

AIR CADET ADMINISTRATIVE INSTRUCTIONS**INSTRUCTION NO 270****TERMS OF APPOINTMENT – CADETS****INTRODUCTION**

1. This instruction outlines the detailed terms of appointment of cadets and amplifies the information given in AP 1919, Chapter 4. The Air Training Corps is a youth organization sponsored by the Ministry of Defence, with uniform being worn in accordance with ACP19A.

TERMS OF SERVICE

2. A person may join the Air Cadets up to his or her 17th birthday; Cadet service beyond the age of 18 is normally only available to those who have achieved the rank of Cdt Sgt by their 18th birthday. This includes VGS Flight Staff Cadets who will be required to transfer to CGI status if below the rank of Cdt Sgt on reaching the age of 18. However, Rgnl Comdts have the discretion to allow late joiners to stay on beyond the age of 18 regardless of cadet rank at that age.

3. All cadets over 18 years, including CWOs, will be called 'Instructor' eg 'Instructor Cdt FS' and are considered to be probationary adult staff.

4. Instructor cadets are to complete the Basic Adult Staff Induction Course (BASIC) (see para 18 below) before reaching the age of 18 years and 6 months. Their role is encapsulated in the following definition of the role of Cadet NCO:

"It is a fundamental principle of the ATC that Cadet NCOs should use the knowledge, responsibility and experience they have acquired to train and lead younger cadets and thereby contribute to the discipline and ethos of the squadron. They should also contribute to the organization and infrastructure of their unit. This contribution should increase with age, experience and ability. Suitable cadets are to be encouraged to attend NCO training and cadet leadership courses to develop their skills to undertake these functions to ensure effective personal development. Cadet NCOs are role models for younger cadets and, as such, they must be of good character and be able to set and maintain the high standards which the Corps demands".

This status does not, per se, command specific responsibilities or Terms of Reference but, in keeping with their adulthood, Cdt SNCO rank and probationary staff status, they should, once they have received BASIC training, be given as much supervisory and organizational responsibility as befits their individual ability, experience, qualifications and personal qualities. The aims should be firstly to develop potential to the maximum and to meet their aspirations as young adults and, secondly, to allow staff to take a view on their potential as future adult staff. However, instructor cadets are not to be charged with the overall accountability for the conduct of an activity; that is always to rest with an adult staff member.

5. Instructor cadets, except when undertaking supervisory duties should, where possible, be accommodated in alternative accommodation to younger cadets. Where available, this may be in airmen/airwomen accommodation, including transit accommodation.

PROMOTIONS AND APPOINTMENTS

6. **Promotion of Cadets Below the Age of 18.** Sqn Cdrs are authorized to make promotions among their cadets up to and including Cadet Flight Sergeant according to the establishment scales set out in ACP 20B, AI No 101. For promotion to Cpl a cadet should have attained Leading Cadet Classification and, for promotion to Sgt, Senior Cadet Classification with at least 3 months experience as a Cpl. These classification stages may be reduced by one stage by the Sqn Cdr in exceptional cases.

7. **Appointment of Instructor Cadets.** When a cadet reaches the age of 18 and provided he or she has reached the rank of cdt sgt, the Sqn Cdr may appoint him or her to Instructor Cadet status. Exceptionally, if the cadet is a 'late joiner' and has not reached cdt sgt rank, the Sqn Cdr may apply to the Rgnl Comdt for the cdt to be appointed to instructor cadet status.

8. **Appointment of Instructor Cadet Warrant Officers.** The Sqn Cdr is to initiate recommendations for promotion to the rank of instructor CWO, through Wing HQ to HQ AC in accordance with ACP20B, AI No 272. Cadets must be aged between 18 and 20 and appointments may only be made to fill establishment vacancies. On approval a Certificate of Appointment will be issued by the Commandant Air Cadets.

GENERAL INSTRUCTIONS

9. **Acquaintance with Orders.** Cadets should make themselves acquainted with all orders and instructions issued for their observance; they are also to conform to the established customs and practices of the Corps.

10. **Discipline.** Maintenance of discipline is the responsibility of all adult leaders and senior cadets, the latter under the immediate supervision of a CFAV. There are no sanctions or punishments for cadets available to CFAVs, except suspension or dismissal from the ATC, or, in the case of cadet NCOs, reduction in rank.

11. **Redress of Grievance.** A cadet who thinks him or herself wronged may report the matter direct to the Sqn Cdr. The squadron committee or the head teacher, as appropriate, is to be given an opportunity of commenting on the cadet's complaint. If a cadet thinks he or she has been wronged by his or her Sqn Cdr the complaint may be reported to the Wg CO and, if still unhappy with the outcome, to the Rgnl Comdt. The Rgnl Comdt is the final arbiter on all grievances raised by cadets. See also AI No 271, for breaches of any aspect of the ACO's Equality and Diversity policy.

12. **Transfer of Cadets between Squadrons.** A cadet is to be encouraged to transfer to another squadron if there is any change of residence or employment or the squadron is disbanded. The cadet is also to be assisted if wishing to transfer for any other good reason. If a cadet is transferred to another squadron, his consent forms (see para 404c of AP 1919) must be transferred to the new squadron.

13. **Circumstances in which Cadets Cease to be Members of the ATC.** A cadet will cease to be a member of the ATC in any of the following circumstances:
- a. At his or her own request.
 - b. On reaching the age of either 18 or 20 depending on rank and whether or not dispensation has been given by the Rgnl Comdt in accordance with para 7 above.
 - c. When joining the Armed Forces or their Reserves or Auxiliaries.
 - d. Female cadets are to cease all ATC activities on confirmation of pregnancy. They may resume their ATC membership after the birth if they wish, subject to their Sqn Cdr's approval and a medical certificate confirming that they are fit to resume ATC activities.
 - e. If he or she has not attended a parade for two months, unless there are extenuating circumstances.
 - f. A CO may recommend to the Rgnl Comdt (thro' the Wg CO) the dismissal of a cadet for serious misconduct (see Annex A). Recommendations for dismissal must include confirmation that the cadet's parents or guardians have been informed in writing of the reasons for the dismissal and given the opportunity to refute any allegations. On such dismissals, the Record of Service book is to be withdrawn and forwarded to Wg HQ for retention.

14. **Lord Lieutenant's Cadets.** Cadets may be selected as Lord Lieutenant's Cadets under arrangements detailed by the area RFCA and the appropriate Rgnl Comdt but must be able to complete their term of appointment before reaching the age of twenty.

TRAINING

15. **Ground Training.** ATC Ground Training consists of a wide range of theoretical and practical activities which are to follow the authorised ATC Syllabus of Training laid down by HQ AC in ACP 20A and is to be carried out in accordance with these instructions.
16. **Flying Training.** The general regulations governing the provision of flying for air cadets of the ATC and of RAF Sections of the CCF are to be found in ACP20A and ACP21.
17. **The Duke of Edinburgh's Award.** The ATC is an Operating Authority of the Duke of Edinburgh's Award Scheme. Cadets are given every encouragement to participate.
18. **Training Course for Instructor Cadets.** The BASIC is held at Wing level under the standardisation of the Regional Training Officer. This is designed to introduce instructor cadets to the responsibilities of adults and supervisors.

Annex:

- A. Recommendation for the dismissal of a cadet from the Air Training Corps

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