



*Australian*  
**Air League**

**Australian Air League Inc.**

## **NCO TRAINING e-HANDBOOK**

**(Section 4 – Leading Cadet)**



June 2013

## Section 4

# Leading Cadet



### 4.1 Qualifications for Leading Cadet

- Must have been a member of the Squadron for a period of not less than six (6) months.
- Must be able to drill a Section in the following movements:
  - Section Fall in (including numbering and dressing)
  - Attention, Stand at Ease, Stand Easy
  - Turning at the Halt, Wheeling, Marching in Line and File
- Must pass a written and/or oral assessment based on the following:
  - Duties of a Corporal
  - Aims and Objects of the League
  - Correct uniform up to your age group
  - Rank insignia up to Squadron Captain
- Must have achieved the General Proficiency Class 6 and Drill Proficiency Class 3 badges.

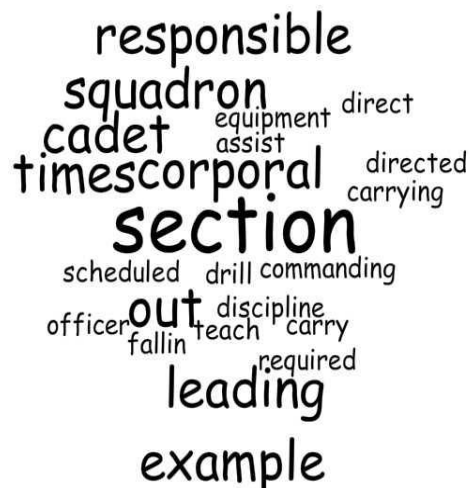
### 4.2 Duties of a Leading Cadet

To assist a Corporal in carrying out their duties when required, for example:

- To be responsible for the drill, discipline and equipment of the Section.
- To carry out such other duties as the Officer Commanding Squadron may direct.
- To fall-in the Section at scheduled times as directed.
- To teach and train by example, the ethics and principles of the League.

### 4.3 Where do you fit in?

When you become a Leading Cadet, you will be helping a Corporal with the training, organising and supervision of a Section. However, at all times, you are responsible and answerable to the OC of your Squadron.



## **4.4 Squadron Units**

### **Section**

A Section is made up of a total of six (6) Cadets. This includes the NCO. These are:

- No more than one (1) Corporal who shall be the NCO in charge, and
- Leading Cadets/cadets ranks up to a total of five (5)

### **Flight**

A Flight is made up of a total of 19 Cadets. This includes the NCOs

A maximum number of 19 NCOs are permitted in a Flight. These are:

- Three properly constituted Sections as above.
- One (1) NCO in charge (Sergeant).

### **Flag Party (with 3 Flags)**

A Flag Party (with 3 Flags) is made up of seven (7) Cadets. This includes NCOs.

A maximum number of 7 NCOs are permitted in a Flag Party. These are:

- Bearers (3): Desirably shall be Corporals. If this is not possible, the Bearers must be of equal or higher rank than the Escorts.
- Escorts (3): Desirably shall be Leading Cadets. If this is not possible, the Escorts must be of equal or lower rank than the Bearers.
- NCO in Charge (1): Desirably shall be a Sergeant. If this is not possible, the NCO in charge must be of equal or higher rank than the Bearers.

### **Flag Party (with 1 Flag)**

A Flag Party (with 1 Flag) is made up of a total of four (4) Cadets. This includes NCOs.

A maximum number of 4 NCOs are permitted in a Flag Party. These are:






- Bearer (1): Desirably shall be a Corporal. If this is not possible, the Bearer must be of equal or higher rank than the Escorts.
- Escorts (2): Desirably shall be Leading Cadets. If this is not possible, the Escorts must be of equal or lower rank than the Bearer.
- NCO in Charge (1): Desirably shall be a Sergeant. If this is not possible, the NCO in charge must be of equal or higher rank than the Bearer.

### **Rank**

- Rank is the authority an NCO or an Officer holds.
- It is awarded to an NCO or an Officer by an Officer who has a higher rank.
- The awarding of a higher rank is called 'promotion'.
- Each rank has a badge or insignia worn on the uniform of an NCO or Officer.

As an NCO, it is important for you to be able to recognise the rank of NCOs and Officers by the insignia they wear on their uniform. As a Leading Cadet, you should know the rank insignia of NCOs, Supernumeraries, and Squadron Officers.

#### 4.5 NCO Rank



Insignia	Rank Name	Abbreviation	Description of Insignia and responsibilities
	<b>Leading Cadet</b>	L/Cdt	One (1) chevron Assists a Corporal. May be Flag Party escort.
	<b>Corporal</b>	Cpl	Two (2) chevrons In charge of a Section. May be Flag Party bearer
	<b>Sergeant</b>	Sgt	Three (3) chevrons In charge of a Flight or Flag Party
	<b>Drum Major</b>	D Maj	Four (4) chevrons and drum "pip" Same rank as Sergeant. 4 <sup>th</sup> chevron and drum pip indicates in charge of a band
	<b>Squadron Sergeant</b>	Sqn Sgt	Three (3) chevrons and "AAL" pip In charge of all Flights and the Flag Party

NCOs also wear a navy lanyard under the left shoulder strap and around the left upper arm.




All Squadron Officers (except Warrant Officers) wear the silver AAL collar badge, one on each of the left and right collar lapels.

#### 4.6 Supernumerary Rank

Insignia	Rank Name	Abbreviation	Description of Insignia and responsibilities
	<b>Warrant Officer</b>	W/O	Officer collar badge embroidered on navy epaulette
	<b>Trainee Officer</b>	T/O	One (1) sky blue 6mm bar

#### 4.7 Squadron Officer Rank

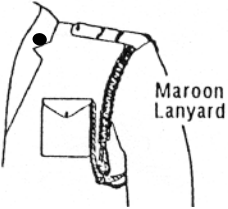





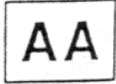

Insignia	Rank Name	Abbreviation	Description of Insignia and responsibilities
	<b>Second Officer</b>	2 <sup>nd</sup> Off	One (1) 6mm silver bar
	<b>First Officer</b>	1 <sup>st</sup> Off	Two (2) 6mm silver bars
	<b>Squadron Lieutenant</b>	Sqn Lt	Three (3) 6mm silver bars
	<b>Squadron Captain</b>	Sqn Capt	One (1) 13mm silver bar Two (2) 6mm silver bars

#### ***Appointment***

- An "Appointment" refers to the duties or "job" which an Officer has been given.
- Each Appointment has a badge or insignia worn on the uniform of an Officer.
- Officer Appointments: These are duties which an Officer is given and each has a particular insignia.
- NCO Appointments: There are duties associated with each NCO rank. The rank insignia for an NCO also acts as the appointment insignia.

## 4.8 Squadron Officer Appointments

Identified by silver AAL collar badges; OC Squadron also wears a maroon lanyard. All other appointments wear a sky blue lanyard.

Insignia	Appointment	Abbreviation	Description of Insignia and responsibilities
 <p>Maroon Lanyard</p>	<b>Officer Commanding Squadron</b>	O.C. S.	Responsible for the overall operations of a Squadron
No Insignia (sky blue lanyard)	<b>2<sup>nd</sup> in Command Squadron</b>	2 .I.C. Sqn	Assists OC Sqn and acts in the absence of OC Sqn
 <p>(plus sky blue lanyard)</p>	<b>Squadron Adjutant</b>	S.A.	Supervises fall-in and dismissal of the Squadron. Responsible for preparation, distribution and filing of Squadron paper work.
 <p>(plus sky blue lanyard)</p>	<b>Squadron Drill Officer</b>	S .D.O.	Instructs and supervises the drill of the Squadron
 <p>(plus sky blue lanyard)</p>	<b>Squadron Education Officer</b>	S .E.O.	Responsible for the Education of a Squadron
 <p>(plus sky blue lanyard)</p>	<b>Squadron Physical Activities Officer</b>	S.P.A.O.	Responsible for the Physical Activities of a Squadron
 <p>(plus sky blue lanyard)</p>	<b>Squadron Quartermaster</b>	S.Q.M.	Responsible for equipment and uniforms of a Squadron
 <p>(plus sky blue lanyard)</p>	<b>Squadron Air Activities Officer</b>	S.A.A.O.	Responsible for the flying activities of a Squadron
 <p>(plus sky blue lanyard)</p>	<b>Squadron Band Officer</b>	S.B.O.	Responsible for the band activities of a Squadron

## ***4.9 Who's Who in Air League***

As a Leading Cadet it is important for you to know the names of your Federal and Group Commissioners in the Australian Air League, their rank and the job that they do. If you do not know, ask an NCO, or your Squadron OC, and make a list of the names and ranks of these Officers. You will need this information to answer review questions at the end of this chapter.

## ***4.10 Giving Orders***

Good drill depends in the first instance on good words of command. Therefore it is essential that all newly appointed officers and cadets practice the giving of commands as much as possible. This will give them a two-fold advantage: - as well as acquiring a correct and effective use of their voices, they will also gain much needed confidence.

- Words of command should be pronounced distinctly and loudly enough to be heard by all concerned. A word of command to a unit of six cadets need not be as loud as a command to a full flight.
- Words of command should always be given with precision. Indistinct and slovenly words of command produce slovenly movements. This, of course, must be avoided.
- Commands, which consist of one word, will be preceded by a caution, which may be part of the word itself. The first or cautionary part of a command should be given deliberately and distinctly. The latter or executive part, which as a rule should consist of only one word or syllable, should be given sharply.

Examples: For (slowly) - WARD (sharply) or Flight (slowly) - HALT (sharply).

- Pauses, which should be uniform in length, should be made between the cautionary and executive words of command.
- It should be remembered that a word of command is an order, and as such should be obeyed promptly.
- When it is desired to resume the position held immediately prior to the last command, the words 'AS YOU WERE' should be used.
- The following table shows when to give the executive word of command when on the march. This prevents confused movements and helps to attain a simultaneous Halt, etc.

The following commands are given when the **LEFT FOOT** is on or coming to the ground:

RIGHT TURN  
RIGHT INCLINE  
ABOUT TURN  
FORWARD (When marking time)  
RIGHT FORM  
RIGHT WHEEL  
ON THE RIGHT FORM  
FLIGHT/SECTION BREAK INTO  
QUICK TIME - QUICK MARCH  
BREAK INTO SLOW TIME - SLOW  
MARCH STEP SHORT  
STEP OUT

The following commands are given when the **RIGHT FOOT** is on or coming to the ground:

HALT (When marching or marking time in slow time)  
LEFT TURN  
LEFT INCLINE  
LEFT FORM  
LEFT WHEEL  
ON THE LEFT FORM FLIGHT/SECTION

To move a unit off in step with the preceding unit, the executive command MARCH should be given as the right feet of the preceding unit are coming to the ground.

Cautionary words of command are framed in such a way that the intended movement is indicated, prior to the executive word of command being given.

The movement ABOUT TURN shall always be preceded immediately by the cautionary words.

ADVANCE/RETIRE

The cautionary words Change direction right/left shall always indicate a right/left wheel or form, depending on formation.

The cautionary words Move to the right/left shall always indicate a right/left turn.

The cautionary words ON THE RIGHT/LEFT shall always indicate that the unit is to Form Squad.



## **4.11 Saluting**

Saluting is used in the Australian Air League as a sign of loyalty and respect.

### Performing the Salute

- **At the halt**

Bring the right hand smartly up, with a circular motion to the head, palm to the front, fingers and thumb fully extended and close together, the point of the middle finger touching the forehead (or the peak or brim of appropriate head-dress), immediately to the right of the right eye, wrist straight, elbow in line and square with the right shoulder. Pause for the equivalent of 2 paces of quick time, then bring the right arm smartly to the side by the shortest route, closing the hand as it is brought down to the side.

- **On the March**

Command ... *"Section/Flight, Eyes - RIGHT/LEFT"*.

The executive command *"RIGHT/LEFT"* is given as the left foot is coming to the ground. Complete the pace with the left foot and another with the right foot, and as the left foot again comes to the ground all members of the Section, except the marker, turn their heads and eyes smartly in the direction indicated. The marker keeps his head and eyes to the front. All members of the Section continue to swing their arms.

Command ... *"Section/Flight, Eyes - FRONT"*

### Saluting Officers

- Cadets in uniform are to salute Officers, whether the Officer is in uniform or not.
- When speaking to an Officer, a Cadet will salute, stand at attention and salute again when finished.
- When an Officer approaches a group during an activity, the NCO or Officer in charge will call the group to attention and salute the Officer.
- When a visiting Officer enters a Squadron meeting hall, the officer, NCO or Cadet who sees the visitor first, calls the Squadron to attention and salutes the visitor .
- When walking past or overtaking an Officer:
- A Cadet will commence the salute 3 paces before they reach the Officer and continue the salute for 6 paces past the Officer. They should keep walking during the movement.
- When in a group, all Cadets will salute.
- When not in uniform, a Cadet or group of Cadets will salute an Officer by keeping their hands steady at the side and turning the head and eyes smartly in the direction of the Officer.

### Saluting on Other Occasions

- During the hoisting or lowering of a flag: If not on parade with a unit, all members will stop what they are doing, face the flag, stand at attention and Officers salute.
- During the playing of the National Anthem: All members will stand at attention and Officers only will salute. Unit and State/Territory flags only will be lowered.
- During the playing of the Last Post: All members will stand at attention, Officers and Trainee Officers will salute and Unit and State/Territory flags only will be lowered. During the playing of Reveille: All members will stand at attention, all flags will be slowly raised. Officers do not salute during the playing of Reveille.
- All ranks will salute any unit of the services passing with "Uncased Queen's Colours".
- All ranks will salute the Quarterdeck when boarding or leaving any of Her Majesty's ships or foreign warships.

### ***4.12 Leaving the Ranks***

#### Individually

- Any member called out by an instructor, or to receive an award or trophy, will follow this procedure.
- From his/her position in the ranks, the member will come to attention, take one pace to the left front, and move smartly by the shortest route to the required position.
- When returning to his/her place, he/she will right turn and move smartly back to his/her place by the shortest route, re-entering the unit from the rear.
- When it is necessary for a member to adjust clothing or equipment while on parade, he/she will take one pace to the left rear, make the adjustment, and resume his/her position in the ranks by taking one pace to the front right.

#### In Groups

Presentations may be made singularly or in groups, at the discretion of the OC Parade.

- If presentations are made in groups, the recipients will, when called upon, march by the shortest route to the front of the parade and fall in, as directed by the Parade Adjutant, in the order called, the first called being on the right.
- Once all recipients are in position, the Marker (first recipient) will take one pace forward, and give the command, "Officers/Cadets etc, SALUTE". At this time all recipients will salute. The Marker will then take one pace backward.
- The presenter will then hand out awards/trophies etc. to each recipient from right to left. As each member receives his or her award, it should be carried in the left hand.
- Once all presentations have been made, the marker will take one pace forward and give the command, "Officers/Cadets etc., Salute" and all recipients will salute.
- The marker will then take one pace backward and all recipients will Right Turn and march by the shortest route to their respective positions on parade.

NB – When carrying awards/trophies, care must be taken, not to swing the left arm.

#### **4.13 Customs and Courtesies**

- When speaking to an Officer, they should be addressed as Sir or Ma'am.
- When speaking about an Officer, they should be referred to as Mrs./Miss/Ms./Mr. or by their appointment, e.g. "Mrs. Smith said ...", or "The Adjutant said ..."
- When dining formally, unless told to do otherwise, members should not commence eating until the highest ranking Officer in the room has commenced their meal.
- Do not march/walk in between a Squad, Flight etc., and the Officer or NCO in charge
- Do not interrupt a senior NCO or Officer while they are speaking unless the matter is urgent.
- All members of a group must remain silent while they are being addressed by an Officer.
- When an Officer or senior NCO says "I would like you to ...", you must take this as an order.
- Upon a visiting Officer entering a Squadron meeting hall, the Officer, Trainee Officer, NCO or cadet who first sees the visitor should, from their present position immediately call the unit to attention and salute. The visiting Officer will instruct the unit to "carry-on" and then be received by the Squadron Officer Commanding.












#### **REVIEW QUESTIONNAIRE – LEADING CADET**

<b>Appointment</b>	<b>Name</b>	<b>Rank</b>
Officer Commanding your Wing		
Your Group Education Commissioner		
Your Group Field Commissioner		
Your Group Patron		
Your Group Executive Commissioner		
Chief Commissioner		
Australian Air League Patron in Chief		

**(CIRCLE THE CORRECT ANSWERS)**

1. What is the motto of the Australian Air League?
  - a) A vinculo terrae
  - b) Vini vidi vici
  - c) Honi soit qui mal y pense

2. What is the English translation of the Australian Air League motto?
  - a) I came, I saw, I conquered
  - b) Free from the bonds of the earth
  - c) Evil be to he who evil thinks
  
3. A Leading Cadet is responsible to:
  - a) Squadron Adjutant
  - b) Squadron OC
  - c) Squadron Sergeant
  
4. What is the Mission Statement of the Australian Air League?
  - a) To provide the young people of Australia with Training and Education Camps
  - b) To provide the young people of Australia with flying days
  - c) To provide the young people of Australia with the means to pursue an interest in aviation, to enable them to achieve their full potential and become better citizens who can effectively serve the community
  
5. Name the following ranks and number them in order of seniority (1 being the lowest rank)

Name: _____ No. _____ 	Name: _____ No. _____ 	Name: _____ No. _____ 
Name: _____ No. _____ 	Name: _____ No. _____ 	Name: _____ No. _____ 
Name: _____ No. _____ 	Name: _____ No. _____ 	Name: _____ No. _____ 
Name: _____ No. _____ 	Name: _____ No. _____ 	

#### ***4.14 Assessment for promotion to Leading Cadet***

The pass mark is 60%

Pre-Requisite: Must have achieved the General Proficiency Class 6 (GP6) and Drill Proficiency Class 3 (DP3) badges

Knowledge test:

- 15 multiple-choice questions

Drill Manoeuvres and Orders

Candidates are required to correctly describe and perform the following orders to the assessor.

Overall explanation and performance will be assessed:

- Attention
- At Ease
- Stand Easy
- Quick March
- Halt
- Left Turn
- Right Turn
- Left Incline
- Right Incline
- About Turn
- Slow March
- Reporting to an Officer

Uniform Inspection:

- Candidates are to wear their uniform correctly and neatly.
- Badges are to be neat and in the correct positions.
- Candidates will be inspected by the assessor

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#### **Acknowledgements**

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**Commissioner Tom Short**

Federal Training Commissioner

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