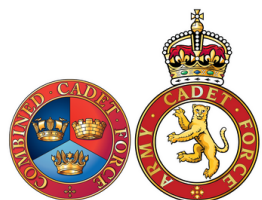


COMBINED CADET FORCE

JOINING INSTRUCTIONS



**ARMY
CADETS** 
ARMYCADETS.COM



**ST EDMUND'S
SCHOOL**
CANTERBURY

INTRO

Welcome to the CCF.

We are pleased that you have opted to continue your Outdoor Education, through the Combined Cadet Force (CCF).

It is worth noting that you can still continue to gain accreditation for further Duke of Edinburgh awards, despite not being directly involved in the programme.

The purpose of these joining instructions is to inform you about the CCF, it's aims and administration.

In the partnership, we offer a single service pathway. That being through the Army Section. The CCF programme is administered by the Ministry of Defence, using volunteer staff from the teaching body. It is not part of the armed services, nor are it's members liable for service within the defence infrastructure.





AIM

The general function of the CCF is that of a youth movement, sponsored by the armed forces, to provide a structured and challenging environment in school so that you can **develop powers of leadership** by means of opportunities and training that **promote self-reliance, responsibility, resourcefulness, endurance, perseverance and a sense of service to the community**. Whilst in the CCF you will be referred to as a 'cadet' and whilst you undertake military based training the emphasis is firmly placed upon **teamwork, leadership development and, most importantly, enjoyment**. You will be given the opportunity to experience new challenges, and should you find you have an interest in a military career, you will be able to utilise the various support mechanisms on offer to increase your understanding. I must, however, firmly stress that the CCF is not, in any way, a recruiting tool.

TRAINING

Within the CCF all cadets follow a training syllabus, known as the [Army Proficiency Certificate \(APC\)](#). This is a progressive scheme which ranges in difficulty from Basic to 4*. As you may imagine, there is considerable overlap between the modules delivered within the Duke of Edinburgh Award scheme and the CCF Army Proficiency Certificate. Indeed, the prior learning of [First Aid, Personal Navigation and Expedition training](#) completes nearly half of the basic award. This was delivered in Year 9.

In Year 10 we deliver the remaining military based modules to complete the basic and one star award. These being; [Skill at Arms](#), which can count as a skill within the Duke of Edinburgh Award scheme, [Drill, Fieldcraft and shooting](#).

Training continues to be delivered throughout the senior years. As much of your training as possible is delivered by senior cadets, who have elected to stay in Year 11 and beyond. More advanced training, in the modules already introduced, continues to achieve 2 - 4 star proficiency. Due to the increased complexity, many advanced modules are delivered by qualified adult staff, in association with members of the Regular Army, who visit each week to support training.

Training is further enhanced with optional enrichment activities such as [Fieldcraft days, Overnight exercises, Range days and other supporting activities](#). These run throughout each term, and culminate in the [CCF annual camp](#), in the first week of the summer holidays, whereby all skills are honed and tested. Often by regular serving soldiers from our sponsor regiment, the Princess of Wales's Royal Regiment.





PROMOTION

On successful completion, of the 1 star award, you will receive promotion to Lance-Corporal. Cadets who wish to continue with the CCF, into Year 11, then undertake 2 star training. Successful completion of this, warrants promotion to Corporal.

In Year 12, cadets are then encouraged to develop their skills by completing the Cadet Force Instructional Techniques cadre. This is assessed by the Regular Army and those who are successful are awarded the 3 star award and are duly promoted to Sergeant. During this cadre, cadets will be taught to plan and deliver syllabus lessons, that they themselves will have received as a junior cadet.

Further promotion is based upon merit and experience. At the end of Year 13 cadets are awarded the coveted 4 star award, and, should they wish, they can be sent to Frimley Park Cadet Training Centre to complete the Master Cadet cadre.

As Senior NCOs, in years 12 & 13, you are a mentor to the junior ranks, assisting where necessary, and ensuring good conduct and effectiveness of delivery.

SOME OF THE THINGS ARMY CADETS GET TO DO

ADVENTUROUS TRAINING

CAMPS

COMPETITIONS

DRILL

DUKE OF EDINBURGH'S AWARD

EXPEDITIONS

FIELD CRAFT

FIRST AID

INTERNATIONAL EXCHANGES

MILITARY KNOWLEDGE

MUSIC

NAVIGATION

RADIO COMMUNICATIONS

SHOOTING

SKILL AT ARMS

SPORT

**BEING AN ARMY CADET IS ABOUT HAVING
FUN AND MAKING GOOD FRIENDS.**

**THE CCF IS SPONSORED BY THE ARMY BUT IS
NOT PART OF IT. ARMY CADETS CHOOSE TO
GO ON TO ALL SORTS OF DIFFERENT
CAREERS.**



OVERNIGHT EXERCISES, ADVENTURE TRAINING AND SUMMER CAMP

The enrichment opportunities, offered through CCF are greatly enjoyed by all those who attend. These give you the **opportunity to hone, and test, your skills in stimulating environments**, and, to further develop the personal skills that the Outdoor Education department have been fostering within you.

Overnight exercises are military based, and often utilise support from both the regular and reserve army. All costs for this are met by the MOD.

Adventure training is delivered in the first week of the Easter break. Cadets are taken to centres in North Wales, the Lake District and Dartmoor. These being on rotation, thus a cadet who attends each year during the 5th form will be able to enjoy **challenging activities in many of the best national parks in Britain**. Costs for this vary, depending on venue and the level of instructional support available. Typically a week's package, which includes a variety of land and water based adventure activities, costs between £150 - £250.

At the end of the academic year, in the first week of the summer holidays, we offer cadets the **opportunity to attend annual camp**. This combines the best of both military and adventure training, and is usually administered and delivered by the regular army. For most cadets involved in the CCF programme this is the highlight of the year. The programme for annual camp **includes adventure training activities, leadership training, range periods, First Aid training, advanced fieldcraft stands, obstacle course, military competitions, survival stands and a full field exercise**.

Costs for a centrally run camp are in the region of £50 for the full week. On occasions, we run our own stand alone variant which accrues a higher cost of around £200.



DRESS & EQUIPMENT POLICY

GENERAL

The CCF has a progressive clothing and equipment policy, which rewards good care of equipment with access to better equipment as you progress through your service career. Those cadets that consistently fail to prove that they can take responsibility for their charges will only be able to draw the basic equipment.

LOSSES

The annual MOD budget for replacement equipment has all but ceased. As such all losses will be charged for at the end of the academic year. Where a cadet loses an item of clothing they may sign out a replacement, and be immediately billed, or have the item recorded against their name if the lost item is likely to turn up at a later date. On leaving the CCF all items listed against a cadet must be handed back in.

CLOTHING

A basic scale of clothing is issued you as a cadet. Where possible new clothing will be issued, but in most cases it will be necessary to issue 'pre-worn' items. These items, however, have all been professionally laundered. In the event of any item of clothing, or personal equipment, being damaged it can be exchanged for a serviceable replacement. Please be aware, however, that this does not apply to boots, as these are deemed personal items.

STORE OPENING TIMES

The stores are open for issues, returns and exchanges every Monday between 1330 - 1430hrs. The stores may also be opened, at other times, by arrangement with the OC or SSI. The store will be closed every Friday parade day.

CCF CLOTHING POLICY

The Concept of Dress for CFAVs will be that:

- a. The 'Smock' should be used for fieldwork whilst the 'Jacket' should be used for smart wear. This does not stop the wearing of 'jackets' under the smock but it would be better when in the field for T- Shirts and/or sweatshirts to be worn rather than the MTP jacket.
- b. MTP trousers should be worn with the regimental stable belt (Staff only). Cadets will wear either an issued green working belt or a CCF stable belt (Sgt and above).
- c. MTP should be worn as issued. Jackets are to be tucked in and sleeves should be worn as directed by the staff.
- d. On the Smock, the issued MTP Badge of Rank should be worn and the School Flash worn on the left blanking plate. The Union Flag to be worn, as issued, on both Jacket and Smock.
- e. On MTP Jackets, Badges of Rank should either be the issued MTP badge and MUST have, in all cases, 'CCF' on it at the bottom. School Flash is to be worn on the left blanking plate.
- f. Brown boots should be worn in MTP.
- g. Berets to be worn are of a Regimental nature as worn now.
- h. Trousers and shirts are to be ironed flat (no creases).

Cadets:

NCOs will be issued with: Trousers x1 Jacket x1 Blanking Plates x2 Smock x1 MTP badge of rank x1 T-Shirt Beret * Boots must be purchased by the cadet. Junior ranks will be issued with all the above except that a platoon sweatshirt will be worn instead of jacket and smock. However, these will be issued for enrichment activities as necessary.

Concept of Dress for Cadets:

The concept of dress for cadets is to follow Paragraphs a) to h) above, and the following:

- a. Badges of rank MUST have 'CADET' on them in a distinctive colour - as issued.
 - b. Cadets are to wear the School Flash Badge on the Left Plate.
 - c. Cadet Qualification badges are to be worn on the right blanking plate and in priority of progression i.e. highest star award at the top followed by specific awards such as shooting badges, etc.
 - d. Only those badges that will fit onto the plate can be worn.
 - e. On MTP Jacket, badges of rank MUST be the issued MTP badge with the word 'CADET' in a distinctive colour. The School Flash is to be worn on the left blanking plate.
- These regulations are to be enforced by Contingent Commander for Officers and Platoon Commanders for all cadets.

BADGES ON COMBAT UNIFORM

All badges worn are to be placed on the two blanking plates. These blanking plates are attached by Velcro fastening and are to be transferred from jacket to jacket.

On the left arm, the blanking plate is to contain uppermost the Union Emblem. A Contingent Flash may be worn below the Union Emblem. No other badges are to be attached to the left arm blanking plate.

On the right blanking plate are sewn all the qualification badges. CFAVs, entitled to wear qualification badges on Combat Uniform, are to wear these according to the concept of dress outlined in this document.

MTP Plates are to be worn as directed by staff

CARE OF KIT AND TURNOUT

You have the privilege of wearing the King's uniform and should wear it with pride. This can only be done if you look after it. You must give your uniform the same care, or more, as you give to your best clothes. When not in use it must be hung up out of harms way. It must be washed, from time to time, as necessary. Boots (particularly soles) must be kept in good repair and the upper parts cleaned regularly with brown polish. Your uniform will be checked or inspected each parade to check it is up to scratch and smart. Anything not up to standard will be noted down for future action. You should prepare your kit as follows:

IRONING

Check the label to make sure your using the right temperature on the iron.

- If you don't have an ironing board put a towel on the floor and then iron on it.
- If you use spray starch then you will need to iron them less frequently.
- To use starch iron your trousers normally spray them with starch then iron them again.
- Don't use steam when using starch though as it will leave behind white marks, a brush will get rid of these though.

TROUSERS

- Wash in the washing machine as normal.
- Iron the trousers flat, there are to be no creases.
- A belt should be worn with the trousers, the belt should be tight with the buckle central and any spare belt tucked away

SHIRTS

Wash as normal

- Iron the whole shirt to remove creases
- With the collar button the second button down lay the shirt flat and fold the collar out from the done up button and iron flat.

BERETS

- Should be kept clean of dirt and fluff; use sticky tape to remove any fluff, hairs etc. - Should be shaped correctly (see below) with the cap badge above the left eye.

How to shape your Beret

- Get two buckets/basins of water, one as hot as you can stand the other cold.
- Put your new beret in the hot bucket and get it soaking wet except from the leather band (try and keep it as dry as possible as it will shrink). Then put it in the cold one and soak it.
- Repeat several times.
- Place the beret on your head with the place for the cap badge sitting above your left eye, shape it by pulling the excess material over to the right, whilst keeping the cap badge in place. Smooth the material out.
- Leave the beret on your head until completely dry - let it dry naturally, don't use hairdryers, etc. - A complete demonstration can be found on YOUTUBE.

BOOTS

- Clean the whole boot to remove all traces of dirt and grit. - The laces should be done up fully and correctly. - Apply a layer of polish with a brush and leave for 5 - 10 mins - Then take that layer of polish off with a different brush and repeat as necessary to get a shine.
- Buff the boots with a soft bristled brush and an old pair of rolled up tights to get a semi decent shine. - Always wear thick socks when wearing your boots, as they will help keep your feet feeling comfortable. Normal socks will cause your boots to rub, making blisters.

CCF CONDUCT & BEHAVIOUR EXPECTATIONS

Due to the nature of the cadet movement, and the activities taught within the APC syllabus, it is imperative that all cadets adopt a proactive, and respectful, approach to training. If such an approach is adopted, you will progress effectively through the syllabus and be rewarded with more challenging and stimulating activities to enhance your development.

When on parade you should form up, in your allocated platoon & section, ready for inspection.

You are responsible for your own dress, behaviour and attendance. If any cadet falls foul of any of the incidents below the sanction procedure will be implemented.

- Late to parade (L)
- Absent without authorisation (A)
- Mixed dress, missing dress, no uniform or poorly presented uniform (U)
- Rudeness or refusal to comply (R)
- Poor attitude (AT)

Sanctions for any of the above.

Step 1:

Three minor misdemeanours in one term (Recorded on roll / only by Platoon Commander). Minors include (L), (A), (U)

Step 2:

Names forwarded to Contingent Commander. Interview with cadet follows, with three week Warning Order issued to cadet thereafter.

Step 3:

Continuation of minor offences following Warning Order:

- Cadets in Yr 9 & 10 to remain in CCF with new, measurable, targets issued to be observed over 6-week period.
- Cadets in Yrs 11 - 13 receive 'Services no longer required' notice with kit to be returned the following week.

Step 4:

Any third disciplinary interview, for minor offences, with the Contingent Commander, or any major incident will result in instant dismissal and the cadet will be referred to the Assistant Head Cocurricular for further action, as deemed appropriate.

Dealing with disruption as an NCO:

Instructors should extract the cadet from the lesson, with the aid of the CFAV overseeing the unit of study where possible. The cadet will then be escorted to the Contingent Commander.

At no point should any NCO give any form of punishment to the cadet

UNIT STANDARD OPERATING PROCEDURES (SOPS)

All cadets are to parade at least 5 mins before, looking smart, clean and uniformed:

- a) Headdress on and looking smart (no fluff or pet hairs).
- b) Hair short for boys, and tied up in a bun for girls.
- c) Collar looking smart, and not done up all the way looking like a turtle top.
- d) All buttons and zips done up.
- e) Blanking plates worn on outer most clothing.
- f) All clothing ironed as per previous guidance.
- g) Belts to be adjusted so that it is snug, and not loose.
- h) Trousers to be tied up at the bottom.
- i) Boots polished.
- j) No earrings on display, except for girls, who may only wear a single small sleeper or stud earring in the centre of the lobe of each ear.

HAIR

- a) Females. Hair is to be neat and above the collar. Combs, slides and grips, when worn, are to be plain and of a similar colour to the wearer's hair. Style and colour, if not natural, is not to be of an exaggerated nature.
- b) Male. The hair of the head is to be kept well cut and trimmed, except where authority has been granted otherwise on religious grounds. Style and colour, if not natural, is not to be of an exaggerated nature. Sideburns are to be trimmed horizontal, level with the middle of the ear.

JEWELLERY

- a) On formal parades e.g. Remembrance Day, watches and jewellery, are not to be worn. Rings, studs etc are not to be worn through any part of the body in uniform except Para.

Watches may be worn in uniform on either wrist, provided that they and their straps are of a sober style and colour on non-formal parade days.

- b) Additional religious accoutrements may be worn, where this is mandatory, and authority has been granted.

MAKE UP

- a) Make up, if worn, is to be inconspicuous. Brightly coloured nail varnish is not to be worn. Make up and nail varnish are not to be worn in the field or on exercises.

- Poppys are to be worn on, or near, Remembrance Day on the left upper pocket in uniform.
- Where uniformity is required, on parades for example, the Smock is to be worn by all personnel.
- The wearing of gloves is optional, except on parade, unless ordered, and working gloves when required for health and safety purposes.
- Sunglasses are not to be worn in uniform, or during CCF periods, other than for medical or health and safety reasons. The cap badge worn will be the Contingent's own cap badge. At the current time it is St. Edmund's CCF. Other badges can only be worn with authorisation from the Contingent Commander.
- Note book to be carried at all times along with pen and pencil in TOP LEFT POCKET.
- Respects are to be paid to all officers of the CCF at all times by saluting, calling them Sir, Ma'am or rank and being polite and courteous.
- All cadets are to remain quiet whilst on parade.

ANNEX A: SIZING FORM

Please return this form to your Platoon Commander, ASAP, to ensure that your uniform is available on return from half term.

Name: _____ Year group: _____

TROUSERS		
Length (cm)	Waist (cm)	Seat/Hips (cm)
JACKET & SMOCK		
Height (round up e.g. 160cm, 170cm, etc.)	Chest (cm)	
BERET		
Head in cm (measure 1cm above eyebrows around the crown of the head)		
BOOTS*		
To be worn with thick socks. Allow one size extra for this & growth	UK Size	European size

*THESE ITEMS ARE PURCHASED BY YOURSELVES. TYPICALLY, FOR A BASIC CADET BROWN BOOT, THIS IS IN THE REGION OF £20 - 30. WE WOULD RECOMMEND 'CADET DIRECT' OR 'G4 ECHELON SUPPLIES'. DETAILS OF THESE CAN BE FOUND ONLINE. THERE ARE ALSO MANY OTHER LOCAL AND ONLINE RETAILERS.

SHOULD YOU BE UNSURE OF AN ITEM'S SUITABILITY PLEASE SPEAK TO THE OC OR SSI PRIOR TO PURCHASING.

MEDICAL INFORMATION & MEDIA CONSENT PROFORMA

Cadet: Name & DOB.....

NHS Number if Known

Doctor's Name

Doctor's Surgery address & phone number

.....

.....

CONSENT FOR AN EMERGENCY OPERATION

I consent to my son/daughter/ward (Name):

In a **Medical Emergency** should circumstances make it necessary, I hereby authorize CCF staff to act on my behalf for the duration of the adventure training. This includes giving authority for a local or general anesthetic.

Signature:

Name: (Capitals Please):

Address:

24hr Telephone Number:

Has your Son/Daughter/Ward had any of the following?

Diabetes	Yes/No
Asthma	Yes/No
Back Problems	Yes/No
Does he/she have any special dietary requirements	Yes*/No
* If so please state here	
Has he/she had his/her appendix removed	Yes/No
For any other medical conditions that the CCF will require information on, please complete overleaf.	

SWIMMING ABILITY

Swimmer? Yes/No If Yes, please comment on swimming ability: Strong/Average/Weak

PHOTOGRAPHIC/MEDIA CONSENT

Do you give permission for us to use photographic images of your child, taken during cadet activities, for display on the CCF webpage, regional and/or MOD publications that promote cadet activities? Yes/No





**ARMY
CADETS** 
GOING FURTHER