

MILITARY CADETS



RECRUIT MODULE

Surname: _____

First name: _____

Cadet Number: _____

Military Cadets

Recruit Module Syllabus

Recruit Course Module

- ☐ Select, use and maintain military dress & equipment (2)
- ☐ Explain military health and hygiene requirements (females taught separately) (1)
- ☐ Clean and maintain a barrack bedspace, room & block (2)
- ☐ Introduction to Physical Training (2)
- ☐ Explain training area hazards, respond to HAZMAT, and emergency evac drill (1)
- ☐ Form ranks, stand at attention, stand at ease and stand easy (1)
- ☐ Number, prove and right-dress (1)
- ☐ Perform turns and inclines at the halt, and explain fronts and flanks (2)
- ☐ Salute to the front, left and right at the halt (1)
- ☐ March, change direction, mark-time, forward, step-short, eyes left and right, and halt in quick time (3)
- ☐ Leave the ranks, report to an officer and rejoin the ranks (1)
- ☐ Salute in quick time (1)
- ☐ Perform paces forward, paces rear, open and close order march, and officer on parade dismissed (1)
- ☐ Move on parade, advance in review order, and perform drill to the drum (1)
- ☐ Perform as a member of a ceremonial parade (march-out parade) (4 prac + 2 pde)
- ☐ Explain the Military Cadets promotion and qualification system (1)
- ☐ Explain the requirement for the military ethos (2)
- ☐ Explain the organisation of the Military (Section through to Division, and the arms & services) (1)
- ☐ Explain unit standing orders (1)
- ☐ Explain the Military Cadets Discipline Code and common military offences (1)
- ☐ Explain the history of the Australian Military (1)
- ☐ Explain military cadets customs, ranks and ceremonial procedures (1)
- ☐ Conduct the Creed, Drill, & Dress Tests (4)

Total periods = 38

Military Cadets

Recruit Module Training Program

Term: ____ Year: ____

Day	Date	Per	Timings	Lesson	Loc	Instr	Remarks
Fri (1)		1	1840-1920	Recruiting Brief to parents	CLR		
		2	1930-2010	Recruiting Brief to parents	CLR		
		3	2040-2120	Sign-up Admin	CLR		
Fri (2)		1	1840-1920	Recruiting Brief to parents / Group introductions	CLR		
		2	1930-2010	Recruiting Brief to parents / Intro to drill	PDE		
		3	2040-2120	Sign-up Admin / Intro to Ranks and forms of address	CLR		
Fri (3)		1	1840-1920	Recruiting Brief to parents / Group introductions	CLR		
		2	1930-2010	Recruiting Brief to parents / Intro to drill	PDE		
		3	2040-2120	Sign-up Admin / Intro to Ranks and forms of address	CLR		
Fri (4)		1	1840-1920	Explain training area hazards, respond to HAZMAT, and emergency evac drill	BKS		
		2	1930-2010	Select, use and maintain military dress & equipment	BKS		Cams & boots
		3	2040-2120	Clean and maintain a barrack bedspace, room & block	BKS		Bed making & cleaning barracks room
Sat		1	0610-0700	Introduction to Physical Training	PDE		
			0700-0810	Showers, Change & Breakfast			
		2	0810-0850	Explain military health and hygiene requirements (females taught separately)	CLR		
		3	0900-0940	Clean and maintain a barrack bedspace, room & block	BKS		Cleaning SALs & communal areas
		4	0950-1030	Form ranks, stand at attention, stand at ease and stand easy	BKS		
			1030-1100	Morning Tea			
		5	1100-1140	Number, prove and right-dress	PDE		
		6	1150-1230	Explain the Military Cadets promotion and qualification system	CLR		
			1230-1330	Lunch	Mess		
		7	1330-1410	Explain unit standing orders	CLR		
		8	1420-1500	Perform turns and inclines at the halt, and explain fronts and flanks	PDE		
			1500-1530	Afternoon Tea	Mess		
		9	1530-1610	Perform turns and inclines at the halt, and explain fronts and flanks	PDE		
		10	1620-1700	Salute to the front, left and right at the halt	PDE		
		11	1710-1750	March, change direction, mark-time, forward, step-short, eyes left and right, and halt in quick time	PDE		
			1750-1840	Dinner	Mess		
		12	1840-1920	Select, use and maintain military dress & equipment	BKS		Bash berets
		13	1930-2010	Screed Test study	CLR		
		14	2040-2120	Screed Test study	CLR		
Sun		1	0610-0700	Introduction to Physical Training	PDE		
			0700-0810	Showers, Change & Breakfast			
		2	0810-0850	Conduct Screed Test	CLR		
		3	0900-0940	March, change direction, mark-time, forward, step-short, eyes left and right, and halt in quick time	PDE		
		4	0950-1030	March, change direction, mark-time, forward, step-short, eyes left and right, and halt in quick time	PDE		

			1030-1100	Morning Tea	Mess		
		5	1100-1140	Explain the requirement for the military ethos	CLR		
		6	1150-1230	Explain the requirement for the military ethos	CLR		
			1230-1330	Lunch	Mess		
		7	1330-1410	Explain the organisation of the Military (Section through to Division, and the arms & services)	CLR		
		8	1420-1500	Barracks Inspection Test	BKS		
		9	1500-1540	Afternoon Tea	Mess		
			1540-1600	Final Parade	PDE		
Fri (5)		1	1840-1920	Leave the ranks, report to an officer and rejoin the ranks	PDE		
		2	1930-2010	Salute in quick time	PDE		
		3	2040-2120	Explain the Military Cadets Discipline Code and common military offences	CLR		
Fri (6)		1	1840-1920	Perform paces forward, paces rear, open and close order march, and officer on parade dismissed	PDE		
		2	1930-2010	Move on parade, advance in review order, and perform drill to the drum	PDE		
		3	2040-2120	Explain the history of the Australian Military	CLR		
Fri (7)		1	1840-1920	Dress & Drill Tests	PDE		
		2	1930-2010	Dress & Drill Tests	PDE		
		3	2040-2120	Explain military cadets customs, ranks and ceremonial procedures	CLR		
Fri (8)		1	1840-1920	Perform as a member of a ceremonial parade (Beret parade practice)	PDE		
		2	1930-2010	Perform as a member of a ceremonial parade (Beret parade practice)	PDE		
		3	2040-2120	Reserved	CLR		
Fri (9)		1	1840-1920	Perform as a member of a ceremonial parade (Beret parade practice)	PDE		
		2	1930-2010	Perform as a member of a ceremonial parade (Beret parade practice)	PDE		
		3	2040-2120	Perform as a member of a ceremonial parade - Beret parade	PDE		
Fri (10)		1	1840-1920	Reserved			
		2	1930-2010	Reserved			
		3	2040-2120	Reserved			

LEGEND: CLR = Classroom, PDE = Parade Ground, FD = Field, BKS = Barracks

MILITARY CADETS – RECRUIT COURSE

Lesson: Select, Use and Maintain Military Dress & Equipment

Reference: Military Cadets Standing Orders

(Note - check current Standing Orders for any updates)

General appearance

All members of the Military Cadets are to comply with these orders for dress.

The image, pride and self-esteem of the Military Cadets is highly dependent upon the maintenance of the highest standards of dress. All members are to maintain their uniform in good repair and present the highest possible standards of appearance.

Members in uniform are **not** to chew gum, slouch, saunter, smoke in public (cadets are not to smoke at all), be lazy, or undertake any other similar behaviour that detracts from a military appearance in the eyes of the public.

Individuals are to maintain these standards by their own self-discipline. Where subordinates fail to do so, all superiors are to enforce these standards upon them.

Alignment. All clothing is to be centre aligned.

Ironing. All uniforms except field dress are to be ironed. Collars and rolled up sleeves are to be ironed flat.

Cosmetics. Females may wear conservative colour and style cosmetics. Excessive cosmetics are not to be worn. Only colourless/clear nail polish is permitted. Cosmetics are not to be worn in the field.

Fingernails. Fingernails are to be kept clean and neatly trimmed at all times. Fingernails of males are not to extend beyond the tip of the thumb/finger. Fingernails of females are not to extend further than **five** millimetres beyond the tip of the thumb/finger.

Shaving and beards. Males are to be clean shaven daily prior to the first parade; except when authorised by the OC of the unit to wear a beard. When worn, beards are to be kept neatly trimmed with the whisker length not greater than two centimetres.

Moustaches. Moustaches are to be neatly trimmed, not to exceed two centimetres in length, and no part is to extend below the top lip or the corners of the mouth.

Hair – Males. No hair is to touch the ears or collar, and it is not to protrude more than 40 mm from the scalp (as distinct from the length of hair). Hair on the neck is to be kept trimmed/shaved. Radical hairstyles, such as mohawks, stepped cuts, layers, foils, streaked, bleached, unnatural or extreme colours or combinations of colours are not permitted. Sideburns are to extend no lower than where the ear lobe joins the face, be squared off in a horizontal line at the bottom edge, and be an even width not exceeding 4 cm.

Hair – Females. Hair is not to fall below the eyebrows touch the ears or collar. It is to be styled so that hair does not interfere with the proper wearing of any military headdress or protective equipment. A relatively natural appearance is to be maintained. Foils, streaked, bleached, unnatural or extreme colours are not permitted. Radical styles are prohibited. Hair accoutrements are to be of a similar colour to the hair. Acceptable accoutrements are hair combs, clips, nets, elastic bands, hair pins and bun pieces and for PT and scrunchies. Long

hair is to be tied back in a bun, worn braided, single plait or in a method which secures the hair to the head. The braid or plait may be worn loose when on field exercises at the discretion of the unit OC. For PT activities a ponytail is permitted.

Wigs. The wearing of a wig is not permitted except to cover natural baldness or physical disfigurement. When worn, a wig or hairpiece is to conform to the standard criteria for hair.

Jewellery. Jewellery is not to be worn by personnel in uniform with the exception of wrist watches, medic alert bracelets, engagement, wedding, eternity and signet rings.

Rings. Engagement, wedding and or eternity rings are to be worn together on the same finger. Only a single ring of each other type is permitted and is to be worn on the middle, ring or little finger of either hand. **During all practical activities, where there is a risk of injury, rings are to be removed or taped.**

Earrings. Piercing of the ears that causes any abnormal disfigurement or deformity of the ears is prohibited. Females, may wear a single keeper, stud type earring of plain gold or silver with an orb not greater than five millimetres in diameter, in the lobe of each ear. **Males are not permitted to wear ear jewellery of any type.**

Body Piercing. Members are not permitted to wear any form of body piercing adornment.

Watches. Brightly coloured watches or watch bands are not permitted. On a ceremonial parade, watches are not to be worn.

Tattoos. Any individual with a tattoo considered to be offensive or inconsistent with the values and ethos of the Military Cadets will be excluded from membership.

Bags, Backpacks and Camelbacks. Bags are to be carried in the left hand and are not to be carried over the shoulder. Backpacks and Camelbacks of a camouflage colour may be worn centrally on the back using both shoulder straps.

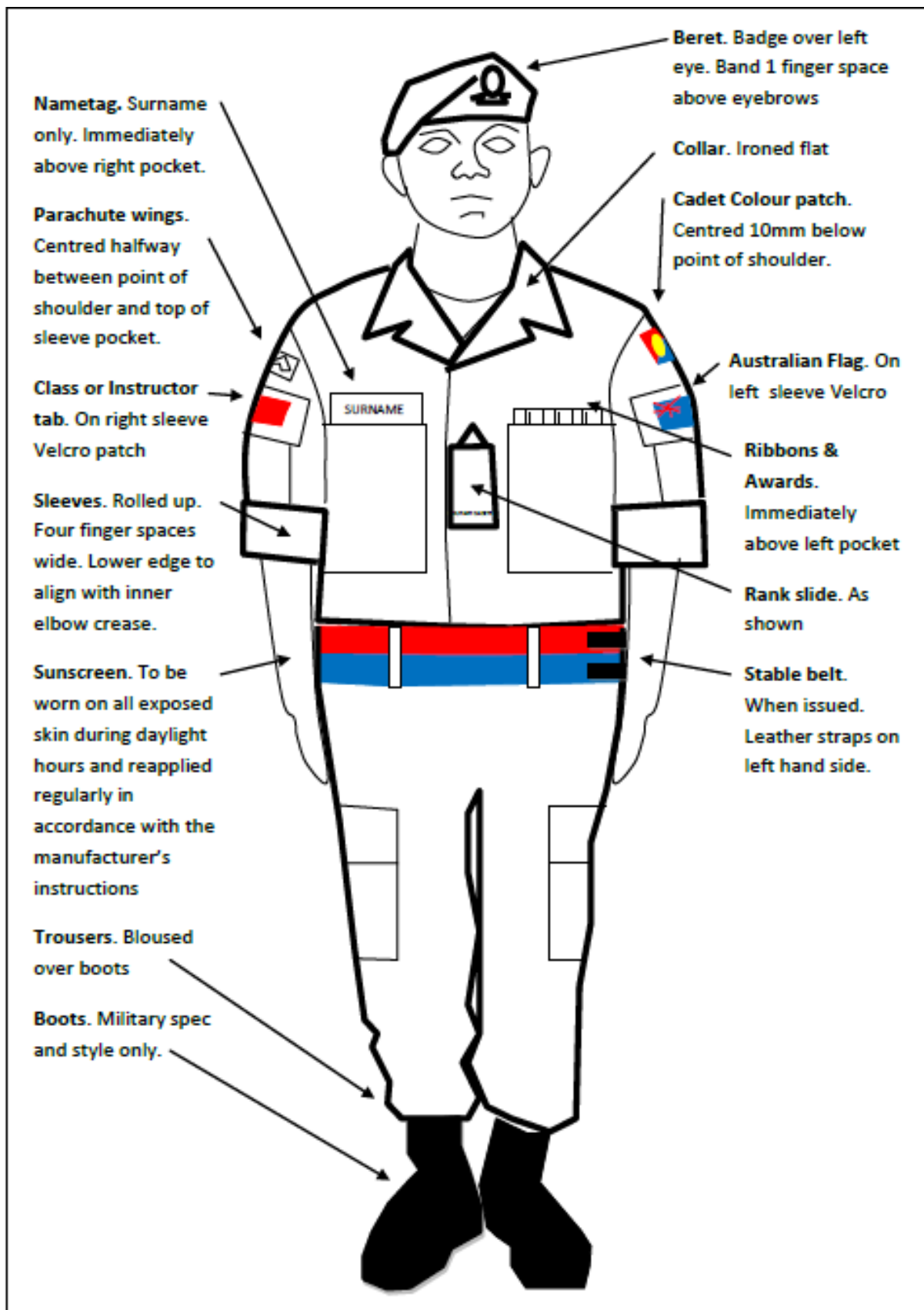
Glasses. Frames of prescribed spectacles are to be metal (gold, silver or bronze finish) or plastic (black or brown tones).

Sunglasses. Sunglasses may be worn whilst in uniform as follows:

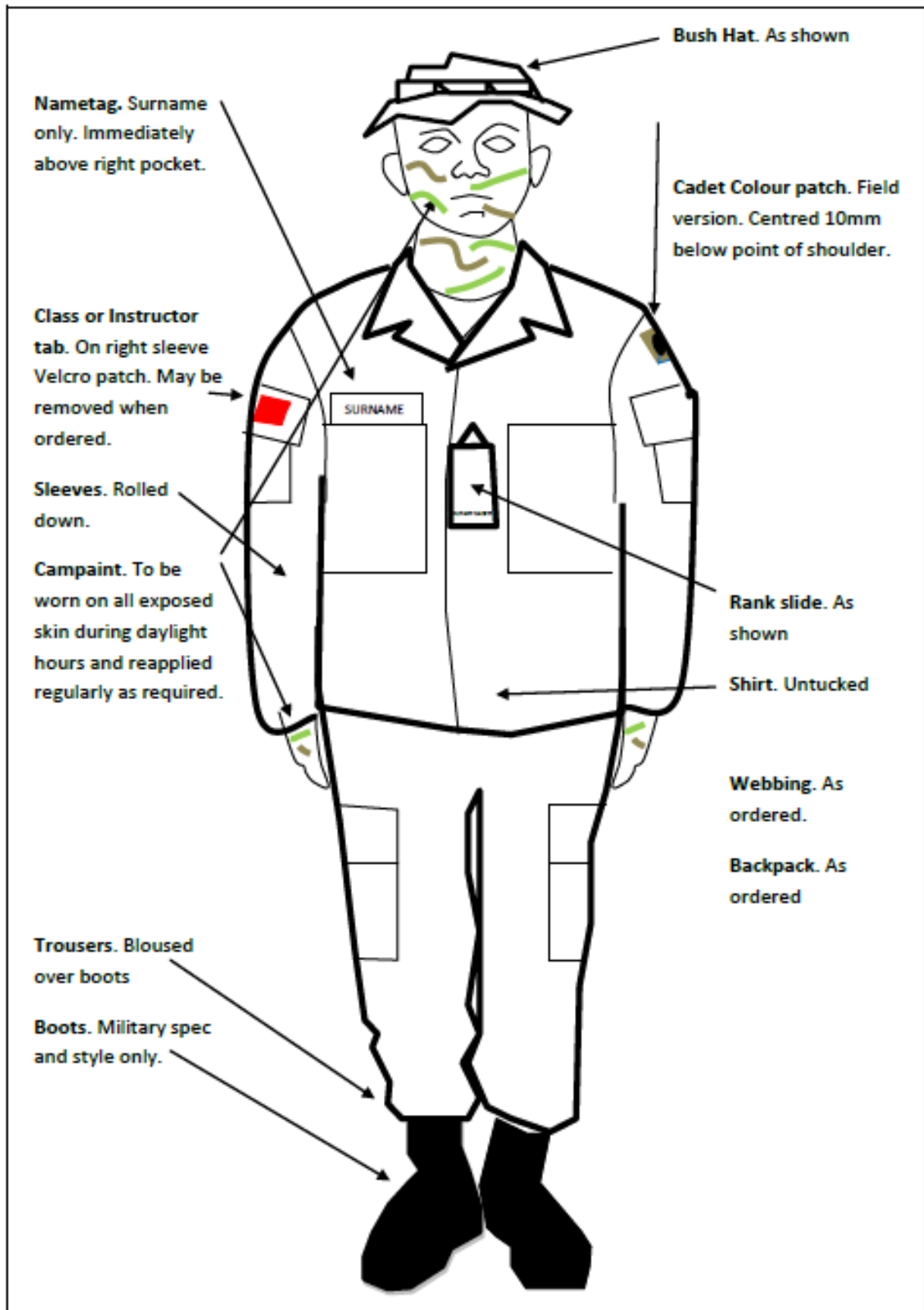
- a. Prescribed sunglasses may be worn in accordance with the prescription;
- b. Brightly coloured or reflective coated lenses are not permitted;
- c. Non-prescribed sunglasses may be worn when eye protection is necessary in other than ceremonial dress. Brightly coloured or reflective coated lenses are not permitted; and
- d. Sunglasses are not to be worn, dangled or suspended from other parts of the body, uniform or on top of the head.

Orders of Dress

Barracks Dress. Barracks Dress is as illustrated below.



Field Dress. Field Dress is as illustrated below.



Civilian Attire

By default Military Cadets uniform is to be worn for all activities unless authorised by the OC of the unit. Mixed dress of both civilian attire and Military Cadets uniform is not permitted.

Wearing of uniform

Uniform is to be worn at any time when attending, or travelling to and from, a scheduled Military Cadets activity, or when authorised by the OC of the unit. The Military Cadets uniform is **not** to be worn at any other time.

Footwear. All footwear is to be clean and free of mud and dust, and cared for in accordance with the manufacturer's instructions. Except when in the field or during PT, smooth leather surfaces are to be buff polished to a mild shine; and suede leather surfaces are to be neatly brushed in a consistent direction.

Laces. All footwear is to be laced with the initial lower lace horizontal across the inside of the shoe/boot, and then crossed over, outside over inside, upwards through all eyelets, to the top of the boot/shoe. When trousers are bloused over boots all excess laces are to be concealed under the blousing.

Headdress. Headdress is to be worn at all times whilst in uniform outdoors, or inside shopping centres, shops, service stations, undercover car parks and airports. Headdress is not to be worn in the following circumstances:

- a. when in a vehicle unless participating in a ceremonial parade;
- b. when attending an indoor church service unless a member of an armed party or on duty;
- c. when attending an outdoor church service when the officiating chaplain requests removal of headdress; and
- d. when within messes or clubs, restaurants, cafeterias and eateries.



DRESS TEST

RECRUIT NAME: _____

CADET NUMBER: _____

DATE: _____

BERET	/10
FACE & HANDS	/10
SHIRT	/10
PANTS	/10
BOOTS	/10
TOTAL	/50

PASS MARK: 45/50

PASS / RETEST

ASSESSOR SIGNATURE:

MILITARY CADETS – RECRUIT COURSE

Lesson: Explain Military Health and Hygiene Requirements

PERSONAL AND FIELD HYGIENE

Maintenance of Positive Health

Every individual is responsible for maintaining their own good health and hygiene. Each Commander is responsible for ensuring no subordinate under their command fails to meet that responsibility.

Health and Hygiene concerns everyone – so everyone must do their part. Unit efficiency and morale must be maintained by learning the old lessons, without having to relearn them the hard way by personal error.

Personal Health Discipline

Personal health discipline involves the incorporation of the rules of healthy living into personal habits which assist the body to keep in good working order and which prevents the occurrence of illness or disease. Many people learn most of those habits from the teaching and examples of their parents during childhood. Nevertheless a number of them subsequently neglect personal health in their daily lives. A minority remain completely ignorant of even the elementary principles of health living.

Ablutions

A daily bath is ideal but not always possible in ordinary circumstances. When baths cannot be obtained regularly, all parts of the body should be washed, particular attention being given to those parts where sweat collects, such as the arm-pits, crutch area, the waist and the feet.

Hands

These are constantly coming into contact with infected articles and may often transfer that infection to food or to other parts of the body; disease germs are particularly liable to harboured under the fingernails. It is particularly important to wash the hand after every visit to the latrines (toilet), especially before handling food.

Face

The face is very liable to infectious disease of the skin, particularly impetigo; the eyes, ear and nose can easily accumulate disease germs and dirt. Minor cuts and abrasions caused through shaving, etc. are liable to develop into actual diseases if the face is not kept clean.

Feet

Sweat dirt is liable to collect on the feet which are also constantly exposed to minor injury, blistering, etc. For this reason, skin diseases affecting the feet, particularly ring-worm, are very common in the Army and cause a great deal of incapacity and admission to hospital.

Proper care of the feet is an individual matter, although supervision by unit officers and NCOs is essential. Minor foot troubles are frequently caused by ill-fitting boots, shrunken, badly darned or unmended socks, neglect of corns, ingrown toe-nails, blisters and general uncleanness. The removal of all these factors is an individual responsibility.

Boots must be kept pliable and in good repair. New boots should be fitted while the cadet is standing up and wearing their full equipment, including the back pack. Feet tend to spread out to the extent of an extra 7mm in length and from 6 to 12mm in breadth.

It is important to dry the feet carefully after washing, particularly between toes, and the use of foot powder does much to prevent minor foot troubles.

Toe nails should also be well maintained with careful consideration given to ensuring they are cut neatly and no jagged edges remain that may become ingrown to the skin. Cutting a small "V" in the centre forward edge of the toe is known to ensure the toe nail curves slightly inwards as it grows and reduces the occurrence of ingrown nails significantly.

Crutch and Armpits

Here the skin is liable to be soft and affected by accumulated sweat, and it is in such places that ring-worm occurs so readily. These areas should therefore be washed and treated with particular care.

Hair

Dirty and long hair is apt to harbour lice which play an important part in the spread of serious diseases. Unkept hair can also breed germs which cause serious skin conditions on other parts of the body particularly the face, chest and back.

Teeth

Civilized communities suffer extensively more dental decay than primitive people. The reason for this is that the food requires little chewing: this fact deprives us from natural gum massage and cleaning action which is afforded by chewing of raw food. These are provided, to a certain extent by the use of a tooth brush.

To obtain full advantage from a tooth brush it must be used correctly in brisk circular strokes from the gums to the biting edges of the teeth and not in a "side to side" scrubbing movement. Teeth should also be flossed regularly with dental floss.

Dressing

In addition to keeping the body warm, underwear separates skin from the heavy outer garments, which by reason of their weight and texture cannot be washed frequently. Many people seem to adopt the attitude, "what is not seen does not matter".

Dirty underwear means that the skin is continually exposed to a risk of infection; rubbing and chafing is apt to occur and to cause injury to the skin. For health reasons, no clothes should be worn for 24 hours without being removed to air.

Food

Meals must be taken regularly if full benefit is to be obtained: a good mixed diet consisting of a wide variety of items should be eaten. If this is done there is little chance of the body suffering from lack of any particular essential food item.

The Daily Bowel Movement

The most important point in opening the bowels is regularity. The habit of daily bowel action should be acquired very early in life by everyone. If this is not done, constipation and other disabilities are apt to occur during adult years. If the desire to open the bowels is neglected through laziness the whole mechanism of bowel evacuation may become upset, so that serious constipation results. The bowels then become clogged with waste matter which poisons the system, and gives rise to headaches, lack of energy, and feeling of general ill-health.

Shaving

All male cadets who have commenced growing adult facial hair are to shave daily. In barracks they are to shave prior to the first parade in uniform. In the field they are to shave as part of their morning routine.

How to shave.

Wet face with warm water thoroughly to moisturise the face.

Apply a thin lather of shaving cream across the area to be shaved ensuring to massage the cream into the skin in order to lift the facial hair ready for shaving.

Using a safety razor, first shave the face in the direction of the hair to remove the bulk of the hair, then immediately shave in the opposition direction for a closer shave before the skin dries. Take care when shaving curved edges and ridges of the face as this is where you are most likely to cut yourself. Rinse the razor frequently in hot water to clear debris and keep it moist.

On completion, wash the face thoroughly with warm water and a face washer towel, or immediately have a shower. Ensure all shaving cream and any blood is removed. Check behind and inside the ears too.

Caring for cuts and abrasions

Cuts and abrasions can be avoided by ensuring that sleeves are rolled down and trousers are worn when in the field. Gloves also assist in the same manner.

Rashes are often formed by skin rubbing against skin. The most common rash in the field is between the thighs after long marches. Rashes can be avoided by ensuring there is material between the contacting skin surfaces. Many Cadets will wear tight fitting bicycle shorts as underwear to prevent






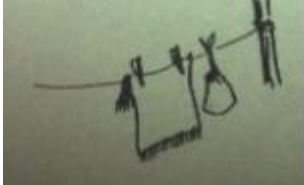
Immediately after washing it is important to care for any existing cuts and abrasions the body may have. Antiseptic cream should be reapplied and the wound covered with a band-aid or a gauze pad.

Blisters

Blisters commonly form on the feet after long marches. Blisters are the body's response to rubbing against soft skin. The blister is formed to push the rubbing skin away from the flesh and bone. Blisters are often caused by ill-fitting boots that allow too much movement inside the boot.

Avoiding blisters. Blisters can be avoided by first ensuring the boots fit correctly on issue. Secondly the boots should be then soaked in warm water, placed on the feet, tied tightly and then worn until they are dry. This will ensure the boots mould to the shape of the wearer's feet. Finally before any long march the feet should be prepared by placing sports tape over the parts of the feet that are prone to rubbing against the boot. These parts are commonly the heel and the bottom and sides of the ball of the foot.

Treating blisters. If blisters do form they should normally be left alone and the feet should be rested until the blisters subside. If the pain caused by the blisters is unbearable, or the feet cannot be rested due to the requirements of the mission (and thus they will only get worse), then the blister should be drained by creating a small hole in the side of the blister with a sterile needle. All fluid should be removed and then antiseptic cream should be applied at the point of the hole and the blister should be dressed with a band aid or gauze. The dressing should then be covered in sports tape to ensure it doesn't come undone during further activity.

	<input type="checkbox"/> Keep yourself clean – wash daily and before meals. Camp is not an excuse to stop cleaning your teeth.
	<input type="checkbox"/> Change your underclothes and socks daily. <input type="checkbox"/> Don't sleep in your clothes.
	<input type="checkbox"/> If you get wet, change as soon as possible so you don't catch a cold and give it to your Patrol. (They're capable of catching their own).
	<input type="checkbox"/> If your shoes get wet, change them. Dry the wet ones (NOT TOO NEAR THE FIRE). Dry your feet and use a little foot powder.
	<input type="checkbox"/> Be regular with your latrine needs and use the urinal, not the nearest tree. Wash your hands.
	<input type="checkbox"/> Don't put your wet towel back into your pack. Hang it on a line (same applies to your toilet gear).

MILITARY CADETS – RECRUIT COURSE

Lesson: Clean and Maintain a Barrack Bedspace, Room & Block

General

Maintenance of the barracks is essential to maintaining the morale and health of the troops. Untidy barracks undermine discipline and create conflict between the ranks. Unhygienic barracks spread disease quickly due to the close confinement of troops in one space.

Recruit Barracks Training Equipment List

When attending barracks training recruits are to have the following items:

PERSONAL EQUIPMENT LIST - RECRUITS

All exercise participants are to bring the following personal items:

Items	Qty
Water bottle (minimum 1 litre)	1
Small backpack (suitable for walking)	1
Bush Hat Auscam	1
New Style Shirt Auscam (with Mil Cdt Patch & rank slide)	2
Under shirt Brown/Auscam	2
Trousers Auscam	2
Beret and Badge	1
Cadet Rank Side	1
Underwear	3
Thick Socks	3
Boots Mil Spec	1
Lackies	2
Sewing Kit (3x needles, 3 x buttons, black cotton)	1
Multi-tool pocket knife with lanyard	1
Female hygiene items if required	1
shaving kit if required	1
Note book, 2 pens, 2 pencils	1
Exercise Book	1
Insect repellent	1
Sunscreen	1
Torch small with spare batteries	1
Watch	1
Flat sheets (no fitted sheets allowed. One colour only. White preferred)	2
Sleeping bag	1
Blanket Flat (not fluffy)	1
Pillow (standard rectangular)	1
Pillow case (One colour only. White preferred)	1
Thongs	1
Tracksuit	1
Pt shirt	2
Pt shorts	2
Sneakers	1
Coat Hangers (identical)	3
Toothbrush & Toothpaste	1
Hairbrush/Combe	1
Towel	1
Ironing Board	1
Iron	1
Ironing Aid Spray	1
Boot Polishing Kit	1

NO ADDITIONAL ITEMS ARE TO BE TAKEN. THIS IS A RECRUIT
BOOT CAMP! ALL EXTRA ITEMS WILL BE CONFISCATED AND NOT
RETURNED UNTIL THE END OF CAMP

Bed making

Beds are made in a uniform manner every morning to ensure cleanliness, tidiness, uniformity and discipline. The bed is made using two flat sheets, a blanket, a pillow and a pillow case in the following manner.

STEP 1. Strip the bed fully and ensure there are no foreign particles that may cause disease or discomfort.

STEP 2. Lay the bottom sheet over the mattress evenly and tuck in both ends using the hospital corner technique shown in Figure 1 below:

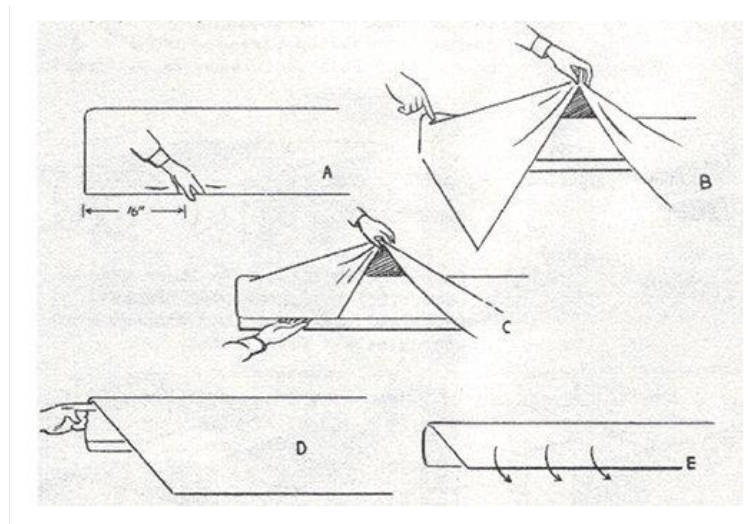


Figure 1.

STEP 3. Lay the top sheet down with the top edge in line with the top edge of the mattress and the remainder of the slack hanging over the foot of the bed.

STEP 4. Lay the blanket over the bed with the top edge of the blanket 297mm (the length of an A4 sheet of paper) from, and parallel to the top edge of the mattress.

STEP 5. Fold the top sheet section that is not covered by the blanket, back over the blanket and lay it flat.

STEP 6. Treating the top sheet and blanket as one, at the bottom edge of the bed, tuck them in again using the hospital corner technique shown in Figure 1. Then tuck the rest of the blanket and top sheet in neatly up to the top off the bed so that the bed appears as per Figure 2.

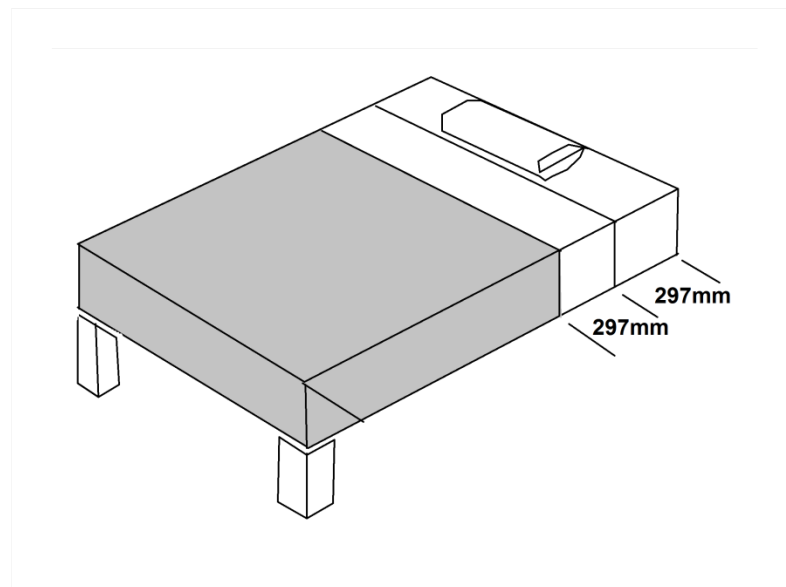


Figure 2.

STEP 7. Place pillow inside pillow case and neatly place on bed as shown in Figure 2.

Equipment Layout

When in inspection order personal equipment should be laid out as per figure 3.

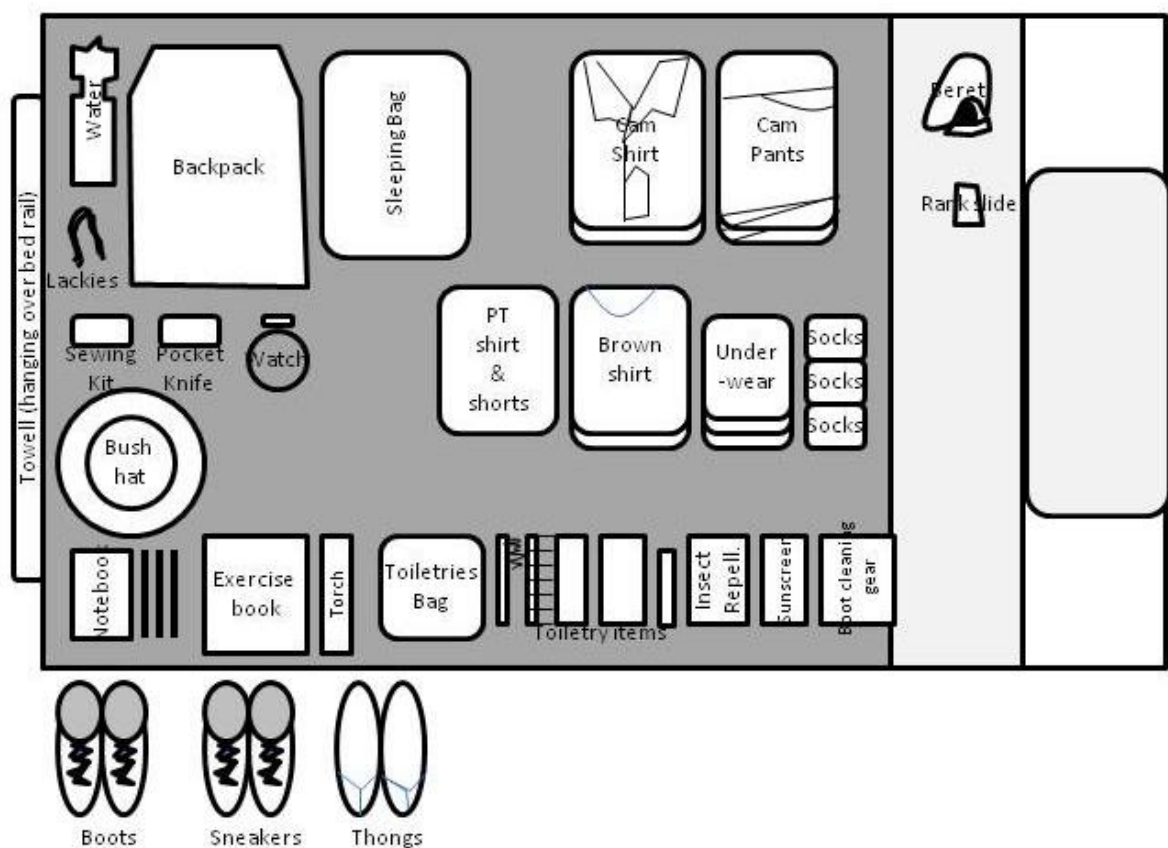


Figure 3. Inspection order bed layout

Barracks room cleanliness

Barracks rooms should be:

- a. Tidy and free from spiderwebs, dust, rust or any debris.
- b. Communal cupboards should be neat and tidy.
- c. Rubbish bins should be empty before inspection.
- d. Floors should be clean.

Showers, Ablutions and Latrines (SALs) cleanliness

SALs should be:

- a. Tidy and free from spiderwebs, dust, rust or any debris.
- b. Communal cupboards should be neat and tidy.
- c. Rubbish bins should be empty before inspection.
- d. Floors should be clean.
- e. Toilets and showers should be scrubbed clean of any stains or marks.

MILITARY CADETS – RECRUIT COURSE

Lesson: Form Ranks, Stand at Attention, Stand at Ease and Stand Easy

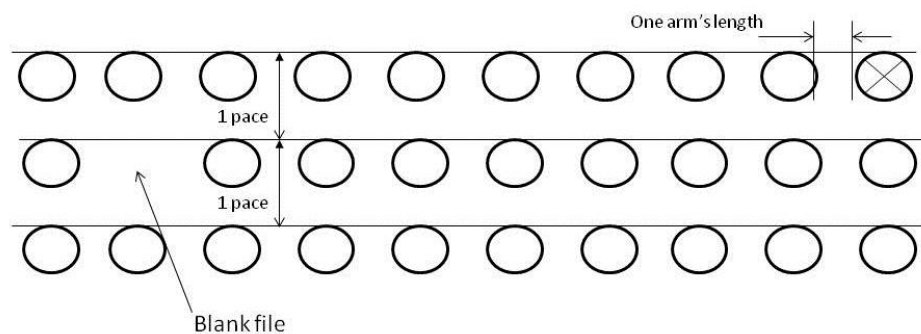
Squad Formations

The number of ranks to form depends on the number of people as follows:

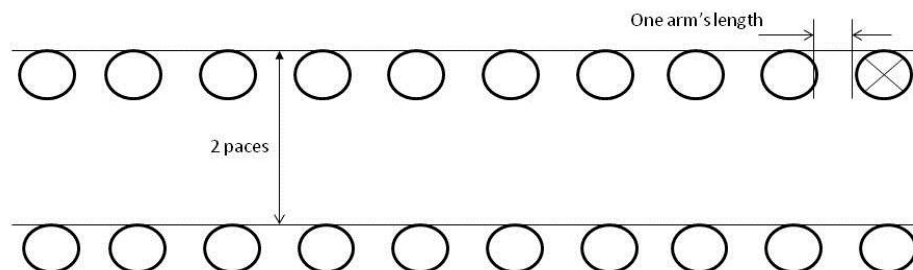
- A single rank - up to 10 people.
- Two ranks – 11-20 people.
- Three ranks - 21 people or more

Forming Up in Ranks

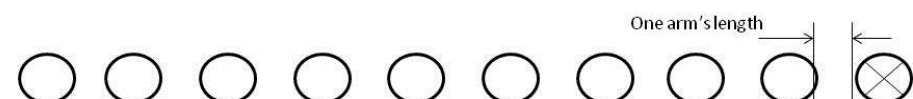
‘FORM UP IN THREE RANKS – MOVE’. On the command ‘FORM UP IN THREE RANKS – MOVE’, Cadets position themselves in three ranks, with one pace between the toes of one rank and the toes of the rank behind it, and with an interval of one arm’s length between Cadets.



‘FORM UP IN TWO RANKS – MOVE’. On the command ‘FORM UP IN TWO RANKS – MOVE’, Cadets position themselves in two ranks with **two** paces from the toes of the front rank to the toes of the rear rank and with an interval of one arm’s length between Cadets.



‘FORM UP IN SINGLE RANK – MOVE’. On the command ‘FORM UP IN SINGLE RANK – MOVE’, Cadets position themselves in a single rank with an interval of one arm’s length between Cadets.



Attention, Stand at Ease and Stand Easy

Attention

‘ATTEN–TION’. On the order ‘ATTEN–TION’, the following position is adopted:

- a. the heels are together and in line;
- b. the feet are turned out to an angle of 550 mils;
- c. the knees are braced but not locked; the body is erect with the weight evenly distributed on both feet;
- d. the shoulders are back, level and square to the front (to bring the chest to position without straining or stiffening);
- e. the arms are straight from the shoulders; the elbows are close to the sides;
- f. the wrists are straight;
- g. the hands are closed (but not clenched);
- h. the backs of the fingers are close to the thighs;
- i. the thumbs are straight and to the front, close to the forefinger and just behind the seam of the trousers;
- j. the head is up, neck touching the collar; and
- k. the eyes are open, steady and looking at their own height directly to the front.

Stand At Ease

‘STAND AT – EASE’. On the order ‘STAND AT – EASE’, the right foot is kept still and the leg braced back, the left foot is raised 15 cm above the ground (the Knee Bent Position, Figure below) without it being brought forward and it is carried sharply to the left and to the ground so that the feet are 30 cm apart, with the heels still in line and the feet at the same relative angle as for the position of ATTEN-TION. The weight of the body is transferred evenly over both feet. With the arms kept straight, they are forced, by the shortest means behind the back. The back of the right hand is placed in the palm of the left, with the thumbs crossed and the fingers and hands straight and pointing towards the ground.

If the wearing of equipment makes placing the hands behind the back impractical, they are held at the sides. Similarly, when carrying books and other small objects, the arms are held to the sides. Books and similar items are carried in the left hand.

To return to the position of ATTEN-TION, the left foot is raised 15 cm above the ground without being brought forward; it is carried sharply to the right and placed firmly on the ground in the position for ATTEN-TION. At the same time, the arms are brought to the position for ATTEN-TION.



The Knee Bent Position

Stand Easy

'STAND – EASY'. On the order 'STAND – EASY', after the pause, the limbs, body and head are relaxed. The head or limbs must not be moved unless directed to do so by the instructor.

On a command such as 'SQUAD', 'PLATOON' or 'GUARD', the position of STAND AT EASE is resumed.

MILITARY CADETS – RECRUIT COURSE
Lesson: Number, Prove and Right-Dress

‘SQUAD – NUMBER’. On the command ‘SQUAD – NUMBER’, the right-hand Cadet of the front rank is to call out ‘ONE’, the Cadet on his left is to call out ‘TWO’, and so on, along the front rank. Each Cadet in the center and rear ranks adopts the number of the front rank Cadet he is covering. If an error is made in numbering, ‘AS YOU WERE’ will be ordered and the last correct number called out. The Cadet so indicated is to re-peat his number and the front rank takes up the numbering from that Cadet.

‘PROVE’. When a number is called, for example ‘FRONT RANK, NUMBER TEN’, the Cadet so numbered is to come to attention and respond as appropriate. On the command ‘PROVE’, he is to raise his left forearm parallel to the ground, keep the upper arm steady, palm of the hand to the right, fingers and thumb extended and closed together. If armed, the Cadet is only to come to attention and respond as appropriate.

‘AS YOU WERE’. On the command ‘AS YOU WERE’, or another number being called, the Cadet is to cut away his left hand to the position of ATTEN-TION and resume his previous position.

Dressing a Squad

A squad is correctly dressed when it is in line by the right or left flank, is correctly aligned from front to rear, has the correct distance between ranks and has the correct interval between Cadets. Where necessary, when a squad halts in line, dressing will be corrected by words of command.

Right Dress

On the command ‘RIGHT DRESS’, all except the Cadets in the right file turn heads and eyes to the right. At the same time, the Cadets in the front rank, except for those on the left flank, bend left elbows slightly to the rear and, without pause, punch left arms to a horizontal position to the left, with fist clenched and the back of the hand uppermost. Where troops are close to each other prior to dressing, the arms should be punched to the rear of the man on the left.

After another pause, all except the right-hand Cadet of the front rank dress by taking short, sharp paces until each can see the chin of the man two from him and his upper right arm is just in contact with the knuckles of the outstretched left arm of the Cadet on his right. For each pace, the right foot is lifted 15 cm and the left foot moved in the appropriate direction without bending the knee.

The right-hand Cadets of the center and rear ranks place themselves at the correct distance from, and covering, the man in front. Other Cadets in these ranks cover correctly by glancing out of the corner of the left eye.

‘EYES FRONT’. On the command ‘EYES FRONT’, all turn heads and eyes smartly to the front and cut left arms to the side with a rearward movement of the elbow, under control and without noise.

‘DRESSING – BY THE RIGHT’. The command ‘DRESSING – BY THE RIGHT’ is used when time does not permit a right dress. On this command, all Cadets except the right-hand file turn heads and eyes to the right. Those in the front rank punch their left arms to the horizontal position. Dressing is then completed independently. When all movement has ceased, the marker cuts his arm to his side, whereupon the other files cut arms to the side and turn heads and eyes to the front, in succession, from the right.

Notes for Instructors

To attain speed in dressing a rank, the instructor should position the first five Cadets individually, by using orders such as:

- a. ‘NUMBER 2 FORWARD – STEADY’; or*
- b. ‘NUMBER 3 BACK – STEADY’.*

To attain dressing throughout the remainder, the order ‘CARRY IT ON’ is given. Qualifications such as ‘SLIGHTLY’, ‘A LITTLE’ and ‘UP’ are not to be used.

MILITARY CADETS – RECRUIT COURSE
Lesson: Perform Turns and Inclines at the Halt

Right Turn

‘RIGHT TURN – ONE’. On the command ‘RIGHT TURN – ONE’, with both knees straight, the Cadet turns 1 600 mils to the right on the right heel and the ball of the left foot by raising the left heel and right toe, keeping the weight of the body on the right foot. On completion of the movement, the right foot is flat on the ground, and the left leg to the rear with the heel raised and turned slightly inwards. The knees, thighs and body are braced in the position of ATTEN-TION.

‘SQUAD – TWO’. On the command ‘SQUAD – TWO’, the left knee is bent and the left foot is brought sharply into the position of ATTEN-TION.

Left Turn

The procedure for the left turn is the same as for the right turn, substituting a left turn for a right, and vice versa.

About Turn

The procedure for the about turn is as for the right turn, except that a pivot through 3 200 mils is made in the first movement.

Right (Left) Incline

The procedure for a right or left incline is as for turns, except that the turns are made through 800 mils to the right or left.

Front of the Squad

The front of a squad is always the direction the front rank is facing when in line, with the marker in his original position.

During a right or left wheel, each file is to dress by the inner flank. After the wheel is completed, the instructor is to call out the directing flank. For example, ‘BY THE LEFT (BY THE RIGHT)’.

MILITARY CADETS – RECRUIT COURSE

Lesson: Salute to the Front, Left and Right at the Halt

Salute at the Halt

The salute is a compliment exchanged between members of the forces when one or more of the members is a commissioned officer. Members of the Army are to salute on those occasions detailed in this section.

During the playing of the National Anthem, the following applies:

- a. All ranks in uniform not on parade, or not part of a formed body of troops, are to salute.
- b. NCOs and Cadets in command of bodies of troops are to salute, while the troops under their command are to stand to attention.

During the raising, breaking or lowering of the National Flag, in the morning or at Retreat, all ranks are to turn toward the Flag and stand to attention. All ranks in uniform not on parade, or not part of a formed body of troops, are to salute (the Flag is not saluted when it is raised from the half-mast position during ceremonial activities, such as ANZAC Day or Remembrance Day).

Salutes should be exchanged when an individual or group passes an officer of higher rank or when an officer of higher rank passes a group or an individual. When an officer passes a stationary group, the first to see the officer is to assume command, order 'STAND FAST', turn to face the officer and salute. When the officer has passed the group, or when so directed, he orders 'GO ON'.

Vehicles flying distinguishing pennants, personal standards or with star plates uncovered are to be saluted on all occasions when the vehicle passes or is passed.

When, because of physical incapacity, the right-handed salute is not possible, the salute is given with the left hand.

When not wearing headdress, stand to attention when spoken to or passed by an officer.

When Not to Salute.

A Cadet does not salute when:

- a. in a crowded thoroughfare or assembly;
- b. under the immediate control of a superior (except when receiving the order 'OFFICER ON PARADE, DISMISS');
- c. precluded by the nature of the duties from doing so;
- d. on operations when the action of saluting may endanger the life of the officer; or
- e. driving a vehicle (for safety reasons, drivers are not to pay compliments in any manner; passengers are to pay compliments as appropriate).

MILITARY CADETS – RECRUIT COURSE

Lesson: March and Halt in Quick Time, Mark-Time and Forward, Change-Step

Marching plays its part in drill as a means of discipline. A unit that marches with precision shows that it is well disciplined and has high morale. Quick marching is a practical way to move a body of troops in the barracks environment. The slow march teaches balance and good carriage and is a traditional part of military ceremony.

The common rate of march for all arms and units when parading together is 116 paces to the minute in quick time. The lengths of pace and the rates of march are as follows:

- a. *Lengths of Pace.* The length of pace is measured from heel to heel, or toe to toe, as follows:
 1. slow and quick time – 75 cm;
 2. stepping out – 85 cm;
 3. stepping short – 50 cm;
 4. double time – 1 metre; and
 5. side pace – 30 cm.
- b. *Rates.* The rates of paces per minutes are as follows:
 1. slow time – 70 paces, distance covered – 53 metres;
 2. quick time – 116 paces, distance covered – 87 metres;
 4. double time – 180 paces, distance covered – 180 metres; and
 5. side paces – 116 paces.

Cadets are to begin marching from the position of ATTEN-TION. If a Cadet is standing at ease when a command is given requiring marching, he will come to ATTEN-TION before moving off.

When necessary, articles are to be carried in the left hand, which is then held steady at the side. The right arm is swung in the usual manner when marching in quick time.

Notes for Instructors

On giving the command 'SLOW – MARCH' or 'QUICK – MARCH', instructors call the step for at least the first five paces to regulate the timing and maintain the correct step.

Over-long pacing is a common cause of poor marching. Instructors must constantly be alert for this and must check the length of pace frequently, using the pace stick or the pace ladder.

Marching and Halting in Quick Time

‘QUICK – MARCH’. On the command ‘QUICK – MARCH’, the Cadet will step off with the left foot, swing the right arm forward and left arm to the rear, and march straight to the front, unless otherwise directed. Correct marching is achieved as follows:

- a. The heel must strike the ground first, the weight coming forward over the ball of the foot as the moving leg passes the stationary leg.
- b. Every pace is to be 75 cm.
- c. Each leg must be swung forward naturally in a straight line.
- d. Arms must be swung freely and straight through from front to rear, reaching the extremity of their swing each time the heel comes to the ground.
- e. Arms and wrists are to be kept straight and swung from the shoulder. Hands are to swing to a height between the waist and shoulder in front and as high as the waist to the rear. The thumb is to be locked over the second joint of the forefinger.
- f. Fingers are to be closed with the thumbs leading, but the fist is not to be clenched.
- g. Shoulders are to be held square to the front.

‘SQUAD – HALT’. The command ‘SQUAD – HALT’ is given as the right foot comes to the ground. On this command, a further pace of 75 cm is taken with the left foot. The right foot is swung through and raised 15 cm; at the same time, the arms are cut to the side in the position of ATTENTION. The right foot is brought down sharply beside the left, in the position of ATTENTION.

‘MARK – TIME’. The command ‘MARK – TIME’ is given as the left foot comes to the ground. The pace is completed with the right foot and mark time is begun with the left foot.

‘FOR–WARD’. The command ‘FOR–WARD’, is given as the right knee is fully raised. The pace is completed with the right foot and the left foot is immediately shot forward to resume the slow march.

‘QUICK MARK–TIME’. On the command ‘QUICK MARK- TIME’, the left knee is bent and the foot is raised 15 cm (the Knee Raised Position, [Figure 3-4](#)). Without pausing, the left leg is then straightened to resume the position of ATTENTION. As the left foot touches the ground, the action is repeated with the right leg. Throughout the movements, the body is held erect with the shoulders square to the front and the arms steady by the side.



Figure 3-4. The Knee Raised Position

‘SQUAD – HALT’. The command ‘SQUAD – HALT’ is given as the right foot comes to the ground. The beat is completed with the left foot and a further beat completed with the right foot, to adopt the position of ATTENTION.

Mark Time from the Quick March

‘MARK – TIME’. The command ‘MARK – TIME’ is given as the left foot comes to the ground. The pace is completed with the left foot, a further pace is made with the right foot, and the arms are cut to the sides. Mark time begins with the left foot.

‘FOR–WARD’. The command ‘FOR–WARD’ is given as the right foot comes to the ground. The beat is completed with the left foot, and a further beat is made with the right foot. The left foot is shot forward and the arms swung.

Note for Instructors

The commands ‘MARK TIME’ and ‘FOR–WARD’ in both slow and quick time are given with long cautionary words of command.

‘CHANGE–STEP’. The command ‘CHANGE’ is given as the left foot reaches the ground and ‘STEP’ as the right foot reaches the ground on successive movements. The movement is essentially the same as for slow time, except that the arms are cut to the sides as the right foot is moved smartly in against the left heel and swung again as the left foot leads off.

Mark Time

‘CHANGE’. The command ‘CHANGE’ is given as the left foot reaches the ground and ‘STEP’ as the right foot reaches the ground. Two beats will be made with the left foot in the same beat as the marching, after which the normal mark time will be resumed.

MILITARY CADETS – RECRUIT COURSE

Lesson: Step Out, Step Short and Wheeling

‘STEP – OUT’. The order ‘STEP – OUT’ is given as the left foot comes to the ground in quick time, or the right foot in slow time. In quick time, a further pace of 75 cm is completed with the right foot and stepping out (paces of 85 cm) is commenced on the next pace of the left foot. In slow time, stepping out commences on the next pace of the left foot.

‘QUICK – MARCH’. The procedure for ‘QUICK – MARCH’ is as detailed in ‘STEP – OUT’, except that the normal length of pace is resumed.

‘STEP – SHORT’. The procedure for ‘STEP – SHORT’ is as detailed in ‘STEP – OUT’, except that the length of pace is reduced to 50 cm.

Wheeling

When the order **‘CHANGE DIRECTION RIGHT, RIGHT – WHEEL’** is given, whether marching in file, threes or sixes, the inner Cadet is to wheel on the circumference of a circle with a radius of 60 cm and change direction through 1 600 mils. The speed of the wheel is governed by the ability of the outside Cadet to keep pace by stepping out. The Cadet on the inner flank is to glance outwards from the corner of his eye and shorten his pace as necessary.

Files in the rear march straight to their front and follow the ground covered by the leading files. If the squad is halted or ordered to mark time when only a part of the squad has wheeled into a new direction, the order **‘REAR FILE COVER’** may be given and the Cadets, who have not yet wheeled, cover off and move to their places by the shortest route.

To wheel through less than a right angle, the command **‘FORWARD’** is given when the leading file is facing the required direction. The leading file then leads straight on. To wheel through more than a right angle, the command **‘RIGHT – WHEEL’** is given a second time.

It is not practicable to wheel more than six Cadets in line, unless the wheel is a gradual one (for example in a ceremonial procession through streets). If more than six Cadets are wheeling, the outer flank will direct. With more than six Cadets in line, a change of direction will be carried out by forming.

Note for Instructors

The executive word of command ‘WHEEL’ should be drawn out over three paces.

MILITARY CADETS – RECRUIT COURSE

Lesson: Leave the ranks, report to an officer and rejoin the ranks

Leaving the Ranks Individually

‘... RANK NO ...’ or ‘PRIVATE...’. The Cadet so named is to come to attention and, in a loud clear voice, acknowledge the order.

‘FALL - OUT’. To fall out of the front rank, a Cadet takes a pace to the left front, pauses and moves off straight to the front and halts two paces from and facing the instructor. If in the center or rear rank, a Cadet takes a pace to the left front, pauses and moves off straight to his front and halts two paces from and facing the instructor.

When ordered to rejoin the ranks, a Cadet turns about, pauses and moves by the nearest flank to the original position, entering the ranks from the rear and assuming the same position as the squad. If the Cadet’s position was in the right or left file, he is to approach from the flank without moving through the ranks and turn to the front.

On entering or leaving the ranks, arms are not swung while within the ranks.

MILITARY CADETS – RECRUIT COURSE

Lesson: Salute in Quick Time, Eyes Left and Right

Saluting on the March

Saluting on the march may be to a flank or to the front, in quick or slow time.

Salute to the Flank at the Halt

The salute to the flank at the halt is taught only as a preliminary to teaching saluting on the march.

‘SALUTE TO THE RIGHT – ONE’. On the command ‘SALUTE TO THE RIGHT – ONE’, Cadets should salute as already taught, but the head and eyes are kept turned square to the right so that the right eye looks along the palm of the hand. The head, eyes and hand must move simultaneously (Figure 3-2).

‘SQUAD – TWO’. On the command ‘SQUAD – TWO’, the head and eyes are turned to the front; at the same time, the hand is cut to the side in the same manner as for the salute to the front.

‘SALUTE TO THE LEFT – SALUTE’. The command ‘SALUTE TO THE LEFT – SALUTE’, is taught as detailed in Salute to the Right, with the right hand, wrist and arm being pushed further to the left to the correct position over the right eye when the hand and arm are raised.



Figure 3-2. Salute to the Flank

Salute to the Flank in Slow Time

‘SALUTE TO THE RIGHT (LEFT) – SALUTE’. The command ‘SALUTE TO THE RIGHT (LEFT) – SALUTE’ is given as the right foot comes to the ground. The salute is given when the left foot touches the ground. The hand is cut away and the head and eyes are turned to the front on the sixth pace (right foot).

Salute to the Flank in Quick Time

‘SALUTE TO THE RIGHT (LEFT) – SALUTE’. The command ‘SALUTE TO THE RIGHT (LEFT) – SALUTE’ is given as the left foot comes to the ground. The procedure is the same as for slow time, except that both arms are cut to the sides as the right foot preceding the salute passes the left. The arms commence swinging on the seventh pace (left foot).

Individual Passing an Officer

When a Cadet passes an officer, he is to salute on the third pace before reaching him, and cut the hand away on the third pace after passing him. During the salute, the Cadet is to look the officer in the eye and address the officer as appropriate.

Group Passing an Officer

Under Command. When a body of troops moving under command passes an officer, the member in charge orders ‘EYES – RIGHT (LEFT)’ on the third pace before reaching the officer and ‘EYES – FRONT’ on the third pace after passing the officer. The member in charge is to perform an individual salute in time with the movement of the head and eyes of the body of troops he is commanding.

Not Under Command. When a group not under command passes an officer, all members are to turn their heads and eyes towards the officer. The member on the right, who should be the senior member, salutes to the appropriate flank.

Reporting to an Officer

‘SALUTE TO THE FRONT – SALUTE’ (Given as for ‘HALT’). If a Cadet is in front of the officer, he should pause, salute to the front, pause, salute to the front again, pause, turnabout, pause, then march off in quick time.

Compliments to Officers by Cadets in Field Dress

When within a barracks environment, Cadets in field dress (No. 5), wearing field equipment and carrying weapons, are to pay compliments to officers. The Cadet, or the Cadet in charge of a group of Cadets, is to look the officer in the eye and address the officer as appropriate.

Note for Instructors

Start positions for saluting to the flank are as follows:

- a. *SLOW TIME, right foot front; and*
- b. *QUICK TIME, left foot front.*

MILITARY CADETS – RECRUIT COURSE

Lesson: Perform Paces Forward, Paces Rear, Open and Close Order March

Calling the Time

Cadets call the time, using the words 'UP, TWO, THREE, FOUR, FIVE, DOWN', on successive feet. They should be practiced in the salute by marching two or three together, with saluting points placed on either side. When several Cadets are marching together, the one nearest to the saluting point calls the time. They should be practiced in saluting fixed and moving points.

Paces Forward and to the Rear

'... PACES FORWARD (... PACES STEP BACK) – MARCH'. When the command **'...PACES FORWARD (...PACES STEP BACK) – MARCH'** is given, the movement is carried out in quick time but with the arms held by the sides. The Cadets in the nominated rank are to march forward (or to the rear) the ordered number of 75 cm paces. The maximum number of paces a Cadet should be ordered to step forward or to the rear is three. If a greater number is required, the orders **'QUICK MARCH'** and **'HALT'** will be used.

Open and Close Order March

'OPEN ORDER – MARCH'. When **OPEN ORDER – MARCH** is ordered and there are two ranks, the rear rank steps back two paces. If in three ranks, the rear rank steps back two paces and the front rank steps forward two paces.

'CLOSE ORDER – MARCH'. When **CLOSE ORDER – MARCH** is ordered and there are two ranks, the rear rank steps forward two paces. If in three ranks, the front rank steps back two paces and the Cadets in the rear rank step forward two paces.

These movements are made in quick time. The arms are held by the sides of the body.

Dismiss and Fall Out

'DIS-MISS'. (The Cadets in the squad are first brought into line before dismissal.) When the order **'DIS-MISS'** is given, Cadets turn to the right, pause and then move off. They march forward as a squad for three paces and then break formation and carry on independently, but in step, until clear of the parade ground.

'OFFICER ON PARADE – DISMISS'. When an officer is present, the squad is brought to the **OPEN ORDER** prior to the order to **'DISMISS'** being given. On the order **'DIS-MISS'**, Cadets turn to the right, pause, and salute before moving off. When the squad has moved forward the three paces, the warrant officer (WO)/NCO-in-charge is to turn to face the officer and salute.

'FALL – OUT'. On the order **'FALL – OUT'**, Cadets turn right and march off in quick time in the same manner as for **'DISMISS'**, observing the pause between movements. **'FALL-OUT'** differs from **'DISMISS'** in that it does not signify the end of the parade, but only a break in it. A salute is not given and ranks are not opened; **FALL-OUT** occurs from any formation, not necessarily in line.

MILITARY CADETS – RECRUIT COURSE

Lesson: Move on Parade, Advance in Review Order, and Perform Drill to the Drum

From the Rear

‘SQUAD – RIGHT MARKER’. On the cautionary word of command ‘SQUAD’, the position of STAND AT EASE is adopted. On the executive words of command ‘RIGHT MARKER’, the right-hand Cadet of the front rank comes to attention, pauses then marches:

- a. to a point two paces from the instructor;
- b. the nominated number of paces (always an odd number); or
- c. to a place indicated by the instructor.

The right marker halts, pauses and stands at ease.

‘ON-PARADE’. On the command ‘ON – PARADE’, the marker and the remaining Cadets in the squad come to attention. After a pause, the remaining Cadets in the squad march straight forward to their new alignment on the left of the marker, halt and stand at ease, with the Number One in the center and rear rank covering the marker.

From a Flank

The procedure from a flank is the same as for moving on parade from the rear, except that the marker turns to the front after halting and stands at ease. The remainder carries out the same movements. A pause is to be observed between movements.

To train the students, the instructor should march alongside the leading Cadet, using the pace stick to control the length of pace. The natural tendency is to step too long, causing a bad marching posture and straggling in the squad. As progress is made, the instructor should check the length of pace by marching behind the students, using the pace stick. He should highlight to the students any faults which occur in the length of pace so that the correct pace becomes a habit.



DRILL TEST

RECRUIT NAME: _____

CADET NUMBER: _____

DATE: _____

QUICK MARCH	/10
HALT	/10
LEFT TURN	/10
RIGHT TURN	/10
STAND AT EASE / EASY	/10
ATTENTION	/10
ABOUT TURN X 2	/10
LEFT & RIGHT INCLINE	/10
SALUTE TO THE L/R/F	/10
OFFICER ON PDE DISMISSED	/10
TOTAL	/100

PASS MARK: 90/100

PASS / RETEST

ASSESSOR SIGNATURE:

MILITARY CADETS – RECRUIT COURSE

Lesson: Military Cadets Promotion and Qualification System

Cadets

To join the Military Cadets as a “Cadet” the individual must meet the following criteria:

- a. Have normally commenced high school;
- b. Be no younger than 11 years and one day old;
- c. Be no older than 17 years old;
- d. Have no medical conditions or have a Doctor’s Certificate stating they are medically suitable to participate in Military Cadets activities; and
- e. Have parental/guardian consent to participate in Military Cadets activities and to be subject to the Military Cadet Discipline Code.

Instructors

To join the Military Cadets as an “Instructor” the individual must meet the following criteria:

- a. Have suitable military experience and personal character (at the discretion of the OC and committee);
- b. Be no younger than 18 years old;
- c. Have no medical conditions or have a Doctor’s Certificate stating they are medically suitable to participate in Military Cadets activities;
- d. Consent to being subject to the Military Cadets Discipline Code;
- e. Hold a current and valid Child Protection ‘Blue Card’; and
- f. Hold a first Aid qualification.

Note: On turning 18 years of age particularly former exceptional cadets may be invited by the Instructors to be retained as an Assistant Instructor with the rank of Lance Corporal. Assistant Instructors **cannot** be promoted past the rank of Lance Corporal without first serving in the professional military.

Volunteers

To join the Military Cadets as a “Volunteer” the individual must meet the following criteria:

- a. Have suitable personal character (at the discretion of the OC and committee);
- b. Be no younger than 18 years old;
- c. Have no medical conditions or have a Doctor’s Certificate stating they are medically suitable to participate in Military Cadets activities;
- d. Consent to being subject to the Military Cadets Discipline Code;

- e. Hold a current and valid Child Protection 'Blue Card'; and
- f. Hold a first Aid qualification.

Rank on appointment

Instructors

On joining the Military Cadets potential instructors will be interviewed by the OC and CSM. The OC will make the final decision on what rank the new Instructor will hold within the Military Cadets. Confirmation of that rank and ongoing membership will be subject to the completion of a 3-month probation period, where that decision may be reviewed. The following experience criteria will normally be followed in the allocation of rank:

Military Service	Rank held	Starting Rank
Australian, New Zealand, Canadian, Fijian or South African military forces	CPL & above LCPL & below	Same rank Corporal
Other countries' military forces	Officer NCO	Second Lieutenant* Corporal*

MILITARY CADETS – RECRUIT COURSE

Lesson: The Military Ethos

In accordance with our Charter, Core Values and Vision, the behaviour of a Military Cadet must therefore at all times flow from the strongest moral and ethical base. The *Military Ethos*, by which cadets must strive to live, embodies three guiding characteristics: loyalty, responsibility and commitment. Loyalty is to the country, to the Military Cadets, to superiors, to peers, and to subordinates, guided by what is morally right and in the best interests of all concerned. Responsibility should be sought and accepted by cadets for all tasks within their capabilities. Cadets must accept a commitment to the highest standards of performance; a commitment that puts their duty first and their own interests and comfort, last.

Part of the military ethos, as embodied in the charter of the Military Cadets, involves a commitment to duty and honour. Duty is what ought to be done, bearing in mind the demands of loyalty, responsibility and commitment. Honour and honourable behaviour is founded on integrity and must conform to the highest moral standards. There is an absolute requirement for integrity in a military cadet. Integrity demands the exclusion of lying, cheating, dishonesty and evasion. It also demands that such behaviour not be tolerated in others. Any doubt about the integrity of a leader destroys the trust and respect of superiors, colleagues, and subordinates.

Membership of the Military Cadets demands an understanding of, and commitment to the military ethos. In combination, the qualities detailed below constitute the ethos of the Military. The military ethos is founded on these qualities. They provide the foundations of effective leadership in the military tradition and represent those qualities that society expects of those who are, or aspire to be, *Leaders*.

Integrity

Integrity, the uprightness of character and soundness of moral principles, the quality of absolute truthfulness and honesty; is an indispensable trait in a leader. Often in life the stakes are too high to place the well-being of others in the hands of a leader of questionable integrity. Unless leaders are honest they cannot be relied upon. The nation, our institutions and our society expect the highest standards of personal integrity from those who seek to lead. A Military Cadet with integrity:

- a. is honest and holds to sound ethical principles;
- b. does not lie, cheat or steal;
- c. is direct, open and straightforward;
- d. is consistent in approach to others; and
- e. acknowledges their own shortcomings.

Loyalty and Teamwork

Loyalty is the quality of faithfulness to those you have a duty and responsibility towards; your country, your unit, your superiors, subordinates and peers. Loyalty alone can do much to earn the confidence and respect of others. Your every action must reflect loyalty to the organisation you are part of. Loyalty is not given unquestioningly but must be earned through your own actions. In the Military the value of loyalty is indeterminable but leaders will not succeed if they fail to embrace the adjunct to loyalty; teamwork. Teamwork in the Military Cadets is founded upon the cherished Australian characteristic of mateship. It embodies equality, trust, tolerance, reliability and friendship. While there will always be feats of individual endeavour, it is the collective success of the team or unit, which determines success, especially in crisis situations. To display loyalty and teamwork a Military Cadet:

- a. is loyal to the group and conscious of group needs;
- b. counsels subordinates and demonstrates respect towards them and supports superiors;
- c. influences others to achieve outcomes reflecting credit upon the individual, the group and the Military Cadets;
- d. allocates credit to others where due;
- e. demonstrates humility – not arrogance;
- f. accepts allocated tasks without complaint;
- g. accepts justified criticism; and
- h. is fair in all dealings with others.

Courage and Self Discipline

Courage, both moral and physical, is a mental quality that recognises the fear of criticism, risk or danger, but enables a leader to proceed in the face of it with calm and resolve. Inextricably linked with courage is self-discipline, for to be a credible leader you must always set the example for others. Unless a leader maintains self-control others will not follow them. Courage is the key element in the control of fear. Self-discipline extends that quality by allowing individuals to maintain composure under stress and steel oneself to do what is required regardless of personal inconvenience. Whether maintaining fitness or making a dangerous operational decision, a leader must have these abilities to be effective. Combined, they grow to shape who you are and what you can be capable of as a person and as a leader. You must be prepared in all circumstances to know and stand for what is right; even in the face of unpopularity. A cadet with courage and self-discipline:

- a. maintains the highest personal and professional standards;
- b. demonstrates self-control;
- c. positively represents superiors intent;
- d. maintains calmness, confidence and resolve;
- e. places mission accomplishment ahead of personal comfort or convenience;
- f. sets an example for others to emulate;

- g. is considerate of others; and
- h. places principle before self-interest.

Commitment

A professional military exists to defend the Nation, its interests and its people. At the heart of the military ethos is a commitment to the fulfilment of this duty. This commitment embodies the selflessness and dedication to duty that are the hallmarks of a sound leader. In crisis environments, leaders must acknowledge and be prepared for the fact that mission accomplishment may ultimately come at a high cost to themselves and their team. In the military, it must be beyond question, that leaders will remain committed to their obligation to be physically, morally and mentally capable of performing their duty at all times. They must strive to inculcate in subordinates the importance of the mission, maintain their own skills at the cutting edge of professional developments, and avoid providing for their own comfort and personal advantage at the expense of others. A committed cadet:

- a. is dedicated to the purpose of the military cadets;
- b. seeks to maintain a high degree of physical and mental fitness;
- c. maintains discipline, including self-discipline;
- d. constantly seeks self-improvement;
- e. places the team before themselves;
- f. is conscious of subordinates welfare;
- g. is honest regardless of disadvantage to themselves; and
- h. can control the aggression of themselves and their subordinates.

Initiative

Initiative is seeing what needs to be done and doing it, especially in the absence of orders. Subordinates respect and follow a leader who meets new and unexpected situations with prompt and appropriate action. Closely allied with initiative is resourcefulness, the ability to deal ethically with a situation in the absence of normal means or methods. Inactivity or passive acceptance of a position, due to a lack of information or resources is ineffective leadership. In crisis situations, ineffective leadership can result in mission failure and cost lives. A Cadet with initiative:

- a. seeks challenge;
- b. is innovative;
- c. sets priorities;
- d. looks for opportunities;
- e. improvises;
- f. tries out alternatives;

- g. anticipates superior's requirements;
- h. allows subordinates mistakes but corrects them;
- i. pursues all available facts, but does not unduly delay a timely decision to act; and
- j. delegates responsibility where appropriate.

Responsibility

A clear understanding of where responsibilities lie and a constant endeavour to discharge these responsibilities are fundamental requirements of successful leadership. The responsible leader can be relied upon to carry out diligently, intelligently and with willing effort the intent of their superior. Although circumstances may dictate you delegate elements of your responsibility, at no stage do you relinquish accountability. The leader who has a sense of responsibility will continually attempt to achieve the highest standards of performance and put the common good ahead of their personal interests. Responsible leaders foster the will to win. The will to win combined with the right training and motivation; provides the conditions necessary for mission success. A responsible cadet:

- a. admits mistakes and accepts the blame;
- b. plans tasks and allocates time appropriately;
- c. seeks to improve own standards and mentors subordinates;
- d. maintains discipline;
- e. squashes rumours;
- f. represents subordinates and remains accountable for their actions;
- g. manages allocated resources appropriately;
- h. is constantly professional and sets an example; and
- i. is reliable.

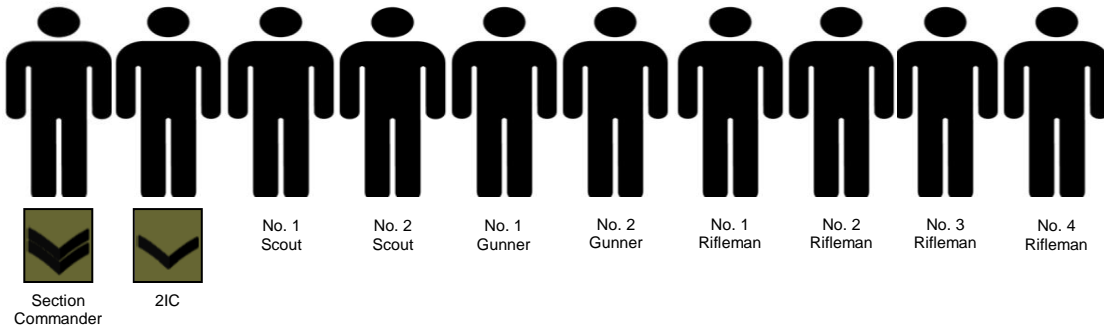
This military ethos represents the set of behavioural traits required of a cadet whilst serving in the Military Cadets, and as a leader in whatever profession they choose to pursue after cadets. The development and possession of such traits will allow a cadet to realise their potential, to uphold the honour of both the Military Cadets and their eventual chosen profession, and will be the foundation of their success as a leader. Only when the military ethos becomes a personal code which guides all aspects of behaviour, can any individual claim true membership of the Military Cadets. All cadets and staff in the Military Cadets are expected to embrace and display these qualities. Nothing more is expected. Nothing less will do.

MILITARY CADETS – RECRUIT COURSE

Lesson: Organisation of the Military

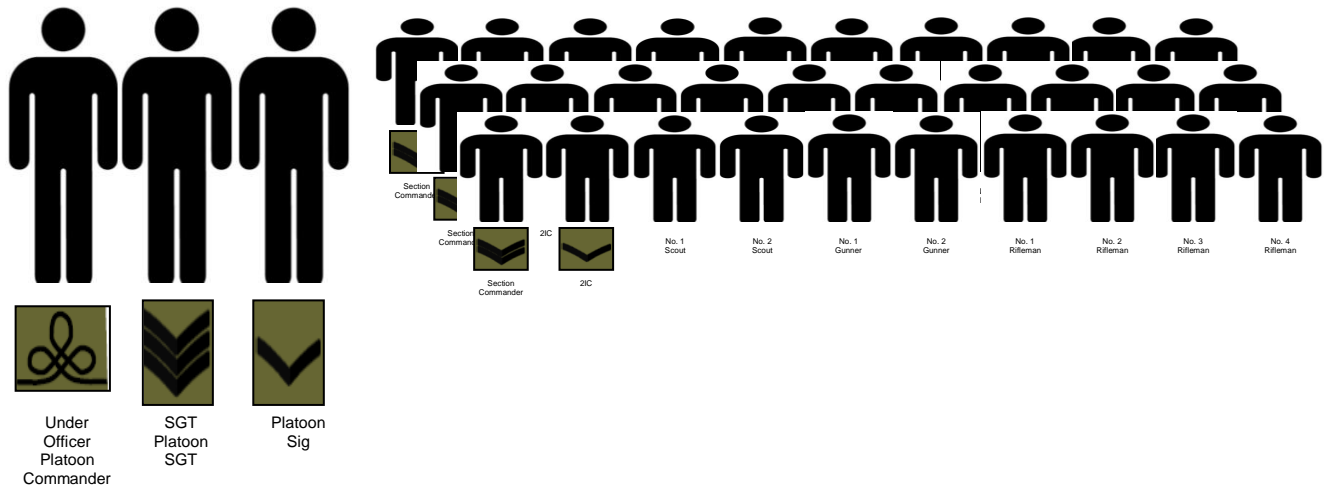
Section/Squad

A Section/Squad consists of up to 10 Cadets.



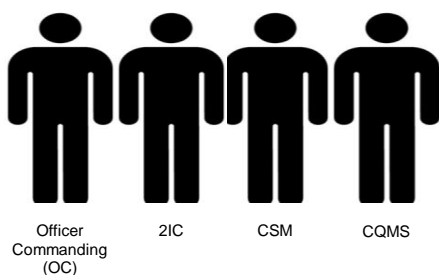
Platoon

Platoon HQ and 3 x Sections



Company

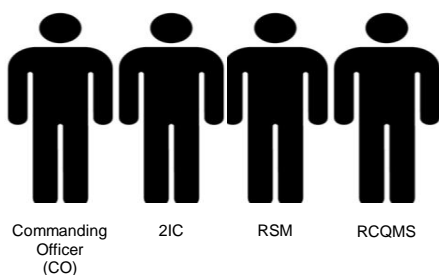
Company HQ and 3 x Platoons



+ 3 x Platoons

Battalion/Regiment

Battalion Headquarters and 3 x Companies



+ 3 – 5 Companies

MILITARY CADETS – RECRUIT COURSE
Lesson: Standing Orders

Standing Orders are to be understood by all members of the military cadets.

On joining the Military Cadets, all Cadets, Instructors and Volunteers are made aware of Standing Orders and must sign an acknowledgement that they must comply with Standing Orders as a condition of membership in the Military Cadets.

Failure to comply with Standing Orders can result in disciplinary action being taken in accordance with the Military Cadets Discipline Code outlined in Chapter 3 of these Standing Orders.

The Recruiting Officer is responsible for ensuring that all new members of the Military Cadets sign the acknowledgement of Standing Orders.

The Adjutant is responsible for the maintenance of Standing Orders.

All ranks are responsible for ensuring they are complied with by themselves and others.

Leave

All cadets are required to parade in accordance with the published Parade Card. Where they are unable to attend, they are required to notify their individual unit **in advance** by email to or by sms or phone call to the unit duty phone. Failure to notify the unit of an inability to attend may result in disciplinary action under the Military Cadets Discipline Code.

MILITARY CADETS – RECRUIT COURSE

Lesson: Military Cadets Discipline Code

The Military Cadets Inc deliberately provides a military environment for the purpose of youth development. An essential part of that military environment is military style discipline. The Military Cadets Discipline Code (MCDC) outlines what standards of behaviour are expected of all members of Military Cadets and the procedures to enforce those standards.

The MCDC covers the following:

- a. Applicability (when a member is subject to the MCDC);
- b. Codes of Behaviour;
- c. Offences;
- d. Punishments;
- e. Conduct of Disciplinary Investigations; and
- f. Conduct of Charge Hearings.

Applicability

A member of the Military Cadets Inc is considered 'on duty' and subject to the MCDC in the following circumstances:

- a. When attending a Military Cadets activity;
- b. When in transit to and from a Military Cadets activity;
- c. When not attending a Military Cadets activity, but in the presence of members who are attending an activity;
- d. Whenever wearing the uniform of the Military Cadets or an item of clothing bearing an insignia of the Military Cadets; and
- e. When making comment about the Military Cadets in the public domain (including social media sites and talking to the media).

Codes of Behaviour

All members of Military Cadets agree to comply with the following Code of Behaviour when "on duty":

- a. To at all times when in public present themselves and behave in a manner that brings **credit** to the Military Cadets, including wearing the uniform correctly, being respectful of others, and refraining from socially unacceptable behaviour.

- b. **Alcohol and tobacco.**
 - 1) Cadets are strictly prohibited from consuming or being in the possession of alcohol or tobacco products.
 - 2) Instructors and volunteers may consume tobacco products when not in the immediate presence of cadets (more than 10 m away) and outdoors (smoking is prohibited inside tents, buildings, cars or other confined spaces).
 - 3) Instructors and volunteers are prohibited from consuming alcohol up to eight hours prior to and during any period where they have a duty of care for cadets.
- c. **Un-prescribed drugs.** The consumption of un-prescribed drugs is strictly prohibited will result in instant dismissal from Military Cadets.
- d. **Bullying.** All forms of bullying and intimidation are strictly prohibited will result in instant suspension or dismissal from Military Cadets.

Forms of Address

All adult Instructors and Volunteers are considered Superiors to all cadet ranks. Individuals are to address each other as follows:

- a. **Junior Cadets to Senior Cadets.** Junior cadets are to address senior cadets of NCO rank by their rank. Under Officers and Senior Under Officers are to be addressed as “SIR” or ‘MA’AM” as appropriate by junior cadet ranks.
- b. **Senior Cadets to Junior Cadets.** Senior Cadets are to address junior cadets by their rank and surname.
- c. **Cadets to adult Instructors.** Cadets are to address Instructors of NCO rank by their rank, and Warrant Officers and Officers as “SIR” or ‘MA’AM” as appropriate.
- d. **Cadets to adult Volunteers.** All cadets are to address Volunteers as “MR” or “MS” as appropriate and their SURNAME, eg “MR SMITH”.
- e. **Adults to Cadets.** All adult Instructors and Volunteers are to address cadets by their rank and surname.
- f. **Volunteers to Instructors.** When in the presence of cadets, all Volunteers are to address Instructors by their rank and surname. When not in the presence of cadets they may address them by their first name.
- g. **Instructors to Volunteers.** When in the presence of cadets, all Instructors are to address Volunteers by their title and surname, eg “MR SMITH”. When not in the presence of cadets they may address them by their first name.
- h. **Instructor to Instructor.** When in the presence of cadets, Instructors are to address each other by their rank and surname, or “SIR”/”MA’AM” if addressing an officer or warrant officer of senior rank. When not in the presence of cadets they should address each other by their first name.
- i. **Shortened ranks.** Lance Corporals are addressed simply as “CORPORAL” by all ranks. Senior Under Officers are addressed by superiors simply as “UNDER OFFICER”. All other ranks are addressed by their full rank or SIR”/”MA’AM” as appropriate.

- j. **Key appointments.** Key appointments may be addressed by their appointment by superiors, in lieu of their rank and surname.

Saluting Among Ranks

Cadets

Cadets are to salute Under Officers and Officers senior to them in rank.

Instructors

When in the presence of cadets, Instructors are to salute other Instructors of officer rank when appropriate to do so in order to set the correct example. Instructors are not required to salute officers when not in the presence of cadets. Instructors **do not** salute Under Officers.

Volunteers

Volunteers are not required to salute anyone, but should come to attention to pay respects when others are saluting.

Other occasions

All cadets and instructors not within the rank and file of a parade should salute when the Australian National Flag is raised or lowered, when the Australian National Anthem is played but not sung, and when greeting a Lady.

Exceptions

Saluting is not to occur when:

- a. In the field.
- b. In a crowded thoroughfare (a member should brace-up instead).
- c. When under command of a superior.
- d. When carrying items that require two hands to hold (however the superior should still be acknowledged verbally).

Unacceptable behaviour

The following is considered “Unacceptable Behaviour” and is not to occur.

- a. Consumption of alcohol by cadets.
- b. Unauthorised consumption of alcohol by adults.
- c. The taking of unprescribed drugs.
- d. Gambling.
- e. Theft.
- f. Assault.
- g. Harassment.
- h. Unlawful discrimination.
- i. Breaking of standing civil laws.

Offences

The following are considered offences to the Military Cadets Discipline Code:

- a. **Absence from Duty.** Members are required to attend all programmed activities.
- b. **Insubordination.** No member may behaviour in a manner disrespectful to a superior.
- c. **Failure to comply with an order.** No member may willingly ignore any written or verbal order applicable to them.
- d. **Insulting or Provocative words.** No member may insult or provoke another member.
- e. **Negligent performance of duty.** All members are required to perform their duties competently and without endangering others.
- f. **Loss of Military Cadets property.** All members are responsible for the security of Military Cadets property.
- g. **Theft or unauthorised possession of property.** No member may steal or be in unauthorised possession of property that does not belong to them.
- h. **Possession of unprescribed drugs.** No member may consume or be in possession of unprescribed drugs.
- i. **Prejudicial behaviour.** No member may act in a manner that may bring discredit to the Military Cadets or undermine unit morale.

The descriptions and proofs for each of these offences are outlined in annex A to this chapter.

Rules of Evidence

The following forms of evidence are acceptable:

- a. Documentary (eg. Roll book);
- b. Admission or confession by the accused;
- c. Witness statement by a third party who has no reasonable conflict of interest in the opinion of the Discipline Officer;
- d. Physical evidence;
- e. Visual evidence accompanied by a sworn statement by the individual who compiled it to verify the location, time and date, and circumstances it was collected.

Punishments

The following punishments are authorised under the Military Cadets Discipline Code:

- a. Written warning.
- b. Formal reprimand.
- c. Show parade.

- d. Extra Drill.
- e. Extra Duties.
- f. Restriction of Privileges.
- g. Reduction in rank.
- h. Censure of promotion.
- i. Suspension from the Military Cadets.
- j. Dismissal from the Military Cadets.

Disciplinary process

Any superior may prefer a charge on a subordinate for any of the above listed offences. Charging an individual is a serious matter and superiors must be satisfied that a charge is appropriate before proceeding. To prefer a charge a superior must complete the first section of a *Military Cadets Charge Sheet*. The *Military Cadets Charge Sheet* proforma is attached as annex C to this Chapter.

The Charge Sheet is then handed to the Discipline Officer (who is usually the senior Sergeant Major appointment in the unit). The Discipline Officer will then investigate the alleged offence and collect evidence to meet the proofs required for the charge.

The accused will then front the Discipline Officer formally. They will be informed of the charge, be given an opportunity to plead Guilty or Not Guilty, and to explain their actions. The accused may elect to appoint a Defending Officer to speak on their behalf.

The Discipline Officer will then make a judgement taking in to consideration the plea and explanation offered by the accused, and the evidence available to meet the proofs.

If sufficient evidence exists to meet the proofs the Discipline Officer may find the accused Guilty and decide on an appropriate punishment.

If insufficient evidence exists for a charge, the Discipline officer will dismiss the charge and verbally counsel both the accused and the preferring officer separately as required.

Regardless of the outcome, the Discipline Officer will record both the verdict and the punishment on the Charge Sheet.

Appeal process

On conclusion of hearing a charge, the Discipline Officer will then ask the individual if they wish to appeal the verdict. If the individual says "NO" the Discipline Officer will then ask the individual to indicate accordingly on the Charge Sheet and sign it. The Charge Sheet will then be filed in the individual's Personnel File and Discipline Officer will task the appropriate person to administer the punishment.

If the individual answers “YES” and does want to appeal the verdict, the matter will be referred to the OC who will hear the appeal. The OC will then review the Charge Sheet and supporting evidence, before the individual is formally presented to them. The individual may then present their appeal to the OC either verbally or in writing. Again the individual may appoint a Defending Officer to represent them, and they may also ask for reasonable time to prepare their appeal. After hearing the appeal, the OC must then decide to either: uphold the verdict and punishment; uphold the verdict and amend the punishment; or overturn the verdict and dismiss the charge.

If the individual is not willing to accept the OC’s verdict and complete the punishment, they will be either be suspended or dismissed from the Military Cadets.

Charging of Instructors and Volunteers

Instructors and Volunteers may be charged under the Military Cadets Discipline Code. However it would be in very rare circumstances that this would occur. Instead, if an Instructor or Volunteer committed an offence serious enough to warrant a charge it would be expected that the individual would resign immediately. If the individual in question wanted to protest their innocence, or simply refused to leave, the disciplinary process would then be followed. Punishments for Instructors and Volunteers may only include:

- a. Written warning.
- b. Suspension from the Military Cadets.
- c. Dismissal from the Military Cadets.

If the individual in question is senior in rank to the Discipline Officer the matter would be referred to OC. If the matter needs to go above the OC, it will be referred to the Committee (excluding anyone implicated) for a secret vote on the retention of the individual involved as a member of the Military Cadets Inc.

Offences under the Military Cadets Discipline Code

Absence from Duty

A member of the Military Cadets who does not attend for duty or ceases the performance of a duty before being authorised to do so is guilty of the offence **Absence From Duty** for which the maximum penalty is Dismissal from the Military Cadets.

It is a defence if the person accused of this offence had a reasonable excuse for not being present.

The following proofs must be met to be found guilty of this offence:

- a. The accused was a member of the Military Cadets at the time of the offence;
- b. The accused was required to attend for specified duty at a specified time or time period;
- c. The accused had been notified of this, or could have been reasonably expected to know of it; and
- d. The accused was not present for the specified time or time period.

Insubordination

A member of the Military Cadets who behaves in a manner that is threatening, insulting or disrespectful of a superior is guilty of the offence **Insubordination** for which the maximum penalty is Dismissal from the Military Cadets.

It is a defence if the person accused of this offence did not know that the person against whom the offence was committed was a superior.

The following proofs must be met to be found guilty of this offence:

- a. The accused was a member of the Military Cadets at the time of the offence;
- b. The accused did the specified threatening, insulting or disrespectful acts;
- c. The accused was at the time a subordinate to the superior; and
- d. The accused knew the individual was a superior at the time of the offence.

Failure to comply with an order

A member of the Military Cadets who disobeys or fails to comply with an order is guilty of the offence **Failure to Comply with an Order** for which the maximum penalty is Dismissal from the Military Cadets.

It is a defence if the person accused of this offence was not reasonably aware that the person who issued the order was a superior or that the order applied to them.

The following proofs must be met to be found guilty of this offence:

- a. The accused was a member of the Military Cadets at the time of the offence;
- b. The accused was aware of the specified order;
- c. The accused was aware that the person who issued the order was a superior;
- d. The accused could have been reasonably expected to know the order applied to them; and
- e. The accused disobeyed or failed to comply with the order.

Insulting or Provocative words

A member of the Military Cadets who uses insulting or provocative words in a manner intended to offend an individual or provoke them to react in a negative manner is guilty of the offence **Insulting or Provocative words** for which the maximum penalty is Dismissal from the Military Cadets.

The following proofs must be met to be found guilty of this offence:

- a. The accused was a member of the Military Cadets at the time of the offence; and
- b. The accused did the specified insulting or provocative acts.

Negligent performance of duty

A member of the Military Cadets who by act or omission, negligently performs a duty that the member is required to do so by their appointment, or an order given to them by a superior, is guilty of the offence **Negligent Performance of Duty** for which the maximum penalty is Dismissal from the Military Cadets.

The following proofs must be met to be found guilty of this offence:

- a. The accused was a member of the Military Cadets at the time of the offence;
- b. The accused had a duty to perform as specified;
- c. By act or omission the accused failed to perform that duty to a reasonable and safe standard.

Loss, Destruction or Damage of property

A member of the Military Cadets who by act or omission behaves in a manner that results in the loss, destruction or damage of property belonging to the Military Cadets or a another member of the Military Cadets is guilty of the offence **Loss, Destruction or Damage of property** for which the maximum penalty is Dismissal from the Military Cadets.

It is a defence if the person accused of this offence had a reasonable excuse for losing, destroying or damaging the specified property.

The following proofs must be met to be found guilty of this offence:

- a. The accused was a member of the Military Cadets at the time of the offence; and
- b. The accused by act or omission lost, destroyed or damaged the specified property.

Theft or unauthorised possession of property

A member of the Military Cadets who found taking or in possession of property belonging to the Military Cadets or another person, without authorisation is guilty of the offence **Theft or unauthorised possession of property** for which the maximum penalty is Dismissal from the Military Cadets.

It is a defence if the person accused of this offence was not aware that they were in possession of the specified item, was not aware that the property belonged to the Military Cadets or another person, or had a reasonable excuse as to why they were in possession of the specified property.

The following proofs must be met to be found guilty of this offence:

- a. The accused was a member of the Military Cadets at the time of the offence;
- b. The accused was in possession of the specified property;
- c. The specified property belonged to the Military Cadets or another person; and
- d. The accused did not have authority to be in possession of the specified property.

Possession of unprescribed drugs

A member of the Military Cadets who is in possession of any drugs not prescribed by a Health Professional is guilty of the offence **Possession of unprescribed drugs** for which the maximum penalty is Dismissal from the Military Cadets.

It is a defence if the person accused of this offence was not aware that they were in possession of the specified drugs.

The following proofs must be met to be found guilty of this offence:

- a. The accused was a member of the Military Cadets at the time of the offence;
- b. The accused was in possession of the specified drugs;
- c. The specified drugs were reasonably assumed to be drugs; and
- d. The accused did not have a prescription to be in possession of the drugs.

Prejudicial behaviour

A member of the Military Cadets who by act or omission, behaves in a manner likely to prejudice the discipline of, or bring discredit upon the Military Cadets is guilty of the offence **Prejudicial behaviour** for which the maximum penalty is Dismissal from the Military Cadets.

The following proofs must be met to be found guilty of this offence:

- a. The accused was a member of the Military Cadets at the time of the offence;
- b. The accused did (or omitted to do) the specified act; and
- c. The doing of (or omission to do) that act was likely to prejudice the discipline of (or bring discredit to) the Military Cadets.

MILITARY CADETS – RECRUIT COURSE

Lesson: Military Customs, Ranks and Ceremonial Procedures

Charter

All members of the Military Cadets are to memorise the Charter of the Military Cadets. The Charter is as follows:

“The Charter of the Military Cadets is develop cadets to become leaders in society by promoting leadership, integrity, high ideals and the pursuit of excellence; and by inculcating a sense of duty, loyalty and service to the community”

Core Values

All members of the Military Cadets are to memorise the Core Values of the Military Cadets and be able to explain them in their own words. The Core Values are:

Leadership. *To take charge of the team and earn their respect and wilful followship, whilst achieving the team's objective.*

Integrity. *To always do what is right, honest, and in the best interests of all concerned.*

Initiative. *To do what needs to be done, and to find better solutions to problems, without being directed to do so.*

Courage. *The physical courage to overcome fear of injury or discomfort. The moral courage to always do what is right regardless of the actions and views of others.*

Vision

All members of the Military Cadets are to be able to explain the Vision of the Military Cadets. The Vision is as follows:

“That all our cadets will go on to become successful leaders in our society in whatever career path they choose”

History of the Military Cadets

All members of the Military Cadets are to be familiar with the history of the Military Cadets. The raising of independent cadet units, separate from the Australian Defence Force Cadet Scheme, has occurred many times in the history of cadets in Australia. The idea of raising the “Military Cadets” was first conceived in November 2011 out of a desire to have a more community focussed cadet unit with greater flexibility to conduct more diverse and challenging activities. The first formal gathering of staff for the Military Cadets occurred on 16 December 2011 with the first cadets commencing parading on 02 March 2012. The official birthday of the Military Cadets is 16 December 2011. The first Officer Commanding was Major Daimien Patterson. The first cadet was Cadet Sergeant Andrew Brownscombe (Cadet Number 1001).

Customs and Traditions

The Military Cadets is not modelled specifically on any one military organisation, but instead borrows the best customs and traditions of various military organisations in the world. Due to the background of the founding instructors most customs of the Military Cadets originated from the Australian Army and more specifically, the Royal Military College Duntroon (RMC-D).

Duntroon traditions:

- a. **Cadet Ranks.** The ranks of Colour Sergeant (COLSGT), Under Officer (UO) and Senior Under Officer (SUO) are unique to the Military Cadets amongst other cadet organisations. The idea has been borrowed from the ranks worn by staff cadets at the Royal Military College - Duntroon.
- b. **Class Names.** As cadets progress through their training with the military cadets they pass through III, II and I Class, much like occurs at Duntroon. This class structure allows instructors to easily determine what stage of training a cadet is at. It also allows for more senior cadets, who have not necessarily been successful at getting promoted, to still be recognised for their experience.
- c. **Screed Test.** The “Screed Test” consists of questions about the “Screed Book” (annex B to this Chapter) and is design to promote esprit de corps. The Screed Book consists of information it is deemed essential that all members of the Military Cadets are able to recall without reference to notes. Recruits are required to pass the Screed Test prior to completing the Recruit Course and becoming a cadet. Instructors and Volunteers are required to complete the Screed Test within their first 3 month probation period before they can become a full member of the Military Cadets. The pass mark for the Screed Test is 90%. A copy of the test is included in the Screed Book, but when the test is administered, it is a closed book test. At Duntroon their Screed Test must be passed after the first seven weeks before a cadet may be authorised local leave.
- d. **Oils.** “Oils” are used as a quick and clearly recognisable way of passing important messages around the barracks. Oils are still used at Duntroon to this day, and have been adopted for the same purposes by the Military Cadets. To pass an Oil a cadet must stand at attention and the state in a loud clear voice “EXCUSE ME PLEASE LADIES AND GENTLEMEN...[pause]...[THE CONTENT OF THE MESSAGE]...[pause]...PLEASE!”. Upon hearing an Oil starting, all must stop what they are doing and listen in. The practice of Oils allows messages to get passed quickly without the need for a formal parade. The practice of saying “PLEASE” at the end, regardless of whether it makes sense or not, is to reinforce the important of good manners, and to let everybody know that the message is over.
- e. **Admin Parade.** Admin Parade is conducted once a week at Duntroon and is used as a means of passing important information and conducting inspections. At the Military Cadets, Admin Parade is done at the start of every Friday night Home Training session. The parade format is attached as Annex C.
- f. **OCs and Drill Sergeants.** At Duntroon each company has its own cadets with rank filling its hierarchy, but is also assigned two instructors, an Officer Commanding and a Drill Sergeant. In the Military Cadets each platoon also has a cadet hierarchy (1 x UO as PI Comd, 1 x SGT, 3 x CPL and 3 x LCPL) but also has assigned an adult Instructor as an OC and a Drill SGT. The OC will normally be a WO or Offr rank. The Drill SGT will normally be SGT instructor. The OC and Drill SGT are responsible for providing adult supervision and mentoring the cadet leadership to ensure the platoon is effective.

- g. **Corps Families.** Corps families are determined by cadet numbers and work in multiples of 100. For example, if a cadet is allocated the number 1565, then the more senior cadet with the number 1465 is considered to be their cadet 'father' or 'mother', and the next senior with the number 1365 is considered their 'Grandfather' or 'Grandmother' as so on. Senior members of a cadet family have a special role of offering advice and assistance to junior members of their family, giving them someone to go to outside of the chain of command for moral support. Military Cadets uses the same system.

Other military traditions:

- a. **Tab.** In barracks, III Class cadets wear a Red 'tab' patch on their sleeve. II Class wear a Blue tab, and I Class wear a Gold tab. This idea was borrowed from a formerly used practice at the Australian Army's 1st Recruit Training Battalion (1RTB).
- b. **Beret parade.** Only cadets who have successfully completed the Military Cadets Recruit Course are authorised to wear the Military Cadets beret and badge. On completion of the Recruit Course, new Cadets are presented their berets at a "Beret Parade". This parade signifies that the new cadet has passed minimum standards required, and can now proudly call themselves a "Military Cadet". This practice has been borrowed a practice used in many of the world's Special Forces units.
- c. **Exercise Names.** It is a military custom to name Exercises after famous battles or Military figures, usually due to a relevant like been the exercise and the battle or figure. All exercises in the Military Cadets are also named as such.
- d. **Attending Solider.** When a dress inspection is conducted the inspecting officer will identify the best turned-out Cadet as the "Attending Cadet". The Attending Cadet is then usually given an award such as exemption from Guard duty. In the Military Cadets during Admin Parade each parade night an "Attending Cadet" will be selected by the senior inspecting officer.

Organisation

All members of the Military Cadets are to be familiar with the structure of the Military Cadets. The organisation of the Military Cadets is broadly modelled on the structures used by the Royal Military College – Duntroon.

- a. **Headquarters Military Cadets.** The Headquarters is responsible for all matters relating to Military Cadets as a whole organisation. The Headquarters is co-located with 1st Military Cadet Unit – Sandgate (1 MCU). Key appointments at the Headquarters include the Officer Commanding (OC), the Cadet Sergeant Major (CSM), the Operations Officer (OPSO), the Secretary, the Treasurer, and the Cadet Adjutant (Cdt Adjt). The Cdt Adjt wears the rank of Senior Under Officer (SUO) and is considered the senior cadet in Military Cadets.

- b. **Military Cadet Units (MCUs).** Each Military Cadet Unit is numbered in the order that they are raised. Each MCU is commanded by an Officer-in-Charge (OIC) who is assisted by a Second-in-Command (2IC), an Administration Officer (Admin Offr), a Training Officer (Trg Offr), a Recruit Officer (Rec Offr), and a Discipline Officer (DO). There is no fixed rank associated with any of these positions. The senior rank will normally hold the position of OIC. An individual may also hold more than one appointment at any one time. There are currently three MCUs:
- 1) 1 MCU – Sandgate,
 - 2) 2 MCU – Rockhampton Grammar School, and
 - 3) 3 MCU – Burpengary.
- c. **Platoons.** All cadets are allocated to a Platoon for administration and collective training purposes. With the exception of recruit platoons in each unit, Platoons are numbered in a similar manner to how they are numbered in Infantry Battalions as follows:
- 1) 1 MCU – 1-3 Platoons;
 - 2) 2 MCU – 4-6 Platoons;
 - 3) 3 MCU – 7-9 Platoons; and
 - 4) 4 MCU (when raised) – 10-12 Platoons etc.
- d. **Classes.** For individual training purposes cadets are also divided separately into III (3rd), II (2nd) and I (1st) Classes.
- 1) III Class. III Class (pronounced Third Class) is the junior class and consists of all recruits yet to complete the Recruit Module. III Class recruits wear a Red tab.
 - 2) II Class. II Class (pronounced Second Class) is the intermediate class and consists of all cadets who have completed III Class, but are yet to complete the, Navigation, Fieldcraft, First Aid and Communications Modules. II Class cadets wear a Blue tab.
 - 3) I Class. I Class (pronounced First Class) is the senior class and consists of all cadets who have completed III & II Class. I Class cadets run the unit where ever possible and also give instruction. They are eligible for attendance on the Advanced Fieldcraft, Duke of Edinburgh and promotion course modules. I Class cadets who have not yet been promoted to Corporal will hold support staff positions such as Medical Assistants, Clerks, Q-Store Assistants, and other suitable appointments. Generally most I Class cadets will be NCOs in command, 2IC or Instructional appointments. I Class cadets wear a Gold tab.



MILITARY CADETS

“SCREED TEST”

CADET NAME: _____

Q1. What is your Cadet Number? _____ / 1

Q2. What is our Charter?

/ 3

Q3. List our Core Values, and describe what they mean in your own words?

1/ _____

2/ _____

3/ _____

4/ _____

/ 8

Q4. What is our Vision?

/ 2

Q5. How do we address our superiors?

Cadet	
Lance Corporal or Corporal (Cadet or Instructor)	
Sergeant (Cadet or Instructor)	
Colour Sergeant	
Under Officer and Senior Under Officer	
Warrant Officers and Officers	

/ 5

Military Cadets Screed Test page 2 of 2

Q6. What colour tabs does each class wear?

III Class: _____ II Class: _____ I Class: _____ / 3

Q7. Name these Badges of Rank (fill in the blank boxes)?

Cadet Ranks

						
<div style="border: 1px solid black; width: 80px; height: 30px;"></div>	Lance Corporal	Corporal	Sergeant	<div style="border: 1px solid black; width: 80px; height: 30px;"></div>	<div style="border: 1px solid black; width: 80px; height: 30px;"></div>	<div style="border: 1px solid black; width: 80px; height: 30px;"></div>

Instructors & Volunteers

					
<div style="border: 1px solid black; width: 80px; height: 30px;"></div>	Corporal	Sergeant	<div style="border: 1px solid black; width: 80px; height: 30px;"></div>	<div style="border: 1px solid black; width: 80px; height: 30px;"></div>	Volunteer

Awards

						
Second Lieutenant	<div style="border: 1px solid black; width: 80px; height: 30px;"></div>	<div style="border: 1px solid black; width: 80px; height: 30px;"></div>	<div style="border: 1px solid black; width: 80px; height: 30px;"></div>			

Q8. What does this patch mean?



/ 10

/ 1

Q9. When is the Military Cadets Birthday _____

/ 1

TOTAL SCORE: _____ / 34
[PASS MARK IS 31. Recruits are to retest until achieved]