



INFORMATION HANDBOOK

**No. 40 (Howick) Squadron
Air Training Corps**

Recruit Intake

Welcome to 40 Squadron!

The following information has been compiled to assist new recruits and their parents/caregivers with getting to know No. 40 (Howick) Squadron, Air Training Corps. It contains an insight into the structure of our Unit, what we offer and the obligations of Cadets who join and their parents/caregivers.

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History

The Air Training Corps (ATC) was established in England early in WWII with the purpose of offering elementary pre-training to prospective RAF recruits. The idea spread throughout the Commonwealth including New Zealand, where the ATC was formed in 1941 (*Please note that cadets are not obligated to join the Armed Forces*).

No. 40 Squadron was formed on the 23rd of November 1981. The Unit was originally based at 90 Wellington Street, Howick and shared the facility with the Howick Range. The Unit was originally called No. 40 (Howick-Pakuranga) Squadron and in 1991 received a charter from the Mayor of Manukau City, changing name to No. 40 (City of Manukau) Squadron. In 2000, after the Howick Rifle Range was closed, the unit relocated to its current location at The Depot in Lloyd Elsmore Park. In 2012, with the formation of the Auckland Super City, the Unit once again changed names to No. 40 (Howick) Squadron to consolidate its ties with the local Howick area.

Since 1941 the Air Training Corps in New Zealand has undergone numerous changes regarding its aims and outlook, eventually establishing itself as a national youth organisation. It is one of the three corps that make up the New Zealand Cadet Forces (NZCF), which was established under the Defence Force Act 1971. The NZCF also includes the Sea Cadet Corps and Cadet Corps.

For more information, visit <https://www.40squadron.org.nz/who-we-are>.



Aims

The NZCF have very specific aims that we aspire to. These are:

- To foster a spirit of adventure and teamwork, and to develop those qualities of mind and body essential for good citizens and leaders.
- To provide challenging and disciplined training activities, which will be useful in service or civilian life.
- To promote an awareness of the Armed Forces, and the role they play in the community.

Compulsory Unit Activities

Parade nights: These are held every Tuesday night during the school term from 1830 hrs (6.30pm) to 2130 hrs (9.30pm) at the Unit headquarters. They are compulsory as the training provided on these nights is vital for the continuance of the Cadet's training within the unit.

Leave from parade nights may be obtained under certain circumstances. If the cadet knows in advance that they require leave, then they are to complete a Leave of Absence application using the online form on the No. 40 Squadron website.

Should a cadet fail to attend three consecutive parade nights without leave, they may be discharged from the Unit. However, leave may be granted for certain circumstances, such as exam studies, upon request.

Squadron camps: At least once a term we hold a squadron camp to integrate practical learning with the theoretical classroom components.

They are deemed compulsory as they are an integral part of a Cadet's training. This is where cadets will learn new skills and have experiences that are only possible in the field. Not to mention they're heaps of fun and create lasting memories! They are held over a weekend, usually from Friday night to Sunday evening.



Inter-Squadron Sports day:

Every year the seven Auckland ATC Squadrons get together and compete in a day-long sports tournament. It is a fantastic opportunity to develop inter-squadron friendships as well as a healthy rivalry between the Units. 40 Squadron has a proud history of winning and placing in the top three in the competition, and we need all the help and support we can get!

Commemorative parades:

Every year we take part in the ANZAC Day and the Air Force Commemoration/Battle of Britain Parades. These events are a fantastic way to serve our community and honour those who have served. Out of respect for these important days we ask that we have full Unit attendance.

Leave from other compulsory activities may be obtained using the same procedure as parade night.

Training

Subjects taught at Unit level during parade nights include the following:

- Aviation Studies
- Foot and Rifle Drill
- Firearm Safety and Range Procedures
- General Service Knowledge
- Bushcraft Knowledge
- Cadet Forces Knowledge
- First Aid
- Leadership and Management
- Navigation
- Instructional Technique
- Radio Communications

The training is conducted over a 4-year training syllabus, during which they will be promoted through the Cadet and Non-Commissioned Officer (NCO) ranks. This is dependent upon passing the required training objectives.

- **Year 1** - Basic 1 Cadet (Awarded on completing first year training)
- **Year 2** - Basic 2 Cadet (Awarded on completing first year training)
- **Year 3** - Proficiency (Awarded on completing first year training)
- **Year 4** - Advanced (Awarded on completing first year training)

Cadets also can participate in regional and national courses designed to further enhance the training already carried out at Unit level. These courses include but are not limited to the following:

- Area Junior and Senior NCO Courses
- National Gliding Course
- National Aviation Course

For more information, visit <https://www.40squadron.org.nz/what-we-do>.

Extra-curricular Opportunities

Competition teams: Every year our unit establishes a Drill team and a Shooting team. All cadets are welcome to trial for these teams, and the best Cadets are selected to take part and compete. As these are extracurricular activities, they do require training outside of routine parade nights. If you are selected for a team, it is expected you will attend all scheduled practices.

Flying days: We aim to get all Cadets up in the air at least twice a year, depending on the interest and weather. As youth we get a subsidy but will still incur a cost. We encourage all cadets to have a go and get some hands-on experience at the controls with a qualified flight instructor. There is the opportunity to go gliding, motor gliding, or power flying.




International Air Cadet Exchange (IACE): Every year the New Zealand Air Training Corps sends a select group of cadets to one of 4 locations to experience the life of Cadets in another country. As soon as Cadets have met the application requirements, we encourage anyone interested. It is heavily subsidised but still incurs a cost to the individual cadet.


Ranks and Promotions


The Cadet Unit Commander considers promotions to the NCO ranks. Cadets that show talent, commitment, and potential as a leader, as well as passing the appropriate NZCF promotional courses, will be considered.

For more information, visit www.40squadron.org.nz/nzcf-ranks.

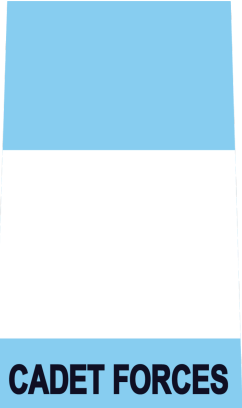


Rank slide	Title	Addressed As/Saluted?
	Cadet (CDT)	"Cadet" (<u>Not</u> Saluted)
	Leading Air Cadet (LACDT)	"L.A.C" (<u>Not</u> Saluted)
	Cadet Corporal (CDTCPL)	"Corporal" (<u>Not</u> Saluted)

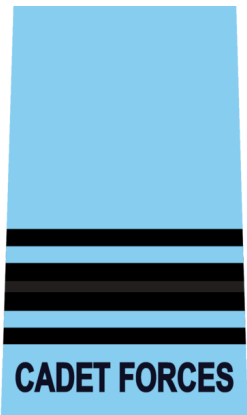

	<p>Cadet Sergeant (CDTSGT)</p>	<p>“Sergeant” (<u>Not</u> Saluted)</p>
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	<p>Cadet Flight Sergeant (CDTF/S)</p>	<p>“Flight” Or “Flight Sergeant” (<u>Not</u> Saluted)</p>
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	<p>Cadet Warrant Officer (CDTW/O)</p>	<p>“Sir or Ma’am” Or “Warrant Officer” (<u>Not</u> Saluted)</p>
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An invitation to apply for promotion to Commissioned Officer may be offered by the Cadet Unit Commander. A successful Officer candidate must be at least 20 years of age at the beginning of the Commissioning Course. Officers are the most senior members of the unit and are all unpaid volunteers.

Rank slide	Title	Address As /Saluted?
	Officer Cadet, NZCF (OFFCDT)	“ Sir / Ma’am” (<u>Not</u> Saluted)
	Pilot Officer, NZCF (PLTOFF)	“ Sir / Ma’am” (Saluted)
	Flying Officer, NZCF (FGOFF)	“ Sir / Ma’am” (Saluted)

	<p>Flight Lieutenant, NZCF (FLTTLT)</p>	<p>“ Sir / Ma’am” (Saluted)</p>
	<p>Squadron Leader, NZCF (SQNLDR)</p>	<p>“ Sir / Ma’am” (Saluted)</p>

Code of Conduct

Every member of the NZCF (including supplementary instructors) are subject to the NZCF Code of Conduct, which outlines the standards of behaviour expected on all Cadet Forces activities. A copy of the Code of Conduct can be found at the unit and provided to any person who requests it. Minor infringements are dealt with by the Cadet Warrant Officer and Unit Adjutant. The Cadet Unit Commander deals with the more serious disciplinary infringements and parents will be informed where appropriate. The Cadet Unit Commander is always available to discuss the disciplinary procedure with parents or guardians. Whilst on an NZCF activity or in uniform, Cadets are not permitted to smoke at any time. Likewise, Cadets are not permitted to consume any alcohol or illegal substances, including “party pills”. Cadets who bring any of these substances to NZCF activities will be instantly dismissed from the NZCF. Parents must advise the Unit Adjutant of any medication prescribed to the cadet.

To read the full Code of Conduct, visit www.40squadron.org.nz/code-of-conduct.

SELF Test

The SELF test is a simple tool to assist cadets in making good decisions in order to comply with the code of conduct. A series of questions can help scrutinise an action or decision, and if any question results in a “no” answer, that action or decision should not be carried out.

- **Scrutiny:** Would your decision or behaviour withstand scrutiny and be seen as appropriate by others?
- **Ensure compliance:** Does your decision or behaviour comply with the Code of Conduct, NZCF policy, Cadet Force Orders and procedural expectations?
- **Lawful:** Is your decision or behaviour lawful?
- **Fair:** Is your decision or behaviour fair and reasonable?

Uniform

Cadets will be issued with a uniform after completing the Basic Recruit training weekend. This must be signed for by the Cadet as it remains property of the New Zealand Defence Force. The uniform is provided free of charge and must be returned, having been dry cleaned, when a Cadet leaves the Unit. If a Cadet loses or damages an item of uniform, they will be charged the full replacement cost.

Shoes

Cadets are required to provide uniform shoes at their own expense. The Unit requires that they are black, non patterned leather, and must be laced up.

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

- Polished, black leather lace up shoes
- Clean and pressed uniform
- Hairstyles conforming to NZCF regulation
- Females may wear minimal natural looking make-up and one pair of plain sleeper or stud earrings
- Jewellery may only be worn in accordance with religious or cultural beliefs.

In an event that a Cadet cannot wear their uniform for any reason, they should contact their Flight Commander in the first instance.

Health or Disability and Dietary Requirements

A health problem or physical disability does not restrict Cadets from participating in ATC activities. Any matter concerning the health of a current or potential cadet, including prescribed medication, should be brought to the attention of the Unit Adjutant or Basic 1 Flight Commander.

Cadets will be asked to state their dietary requirements whenever they apply for a camp or course. Due to current New Zealand Defence Force Policy on vegetarianism, it will be catered, however, this is only if we have been advised prior to the Cadet attending the activity. Where fasting due to religious beliefs is part of a Cadet's life, please ensure the Adjutant or Basic 1 Flight Commander is notified so allowances can be made to ensure the well-being of the Cadet.

Fees

Our fees cover all compulsory Cadet training, events and certain activities. Our Unit Support Committee is responsible for ensuring the Unit is well-funded and well-equipped, and occasionally requires Cadet attendance at fundraising. Any difficulties with paying the required fees should be discussed with the Unit Support Team or the Cadet Unit Commander and will be treated in the strictest confidence.

Note: These costs are an estimate and may change. You will be notified of any changes prior to them coming into effect.

Join fee: ~\$30 to be paid prior to Basic Boot Camp (this covers camp fees, SQN t-shirt, and baseball cap).

Yearly fees: ~\$300 to be paid once enrolled - may be paid in instalments or in full, and is subsidised every year (this covers uniform bond, unit equipment and flying subsidies).

Useful Contact Details

Squadron website

<https://www.40squadron.org.nz>

Facebook

Search No. 40 (Howick) Squadron Air Training Corps

Email

40sqn@cadetforces.org.nz

Phone

+64 22 546 9316

(this is only available on Tuesday nights between 6.30pm and 9.30pm)

Postal address

P.O. Box 82-317
Highland Park
Auckland 2010

Physical address

The Depot
Sir Lloyd Dr
Pakuranga Heights
Auckland 2010