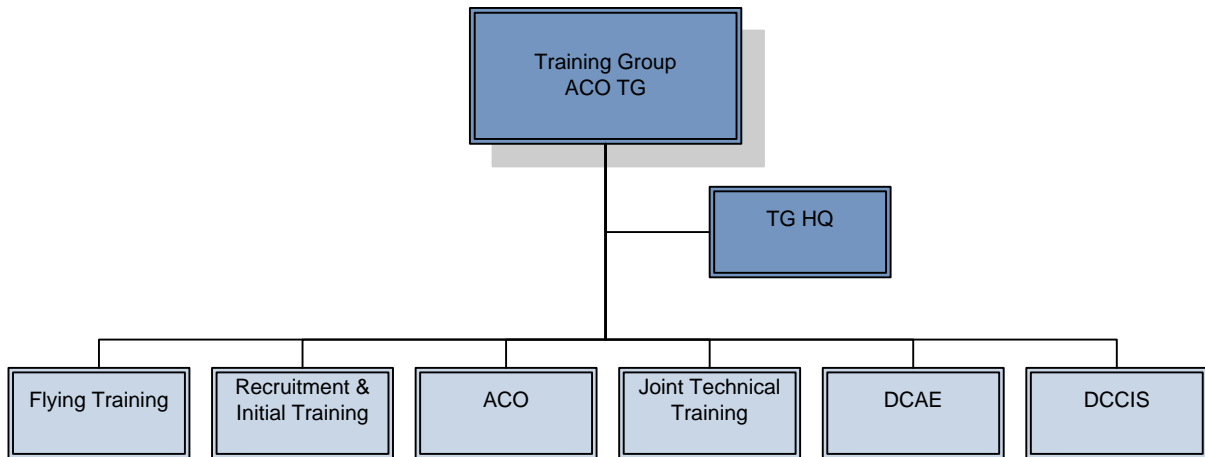
No 2 Group – Air Combat Support e.g. Hercules, SAR Seaking, RAF Regiment

What date was the RAF formed? _____

What organisations was the RAF formed From?

ORGANISATION OF 22 (TRAINING) GROUP

22 (Training) Group



DUTIES OF CARE AND RESPONSIBILITIES

1. What are the 2 aspects of Duty of Care? (Fill in on the Staff Cadet Course)

2. What are the ages of responsibility?

Fill in before the Course

Fill in on the Course

Under 10:

10 to 14 years:

14 plus:

Under 16 cannot :

Over 17 can:-

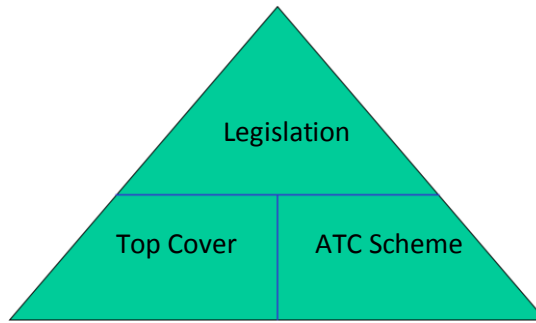
Over 18 can:-

3. What advice is available? ACP_____



FINANCIAL MATTERS

Your Personal Protection Plan - Insurance



All Cadets are insured under Scheme A. However 3 other Schemes are available to you.

How old must you be to be insured on these Schemes: _____

What else must you be doing to be eligible: _____

Fill in the cost and amounts below

	Scheme B	Scheme C	Scheme D
Cost per Year	£	£	£
Death	£	£	£
Loss of Limb	£	£	£
Emergency Medical	£	£	£

Where did you find the above information? _____

Are you enrolled in any of the schemes? _____

If not would you consider it? _____ if yes which Scheme? _____

ATC Funding

Public Money pays for: _____

Self-funded money (Charity funds) pays for: _____

Staff Travel Claim is form no. _____

Adult Uniformed staff can claim _____ days pay per year for authorised activities

ADMINISTRATIVE RESPONSIBILITIES

Corps policy is laid down in regulations, what do the abbreviations stand for:

AP _____

ACP _____

ACAI _____

ACTI _____

What is AP1919 for? _____

Corps Values

All adult staff are issued with the following ACPs :

ACP _____ - Ethos, Core Values and Standards in the ACO

ACP 2 - _____

ACP 4 – Chapter 4 – _____

All documents and forms are available via SharePoint. Complete the following:

CCF1 is for _____

CCF 2 is for _____

What additional form might be need for an asthmatic? _____

Form F492 is for _____