

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



Invercargill Cadet Unit

RECRUIT HANDBOOK

Introduction

1. This handbook, designed to complement probationary period of Recruit Induction Training, aims to familiarise new recruits and their parents/guardians with the Invercargill Cadet Unit (ICU).
2. This handbook comprises the necessary information to understand how our Unit functions, what we offer, and the obligations of the Cadets and parents/guardians that join us.

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CHAPTER 1 – Cadet Forces Overview

SECTION 1 – General Information

Introduction

3. The NZCF, also known as the Cadet Forces, comprise the Sea Cadet Corps, the NZ Cadet Corps, and the Air Training Corps. It is a community-based, voluntary, disciplined, uniformed training organisation for youth.
4. The organisation is not part of the NZDF but is maintained under the direction of CDF. NZCF are supported by NZDF in partnership with community support organisations; the relevant support is outlined in the NZCF Charter of Support.

SECTION 2 – Vision, Mission, and Values

Vision

5. 'Preparing New Zealand's successful leaders of tomorrow.'

Mission

6. 'To develop and enable self-disciplined, confident, and responsible young New Zealanders.'

Values

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

Code of Conduct

11. All NZCF personnel (including supplementary staff) are subject to the NZCF Code of Conduct, which outlines the standards of behaviour expected on all Cadet Forces activities.
12. A copy of the Code of Conduct can be found at the Unit and is available to any person who requests it.
13. Minor infringements are dealt with by the Company Sergeant Major and Unit Adjutant. The Cadet Unit Commander deals with 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.
14. 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 the aforementioned substances to NZCF activities will be instantly dismissed from the NZCF.
15. Parents must advise the Unit Adjutant of any medication prescribed to the cadet.

SECTION 3 – History

NZCF History

16. Founded in 1864 at Otago Boys' High School, the NZ Cadet Corps, also known as Army Cadets or NZCC, is the oldest branch of the NZCF and is aligned with the NZ Army.
17. The NZCC is managed at a national level by the Commandant and their Headquarters Staff based out of Trentham Army Camp. It is supported by the Cadet Corps Association of New Zealand.

Unit History

18. The Invercargill Cadet Unit was formed by the local YLS (youth life skills) a section of the Otago Southland Regiment Territorial Force. SSGT Allan Blackley, SGT Paul Cavanagh, BMD. The Unit had its first Parade in August 1999 in the Army Hall in Victoria Avenue. The unit was formed and managed and trained by the TF unit while officers were found to staff it: Geoff Hazlett (Maj Retired) was appointed the first acting Unit Commander and Neil Hughes was the first civilian appointed in an acting Officer role. The territorial force continued to conduct the training under the supervision of the unit officers until the unit was recognised in 2000.

ICU moved into the new Invercargill Army Centre in 2009

Unit Commanders –	Neil Hughes	2002-2003	2019 Retired	Major
	Don Kelly	2003-2010	2024 Retired	Major
	Rua Dawson	2010-2022	Current XO	Captain
	Hayley Hughes	2014-2015	2016	Lieutenant
	David Lee	2022 -	Current CUCDR	2LT

CHAPTER 2 – Training

SECTION 1 – Activities and Exercises

Parade Nights

22. These are held every Wednesday night during the school term from 1800hrs (6.00pm) to 2115hrs (9.15pm) at the Unit headquarters based at the Invercargill Army Centre, 1 Fox St Avenal Invercargill
23. Parade Nights are compulsory as the training provided on these nights is vital to the continuance of the cadet's training within the Unit.
24. Parade Nights follow the structure of 10 min Drill, two 30-minute classroom lessons followed by physical training.
25. Leave from Parade Nights may be obtained under certain circumstances such as studying for exams, illness, etc. If the cadet knows in advance that they require leave, they are to notify the Unit via a leave form
26. Should a cadet fail to attend four consecutive Parade Nights without leave, they may be discharged from the Unit.

Unit Camps

27. At least once a term, we hold a Unit Camp which provides a unique opportunity out in the field for cadets to integrate their theoretical classroom knowledge with practical learning, to learn new skills, and to bond with other cadets.
28. These are held over a weekend, usually Friday night to Sunday evening.

Inter-Unit Activities

29. There are a variety of activities involving multiple NZCF Units with the aim of both furthering training as well as fostering inter-unit friendships and esprit-de-corps.

Commemorative Parades

31. On Anzac Day the Invercargill Cadet Unit parades at the Invercargill Cenotaph
As part of the NZCF, it is our obligation to contribute to our community and commemorate those who have served.
32. Leave from these compulsory activities may be obtained using the same procedure as Parade Nights

SECTION 2 – Extra-Curricular Opportunities

Shooting

33. Following lessons and qualifying on a Dry Firing Training Test, cadets can shoot our in-service Marlin XT .22 bolt-action rifles under the supervision of qualified Range Conducting Officers.
34. We aim to shoot at least twice a term at the Invercargill Pistol Club's Range, depending on interest and range availability. We encourage all cadets to have a go and improve their target shooting skills.
35. There is also the opportunity to compete in regional and national shooting competitions.

International Exchanges

36. Members of the NZCC may have the opportunity to participate in the International Cadet Exchange Programme (ICEP), an exchange with other cadet organisations and delegations of various countries. It is a fantastic opportunity to visit other countries at a subsidised cost.


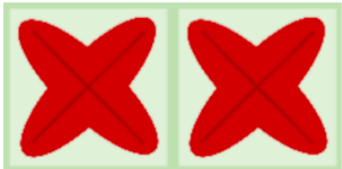


Other

37. Our cadets also have the opportunity to participate in:
 - a. Joint activities with the NZDF,
 - b. Tri-corps courses on various skills, and
 - c. National NZCF exercises.

SECTION 3 – Training Syllabus

- 38 The NZCF offers a quality, nationally coordinated training programme that aims to:
- a. Foster a spirit of adventure and teamwork and develop those qualities of mind and body essential for good citizens and leaders,
 - b. Provide challenging and disciplined training activities which will be useful in service and civilian life, and
 - c. Promote an awareness of the Armed Forces and the role they play in the community.
39. Subjects taught at during our Parade Nights include:
- Bushcraft;
 - Drill
 - Ethics and Safety;
 - Firearms Safety and Marksmanship;
 - Leadership, Communication & Management;
 - Health & Medical;
 - Navigation;
 - Operations, Traditions, History;
 - Physical & Adventurous Training;
 - Radio, Cyber, Drones;
 - Fieldcraft;
 - Systems Approach to Learning; and
 - Exercise Planning & Risk Management.

40 The training is completed over a 5-year training syllabus, during which the Cadet will be awarded a badge for each respective training level. This is dependent upon passing the required training objectives.

Year One – Cadet Qualification	Awarded upon completion of initial 6 months	
Year Two – Basic Qualification	Awarded upon completion of the Basic training syllabus	
Year Three – Regimental Qualification	Awarded upon completion of the Regimental training syllabus	
Year Four – Corps Qualification	Awarded upon completion of the Corps training syllabus	
Year Five – Advanced Qualification	Awarded upon completion of the Advanced training syllabus	

41 Depending on the cadet’s training level, they will be able to participate in regional and national courses designed to further enhance the training already carried out at Unit level. These include but are not limited to the following:

- Junior NCO course,
- Senior NCO course,
- Shooting Coaches course, and
- Drone Operator’s course.

CHAPTER 3 – Ranks and Promotions

SECTION 1 – Non-Commissioned Officer (NCO) Ranks

42. The Cadet Unit Commander (CUCDR) considers promotions to NCO ranks. Cadets that show talent, commitment, and leadership potential, as well as having qualified on the appropriate NZCF promotional courses will be considered.

Rank Insignia	Addressed as	Rank Insignia	Addressed as
 <p>CADET FORCES CADET CDT</p>	<p>'Cadet' (Not Saluted)</p>	 <p>CADET FORCES CADET SERGEANT CDTSGT</p>	<p>'Sergeant' (Not Saluted)</p>
 <p>CADET FORCES CADET LANCE CORPORAL CDTLCPL</p>	<p>'Lance Corporal' (Not Saluted)</p>	 <p>CADET FORCES CADET STAFF SERGEANT CDTSSGT</p>	<p>'Staff' <i>Or</i> 'Staff Sergeant' (Not Saluted)</p>
 <p>CADET FORCES CADET CORPORAL CDTCPL</p>	<p>'Corporal' (Not Saluted)</p>	 <p>CADET FORCES CADET WARRANT OFFICER CLASS TWO CDTWO2</p>	<p>'Sergeant Major' (Not Saluted)</p>

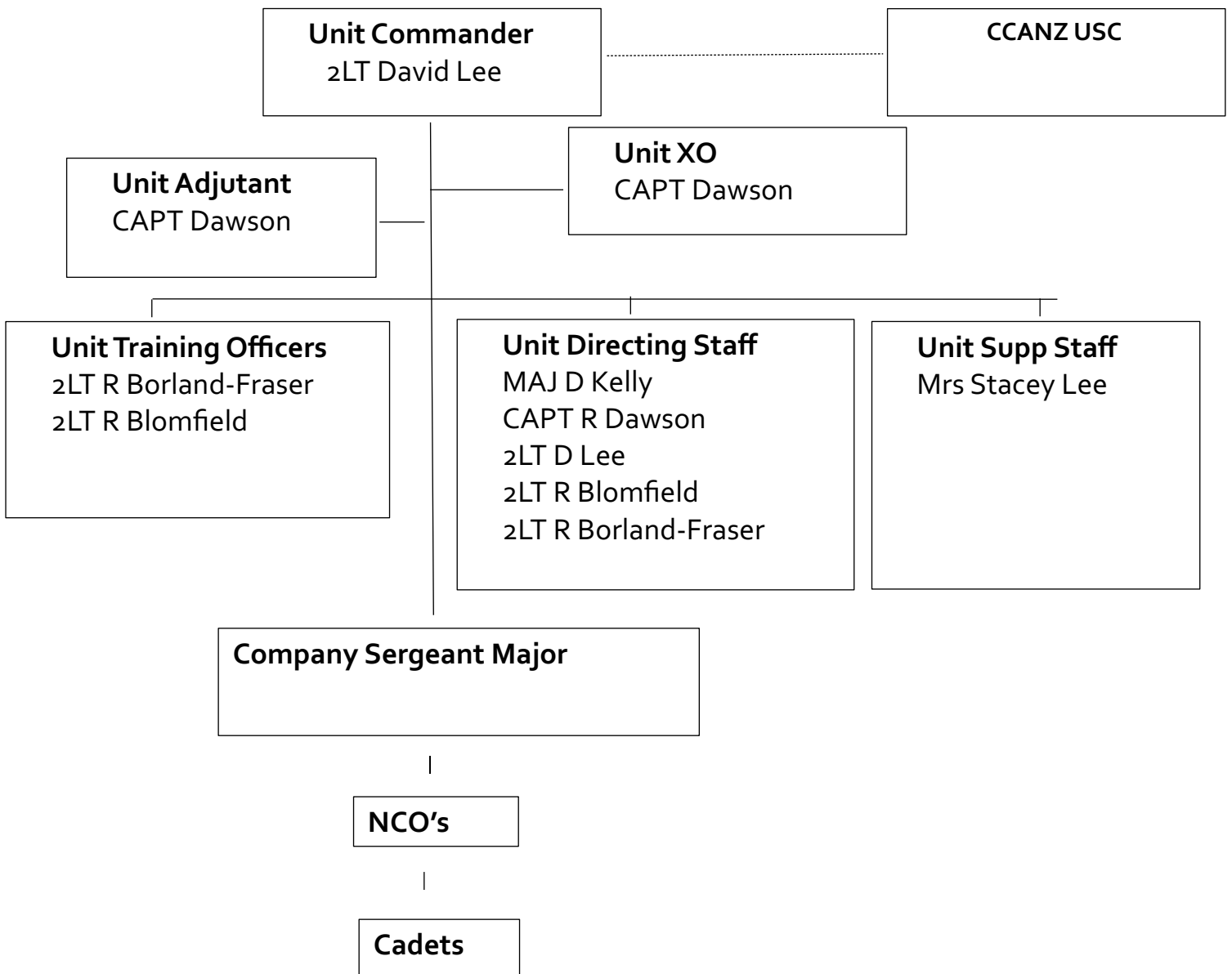
SECTION 2 – Commissioned Officer Ranks

43. An invitation to apply to commission as an Officer may be offered by the CUCDR. A successful Officer candidate must be at least 20 years of age at the beginning of the Commissioning Course. Officers are the adult volunteers that run the Cadet Unit.

Rank Slide	Addressed as	Rank Slide	Addressed as
 <p>OFFCDET NZCF</p>	<p>“Sir/Ma’am”</p> <p>(Not Saluted – <i>OFFCDETs do not hold a commission</i>)</p>	 <p>CAPTAIN</p> <p>CAPT NZCF</p>	<p>“Sir/Ma’am”</p> <p>(Saluted)</p>
 <p>2LT NZCF</p>	<p>“Sir/Ma’am”</p> <p>(Saluted)</p>	 <p>MAJOR</p> <p>MAJ NZCF</p>	<p>“Sir/Ma’am”</p> <p>(Saluted)</p>
 <p>LIEUTENANT</p> <p>LT NZCF</p>	<p>“Sir/Ma’am”</p> <p>(Saluted)</p>	 <p>LIEUTENANT COLONEL</p> <p>LTCOL NZCF</p>	<p>“Sir/Ma’am”</p> <p>(Saluted)</p>

UNIT COMMAND STRUCTURE

The Chain of Command for the Unit is depicted in the following diagram



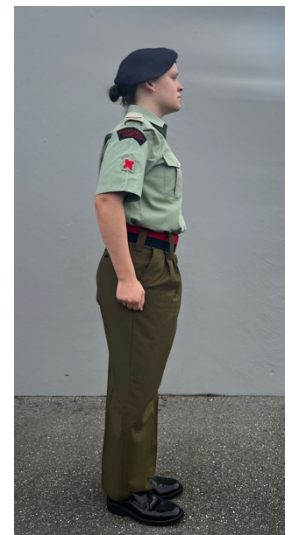
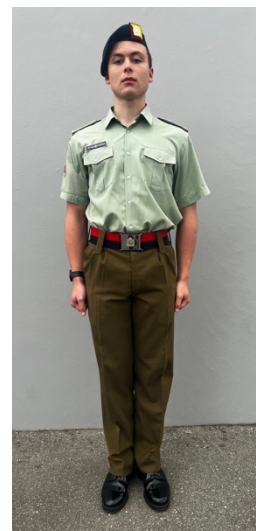
CHAPTER 4 – Uniform

SECTION 1 – Uniform Policy

44. Cadets will be issued with a uniform upon completion of the probationary period and the enrolment forms.
45. The uniform must be signed for by the cadet, as it remains the property of the New Zealand Defence Force.
46. The uniform is provided free, and must be returned upon discharge or release from the Unit in a clean and good condition.
47. If the cadet loses or damages an item of uniform, they may be charged the full replacement cost.
48. Cadets in uniform must always ensure their appearance is of the highest standard. This includes:
 - a. Polished, black leather lace up shoes;/Boots
 - b. Clean and pressed SDAR uniform; Clean DPM's – pockets and collar ironed
 - c. Hairstyles conforming to NZCF regulation;
 - d. Females may wear minimal natural looking make-up and one pair of plain sleeper or stud earrings in the lower earlobe; and
 - e. Jewellery may only be worn in accordance with religious or cultural beliefs.
49. If a cadet cannot wear their uniform for any reason, they are to wear school uniform. If that is not applicable, they must be in tidy civilian clothing with the above points still observed.
50. Dress for physical training is to be black shorts, Unit T-Shirt, white socks, and running shoes.

SECTION 2 – Our Uniforms

51. No. 1D – Service Dress All Ranks (SDAR) Uniform:
 - a. SDAR Shirt,
 - b. SDAR Pants,
 - c. Corps Belt,
 - d. SDAR Training Jersey,
 - e. Parade Shoes,
 - f. Beret,
 - g. Name Badge,
 - h. Brassard, and
 - i. SDAR Rank Slides.

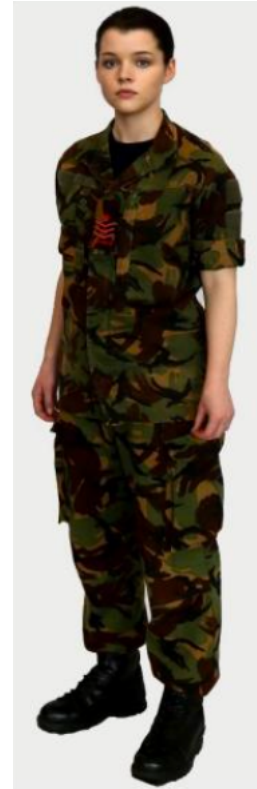


52. No. 3 – Disruptive Pattern Material (DPM) Uniform:

- a. DPM Shirt,
- b. DPM Pants,
- c. DPM Smock,
- d. Smock Liner,
- e. Boots,
- f. Beret,
- g. Name badge,
- h. Unit Recognition Patch (URP), and Ensign
- i. DPM Rank Slides.

53. Miscellaneous:

- a. NZCF 22 Record of Service Book,
- b. Unit Shirt, and
- c. Unit Cap.



CHAPTER 5 – Enrolment

SECTION 1 – Enrolment Process

54. Prospective cadets must be between 13 and 15 years of age. Upon registration, recruits will need to fill in the following supplied forms:
 - a. NZCF 2A Terms and Conditions of Membership, and
 - b. Complete NZCF2 online or
 - c. Complete NZCF2 paperwork
55. Once the NZCF2A then NZCF2 forms are returned, and payment made, recruits will promote to the rank Of Cadet Under Training (CDTUT).
56. After passing the probationary period of Recruit Induction Training, they will be sworn in to the NZCF as a substantive Cadet and placed in a regular platoon.

SECTION 2 – Health, Disability, or Dietary Requirements

57. A health problem or physical disability does not restrict Cadets from participating in NZCF activities. Any matter concerning the health of a current or potential Cadet, including prescribed medication, should be brought in confidence to the attention of the Unit Adjutant.
58. Cadets will be asked to state their dietary requirements whenever they apply for a camp or course. Where fasting due to religious beliefs is part of a Cadet's life, please ensure the Adjutant is notified so accommodations can be made to ensure the welfare of the Cadet

CHAPTER 6 - Funding

SECTION 1 – Fees & Payment

- 59 Our fees help with the running of the Unit and subsidising Unit activities throughout the year, as the Unit does not receive any financial assistance from the New Zealand Cadet Forces.
60. Any potential difficulties with meeting these costs may be privately discussed with the Cadet Unit Commander or Unit Adjutant in confidence. We strive to never let financial considerations negatively impact a cadet's experience.
61. The current fees as decided by the Unit Support Committee are as follows:
 - a. An annual fee of \$100 if paid by the end of the first term.
 - b. Term fees of \$30 per term, to be paid by week 3 of each term
- 62 Fees may be paid by internet banking to Invercargill Cadet Unit, 38-9009-0517883-00
63. Please include the Cadet's surname and the reason for payment in the reference details.

SECTION 2 – Unit Support Committee

64. Every individual Cadet Unit in New Zealand has a Unit Support Committee made up of voluntary members from the community, which is often parents and relatives of cadets.
65. This committee assists with the fundraising and the supply of voluntary labour and resources when required. The USC is instrumental to the efficient running of the Unit, working behind the scenes to enhance the experience of the cadets within the Unit.
66. The Unit Support Committee meets on the second Wednesday of every month in the school year at the Unit from 1830hrs to 2030hrs. Anyone interested is warmly welcomed and is encouraged to attend.
67. USC meetings are an opportunity for parents to ask questions and learn about the activities and ideas being planned for the cadets within the Unit.

CHAPTER 7 – Contact Us

SECTION 1 – Online Presences

Unit Website <https://www.invercargillcadetunit.com/>

Facebook: <https://www.facebook.com/invercargill.cadetunit/>

SECTION 2 – Contact Details

Email: icu@cadetforces.org.nz

Physical address 1c Fox Street, Avenal, Invercargill

