

**St John Ambulance
Australia**

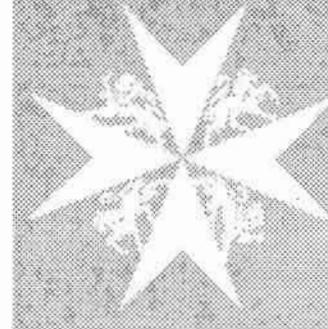


Cadet Manual

3rd Edition

ST JOHN AMBULANCE AUSTRALIA

OPERATIONS BRANCH



CADET MANUAL

(Third Edition)



St John Ambulance Australia
Canberra Avenue
Forrest ACT 2603

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First edition 1978
Second edition 1987

Cadet Manual
ISBN 0 949569 09 7

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Printing: Australian Print Group



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THIS BOOK BELONGS TO

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Division.....

District.....



*Her Majesty Queen Elizabeth II
Sovereign Head of the Order of St John*

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FOREWORD

This Australian *Cadet Manual* is the official training book for use by cadets of St John Ambulance in Australia. Much useful material is provided to give cadets a better understanding of the St John Ambulance Australia organisation.

Every cadet should aim to qualify for the Grand Prior's Badge. This *Manual*, by making the requirements for each subject readily available to all members, should encourage participation in cadet activities and Proficiency Badge subjects.

Whilst Australian editions change some Proficiency subjects for Australian conditions, every effort is made to keep the traditional St John approach, so that the Grand Prior's Badge has the same significance around the world. The improved availability of reference and resource materials via school and local libraries has enabled the *Manual* to set only the requirements for each subject. This should enable desirable flexibility across a continent as large and diverse as Australia.

The first Australian edition was published in 1978. Since then many useful comments and suggestions have been received from all Districts. On behalf of St John Ambulance Australia and our cadets, I thank the Chief Officer for Cadets, Lyn Dansie, her predecessors, Ashley Mason, Richard Bluck and Joan Patterson, and those who have assisted them.

I wish cadets many happy and interesting hours as they use this *Manual* to develop themselves and improve our organisation's ability to help others in keeping with the great motto of the Order of St John - 'For the Service of Mankind'.

Villis Marshall
Chief Commissioner



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PARENTS' NOTES

St John Ambulance Australia Cadets

Cadet divisions are for boys and girls between the ages of 11 and 18 years. As well as training in basic first aid, the divisions aim to foster leadership and encourage physical and mental development by promoting public service and the spirit of adventure. Although emphasis is placed on efficient first aid, and on community service, cadets are encouraged to become proficient in any of thirty one other badges (see Proficiency Badges, pages 97 to 181) and participate in camps, sports and other activities.

The St John Ambulance Australia cadet division encourages a positive attitude towards putting into practice behaviour based on the Cadet Promise to Serve (Enrolment Ceremony), and the Cadet Code of Chivalry (see page 40) in the interests of the individual and the community.

The programme of a typical cadet division includes:

- ☛ First aid
- ☛ Family care
- ☛ Proficiency Badge training
- ☛ Leadership and instructional technique experience
- ☛ Activities, games, excursions
- ☛ Camping
- ☛ Public duties.

Implementation is via the following methods:

- ☛ Weekly training meetings
- ☛ Simulated accidents and illnesses
- ☛ Annual re-examination in First Aid
- ☛ Competitions in First Aid and Family Care



- ☛ Camps
- ☛ Cadet leadership courses
- ☛ On-the-job experience (public duties).



Outdoor Cadet Meeting in South Australia

How St John Ambulance Australia can benefit your son/daughter

St John Ambulance Australia Cadets can contribute to your son's/daughter's personal development via:

- ☛ the forming of *friendships* with other young people of the same age group
- ☛ the *belonging* to an organised group with adult leaders
- ☛ *joining* in combined team efforts and activities
- ☛ promoting the giving of time and effort to help other people - *unselfishness*



- ☛ experiencing a sense of *achievement* through personal success and community service
- ☛ accepting *responsibility* to help train younger members and sharing the work of the division
- ☛ the *learning* of useful skills and knowledge promoting good citizenship in addition to individual development
- ☛ being *challenged* both mentally and physically.

How the Cadet Section of St John Ambulance Australia is organised

The basic unit of St John Ambulance Australia Operations Branch is the **division** which consists of between 8-40 **cadets** with adult staff - **Divisional Superintendent (Cadet)**, **Divisional Officer (Cadet)**, and **Cadet Leaders**. There is usually a division in each suburb/town. Several divisions form a **corps** (the next level of regional administration), and each Australian State is termed a **district** under control of a **Commissioner**. There is a National Headquarters to support the **Chief Commissioner** - the principal officer of the Operations Branch in Australia.

Joining

Boys and girls wishing to become St John cadets must:

- ☛ have reached the age of 11 years
- ☛ have written permission from their parent/guardian to join
- ☛ have an approved Preliminary or Adult First Aid Certificate.

The St John Ambulance Australia Operations Branch is a voluntary organisation; that is, all of its members are volunteers receiving no payment for the time and effort they give to the organisation and to the public. Most divisions have a weekly, term or annual subscription to help offset the cost of training equipment and operating expenses. This money is administered by the officers of the division, who are required to keep



accurate financial records which are audited annually. This financial contribution is small compared with the time and effort required of the officers to manage the division effectively. The St John Ambulance Australia Operations Branch depends on donations (tax deductible, for St John is a recognised charity organisation) from members, affiliates and the public to support our voluntary work.



W.A. Cadet Practising First Aid

Uniforms

Uniforms enable the public to locate and recognise a trained first aider. Uniforms are worn to assist the *esprit de corps* - the important sense of belonging, which contributes to individual development.



Public Duties

Cadets attend public duties and render first aid with the Operations Branch under the supervision of an adult first aider. If your son or daughter, as a cadet, renders first aid whilst not on official duty with the Operations Branch and supervised by a St John officer, it could be useful to inform the officers of his/her division. There is no legal liability for holders of St John First Aid Certificates to render assistance, nor are they held liable after rendering assistance if they have tried to assist to the best of their ability, and in accordance with the methods taught.

How parents can help

Your Son/Daughter:

- ☛ Encourage them when they are faced with a challenging or difficult situation.
- ☛ Support them when they meet overwhelming situations.
- ☛ Praise them when they achieve a goal, however small.
- ☛ Help and guide them as much as possible - without doing all the work for them or taking away their initiatives.

St John Ambulance Australia Operations Branch:

- ☛ Encourage your son/daughter in their St John activities.
- ☛ Actively support the training and social programmes of the division.
- ☛ Become instructors/examiners for various badges, assisting with transport for visits/excursions/camps.
- ☛ Act as patients for First Aid/Family Care training.
- ☛ Assist with fund raising.
- ☛ Join the Operations Branch as youth leaders.



- ☛ Avoid conflicting loyalty decisions for the young people - that is, where required to choose between divisional and some other desired activity.

The supporting activities - so important for a successful cadet division - are best undertaken through a division's Parents' and Friends' Association/Auxiliary.

St John Ambulance Australia Operations Branch looks forward to sharing with you, your son's/daughter's personal development.





PART ONE



Being with a great team - St John Cadets

If you are a boy or girl between the ages of eleven and eighteen, and if you would like to meet a great team of young people who enjoy helping others, learning useful skills, and having a good time - come along and meet us. We'll make you welcome and show you around.



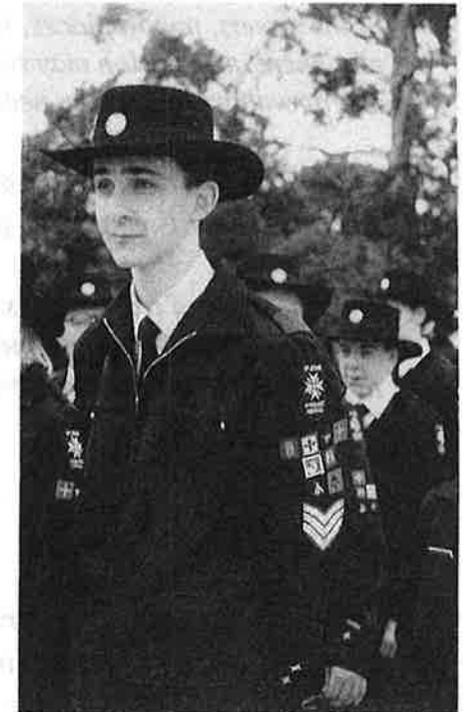
A.C.T. Cadets Practising First Aid

And if you like what you see, we'll welcome you to join us. We have a lot to do and we need bright, energetic, young people. We will help you to learn new skills and be part of our great team.



Then to be an official St John cadet, we ask two things from you. First, we need written permission from your parents or guardian. Second, you need to learn our aims and practise our code of chivalry, because that is why people will look up to you and expect much from you - a St John cadet.

At first you will be known as a 'probationary' cadet. In that time you will study for the Preliminary First Aid Certificate, which, if you achieve it, will entitle you to become a cadet and wear the St John uniform as shown right.



Victorian Cadet in Uniform

WHAT CADETS DO

Aims of the Operations Branch and of the Cadet Movement

The aims or objectives of the St John Ambulance Operations Branch and of its cadet movement, are listed below.

Objects of the Operations Branch

- ① *The organisation, training and equipping of men, women and young persons to undertake on a voluntary basis, either as individuals or as organised groups, First Aid, Family Care and allied activities,*



in the streets, public places, hospitals, homes, places of work, or elsewhere as occasion may require, for the relief, transport, comfort or welfare of those in need.

- ② *The instruction of boys and girls in First Aid, Family Care, and auxiliary subjects conducive to the development of good citizens.*
- ③ *The provision of trained personnel to give assistance to Government, Local Government or other Agencies, or to the Armed Forces at times of emergency in peace or war.*



Objects of the Cadet Movement

- ① *To provide opportunities for boys and girls to learn and practise First Aid, Family Care and other subjects conducive to the training of good citizens.*
- ② *To encourage young people to follow the way of life exemplified in the Cadet Code of Chivalry.*
- ③ *To develop the spirit of combined effort while giving due consideration to the personality of the individual cadet.*
- ④ *To promote health.*
- ⑤ *To encourage among young people a full and enterprising use of leisure by providing all the facilities of a National Youth Organisation.*
- ⑥ *To lay the foundation for membership of the adult divisions of the Operations Branch.*



Your own objectives

- ① Become a good first aider.
- ② Earn a Grand Prior's badge.
- ③ Qualify for the Senior First Aid Certificate.
- ④ Earn a 200 hours Special Service Shield.
- ⑤
- ⑥
- ⑦ **By this time you will find so many paths to follow you will want to write down your own objectives**
- ⑧
- ⑨
- ⑩ Become Chief Commissioner.

Being a St John Cadet offers more than training in first aid

St John cadets strive to help sick or injured people until medical aid arrives - that is, give first aid. To help you learn this and become proficient, your leaders organise realistic situations to give you practice at assessing and treating sicknesses and injuries.

You will learn much about your body and how to treat hundreds of different kinds of injuries. But all that knowledge would be worthless if you could not accurately assess the problem. If you treat a person for the wrong injury you could make the injury worse - much worse. So correct assessment of the injury is the most important skill you must learn, practise and challenge other cadets to do.

As well, St John cadets have many other activities besides first aid: to have a good time, keep fit, and encourage other social and useful skills. A St John cadet should understand and be sympathetic to other people and have many interests besides first aid. For this, St John Ambulance



Australia provides many social activities and training in a selection of thirty one subjects to achieve Proficiency Certificates. This *Manual* outlines the many Proficiency Certificate courses you can study.

If there is anything you are not sure about in the textbook, mark it with a pencil and ask your leaders to explain it to you - perhaps get to your meeting a little early. Other cadets may have the same questions - check with them. When in doubt - ASK!

Preliminary (Phase 1) First Aid Certificate Requirements

Aims:

The course aims to provide students, between the ages of eleven and seventeen who are not able to undertake the adult first aid course, with the knowledge and skills that will make them confident and competent to manage injured people.

Candidates must:

Complete an approved Preliminary First Aid course.

Course Content:

This course will cover areas as listed in the current *Cadet Training Syllabus*.

Examiners:

Training Branch accredited instructors and examiners must be used for the course.

Suggested References:

Manuals as approved by the Training Branch of St John Ambulance Australia.



The Grand Prior's Badge

Proficiency Certificates

Cadets may obtain Proficiency Certificates in the underlisted subjects, but not more than four may be obtained in any one year. Within the limit of four certificates in a year, only two subjects a year may be obtained via school studies and such certificates, when forwarded for award, must be accompanied by a letter from the teacher-in-charge, stating that he/she has sighted the subject syllabus and requirements and that these have been satisfied. Teachers are to be informed that they may prescribe additional work or projects to supplement school courses if necessary to

satisfy subject requirements. District Officers (Cadet) or an officer approved by the Commissioner shall ensure that the requirements of the subject syllabus have been fulfilled before certificates are issued to cadets. Divisions should complete the appropriate forms for the proposed Proficiency Certificate courses, instructors, examiners, etc., prior to the commencement of the course for approval.



H.R.H. Prince Richard, Duke of Gloucester
Grand Prior



A maximum of two certificates may be issued to probationary cadets during the six months prior to their gaining an approved First Aid Certificate. Upon the probationary cadet gaining an approved First Aid Certificate, the Proficiency Certificates will be validated and count towards the Grand Prior's Badge. Proficiency badges may be worn by probationary cadets.



Grand Prior's Badge

For the award of the Grand Prior's Badge, twelve Proficiency Certificates must be obtained over a period of not less than three years. Proficiency subjects are:

Aboriginal and Torres Strait
Islander Studies
Boating
Camping
Canoeing
Caring for animals
Casualty simulation
Child care
Citizenship
Clerical skills
Communication
Computer skills

Family care*
Fire safety
Handicrafts
Health care
Home craft
Home maintenance
Hygienic food handling
International friendship
Interpretership
Knowledge of the Order
Library skills
Map reading



Cookery and nutrition
Counter disaster
Cycling
Environmental studies

Music
Road and home safety
Sports
Swimming and life saving

*Certificates of the St John Ambulance Training Branch are obtainable. Those holding both a Preliminary and other Training Branch certificates may count only one of these towards a Proficiency Badge. Those aged 16 and over who wish to qualify in Family Care must take the adult certificate.

Instructors:

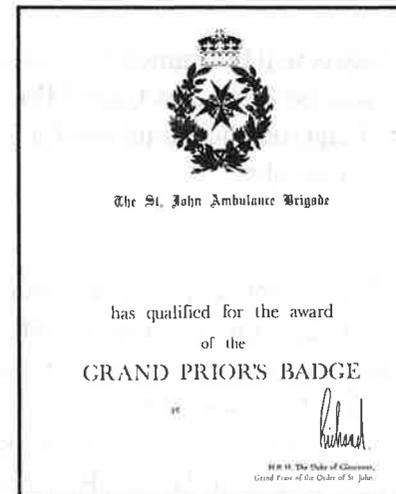
Specialists (whether St John Ambulance members or not) in any of the Proficiency Certificate subjects (other than Training Branch Certificates) may give instruction therein. A panel of such persons (both lecturers and examiners) shall be maintained at District Headquarters.

Examinations:

Application should be made, through regulation channels, to the District Officer (Cadet), submitting names and qualifications of proposed examiners.

Issue:

Proficiency Certificates (BFC 6) will be issued by Commissioners, to the officer-in-charge of the division. Notation of the issue will be made on form OB2 and the certificates will be returned to the cadet concerned.



Grand Prior's Certificate



Proficiency badges

Cadets are entitled to a Proficiency Badge for each subject gained. There is a Proficiency Badge for each of the thirty one subjects. The issue and control of cadet Proficiency Badges will be made by the Commissioner or an officer approved by him/her. Badges will be issued when Proficiency Certificates (BFC6) are awarded by the Commissioner or for Training Branch subjects (no BFC6 issued) when written application accompanies the Training Branch examiner's report for the issue of Training Branch Certificates. No more than 12 Proficiency Badges shall be worn. On the issue of the Grand Prior's Badge, Proficiency Badges are removed.



On obtaining 12 Proficiency Certificates, cadets will be granted the Grand Prior's Badge awarded by the Order and will be known as Grand Prior Cadets. They are permitted to wear the Badge on their uniform for as long as they remain in St John Ambulance Australia.

The 12 Proficiency Certificates must include Knowledge of the Order and a Family Care Certificate. Application for a Grand Prior's Badge will be made to District Headquarters and must be accompanied by the Proficiency Certificates, Training Branch Certificates and the member's OB2. The Commissioner will certify all applications and submit the OB6 form in duplicate together with a copy of the member's OB2 form to the Chief Officer for Cadets. Proficiency certificates should be



returned to the officer-in-charge of the division for return to the cadet concerned. Cadets must have three years' efficient service before the badge is awarded.

Cadets who have qualified in not fewer than four proficiency subjects before graduating to an adult division may continue working for the Grand Prior's Badge until their 21st birthday.

Cadet Efficiency Requirements

In order to be returned as efficient, cadets must fulfil the following requirements during each year:

- ① pass a re-examination in Preliminary First Aid;
- ② be present at the Annual Divisional Inspection;
- ③ carry out their duties to the satisfaction of their senior officer;
- ④ attend not fewer than 12 divisional instructional meetings devoted to first aid and/or family care.

Cadets are not required to take a re-examination in Preliminary First Aid in the same year in which they first obtain a Family Care Certificate or successfully complete Phase 1, 2 or 3 of the Cadet Training Syllabus.





Efficiency Service Stripes and Stars

The following awards may be earned by cadets for each year's efficient service. For the:

First year

One black and white stripe.



Second year

A further black and white stripe.



Third year

A service star (the two stripes previously awarded being removed).



Fourth year

A service star and one stripe.



Fifth year

Two service stars.



Sixth year

Two service stars and one stripe.



Seventh year

Three service stars.



Community Service - The Special Service Shield

The Special Service Shield is awarded to cadets who have completed a minimum of 200 hours voluntary (unpaid) service to the community, provided they have been efficient for the current year.

No more than one Special Service Shield for up to 1200 hours may be worn and thereafter no more than two Special Service Shields. Shields are awarded as follows:

	200 hours	- Red	
	500 hours	- Green	
	800 hours	- Blue	
	1000 hours	- Yellow	
	1200 hours	- Yellow plus red	
	1500 hours	- Yellow plus green	
	1800 hours	- Yellow plus blue	
2000 hours	- White with red border		

		
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Cadets undertake duties and services - appropriate to their training - which benefit those who are handicapped due to age, sickness, disability, distress, poverty or similar plight.



A service must come within the following guidelines:

- (a) it must help those in need;
- (b) it must not be for intended material gain or benefit to the cadet or his/her family;
- (c) it must be undertaken in the cadet's leisure hours;
- (d) it must not be part of work for a proficiency subject;
- (e) it may not be service or duty undertaken at a regular meeting of the cadet's own division.

The following are categories under which cadets may qualify for the Shield:

- (a) assistance given to Operations Branch adult personnel at public duties;
- (b) assistance at Training Branch classes held for other organisations;
- (c) assistance at ambulance stations (including cleaning, clerical and general service);
- (d) assistance via work-parties, supervised by a responsible person, at which toys or other articles are made; also knitting and sewing for hospitals, nurseries and homes;
- (e) book-binding and book-collecting for hospitals;
- (f) assistance at entertainments and concert-parties for hospitals, nurseries and homes;
- (g) gardening for the aged and invalid (vegetable growing for private use is not allowed to count) provided that this work is arranged through the Divisional Superintendent or a recognised charitable or welfare agency;
- (h) assistance in convalescent homes, including domestic, clerical, laundry, sewing and mending duties;
- (i) assistance in day and residential nurseries, preschools, kindergartens and children's homes;
- (j) assistance in hospital canteens or kiosks (not school canteens);



- (k) assistance as messenger for doctor, chemist or district nurse provided that such work is approved by the Divisional Superintendent;
- (l) shopping and errands, including municipal meal services for invalids, blind and aged people, provided that this work is arranged through the Divisional Superintendent;
- (m) acting as patients or assistants at first aid competitions.

The following activities may **not** count towards the Special Service Shield:

- (a) acting as patients at first aid classes;
- (b) assistance at appeals or any function for raising funds for the Operations Branch;
- (c) duties undertaken as part of an organised school programme in school time.

Service in any one day will be restricted to 8 hours, except in special circumstances at the discretion of the District Officer (Cadet).

All duties must be officially arranged or authorised in advance by the member/officer-in-charge of the division who will properly verify them afterwards.

Baby-sitting may be carried out only by cadets who have reached the age of 17 years and are in possession of adult First Aid or Family Care Certificates.



Exhausted Tin Shaker



Where possible, cadets should spread their service over a variety of duties.

Travelling time to and from a public duty or place of community service is **not** to be counted. The time of arrival at and departure from the place of duty/service is to be calculated to the nearest quarter hour.

Divisional Superintendents (Cadet) are responsible to ensure the cadet's hours of public duty/service are recorded immediately in a Duty Register and annually on OB2 forms.

Cadets who have rendered 1000 hours of voluntary community service shall be awarded the Special Service Certificate by the Chief Commissioner.

Cadet Competitions

First aid and family care competitions are held:

- to improve the efficiency of cadets
- to give cadets experience and confidence to do first aid in all kinds of surroundings and situations
- to maintain and increase interest in first aid
- to stimulate a healthy rivalry between different St John units
- to interest and inform the general public.



The winning of a trophy is not the main aim of first aid (and family care) competitions.



The modern simulated accident competition, set in realistic surroundings with good make-up and acting, offers the nearest training approach to the 'real thing' and provides valuable experience in the diagnosis and treatment of injuries. All first aiders, however well qualified, may become a little hesitant or uncertain when helping at an accident or emergency illness. The more experience first aiders have, the less their hesitancy and uncertainty is apparent. By participating in many competitions which simulate realistic, difficult and pressure situations, vital, regular experience is gained.



Scenario in National Cadet First Aid Competition

There should be little difference between competition training and first aid training. Good first aid training should involve realistically simulated incidents - with emphasis on correct assessment and quick effective treatment. Competitions enable a range of injuries and situations to be dealt with, which would otherwise, perhaps, not be experienced in routine public duties.

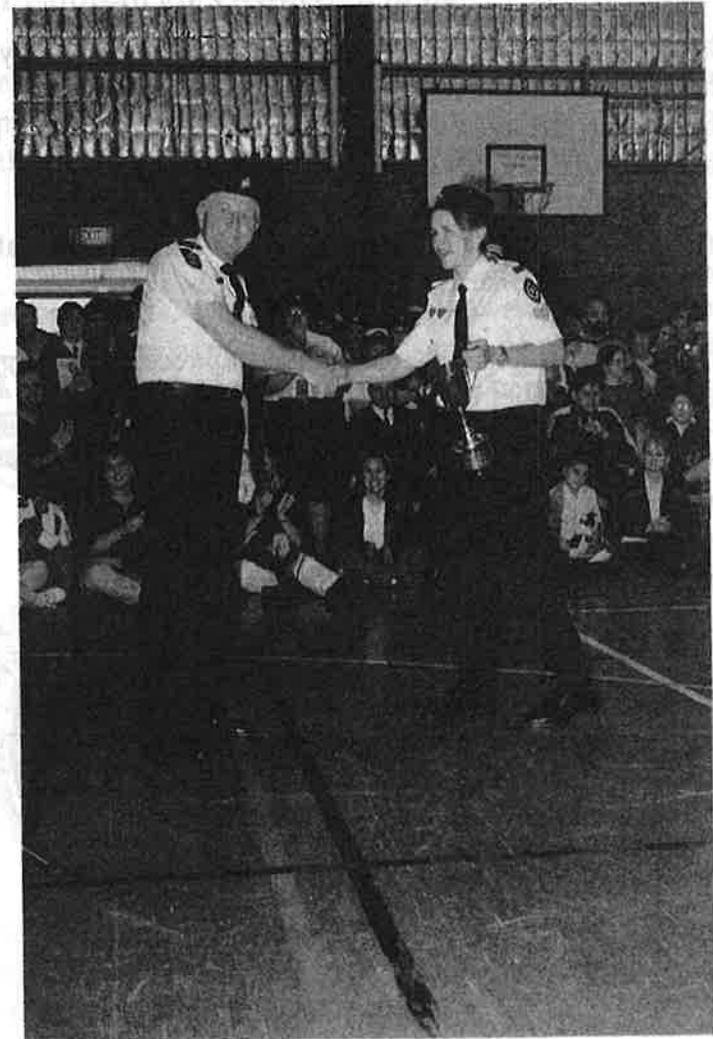


Competition simulated accidents may range from simple 10 minute jobs to complex 20 minute team jobs. The following are the main sections in National Cadet Competitions:

- Cadet team (three members)
- Cadet individual
- Cadet leader (individual event).

Each event involves two first aid practical exercises. One event has first aid equipment provided; the other event involves the competitors using only materials found at the scene, that is improvised. Both events may include some family care aspects. Often, divisions visit each other to have friendly training competitions. Once a year there is a Corps Competition to select a representative from the corps to participate in the District Championships. The District Champions compete in the National Championships. There are competitions held periodically in the Pacific area - the *New Zealand Army Cup* for which Australia, Fiji and New Zealand compete. St John cadets from anywhere in the Commonwealth of Nations may compete for the *Commonwealth Cadet Shield*, a team event trophy.

Ask your officers to explain how competitions work in your area. Get together with some fellow cadets who are keen on first aid and make up a team. The extra work involved, in training and developing teamwork, is worth the effort; you will be much better first aiders, meet new friends, and perhaps even travel.



*Chief Commissioner, Professor Villis Marshall,
Presenting Competition Trophy*

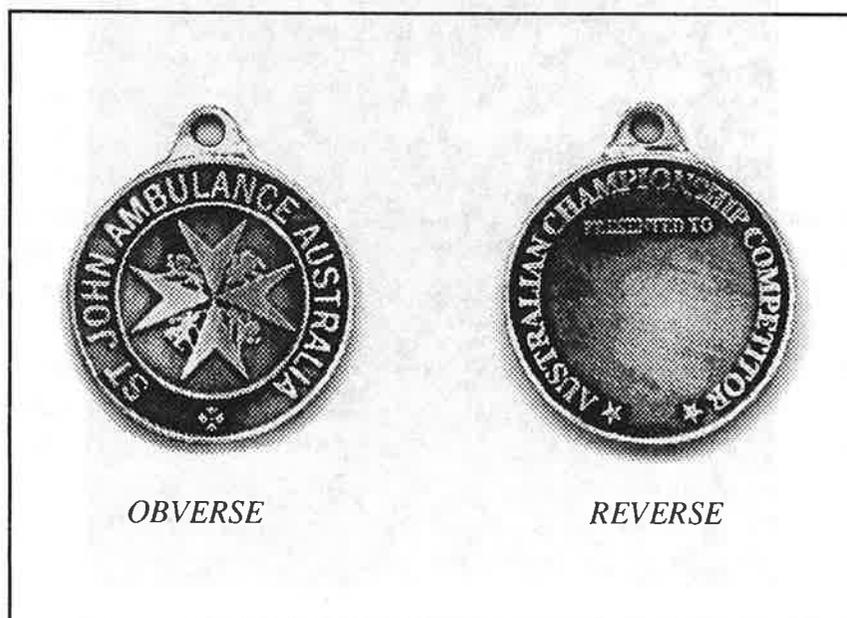


For the winners - these trophies:

Champion cadet leader - Colonel Douglas Donald Trophy
 Champion cadet team - Dr Frances McKay Trophy
 Champion cadet individual - Colonel Alexander Christie Trophy
 Champion district - Sir Kingsley Norris Trophy

The district which achieves the highest aggregate of marks from **all** events will be the Champion District.

All competitors in an Australian Championship receive a Competitor's Medallion from the Chief Commissioner.



OBVERSE

REVERSE



Duke of Edinburgh's Award Scheme

The Duke of Edinburgh's Award Scheme was initiated by His Royal Highness, Prince Phillip, in the United Kingdom in 1956. The Scheme started in Australia in 1962 and operates in many other countries.



To young people between 14 and 25 years, the Duke of Edinburgh's Award Scheme offers an incentive for achievement and adventure through a balanced programme of recreational activities. It is a personal challenge from the Duke of Edinburgh to young people, to measure themselves against the standards set for each section of the Award. These standards are within the reach of the average boy or girl, provided he/she makes the effort and perseveres.



The Award Scheme is not a separate organisation. It is a programme which can be used by existing organisations, by schools, clubs, firms, etc. It is designed to complement their existing activities.

There are three separate awards - bronze, silver and gold. Young people may enter for whichever award is most suited to their age. The minimum starting ages for each award are: bronze, 14 years; silver, 15 years; gold, 16 years. The maximum age for completing any award is 25 years.

The Award Scheme programmes for individual candidates have four sections common to all awards - service, expeditions, interests, and physical activities/design for living.



Older St John cadets are encouraged to participate in the Duke of Edinburgh's Award Scheme. In many cases the requirements of the Scheme are similar to our Proficiency Badge subjects, so that a candidate, with careful planning and perhaps a little extra work, may satisfy both aims - qualifying as a Grand Prior Cadet and gaining a Duke of Edinburgh's Award.

St John Ambulance Australia regulations permit the wearing of Duke of Edinburgh's Awards on uniforms.

Ask your officers to obtain details of the Duke of Edinburgh's Award Scheme from District Headquarters from the Duke of Edinburgh Liaison Officer who will assist in determining equivalent standards and requirements.



Sovereign's Award

The aims of the Sovereign's Award are to encourage young members of St John to greater efforts of personal and community achievement in the work of St John and at the same time to develop their initiative and broaden their experience, particularly over the transition period from cadet to adult membership.



A formal presentation of the Award Certificate will be made on behalf of the Sovereign. The first successful candidate in Australia, Carol Crass, Western Australia, was presented with her Award in 1992.

Candidates must be between their sixteenth and twenty fifth birthdays during their attempts.

The Prior, Governor-General Bill Hayden, Presenting the Sovereign's Award to Carol Crass, June 1992, Perth





Tasks

The candidate must undertake and complete, to the satisfaction of the Chief Commissioner, two major initiatives in areas applicable to work for the Order of St John:

- ① A research project in any field of the work of the Order, such as first aid training methods, historical research into the Order, work in the community, use of manpower, specialist requirements, and so on.
- ② Organise and run a project involving either:
 - (a) First Aid, Family Care or Care in the Community, or
 - (b) Fund raising.

Qualifications

The candidate must:

- ① Be a member of the St John Ambulance Australia Operations Branch with a minimum of five years' consecutive efficient service, either as a cadet or adult member or part both.
- ② Hold the following:
 - (a) The Grand Prior's Badge, or 1000 Hours Certificate or (for non-cadets) 1000 Hours Duty.
 - (b) A current First Aid Certificate.
 - (c) A current Family Care Certificate.

Timescale

- ① The candidate must apply to start the enterprise by making application on the Sovereign's Award Application Form (OB7), to National Headquarters by 1 January.
- ② The enterprise is then to run from the following 1 July (first year) and must be completed in all respects by 30 June of the fourth calendar year. This will allow sufficient opportunity for the



attempt but not seriously inconvenience the candidate's own priority calling, his/her work or schooling. The initiative projects may only be carried out within the three year cycle.

- ③ No repeat attempt may be started until the following July (or the fifth calendar year), that is, there can be no extension of an individual's three year period.

Adventure camping

Camping brings cadets together to have fun and learn in a different environment and in a spirit of cooperation similar to that of the early Knights of St John. You will learn how to get along with others, how to share and to do your share. Officers and cadets learn to know each other better in one camping period than in a whole year's programme of training parades.



A Knotty Camping Exercise

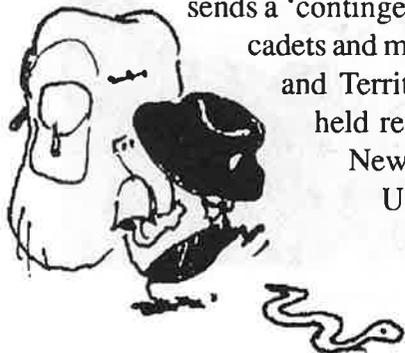


Any type of camping is a challenging and exciting adventure. Camping can involve living in tents in the bush - hiking, cooking on open fires, learning about the bush and how to live comfortably in it, as well as having fun. Camps are also held in permanent campsites where there is more time for programme activities.

Every cadet should try to attend at least one camp each year. Nobody expects you to be a good camper straight away. Each camp you attend will increase your camping skills a little more. Depending on the type of campsite to be used, you can prepare beforehand by reading about camping, by practising putting up and taking down a tent (with your fellow cadets and leaders) at your meeting hall or the back yard. You could also help your leaders with the planning and checking of equipment and supplies.

Some divisions have a regular schedule of small camps to help cadets qualify for the Camping Proficiency Badge. Other divisions run one or two camps a year either by themselves or with a neighbouring division. These are usually smaller camps where everybody gets to know everyone else. Districts often run larger camps (100-300), where different activities can be programmed because of the numbers involved. Ask your leaders about local camping activities.

National Cadet Camps are held yearly in different districts. Each district sends a 'contingent', so this gives you the chance to meet cadets and make friends from all the Australian States and Territories. International Cadet Camps are held regularly and include cadets from Papua New Guinea, Singapore, New Zealand, Fiji, United Kingdom, Canada and any other overseas groups who may attend. Do not forget to take some local place badges to exchange.



International Cadet Camps:

- 1962 40th Anniversary: Lane Cove, Sydney, New South Wales.
- 1967 45th Anniversary: Belair, Adelaide, South Australia.
- 1972 Golden Jubilee (50th): Yarra Junction, Melbourne, Victoria.
- 1977 55th Anniversary: Swanleigh, Perth, Western Australia.
- 1982 Diamond Jubilee (60th Anniversary), Hobart, Tasmania.
- 1986 First Commonwealth Cadet Shield, Woodhouse, Adelaide, South Australia.
- 1989 Tallebudgera, Queensland.
- 1992 70th Anniversary: Darwin University, Northern Territory.

Stamps and St John

Many people collect postage stamps as a hobby. If you collect stamps, have you thought of making a display of stamps from countries where the St John Ambulance organisation is active (see page 60). Some people collect stamps by countries, or themes such as aeroplanes, butterflies, ships, uniforms and so on. Have you thought about collecting stamps with the St John theme? Some ideas: the Crusades, Knights, Malta, First Aid, Ambulances. You may be able to use stamp collecting to help gain a Proficiency Badge - see *Philately*, page 148.





In June 1983 Australia Post issued a 27 cent stamp to commemorate the centenary of St John Ambulance organisation in Australia. The stamp was designed by Mr Tim McCaulay of Hobart, one of several art students invited to submit designs for the stamp, and printed by Cambec Press, Melbourne. A first day cover was provided for the St John Centenary Stamp.

The Cadet Code of Chivalry

'Chivalry' is a word meaning **consideration of others** - in particular, a way of life devoted to serving and protecting the weak. The medieval knights, including the Knights of St John, had a very highly developed sense of service to their fellow men and a strong code of chivalry.

The Cadet Code of Chivalry describes the ideals practised by the Knights of St John over many hundreds of years. These ideals are just as relevant today as they were a thousand years ago. Just think how much happier the world would be if everyone tried to live their lives by the Code of Chivalry.

St John cadets promise to observe the Code of Chivalry. All cadets should memorise the Code and try their best to put it into practice in daily life. It may not always be easy.

Read the code through and think about each line - what does it mean to you? The following are just a few thoughts on each line and should not be considered the only interpretation.



Code of Chivalry

I Promise

To serve God

To be Loyal to the Sovereign and to
my Officers

To observe the mottoes of the Order,
which are: "Pro Fide"—For the Faith;
"Pro Utilitate Hominum"—For the
Service of Mankind

To be thorough in work and play

To be truthful and just in all things

To be cheerful and prompt in all I do

To help the suffering and the needy

To be kind to all animals

Signature



'To serve God'

The word 'God' means many different things to people all over the world. To some it represents a spirit, to others a person and to yet others a way of life. Whatever your belief, it may include the idea of a 'God', and most religions have the idea of 'brotherly love', that is, 'do unto others as you would have them to do unto you'. Talk about this with your parents. St John Ambulance is non-sectarian; that is, it welcomes as its members people of all beliefs. The work of the Order of St John is carried out without distinction of race, position or belief.

'To be loyal to the Sovereign and to my Officers'

Loyalty means being true to your promise, faithful and dependable. When people know that you are a St John cadet they will expect you to act in a certain way which people admire and respect. Imagine how confused and disillusioned others would be if you were not loyal to this Code and acted some other way which may hurt your division. The Queen is the Sovereign Head of the Order of St John. Your officers will help you, and as they are loyal to you, so too should you be loyal to them. This will make the whole team stronger and more efficient.

'To observe the mottoes of the Order, which are:

"Pro Fide" - For the Faith; "Pro Utilitate Hominum" - For the Service of Mankind'

These are the great mottoes of the Order of St John, observed and handed on for hundreds of years by the Knights. 'For the Faith' reflects the religious origins of the Order and is linked with 'To serve God' - the 'Faith' being a personal and individual matter. It also reminds us to have faith in ourselves and our fellow man. 'For the Service of Mankind' reflects the basic reason for the Order's activities - to help our fellows in distress. This unselfishness in modern life reflects the charitable service of the early Knights of St John.



'To be thorough in work and play'

If something is worth doing, then it is worth doing well, that is, to the best of our ability. Giving attention to details, checking to see that all is correct, not only prevents mistakes but, in first aid, may save a life.

'To be truthful and just in all things'

Telling the truth may sound simple enough - but it is not always easy - particularly if we are at fault or do something wrong. However, once people don't tell the truth, we lose our trust in them. Think how difficult this makes teamwork. We should be fair and impartial in our dealings with everybody.

'To be cheerful and prompt in all I do'

A smile makes friends. How much happier we all would be if we smiled and tried to be cheerful. We all enjoy doing some things more than others. However, even when doing something that we may dislike, we should try to be cheerful. If its members cannot be relied upon to be punctual, the team is weakened and the job becomes difficult.

'To help the suffering and the needy'

There are many people who need help - not just those who may faint at the football, or who are in motor accidents. As St John cadets, we should help anybody who needs help. We should not become so involved with our own activities or problems, that we lose sight of the aim of St John service to help others.

'To be kind to all animals'

Animals cannot talk or argue back if they disagree with us. Being kind to animals does not only mean being nice to them, but also finding out about the correct way to handle and look after them - the correct feeding, housing, exercise and general care.



Cadet promotion requirements

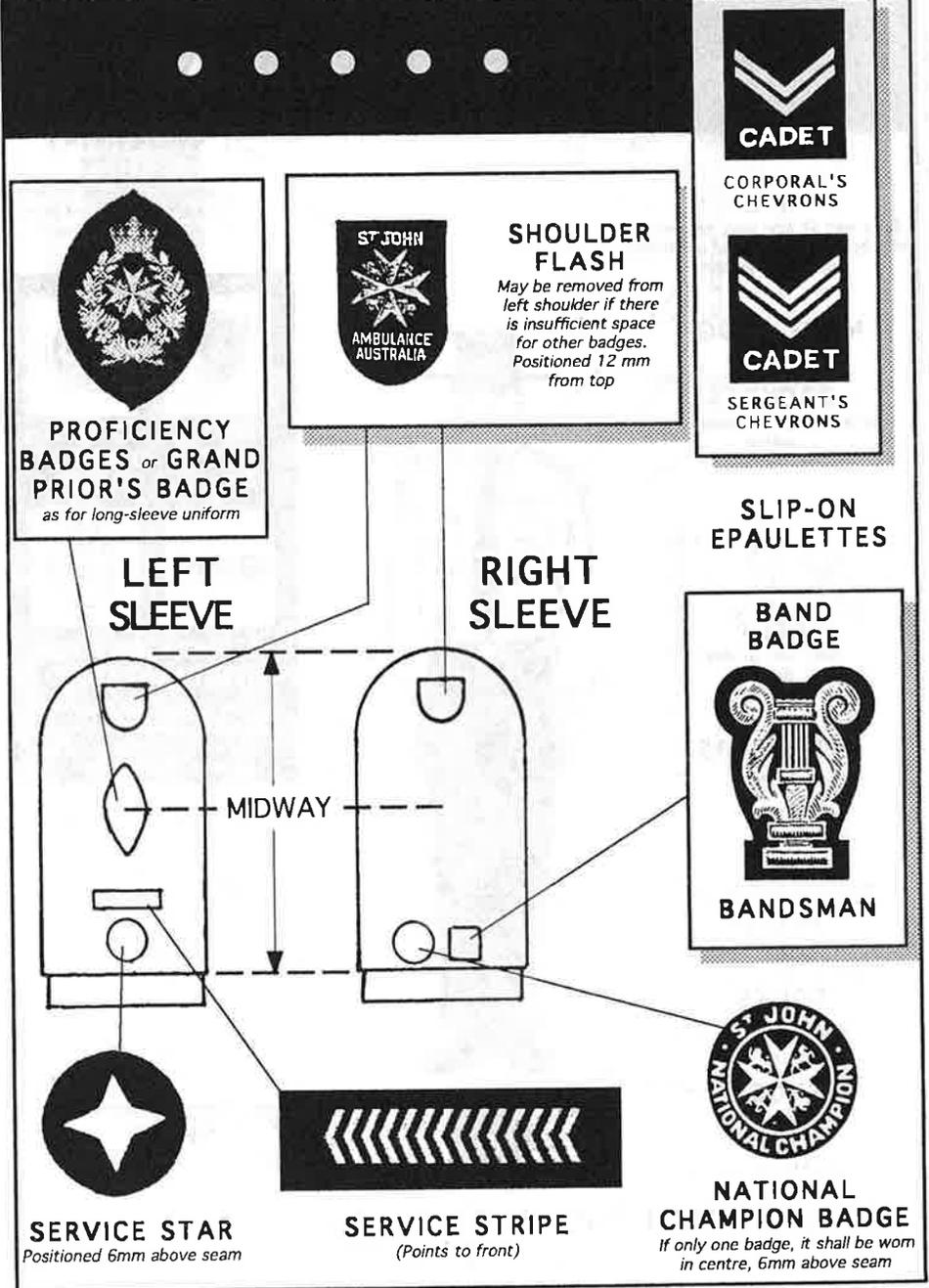
If you are keen to help run your division and become part of the leadership team, then you may be given extra training (and work!) to become an NCO (Non-Commissioned Officer); that is, a Corporal or Sergeant, and when you pass the Senior First Aid Certificate, a Cadet Leader. Remember that your first aid standard must be excellent if you wish to help train other St John Ambulance members.



You need to earn those NCO rank stripes by passing the appropriate Cadet NCO Promotion Examination. Each District will have a system of training and examination for Cadet NCOs. Your local officers will explain to you how the system works, whether you need to attend a training course, who examines, and so on, in your District.

NCO training will involve learning how to teach other cadets first aid and drill as well as knowledge of St John Ambulance Australia organisation, cadet programme planning, games and activities and other subjects. The requirements for Cadet NCO promotion are detailed in the St John booklet *Cadet NCO Training Notes*. Ask your officers for a copy so that you can see some of the useful knowledge and skills you can learn.

Positions for Badges on Cadet Short-sleeved Uniforms



Cadet Uniforms



CADET HAT BADGE

Positioned in centre of front of hat with centre of cross level with top of band

TIE

Black with St John logo; secured to shirt by regulation tie bar, positioned midway to pocket

NAME BADGE

POCKETS

Patch and flap with plain white button

BELT

Black with St John Badge

TROUSERS

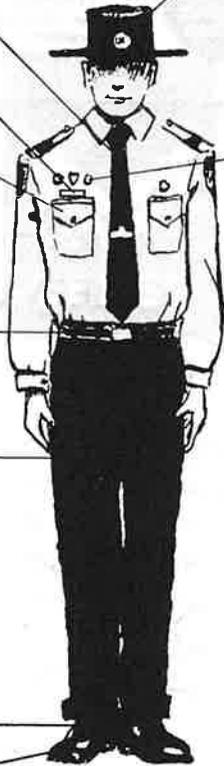
Black

SOCKS

Black

SHOES

Black school type



PROBATIONARY CADET ARMLET

To be worn on the left arm, above the elbow on civilian clothes



MERITORIOUS SERVICE BAR SOVEREIGN'S AWARD

Badges to be centred over right pocket, the lowest point to be 12mm above pocket and in the relative positions shown



SHIRT

White; long-sleeved or short-sleeved

EPAULETTES

Cadets wear black epaulettes until they gain Senior First Aid Certificate when they wear blue



BADGES

in equivalent positions to those on boys' shirts

Commissioner's Badge or Grade I Junior Badge



JACKET

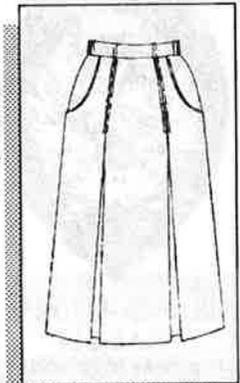
Black battledress style
Badges and positions of badges as for shirt

SHIRT

White; long or short-sleeved; tie worn with General Duty Order Dress



BELT



SKIRT

Black
or CULOTTES
Black
or SLACKS
Black

SHOES

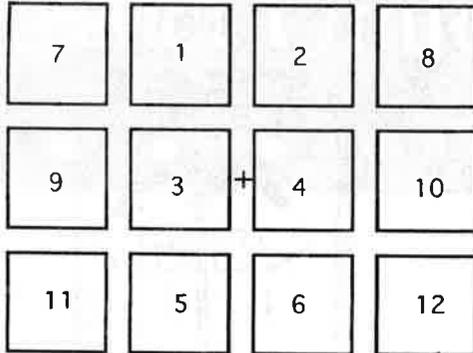
Black school type

STOCKINGS

Grey mist
or SOCKS
Short plain white

48

6 mm



PROFICIENCY BADGES

Up to 12 may be worn. Numbers show positions of badges as they are acquired. If there is insufficient space, the shoulder flash may be removed



GRAND PRIOR'S BADGE

Replaces twelve proficiency badges



SERVICE STAR
6mm below service stripes



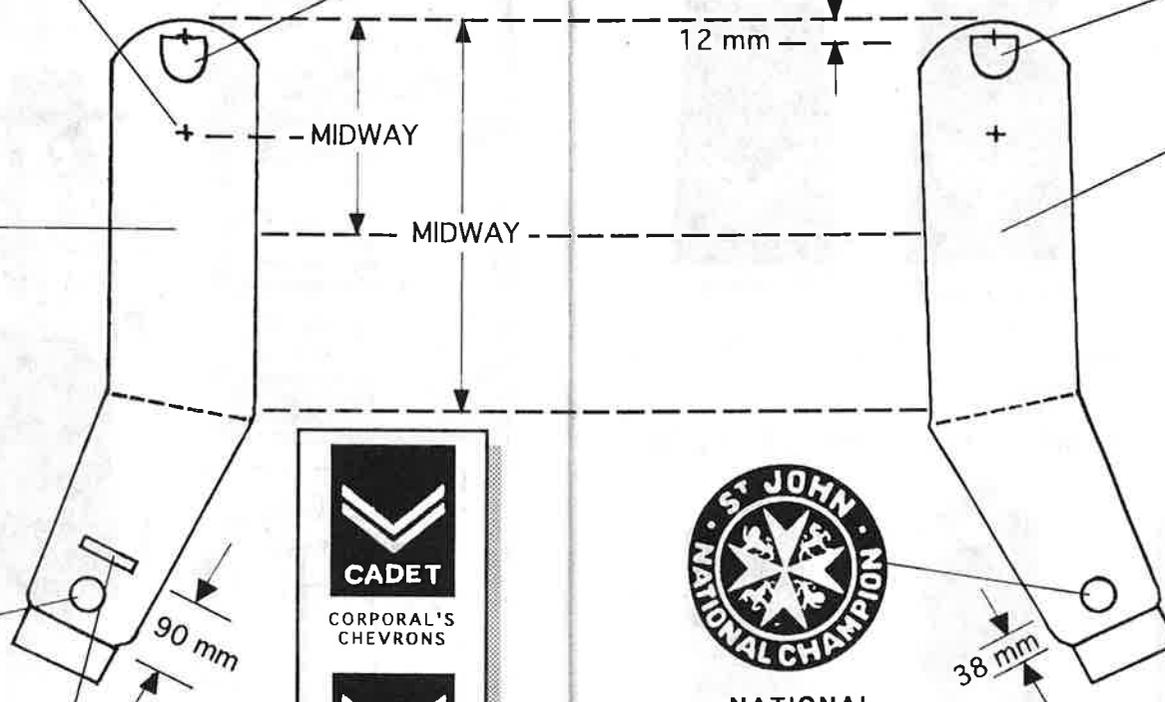
SERVICE STRIPE
(Points to front)



SLIP-ON EPAULETTES
Black or blue

LEFT ARM

RIGHT ARM



SHOULDER FLASH

May be removed from left shoulder if there is insufficient space for other badges



BAND BADGE
In midway position

BANDSMAN'S BADGE

49

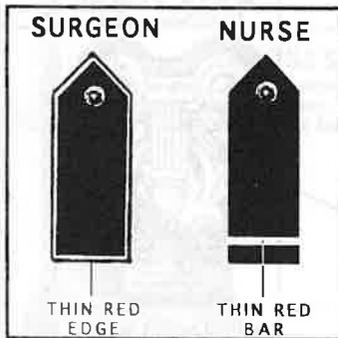
Positions for Badges on Cadet Uniforms



How the St John Ambulance is Organised



BADGES OF RANK OF NON-COMMISSIONED OFFICERS (ADULT)

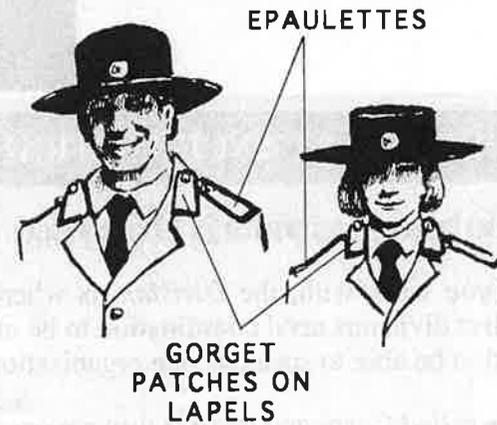


EPAULETTES OF OFFICERS

GORGET PATCHES ARE NOT WORN BY DIVISIONAL OFFICERS

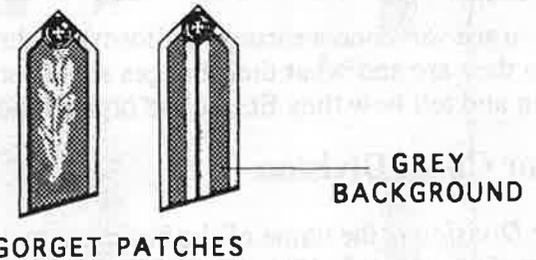


'C' badge worn on sleeve indicates a person working with cadets

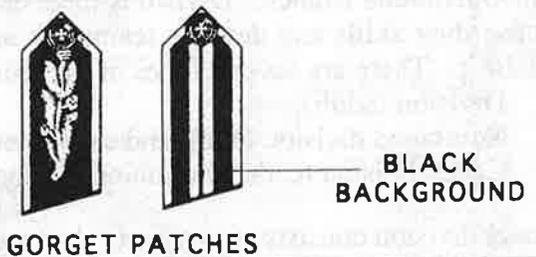


Officers may wear different markings on their shoulders depending on the grade

NATIONAL HEADQUARTERS



DISTRICT Each State/Territory



CORPS (Groups of Divisions)





THE ST JOHN AMBULANCE AUSTRALIA

How St John Ambulance Australia is Organised

The group of people you work with, the *Division*, is where the main activities take place. But divisions need coordination to be united in the ways we do things and to be able to speak as one organisation.

Groups of divisions are called *Corps* and these in turn are coordinated by the State *Districts* which are managed by the Australian *Headquarters*.

There are many officers who have many badges of rank. For instance, there are doctors, called *Surgeons*, and State Registered *Nurses*.

If you see someone wearing a uniform you do not recognise, politely ask who they are and what their badges stand for. They will be glad to explain and tell how they fit into the organisation.

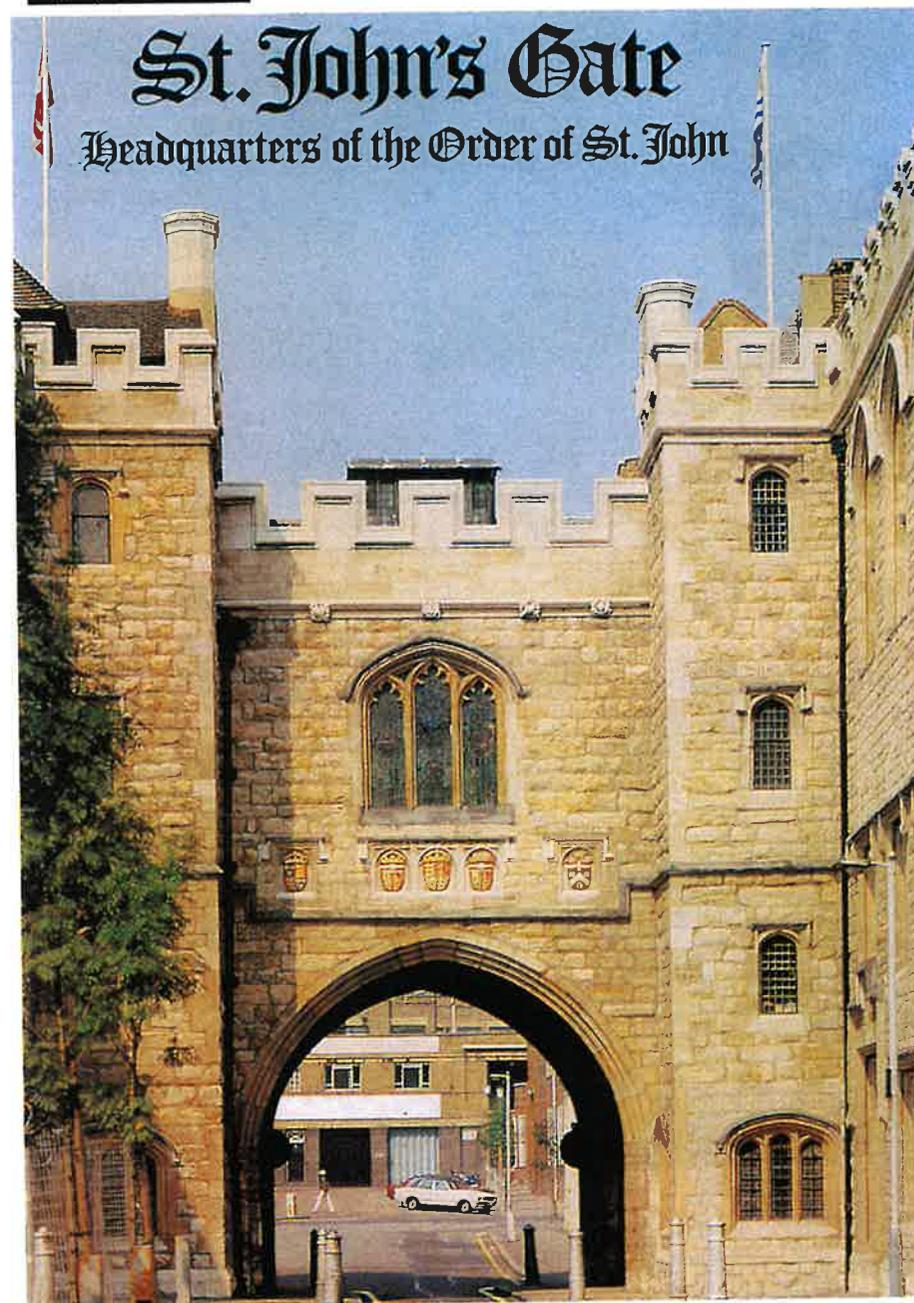
Your Cadet Division

The *Division* is the name of the basic group of St John Ambulance Australia Operations Branch. Divisions meet each week to train together, practise their skills and develop teamwork and, of course, for fun and friendship. There are several types of divisions:

- Division (adult);
- Combined division (adult and cadet members);
- Cadet division (cadet and junior members).

A cadet division consists of not fewer than eight and normally not more than forty members. Divisions usually are identified by the name of the suburb or town in which they meet; e.g. Newcastle Cadet Division, Brighton Combined Division.

Divisions meet in a wide variety of places: some have their own halls; other use local meeting places, schools, etc. Whilst it is better to have a place with plenty of space for activities and storage of equipment, you can have the best division with few material assets. A division is as good as its members want it to be.





First Day covers with St John Stamps



You should try to make your division as efficient as possible. Attend meetings regularly and on time. Wear your uniform smartly. Look after the equipment and help get more. Help other members - remember that old saying, 'a chain is only as good as its weakest link'. Working together and helping each other will ensure that there are no 'weak links' and each cadet is as good as he/she can be.

Take part in all cadet activities if you can - local training, public duties, camps, proficiency courses (Certificate subjects), first aid competitions - and you will be making your division strong and getting the most out of your St John experience. Members of the Operations Branch are 'volunteers' (i.e. no one is paid any money for work done). The only 'pay' is the satisfaction and pleasure of helping others and working together in friendship.

Your leaders

Most of this *Manual* is for and about St John cadets. However, you should know something about those people who have been specially chosen to be the leaders of your organisation. Special officers of the cadet movement are:

- Commander in Chief of Cadets (Commonwealth of Nations);
- Chief Officer for Cadets (Australia);
- District Officer Cadets (District, i.e. each State and Territory);
- Corps Officer Cadets (Corps - group of divisions)



H.R.H. The Princess Anne
Commandant-in-Chief of Cadets



All organisations have titles for people to indicate their job role and authority to make decisions, for example *Principal* of a school, *Managing Director* in a company, *Workshop Supervisor* in a factory, *Captain* of a sports team or of a ship.

In St John Ambulance Australia, some leaders are called *Officers* and others are called *NCOs* (Non-Commissioned Officers). An officer receives a warrant - which is a special paper which gives the title, authority and responsibility of the rank to which he/she is appointed. The minimum age for the appointment of all officers is 19 (except in special circumstances set out in General Regulations 4.2 (a)).

The leaders in a St John cadet division are:

- Divisional Superintendent (C)
- Divisional Officer (C)
- Cadet Leader
- Sergeant
- Corporal

These titles, or 'ranks' as they are called, are the same in the adult division, except that adult ranks have no 'C' after them (the 'C' indicates an officer appointed to a cadet division), and there are no Cadet Leaders in adult divisions.



*Chief Officer for Cadets, Lyn Dansie,
Presents Grand Prior's Badge
to Successful Cadet*



Divisional Superintendent (C)

This officer is the leader in charge of a cadet division and is responsible for the administration, training, efficiency and discipline of the division. Other duties include organising other leaders and volunteers to help, raising money for the division, ensuring that cadets participate in public duties with adult members of St John Ambulance Australia and they eventually transfer to the adult division between 16 and 18 years. So you can see that the Divisional Superintendent (C) is a very busy person, and needs other leaders to help, if all these jobs are to be done properly. A Divisional Superintendent (C) must be of high character and suitable age, education and abilities.

Divisional Officer (C)

This officer helps the Divisional Superintendent (C) in running the division. There may be one Divisional Officer (C) for every 12 cadets (including NCOs) in a division. The minimum age for officers is 19 years.

Cadet Leaders

Cadet Leaders are exactly what the name describes. They have adult First Aid Certificates, and are at least 17 but not more than 21 years of age. Cadet Leaders are not officers, but rank above NCOs.

Sergeants and Corporals

These are the NCO ranks and are filled by boys and girls who assist as leaders in running their cadet division. There may be a sergeant for every 10 cadets and Juniors (including corporals), and a corporal for every 5 cadets and Juniors in a division.

These are the leaders of our cadet divisions. You should always listen to and try to help them as much as possible. Being a leader means doing more work to help make the division and its members better. All this work is aimed at helping you to learn more, and have more fun. So help them to help you. When you do not understand, or are uncertain of something, ask one of your leaders - someone will know the answer.



One day you may wish to be a leader - to pass on to other boys and girls the knowledge and skills you have learnt. But first we have much to do as cadets - so let's start by learning how to recognise our leaders by the badges they wear on their uniforms. Our 'badges of rank' as they are called, are a quick and simple way to indicate titles and job responsibilities.



*Former Chief Officers for Cadets
Ashley Mason, Joan Patterson and Richard Bluck*



St John Ambulance Australia Publications

You may find the following St John Ambulance Australia publications, available from your State Centre or St John National Supplies in Sydney, useful during your period as a cadet:

- *Australian First Aid*, Volumes One and Two, 1989, or Combined Volume, 1993.
- *First Aid - A Guide to Survival*, 1988.
- *Staying Alive*, 1991.
- *Step by Step - Basic Casualty Simulation Manual*, 1992.
- *Family Care at Home*, 1990.
- *Cadet Training Syllabus*, 1991.
- *Cadet Workbook Phase I*, 1991.
- *Cadet Workbook Phase II*, 1991.
- *Cadet Workbook Phase III*, 1993.
- *Senior First Aid Workbook*, 1990.
- *Cadet NCO Training Notes*, 1991.



THE ORDER OF ST JOHN

The St John world

As you read of the famous history of the Knights of St John, you will be aware that they came from many different countries to form an international brotherhood, to serve and protect other people. Today, the modern Orders of St John operate in many nations. The British-based Most Venerable Order of the Hospital of St John of Jerusalem operates in:

Priories

Australia
Canada
England
New Zealand
Scotland
South Africa
Wales

Commanderies

Ards (Northern Ireland)
Western Australia

Overseas Independent Nations

Antigua
Barbados
Cyprus
Dominica
Fiji
Ghana
Grenada
Guyana
India
Jamaica
Kenya
Malawi
Malaysia
Malta
Mauritius

Nigeria
Pakistan
Papua New Guinea
St Kitts-Nevis
St Lucia
St Vincent
Republic of Seychelles
Sierra Leone
Singapore
Solomon Islands
Sri Lanka
Swaziland
Tanzania
Trinidad and Tobago
Uganda
Zambia
Republic of Zimbabwe

Other Overseas Territories

Bermuda
British Virgin Islands
Gibraltar
Hong Kong
Montserrat

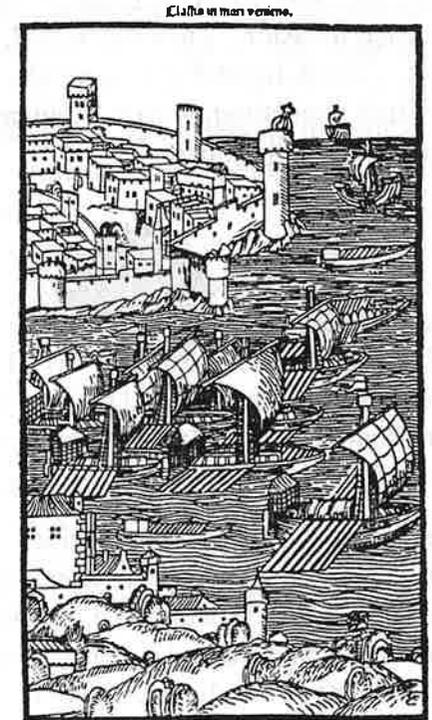


Find those places in your atlas. You may like to make a wall map showing each of the countries. The way of life and the people may be different, but the members of St John Ambulance around the world all look back to a common origin of the Knights of St John and all have a common aim - 'The Service of Mankind'.

You may attend an Australian Cadet Camp where there are cadets from other countries; then you will come to understand international brotherhood. In the meantime, ask your officers to arrange a penfriend for you (a cadet in another country). For more details, see the International Friendship Badge (Page 161).

A Brief History of the Order

The beginning of the Order of St John is said to be at an ancient Benedictine monastery in Jerusalem, restored with the help of merchants from the Italian maritime city of Amalfi. This monastery had a hospital for Christian pilgrims to the Holy Sepulchre. This hospital was functioning when the first Crusaders took Jerusalem in 1099 and it developed rapidly under the leadership of Brother Gerard. By his Bull (notice) of 1113, the original of which is still to be seen in Malta, Pope Paschal II gave it independent status as a religious foundation, known henceforth as the Order of the Hospital of St John of Jerusalem.





During the Crusades its Brothers also had military duties of defending the four Crusader States in Palestine and Syria. When an end was put to these States by the Saracens' capture of Acre in 1291, the Knights Hospitaller, as they were now called, withdrew temporarily to Cyprus until they were able to make an independent home for themselves by the capture in 1309-10 of the island of Rhodes, and became a Sovereign State under their elected Masters, later called Grand Masters.

For over two hundred years the Knights of Rhodes were one of the main bulwarks of Christendom against the growing power of the Ottoman Empire. In 1453 the Turks took Constantinople and put an end to the Byzantine Empire. They next determined to subdue Rhodes but they failed in 1480, when the Knights under Grand Master Pierre d'Aubusson resisted invasion. They succeeded, however, on their second attempt in 1522. The Knights had to surrender after a long siege in order to save the civilian population, and on 1 January 1523, were allowed to leave with their ships and property.



BOHEMOND IV OF ANTIOCH



RAYMOND III OF TRIPOLIS

St John Coins used at Time of the Crusades

Seven years later they were given the island of Malta by the Emperor Charles V of Spain. By this time the Order was primarily a naval power, though it always maintained its hospital, which was regarded as one of the most advanced in the world. The Order had always contained people of different nationalities and was organised into eight national 'Tongues', which were, in the official order of precedence, those of Provence, Auvergne, France, Italy, Aragon, England, Germany and Castile-Portugal.



The Turks continued their advance into Europe and the Mediterranean, and in 1565 made a determined attempt to take Malta. The Great Siege, which lasted nearly four months, was a decisive event in history. Sultan Suleiman the Magnificent failed to overcome the Knights, heroically led

by Grand Master Jean de la Valette, and this was the turn of the Turkish tide. Jean de la Valette was the founder of Valetta, the present-day capital of Malta. September 8, the anniversary of the raising of the siege, is still celebrated as Malta's National Day.



Through the sixteenth and seventeenth centuries the Knights, now generally known as the Knights of Malta, played a large part in containing the raids of the Barbary pirates, but by the eighteenth century the Order was devoting its efforts to hospital rather than military activities, and so when Napoleon Bonaparte attacked Malta on his way to Egypt in 1798, it could offer little

resistance. The British occupation in 1800 (which lasted until the grant of independence to Malta within the Commonwealth in 1964) found the Knights dispersed and disunited. Subsequently, they established their headquarters in Rome, where their claims to sovereign status are recognised by more than thirty countries with which they maintain diplomatic relations. This is exclusively a Roman Catholic and a religious Order, known now as the Sovereign Military Order.



After the Reformation (the religious movement of the sixteenth century for the reform of the Christian church) and the Thirty Years War, the now Lutheran elements of the former Tongue of Germany grouped around the Prussian Bailiwick of Brandenburg and is known as the Johanniterorden. It includes Swiss, Hungarian, Finnish and French Associations of Knights. The Netherlands and Swedish Branches of the Johanniter became independent at the time of World War I. The Johanniter and the Swedish and the Netherlands Orders of St John are linked with the Most Venerable Order by a Convention of Alliance concluded in 1961.



Knights Working in the Hospital, from Seventeenth Century History of the Order

The Order in the British Realm

The Tongue of England, as it was called, was centred on the Priory of Clerkenwell, which was established about 1144, just outside the City of London. The whole complex of properties, known as Commanderies, was geared to providing appropriate contribution of men and supplies towards the maintenance of the headquarters in Malta and the activities



of the Order in the Mediterranean. In 1540, however, the Grand Priory of England lost all its property at the Dissolution of the Monasteries by Henry VIII, and although restored to its remaining possessions by Queen Mary I, was again despoiled by her successor. For over two hundred years the Tongue of England survived in Malta on a nominal basis under titular Grand Priors. It became effective again with the revival of the Grand Priory of England in 1831 at the instigation of what is known as the capitular Commission of the Sovereign Order, which sat in France. The decision was at first confirmed but later repudiated by the Grand Magistracy in Rome. A period of uncertainty ended when the Grand Priory of England was given a Royal Charter by Queen Victoria in 1888, thereby acquiring an independent legal British status. Since then, the King or the Queen has been the Sovereign Head. The Grand Prior has been a member of the Royal Family since 1888 with the Lord Prior of St John as Deputy.

These developments followed on the growth of the first aid movement in the third quarter of the nineteenth century. Beginning with Florence Nightingale's nursing service in the Crimean War, and continuing with the establishment of the Red Cross under the Geneva Convention of 1864, it occurred to certain members of the Order of St John, notably Sir Edmund Lechmere and Sir John Furley, that a good way of obtaining effective ambulance and nursing services in wartime was to provide facilities for training and practice in peacetime. The result was the formation of the St John Ambulance Association in 1877 (see page 69).

In 1882 the Prince of Wales obtained from a Sultan of Turkey a grant of land which enabled the order to start a hospital in Jerusalem and thus renew the link with the Holy Land. Owing to the prevalence of eye diseases the Hospital has specialised in ophthalmology (see page 67). The official title of the British Order now is 'The Grand Priory of the Most Venerable Order of the Hospital of St John of Jerusalem'. Within the Grand Priory there are autonomous Priors in England, Scotland,



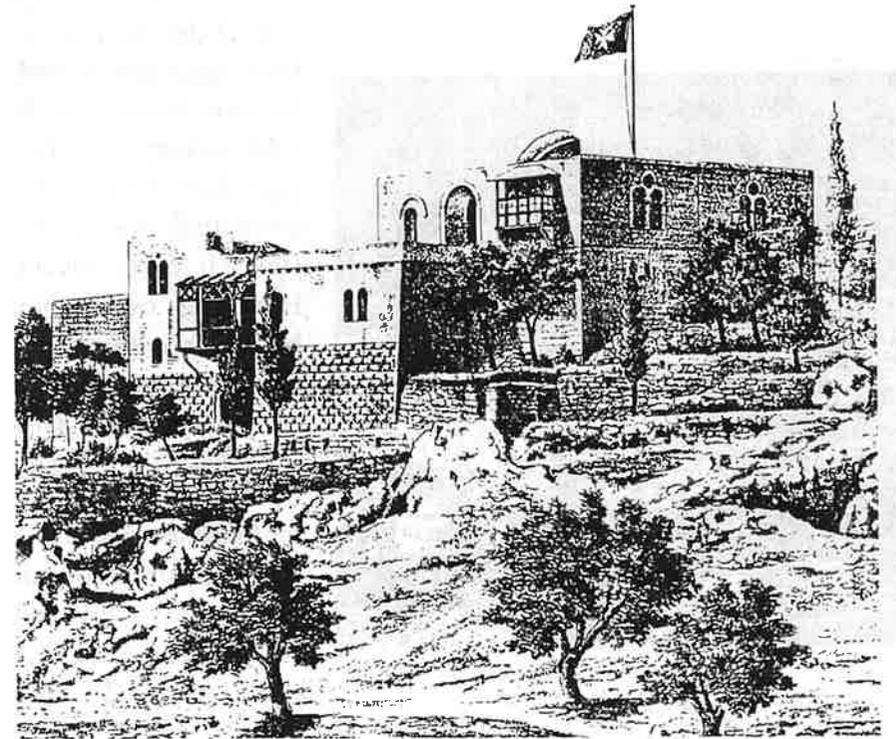
Wales, Canada, Australia, New Zealand and South Africa. There are St John Councils in other Commonwealth countries in Africa, Asia, the Pacific, and the Caribbean. An American Society of the Order of St John helps the Ophthalmic Hospital in Jerusalem.

The headquarters of the Order is at St John's Gate, once the main entrance to the Priory of Clerkenwell, which was restored to the Order in 1873. The Grand Priory Church across St John's Square includes the twelfth century crypt and fragments of successive buildings now embodied in the nave and cloisters, the reconstruction of which, after the blitz of 1941, was completed in 1958.



The Ophthalmic Hospital in Jerusalem

In view of its historical associations with the Holy Land, the Order decided in 1882 to found a Hospital in Jerusalem. The Sultan of Turkey granted a site on the Bethlehem Road, immediately outside the Holy City and here the Hospital was built.



*The St John Ophthalmic Hospital on the Bethle-
hem Road, Jerusalem, Instituted in 1882*



This was the only hospital in Palestine to specialise in ophthalmic (eye) work, and here the Order's flag was flown for more than sixty years. In the fighting which followed the end of the British rule in 1948, the buildings were damaged and the Hospital found itself on the Israeli side of the Armistice Line, inaccessible to the Arab population which had provided the bulk of its patients.



The St John Ophthalmic Hospital in Recent Times

This is the Order's principal contribution to the needs of the Third World. More than 60,000 patients are regularly seen there each year and 6,000 major eye operations are undertaken.

The Order decided to build again and in 1960 the new Hospital of St John was opened. Designed to serve as the consulting Ophthalmic Hospital for the Middle East it has over eighty beds, three operating theatres, research laboratories and an eye bank. It is supported by donations from members of the Order throughout the Commonwealth, by our American Society, and by the Orders of St John in Germany, Holland, Sweden and other European countries.



The St John Ambulance Association (Training Branch)

The St John Ambulance Association was established in 1877. Its primary duty is the instruction in First Aid, Patient Care, Child Care, Hygiene and Hygienic Food Handling. This is achieved by the formation of classes organised either by registered Centres of the Association or by direct communication with Headquarters. The Association operates throughout the Commonwealth.



'Ready—Lift!' Illustrations from the 1908 'Emergency Edition' of the St. John Ambulance Association pocket book First Aid to the Injured published in Melbourne in 1908.

'Ready - Lift Illustrations from the 1908 'Emergency Edition' of the St John Ambulance Association pocket book First Aid to the Injured published in Melbourne in 1908

The First Aid and Patient Care Manuals have been translated into many languages including Chinese, Turkish, Greek, French, Malay, Burmese and Arabic. Some are also available in Braille. Since 1987, the Association has been known in Australia as the Training Branch.



The St John Ambulance Brigade (Operations Branch)

The St John Ambulance Brigade was established in 1887 at the request of many persons who held first aid certificates of the Association and who wished to form themselves into a recognised body ready at any time to be of assistance in cases of sudden illness or accident. All members of the Brigade, the uniformed branch of the Order, hold a first aid certificate. They maintain their efficiency by constant practice and annual re-examination.

While St John training is for the prevention and treatment of accidents in the home or factory or on the roads, the Brigade exists to provide a body of first aid volunteers to be on duty wherever crowds collect and casualties may be expected.

As part of their public duties, members voluntarily attend theatres, cinemas, ceremonial parades, sporting events, beaches and places where crowds congregate and where their services may be needed. Escort duties by land, sea and air are undertaken. In the field of auxiliary nursing, part-time voluntary service, running into hundreds of thousands of hours annually is given to hospitals, and assistance is given to district nurses.



Among other duties undertaken by the nursing personnel of the Brigade are those connected with child welfare clinics, day and residential nurseries, school medical services, blood transfusion depots and immunisation centres. Many St John members are employed as welfare officers in hospitals. Since 1987 the Brigade has been known in Australia as the Operations Branch.

The Cadet Movement

The formation of cadet divisions of boys and girls between the ages of 11 and 17 years was first authorised in Brigade Orders in Britain in 1922 and by the end of that year there were 21 divisions. The strength of the Cadets more than trebled during the Second World War and has continued to grow ever since. In 1971 H.R.H. The Princess Anne succeeded H.R.H. The Princess Margaret as Commandant-in-Chief of St John Cadets.

The first Cadet Divisions registered overseas were:

Bombay (Parsi)	India	1 October 1925
Darlinghurst	Australia	21 October 1925
Glebe	Australia	19 December 1925
Durban (Berea)	South Africa	28 April 1926
Montreal (Central)	Canada	1 December 1926
Pietermaritzburg	South Africa	18 February 1927
Wanganui	New Zealand	2 May 1927

The First Grand Prior's Badge issued overseas was to Cadet Marion Higgins of Marrickville Cadet Division, N.S.W., Australia, in February 1933.



So for some seventy years Ambulance and Nursing Cadets throughout the world have trained diligently, spent thousands of hours on public duties, attended thousands of casualties and generally worked towards achieving the aims of the Cadet Movement. They have truly lived the motto - 'Pro Utilitate Hominum' - For the Service of Mankind.

St John Ambulance in Australia

The St John Ambulance Association in Australia was established formally in 1883 when a State Centre was set up in Melbourne. It is this establishment that is commemorated by the stamp issue. A Centre followed in South Australia in 1884; Queensland and Tasmania had Centres operating by 1889; New South Wales in 1890; and Western Australia in 1892.

The St John Ambulance Brigade is also a foundation of the Order of St John. The Brigade was the uniformed wing of the organisation. In Australia, the first State District of the Brigade was founded in 1903 in New South Wales. In January 1987, *St John Ambulance Australia* became the single public title under which all the work of the Order of St John in Australia is conducted. The formal names, Association and Brigade, lapsed and were replaced by *Training Branch* and *Operations Branch*. Other titles and terminology remained unchanged. All uniformed members of St John Ambulance Australia are members of the Operations Branch.

Brigade/Operations Branch members in their distinctive uniforms are regularly in evidence providing voluntary first aid services at public gatherings, sporting events, pop concerts, marches and processions. Members of the Brigade/Operations Branch are often called upon to attend at the scenes of civil emergencies, such as bushfires, floods and cyclones.



The Community Care Branch, first known as the Fellowship Branch, was established in 1987. It promotes the work of humanity and charity in areas other than the traditional first aid and training. Its members help the aged, the housebound and those in hospitals. This Branch also promotes the welfare of young people, for example, through literacy programmes.

Civil ambulance services throughout Australia derive from the pioneering work of the Order and a high degree of cooperation exists between St John Ambulance Foundations and State Civil Ambulance Services. In South Australia, St John is a partner in the State Ambulance Service and in Western Australia and the Northern Territory, the State Ambulance Services are maintained by the Order and its Foundations.

As part of its knightly and monastic tradition, the Order of St John in Australia is organised as a Priory, with the Governor-General as Prior or head of the Order. Each State Governor is a Deputy Prior.

In 1993, there were some 2,400 members of the Order of St John resident in Australia. The Training Branch taught some 200,000 Australians first aid and related subjects. Nearly 12,000 members of the Operations Branch performed over 1,700,000 hours of recorded public duty and treated some 80,000 reported casualties.

St John's Wort

Those connected with the Order of St John and its foundations may be familiar with the shape of the flower and leaf of St John's Wort, as they are incorporated in the design of many St John badges and insignia. The Grand Prior's Badge is a good example. The flower on the reverse side of the Life Saving Medal of the Order is perhaps more correct in detail; and there is the lesser-known Brigade Meritorious Service Certificate emblem, as well as the Divisional Secretary's Badge and the hat peak

and gorget patches of some senior officers, to mention several.

The flowers of the St John's Wort are bright yellow and numerous, clustered at the ends of short side branches and the stems, making a handsome bloom.

The petals are marked with black dots. The sepals, slightly coherent at the base, have black glandular dots on the margin. The leaves are without stalks, oblong and about twelve millimetres long, growing in pairs on alternate sides of the stems and branches. They have oil glands which when held up to the light appear as translucent hole-like dots.

If you refer to St John's Wort in a gardening encyclopaedia no doubt it will read *See Hypericum*, the name given to the St John Wort family which occurs in most parts of the world.

The plant occurring in Australia is a narrow-leaved form of the commonly occurring *Hypericum perforatum* of Europe and has been given the variety name *angustifolia*. The origin of the word *Hypericum* is unclear, but it may have come from Hyperion, a sun god in mythology, and could refer to the bright yellow flowers; *perforatum* refers to the perforated appearance of the leaves; and the use of 'St John' in the common name is believed to

St. John's Wort



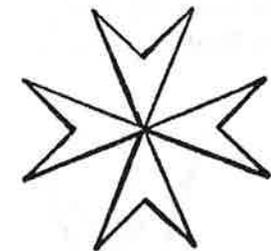
refer to the use of the flowers as a source of a red pigment known as St John's blood. Another possible explanation is that in Europe the plant flowers about the 24 June which is the anniversary of the birth of St John the Baptist.

On the Continent and in Wales the plants of the St John family were regarded as a charm against storms, and for this reason they were hung in windows on St John's Day.

St John's Wort is not a weed in its native habitat of Europe and Western Asia but has become a weed in most of the temperate regions of the world to which it has been introduced. The first introduction to Australia has been traced to the Ovens Valley in the north-eastern Victoria during a gold boom in the 1880's.

The St John Cross

The eight-pointed cross first became the badge of the Order in the year 1023 when the Knights of St John rebuilt their Hospital in Jerusalem with funds donated by the merchants of the Republic of Amalfi (a city on the west coast of Italy, south of Naples). In gratitude for this support the Knights adopted the emblem of the Republic as their own badge. The origin of the symbol is not known - one idea is that it represents four arrowheads.



The whiteness of the cross symbolises the purity of life. The St John cross is often referred to as the 'eight-pointed cross', the 'White Cross' and the 'Maltese Cross' - this last name because of the association which the Knights of St John had for a long time with the island of Malta.

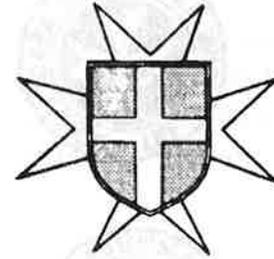


The Knights said that the four arms of the cross symbolise the four Christian virtues - Prudence, Temperance, Justice and Fortitude (find the meaning of these words in your dictionary). The eight points represent the eight Beatitudes which spring from the practice of the four virtues.



The Knights Hospitaller's flag and battle dress emblem was a large plain white cross on a red background. The other famous military Order, the Knights Templar, wore a plain red cross on a white background, until they were disbanded and their property and wealth passed to the Knights Hospitallers.

The Most Venerable Order of St John added the British lion and unicorn when the British Langue (the Knights were grouped by language) became a national Order. The St John Cross is embellished on the four principal angles alternatively with a lion passant guardant and a unicorn passant (these terms describe how the lion and unicorn are standing). You will see this badge on the insignia, medals and badges used by the Order.



The Coat of Arms of the Order is the white square cross on a red shield (similar to that worn by the Knight of St John at the Crusades) with the Queen's Crest (as Sovereign Head of the Order) in the first quarter. 'Arms' are special heraldic symbols of honour. You will see similar designs on the special flags or 'Banners' of the Order.

In the 1920's, W. Edwards, Secretary of the Order, developed the 'Ambulance Cross'. This linked the eight points of the white cross with eight qualities of an effective first aider. You may see it used in some old St John books.



**Eight
Beatitudes**
Merciful
Pure
Peacemakers
Persecuted
Humble
Comforters
Meek
Righteous

**Four
Virtues**
Justice
Fortitude
Prudence
Temperance

**Ambulance
Cross**
Observation
Tact
Resource
Dexterity
Explicitness
Discrimination
Perseverance
Sympathy

Find each of these words in a dictionary and read its meaning. Do you think each of the words (and their meanings) is relevant to modern living? Why? You may find it helpful to discuss this topic with your fellow cadets and/or leaders - perhaps one word at each training parade, until all are dealt with each year.

This is the badge of the St John Ambulance Association. You will see it on the front of St John textbooks and certificates. It was used in Australia until 1987.



This is the badge of the St John Ambulance Brigade, also known as the roundel. You will see it on old uniform badges, buttons, buckles, first aid vehicles and Brigade books. It was used in Australia until 1987.



This is the badge for all parts of the St John Ambulance Australia, as introduced on 1 January 1987. One form of it has a red background and the beasts in white. You will see it on new letterheads and books, and eventually all badges of the organisation.



There is also an updated form of the roundel referring to St John Ambulance Australia.



Medals and Awards of the Order of St John

Men and women who serve the Foundations of the Order of St John may have their services recognised in a variety of ways. The highest honour awarded by the Order is to admit a person to membership of the Order of St John. There are six main Grades of membership:

- Grade I **GCSStJ** - Bailiff Grand Cross of St John.
- Grade II **KStJ** (or **DStJ**) - Knight (or Dame) of St John.
- Grade III **CStJ** - Commander of St John.
- Grade IV **OStJ** - Officer of St John.
- Grade V **SBSStJ** (or **SSStJ**) - Serving Brother (or Sister) of St John.
- Grade VI **EsqStJ** - Esquires.

Female members of the Order are termed Dames or Sisters of St John depending on their Grade. The Badge of membership is the eight-pointed cross in white enamel, embellished alternately in each of the principal angles with a lion and a unicorn. For Grade V, the same badge is worn but made of highly polished metal. All Grades wear their badges suspended from a black watered silk ribbon. New members usually are admitted at the Grade of Serving Brother/Sister.

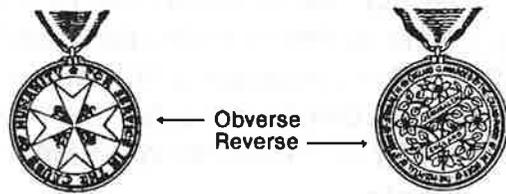


Some of your officers may be members of the Order. Look for the different badges at ceremonial occasions such as Annual Church Parade and Annual Review/Inspection. When in St John Ambulance uniform, members of the Order are recognised by wearing a black ribbon surmounted with a silver eight-pointed cross, above their left breast pocket.



The Lifesaving Medal

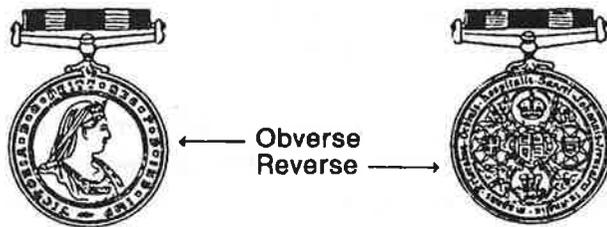
This medal may be bestowed on those who, in a conspicuous act of gallantry, have endangered their own lives in saving or attempting to save life. It may be awarded in either gold, silver or bronze. It hangs from a ribbon with a black centre, with thin white and red stripes at each end. This medal is worn above the right breast pocket.



The Life Saving Medal

The Service Medal

The Service Medal may be bestowed on those who have rendered conspicuous service to the Order or any of its Foundations. It may be awarded to members of the St John Ambulance who have served actively and efficiently for a number of years as laid down in the General Regulations of St John Ambulance Australia. In Australia, the qualifying period is twelve years. Bars are awarded for each additional five years of efficient service. The medal is worn on the left breast suspended from a black and white striped ribbon.



The Service Medal



When the ribbon only is worn, small silver crosses indicate Bars (up to three) and small gilt crosses indicate four and more Bars. Watch for St John Ambulance members wearing the Service Medal and calculate how many years service they have rendered. Each Cadet Service Star for which you qualify counts as one year of service towards the Service Medal.

Vote of Thanks

A Priory Vote of Thanks embossed on parchment may be awarded by the Order of St John to those who have rendered conspicuous service to the Order or any of its Foundations. No badge is worn.

Meritorious Service Certificate

A Meritorious Service Certificate may be awarded to those who have saved or attempted to save life in cases where the circumstances do not qualify for the award of the Life Saving Medal. Members awarded this certificate wear a small silver metal bar above the right pocket of their St John Ambulance uniform.





CADET CEREMONIAL OCCASIONS

The Enrolment Ceremony

(This is one form of enrolment ceremony; there are other forms in the *Cadet Prayer Book*)

The Cadets to be enrolled being drawn up in line, the Enrolling Officer shall say:

You who are to be enrolled today, and will hereafter be a member of St John Ambulance Australia, be careful henceforth to uphold its traditions.

May your association with the Most Venerable Order of the Hospital of St John of Jerusalem give you such strength that in the coming years your heart will never fail nor your hand falter.

Take pride in the cadet division of which you are a member, and learn there a spirit of comradeship which will animate your work whether as a member of St John Ambulance Australia or as a citizen of your country.

The White Cross you will wear is the symbol of those virtues which are represented in the four arms: Prudence, Justice, Temperance and Fortitude.

Each cadet shall then go forward in turn and shall be asked:

Knowing this ...(name)...do you promise, like the Knights of St John, to be loyal to your Sovereign, true to your honour, and faithful to the Order?



The cadet will then reply: *I promise* and will be handed a cadet symbol.

When all the cadets have been enrolled, the Enrolling Officer shall say:

By your example lead others in the way of duty, which is also the way of victory.

By your words and actions, teach others the meaning and value of tradition.

Let courage inspire your service in the great Brotherhood on which the Order of St John was first founded.

The assembled company shall then repeat the Code of Chivalry in unison.

Cadet Prayer

One of the forms of prayer which may be said by the Enrolling Officer, or by a Minister if present, with all present standing, is as follows:

Let us pray for.....who have been enrolled as cadets of St John.

Bless, O Lord, these young people who desire to serve you by helping others.

Make them happy in giving of their time and thought and the work of their hands to you.

Give them grace to live up to the Cadet Code of Chivalry, and strength to uphold the Mottoes of the Order;



And, through their membership of the St John family, may they grow closer to you.

For your name's sake. Amen.

Cadet Graduation Ceremony

It is desirable for both the adult and cadet divisions to be on parade for the Cadet Graduation Ceremony. The ceremony below is usually conducted by the senior cadet officer present, or the Divisional Superintendent (C) who presents the graduating cadets to the adult division's Superintendent.

Having been successful in the adult First Aid Examination, it is now your wish to become a member(s) of the adult division.

You must be careful to still uphold the obligations, traditions and the high ideals of the Most Venerable Order of the Hospital of St John of Jerusalem, that were imparted to you when you enrolled as a cadet.

It is my/our wish that your further association with the Order of St John will be blessed with continued strength throughout the years, and that your heart will not fail nor your hand falter.

The pride you had in the cadet division, and your spirit of comradeship will, I am/we are sure, be taken into the adult division in large measure; for in so doing you will help the more exacting first aid service, and bring before you a deeper degree of citizenship.

You will always remember that the four arms of the White Cross represent the Christian virtues: Prudence, Temperance, Justice and Fortitude.



Show others the way of duty and convey at all times a sense of victory over self for service to others. The promise you gave when enrolled as a cadet, can still play an important part for you as an adult member; namely, that like the Knights of St John, you will be loyal to your Sovereign, true to your honour, and faithful to the Order.

Your progress in the cadets, your respect for your officers, your ability and eagerness to learn in all classes of instruction, and your progress in obtaining your adult First Aid Certificate, have all been carefully recorded. And so with all the best wishes, it is my/our pleasure to have you graduate to the adult division, with the right hand of fellowship.

I call upon the adult Superintendent (Adult Superintendent will go forward). It is my/our pleasure to present to you, ... (name of cadet(s)) ...whose desire it is to become a member(s) of the division under your command, and there further his/her interests in the service of St John Ambulance Australia.

With the help of your officers and members, encourage him/her, make him/her welcome and happy, and so enable him/her to remain a member(s) of the great organisation, on which the Order of St John was first founded.

The cadet(s) has now graduated and falls in line in the space(s) left open in the ranks of the adult division.

Cadet Drill and Saluting

After a high standard of first aid, the requirements for a good cadet division may be summarised as the three 'D's' - Dress, Drill and Discipline.



Dress

A neat and smart appearance is an obvious need for any uniformed organisation. For first aiders it is especially important to be neat and clean, both in and out of uniform, as this reassures the patient - which, after all, is one of our aims. You cannot always 'judge a book by its cover', but a smart attractive 'cover' certainly creates a good impression. Your division and St John Ambulance Australia as a whole will often be judged by your appearance in uniform. 'Scruffy' cadets with dirty shoes, trousers needing brushing, untidy hair, are not good public relations. Over to you - always look your best.

Drill

We do not do very much drill. At each weekly training meeting, you will probably have an Opening and Closing Parade of about five minutes each. The Opening Parade involves Forming Up, Calling the Roll, Special Announcements, and perhaps a Uniform Inspection. The Closing Parade involves Messages for Parents, Duty Roster, saying the Cadet Code of Chivalry together, and the Dismissal. Most of the drill used is very simple; your leaders and NCOs will show you how to do each movement, get you to practise it, and then it becomes very easy. Watch the older cadets to see how it is done. Some drill positions you will learn early in your career as a cadet are:

- ☛ Attention
- ☛ Stand at ease/stand easy
- ☛ Right dress/eyes front
- ☛ Fall in/fall out
- ☛ Open/close order march
- ☛ Dismiss (and saluting).



Ask how each of these movements is done and always try to do your drill smartly when the word of command is finished. Drill is a challenge as it requires you to think and act precisely, both as an individual and together with your fellow cadets.



South Australian Cadet Colour Party

At large gatherings of St John Ambulance Australia for ceremonial occasions - the Annual Review, Annual Church Parade, etc. - there is usually some marching. Your leaders will explain what happens. Always try to stay in step with your fellow cadets and keep the ranks in line both sideways and front to rear.

Discipline

Look up the meaning of this word in your dictionary. Many people think that discipline is something imposed from above by leaders or NCOs. In fact the best discipline comes from within each of us individually. This is self-discipline. This is a situation where we all do the correct thing at the correct time,

not because we are afraid of criticism if we do not, but because we want to get the best results - for ourselves, our divisions and St John Ambulance Australia as a whole.



People join groups to make friends, learn and to do things which are or can be better done by several people than by individuals; this is called teamwork. Self-discipline means setting high standards for yourself - first aid, uniform dress, drill, and so on; it also means working to be a useful member of the team - your division - rather than taking the easy way which is not always the best way.

This is part of the challenge of being a St John cadet. St John Ambulance Australia will be as good as your determination to make it good.

Saluting

The salute is a form of greeting used in uniformed organisations. It is similar to shaking hands as a sign of friendship in everyday life. By tradition only officers are saluted, not NCOs. A salute must always be returned or acknowledged as it is a sign of mutual respect.



Salute to the Left Flank



The origin of the salute is historic in that it was the traditional manner in which a knight (in days when they wore suits of armour) showed friendship on meeting another. He would raise the weapon hand (usually the right) holding the hand open and flat to show it was empty and at the same time raise the helmet visor to expose the unprotected face. The other knight would then return this greeting to show he came in peace.

The modern salute is based on this old form of greeting. The right arm is raised in an outward arc until the hand is opposite the eye and held there open and flat. To lower, the hand is brought forward and the fist clenched to resume the position of attention. This movement is sometimes described as the 'longest way up and the shortest way down'. Your leaders will teach you how and when to salute.





St John Ambulance Colour and Flags

The St John Ambulance Colour

The St John Ambulance Colour is the Badge of the Order, i.e. a white cross with gold lions and unicorns on the black field, with a 5 cm fringe of alternate black and white. It is carried on a 2.4 metre pole surmounted by the Badge of the Order in silver. The pole has black and white cords with tassels.



The St John Ambulance Flag

The St John Ambulance Flag is the Badge of the Order, that is, a white cross with gold lions and unicorns on a black field.



The Cadet Flag

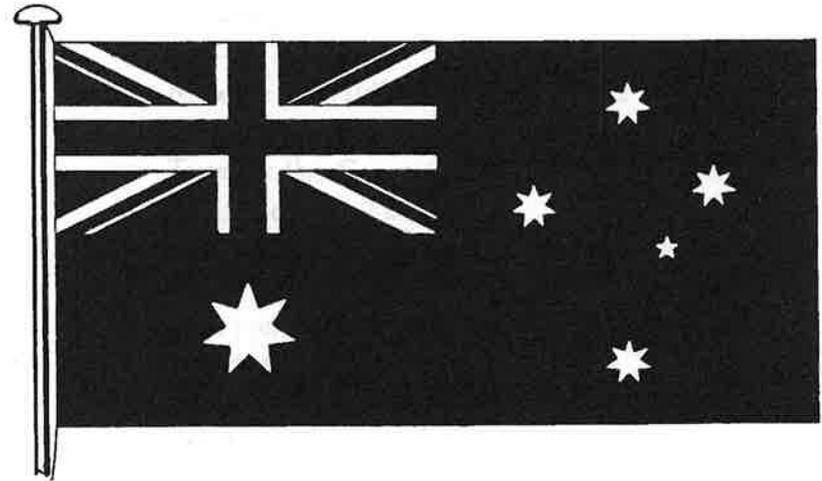
The Cadet Flag is the Badge of the Order, ie. a white cross with gold lions and unicorns on a black field, with a plain gold fringe. It is carried on a black 1.8 metre pole with a polished polehead and white cords and tassels.



There should be no divisional names nor other writing on any St John Ambulance or Cadet Flag. The Cadet Flag Party consists of three cadets, the senior cadet being the flag bearer and flanked in line on either side by the remaining two cadets.

The Australian Flag

On 1 January 1901, the six colonies in Australia were united and our people became one nation. Shortly before the opening of the first Commonwealth Parliament, it was decided to hold a world-wide competition with a view to the selection of a suitable design for an Australian National Flag. Over 30,000 designs were submitted, and the judges awarded the prize for the winning design equally among five persons.



The Union Jack, showing Australia's link with the United Kingdom and other countries destined to become members of the Commonwealth of Nations, was in the place of honour in the design. The constellation of the Southern Cross, the symbol of our great south land, was included in the fly and a six-pointed star representing the six States of the Federation



occupied the third quarter. In 1908 a seventh point was added to the star to represent the Commonwealth territories. This is the only change that has been made to the flag.

For over ninety years, in prosperity and adversity, in peace and war, the flag has been the symbol of a united Australian people as they have progressed to a respected position among the peoples of the world.

The Australian National Flag consists of a blue field with the Union occupying the upper hoist (the Union occupies one-fourth of the flag), a seven pointed star (the Federation star) in the lower hoist pointing direct to the centre of the Union and in the fly, five stars representing the constellation of the Southern Cross - all stars white. The descriptions and positions of the stars are included in the first schedule of the *Commonwealth of Australian Flags Act*.



THE NATIONAL ANTHEM

ADVANCE AUSTRALIA FAIR

*Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.*

*Beneath our radiant Southern Cross
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.*



Composed by *Amicus* (Peter Dodds McCormick 1835-1916)
For the Faith

Order of St John Prayers



The Lord preserve us in the number of the Faithful; the Lord grant us means and opportunity to do good, resolution to persevere, and grace to attain happily to the blessed inheritance of Eternal Life; that like as charity hath united us on earth, so the Divine mercy, which is the help and support of love, may vouchsafe to unite us with His faithful ones in Heaven, through the good gift of Jesus Christ our Lord, who liveth and reigneth with the Father and the Holy Ghost, ever one God, world without end. Amen.

For the Service of Mankind

Let us pray God, through Jesus Christ our Lord, that as we wear the sign of our Redemption, so may we ever remember in our lives that its four arms symbolise the Christian Virtues - Prudence, Temperance, Justice and Fortitude; that its points represent the eight Beatitudes which spring from the practice of those Virtues; and that its whiteness is the emblem of that purity of life required in those who fight for the defence of the Christian Faith and live for the service of the poor and suffering. Amen.

The Beatitudes

*Blessed are the poor in spirit, for theirs is the kingdom of heaven;
 Blessed are those who mourn, for they shall be comforted;
 Blessed are the meek, for they shall inherit the earth;
 Blessed are those who hunger and thirst for righteousness, for they shall be satisfied;
 Blessed are the merciful, for they shall obtain mercy;
 Blessed are the pure in heart, for they shall see God;
 Blessed are the peacemakers, for they shall be called sons of God;
 Blessed are those who are persecuted, for they shall be called sons of God;
 Blessed are those who are persecuted for righteousness' sake, for theirs is the kingdom of heaven.
 -(Matthew 5, 3-10).*

St John Hymns

Hospitaller's Hymn

*Behold the pilgrims, soldiers of the Cross!
 For Christly gain they gladly suffer loss,
 And chant their Alleluia!
 They come from distant plain and hill and vale,
 Through summer's heat and winter's rending gale,
 And chant their Alleluia!
 They hunger and they thirst and know the pain,
 Of wounds and prison chains, but count it gain,
 And chant their Alleluia!
 They march to view the Holy Land of God,
 To walk in way that Christ Himself hath trod,
 And chant their Alleluia!
 To worship where He lived, and loved, and died,
 And rose again - their only Hope and Pride.
 And chant their Alleluia!
 Their mortal fame by sickness is assailed;
 But spirit over body has prevailed -
 And chant their Alleluia!
 Let knightly service come to their relief,
 To heal their sickness and assuage their grief,
 And chant their Alleluia!
 Lift high the Cross upon the Crimson field,
 That we to none but Christ may ever yield,
 and chant their Alleluia!
 For faith and for the service of mankind,
 In knightly Order stand we combined,
 And chant their Alleluia!
 To Christ the Lord, Who gave us His Command,
 To heal the sick with loving heart and hand,
 Raise high our Alleluia!*

Tune: Harvest (587 A. & M.)





St John Hymn

*O God our help in ages past,
Our hope for years to come;
Our shelter from the stormy blast,
And our eternal home.*

*Help us our duty to fulfil,
To aid the sick and lame,
In everything we undertake,
To do it in thy name.*

*Keep us in sight each day and night,
Help us to carry on,
Bless everyone who wears the sign,
The White Cross of St John.*

*At home, at work, at office, street,
Our aid is needed there,
Do thou the Good Physician be,
At our side ever near.*

*And when at last our strength is spent,
Our work has all been done,
Bless those who follow us and service,
The Order of St John.*

Tune: *St Anne* - C.M. (165 A. & M.)



PART TWO



The Proficiency Certificate Subjects

This section deals with the Proficiency Certificate subjects, and gives outlines of suggested syllabuses together with the individual prerequisites.

Aboriginal and Torres Strait Islander Studies

Boating

- Sailing
- Rowing
- Motorboating

Camping

Canoeing

Caring for Animals

Casualty Simulation

Child Care

Citizenship

Clerical Skills

Communication

Computer Skills

Cookery and Nutrition

Counter Disaster

Cycling

Environmental Studies

Family Care

Fire Safety

Handicrafts

Health Care

Home Craft

- Hospitality

Home Maintenance

- Basic electronics

Hygienic Food Handling

International Friendship

Interpretership

Knowledge of the Order

Library Skills

- Oral history

Map Reading

- Orienteering

Music

- Solo performance
- Ensemble - playing/singing
- Musicology

Road and Home Safety

Sports

- Team sports
- Individual sports

Swimming and Life-saving



Where to Find Books and Information for Your Proficiency Certificate Courses.

Recommended references are given for each certificate where possible. However, in most cases there are many other good references not given because of the problem of new, often better, references being constantly published and, also, because many instructors prefer to direct their students to particular books. But for all subjects we recommend wide reading.

Here are some places you may obtain good advice and sometimes good reference materials.

Your instructor. This is the first and most courteous step you should take. Besides saving you time and money, your instructor may have good reasons for recommending some books and rejecting others.

Your school or community library. Librarians are very helpful people who have a good idea of the most appropriate books for you. And if they don't have them, they may be able to get them for you.

The subject association. Look up the white pages or the yellow pages of the telephone directory under 'Organisations'. Let's say your certificate subject is Magazine Production. Now don't expect the organisation to be listed as 'Magazine Production Organisation'. It may have a word in front of it like 'Commonwealth', 'State', 'National' or 'Federal', like 'National Magazine Production Association'. No? Maybe they are not called 'Magazine Production'. What else could they be under? How about 'Magazine Writers' or maybe 'Writers' or 'Journalists'; maybe even 'Book' or 'Newspaper'?

Schools, colleges or universities may have departments related to your topic.



Commonwealth, State or local government departments. They are listed in the telephone directory. Again, do not expect them to have the same name. The nearest department to Magazine Production may be Publications or Information.

Ask a shop or business that does or sells that sort of thing.

Ask a person from your local area who does that sort of thing.

Assessment of Proficiency Certificate Subjects

- ① The instructor (s) may not conduct the assessment. But on application through regulation channels, the instructor may also be the examiner in some circumstances.
- ② One form of assessment is to conduct an examination at the end of the instruction time (summative assessment). In general the pass marks will be:
 - 11-13 years 55%
 - 14-16 years 65%
 - 17-21 years 75%.
 More specific instructions for the examination are given for some courses.
- ③ A course may also be assessed progressively (formative assessment) if an assessor other than the instructor is regularly available. In the case of a skill, the assessor decides whether the skill has been mastered. If the assessor is not satisfied that the skill has been mastered, further practice and re-assessment occurs until it is mastered. To test objectives requiring information and understanding a series of short examinations can be held, with higher standards



being applied to each higher age group. Again the possibility of further learning and re-examination can apply if mastery is not demonstrated on the first occasion.

Examiners

- ① As listed in each syllabus.
- ② Persons approved by the District Officer (Cadets).



Aboriginal and Torres Strait Islander studies



Australia is a multicultural country. Many of the new migrants to Australia are unaware of the *Aboriginal and Torres Strait Islander* people and their culture; therefore through the cadets we disseminate and promote an understanding of *Aboriginal and Torres Strait Islander* culture.

As age 11-13 years candidates, you must:

1. Visit at least one *Aboriginal and Torres Strait Islander* site and either write or draw a report of your visit.
2. Identify at least 3 *Aboriginal and Torres Strait Islander* names used in your local area (street, ship, building etc.) .
3. Know the name of the *Aboriginal and Torres Strait Islander* tribe that originally lived in your local area.
4. Draw the *Aboriginal* and/or the *Torres Strait Islander* flag and know what each colour represents.
5. Draw a picture of at least 3 *Aboriginal and Torres Strait Islander* instruments and know their names and uses.
6. Know the names of at least 3 traditional *Aboriginal and Torres Strait Islander* fruits and berries used in your local area.
7. Draw a picture of the fruits/berries identified in point 6.

Age 14-16 years candidates must:

Complete items 1 to 7 as detailed above.

8. Complete a project detailing an Australian (*Aboriginal and Torres Strait Islander*) "dreamtime" legend.



Age 17-21 years candidates must:

Complete items 1 to 8 as detailed above.

9. Complete a project detailing at least one prominent *Aboriginal and Torres Strait Islander* person.

The Course:

1. Minimum total instruction time must be 12 hours.
2. Candidates must complete the appropriate section as detailed in the Syllabus.

Suggested instructors/examiners:

1. Where possible, *Aboriginal and Torres Strait Islander* community people as instructors and advisers.
2. School teachers trained in *Aboriginal and Torres Strait Islander* Studies.
3. Field officers from relevant Government/Agency *Aboriginal and Torres Strait Islander* Offices.
4. Other suitably qualified persons approved by the *Aboriginal and Torres Strait Islander* community.

Suggested References:

1. Local *Aboriginal and Torres Strait Islander* communities.
2. Commonwealth/State/Territory Departments responsible for *Aboriginal and Torres Strait Islander* affairs.
3. Department of Education *Aboriginal and Torres Strait Islander* Education Consultants.
4. Local libraries.

GRAND PRIOR'S BADGE



SPECIAL SERVICE SHIELDS

PROFICIENCY BADGES

Family Care 	Fire Safety 	Handicrafts 	
Health Care 	Home Craft 	Home Maintenance 	
Hygienic Food Handling 	International Friendship 	Interpretership 	
Knowledge of the Order 	Library Skills 	Map Reading 	
Music 	Road and Home Safety 	Sports 	Swimming and Life-saving 



Boating



Preamble This syllabus gives the opportunity to learn one of the distinctly different aspects of boating, either sailing, rowing or power boating. Instead of a system of different pass marks for age levels, each age level is required to master set skills or knowledge for its age.

As age 11-13 years candidates, you must:

1. Know where to get a daily weather forecast and show an understanding of a weather map.
2. Observe the weather pattern in your region for one month.
3. Explain three effects of weather on boating activities.
4. Be able to recognise by sight four different types of craft.
5. Demonstrate the wearing of approved life vest* and know when they should be worn while boating.
6. Swim 50 metres while wearing a life vest*.
7. Without a life vest*, stay afloat for three minutes.
8. Explain the importance of staying with an overturned boat and never boating alone.
9. Know what a sea anchor is and how it is used.
10. Know the most frequent health hazards associated with boating (sunburn, eyestrain, seasickness, immersion, hypothermia) and the appropriate precautions to avoid them.
11. Demonstrate and know the use of the following knots in boating activities: figure eight knot, anchor or fisherman's bend.



12. In the craft of your choice demonstrate:
 - (a) getting in and out - off a beach and at a landing;
 - (b) load and trim;
 - (c) launching into and removal from water.
13. Spend a total of four hours in a craft of your choice as an active crew member.

Elective Sailing

- S
1. Know the parts of a sail.
 2. Know a minimum of 10 parts of a sailboat.
 3. Be able to assist in rigging a sailboat.
 4. Crew in a sailboat.

Or

Elective Rowing

- R
1. Know the parts of an oar.
 2. Know a minimum of 10 parts of a rowing boat.
 3. As a crew member, row a pulling boat and have a knowledge of orders given by a coxswain.

Or

Elective Motorboating

- M
1. Know the external parts of a motor.
 2. Know a minimum of 10 parts of a motor boat.
 3. Crew in a motor boat.



As age 14-16 years candidates, you must:

Complete the general requirements for 11-13 year old level plus (or increase as outlined below):

14. Observe the changes in your local weather pattern for two months. (2)
15. Be able to recognise by sight six different types of craft. (4)
16. Swim 100 metres while wearing a life vest*. (6)
17. Be able to remove your clothes in water and then swim 100 metres.
18. Know local boating rules applicable to your own region of operation.
19. Be able to briefly outline the organisation and operation of any local Water Rescue Service.
20. Be able to estimate the time that it would take to cover a given distance in water.
21. Have an understanding of local tides and currents in coastal areas or water behaviours in rivers and creeks.
22. Be able to recognise five common distress signals, one each at least of sight, sound and light.
23. Tie a bowline and a sheet bend knot.
24. In the craft of your choice demonstrate (12)
 - (a) getting in and out in deep water;
 - (b) mooring and anchoring;
 - (c) throwing a line with accuracy over a distance of 10 metres;
 - (d) maintenance and repair.
25. Spend a total of eight hours in the craft of your choice as an active crew member.



Elective Sailing

- S
5. Know a minimum of 15 parts of a sailboat. (S2)
 6. Be able to assist in rigging a sailboat. (S3)
 7. Understand the theory of sail, and how and when to reef down.
 8. Demonstrate a knowledge of buoys and beacons or navigational signs used in your region of operation.
 9. Demonstrate the correct method of towing or being towed.

Elective Rowing

- R
4. Pass all requirements R1-3.
 5. Demonstrate knowledge of correct methods of loading and trimming a rowboat.
 6. Participate in launching and removal of a rowing boat into and from the water at a beach.
 7. Row a dinghy single-handed using two oars over a distance of 300 metres.

Elective Motor Boating

- M
4. Know a minimum of 15 parts of a motor boat. (M2)
 5. Participate in launching and removal of a motor boat into and from the water at a ramp.
 6. Demonstrate correct procedures for safety in and refuelling of motor boats.
 7. Demonstrate a knowledge of buoys and beacons or navigational signs used in your region of operation.



As age 17-21 years candidates, you must:

Complete the general requirements of 14-16 year old level plus (or increase as outlined below):

26. Be able to recognise by sight eight different types of craft. (4, 15)
27. Demonstrate ability to swim 150 metres while wearing a life vest*. (6, 16)
28. Know the international rules to prevent collisions.
29. Be able to estimate the time required to traverse a given distance of water over varying surfaces and weather conditions. (20)
30. Demonstrate what to do in the case of loss of power while on water, such as with a broken rudder.
31. Know the symbols used on an admiralty chart or be able to read a chart of your local waterways. (22)
32. Make and use an eye splice and back splice in a boating activity.
33. In the craft of your choice, take a leading part in:
 - (a) minor repairs;
 - (b) cleaning and/or painting;
 - (c) correct methods of loading craft with crew and stores. (24)
34. Spend a total of 16 hours in the craft of your choice as an active crew member.

Elective Sailing

- S
10. Know all parts of a sailing boat including rigging. (S25)
 11. Be able to rig a sailboat. (S3)
 12. Take the helm and sail a boat on all points of the wind, including knowing how to gybe



- safely under normal weather conditions.
13. Using the appropriate orders to the crew (if any), be able to get a sailing boat under way and return to a jetty or mooring.
 14. As a helmsman, demonstrate the recovery of a crew member lost overboard while under sail.

Elective Rowing

- R 8. Pass all requirements R4-7.
9. Name three common types of anchor and indicate their suitability for various sea bottom conditions.
 10. Demonstrate ability to anchor or weigh and to free a fouled anchor.
 11. Know correct pulling and other orders and demonstrate by commanding a rowing boat's crew.

Elective Motorboating

- M 8. Pass all requirements M4-7.
9. Know all parts of a motor boat.
 10. Name three common types of anchor and indicate their suitability for various sea bottom conditions.
 11. Demonstrate ability to anchor or weigh and to free a fouled anchor.
 12. Take the helm and steer a boat under varying conditions.
 13. Demonstrate the recovery of a crew member lost overboard while under power.

The instructor (s) may in no case conduct the examination.

Suggested instructors/examiners

1. Members of the Australian Volunteer Coast Guard.



2. Officers of the Sea Scouts.
3. Officers of any recognised yacht club.
4. Holders of the Master's Ticket in the Merchant Navy.
5. Other suitably qualified persons as approved by the Commissioner via regulation channels.

Suggested References:

1. Material published by the Australian Volunteer Coast Guard.
 2. Sea Scout publications.
- * As approved in your State/Territory.



Camping



Candidates must:

1. Select and lay out a camp site sleeping area in the field, and state orally six main points/factors to be considered.
2. Take charge of a group of not more than seven cadets, to pitch and strike a tent suitable to hold at least six cadets, with sleeping gear for an over-night camp.
3. Demonstrate how to dry, fold, store and make minor repairs to tents.
4. Demonstrate adjustments and special precautions for tents in windy or wet weather.
5. State orally the main causes of fires in camps, the precautions and procedures to be followed to guard against them and the fire regulations (warnings and bans) applicable to the State.
6. Demonstrate sound knowledge of the following: (If under 17 years, any five items.)
 - (a) camp sanitation (latrines, urinal, washing, garbage disposal);
 - (b) drinking-water precautions (supply and storage);
 - (c) personal hygiene;
 - (d) gas and fuel stoves and lanterns;
 - (e) sickness in camp;
 - (f) storage of food;
 - (g) protection against insects;
 - (h) menu and food list, preparation for six people for two days;
 - (i) equipment list for six people for a weekend camp;
 - (j) conservation and pollution aspects of camping.



7. Construct and tend a camp fire and a cooking fire.
8. Cook, with help, a main meal for not less than six people.
9. Collect and stack suitable firewood for kitchen and camp fires.
10. Make at least two camp gadgets, for instance, basin stand, clothes rack, utensil rack, kitchen equipment, table, and so on.
11. Organise a camp activity to last not less than half hour (under 16 years), or a day programme (16 years and over).
12. Be able to list basic safety and emergency equipment required when travelling through the bush, for instance, first aid kit and signals.
13. State orally precautions to be observed when swimming in rivers, creeks or dams.
14. Spend at least 10 days (not necessarily consecutive) under canvas in recognised camps (i.e. a camp approved in writing by the District Officer (C) as suitable for this badge).

N.B. It is emphasised that this syllabus is for a cadet proficiency badge and is not to be regarded as a Camp Warrant for supervision purposes.

The course:

Candidates must be examined on each item and all practical items must be examined in camp.

Suggested instructor/examiners:

1. Qualified members of the Scout Association of Australia or of the Girl Guides.



2. Other suitably qualified persons (e.g. members of the Armed Services, S.E.S.).

N.B. It is recommended that the same instructor be used for theoretical sessions as for practical sessions in the field.

Suggested references:

Suitable material is available from:

- ☛ Australian Scout Association Shops.
- ☛ Girl Guide Shops.
- ☛ Youth, Sport and Recreation Department in each State.
- ☛ Bushwalking Clubs and similar groups.
- ☛ Y.M.C.A. and Y.W.C.A.
- ☛ Youth Hostels Association.



Canoeing



Age 11 to 13 years candidates should:

1. (a) swim 45 metres in light clothing (e.g. shirt, shorts and gym shoes), without using a life vest*;
 (b) stay afloat for three minutes without using a life vest*;
 (c) demonstrate the wearing of approved life vests* and know when they should be used while canoeing;
 (d) explain the importance of staying with an overturned canoe and never canoeing alone.
2. Know the most frequent health hazards associated with canoeing (sunburn, eyestrain, heat exhaustion, sea sickness, immersion and hypothermia) and the appropriate precautions to avoid them.
3. Demonstrate:
 - (a) getting in and out - off a beach and at a landing;
 - (b) load and trim;
 - (c) launching into and removal from water.
4. Give a satisfactory performance of the following skills in a single seater canoe or, if no singles are available, in the rear seat of a two-seater canoe, with assistance from the front seat paddler:
 - (a) U stroke;
 - (b) sweep stroke;
 - (c) sculling stroke;
 - (d) draw and pushaway strokes;
 - (e) underwater stroke;
5. Know the main parts of a canoe and paddle.

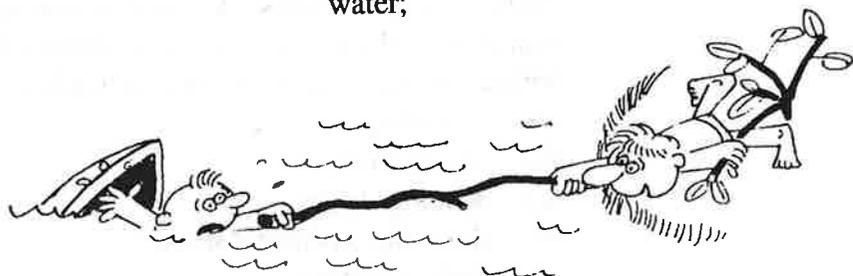


6. Demonstrate:
 - (a) paddle out into midstream;
 - (b) paddling forwards and backwards and the emergency stop;
 - (c) paddle 20 metres upstream, return and make a clean approach to the landing stage or ban;
 - (d) capsize the canoe in deep water, bring it back to shore and empty canoe in the correct manner;
 - (e) remove canoe from the water and place it properly on the bank.
7. Demonstrate and know the use of the following knots in canoeing activities: clove hitch; bowline; and round turn and two half hitches.
8. Explain three effects of weather on canoeing.

Age 14 to 16 years candidates should:

Complete all of the above plus:

9. (a) swim 100 metres while wearing a life vest*;
- (b) know local boating rules applicable to their own region;
- (c) be able to estimate the time that it would take to cover a given distance on water;



- (d) have an understanding of tides and currents in coastal areas or water behaviours in rivers and creeks;
 - (e) be able to recognise five common distress signals, one at least of sight, sound and light.
10. Demonstrate:
 - (a) throwing a line with accuracy over a distance of 10 metres;
 - (b) maintenance of a canoe.
 11. Demonstrate
 - (a) slap support, sculling for support and sculling draw or paddle up-stream 50 metres and return using paddle on one side only;
 - (b) ferry glide;
 - (c) re-embarking in knee-deep water;
 - (d) three-man deep-water rescue both as rescuer and rescued.
 12. Demonstrate and know the use of the following knots in canoeing activities: clove hitch, round turn and two half hitches, bowline.
 13. Know their region's weather pattern.

Age 17 to 21 years candidates should:

Complete all of the above plus:

14. Demonstrate:
 - (a) ability to swim 150 metres while wearing a life vest*;
 - (b) ability to remove clothes in water;
 - (c) know the basic international rules of the water to prevent collisions;
 - (d) know local boating rules applicable to their region;



- (e) be able to estimate time required to traverse a given distance of water over varying surface and weather conditions.
15. Demonstrate:
- getting in and out of a canoe in deep water, mooring and anchoring;
 - take a leading part in:
 - minor repairs;
 - cleaning;
 - correct methods of loading craft with crew and stores.
16. Demonstrate:
- capsize loaded canoe in deep water and return with it to bank and empty in correct manner;
 - pairs technique with a partner;
 - how to pack a canoe for an overnight journey.
17. Demonstrate and know the use of the following knots in canoeing activities: rolling hitch; timber hitch; eye splice.
18. Know their region's weather pattern and signs of change, and be able to use this knowledge when involved in canoeing activities.



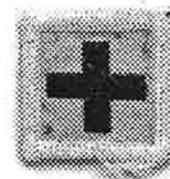
Suggested References:

Appropriate canoeing associations/clubs and the Scouting Association.

* As approved in your State/Territory



Caring for Animals



Candidates must be able to demonstrate and explain:

- How to house and train domestic animals.
- How often and what food domestic animals should be given and when they should be given water.
- How to care for domestic animals, including choosing an appropriate pet (given local climate, age of owner, space available, requirements of breed) and the avoidance of unwanted breeding.
- How much and when domestic animals should be exercised.
- How to administer medicine to domestic animals.
- How to administer simple first aid to animals and to treat for poisons.
- What to do when an animal is involved in an accident, including how to approach safely and how to calm the animal.
- How to find the name and address of nearest veterinary surgeon and R.S.P.C.A. inspector.
- The principles of approaching and handling working animals, such as seeing-eye dogs, guard dogs and so on.
- The possible health hazards associated with the keeping of domestic pets such as cats and caged birds and how to avoid them.
- The local council requirements for keeping dogs and other animals.
- The law regarding the treatment of protected fauna.



The course:

1. Minimum total instruction must be at least 12 hours.
2. Whenever possible, cadets should assist at a veterinary surgery or R.S.P.C.A. Centre for at least two or three sessions. Compulsory for cadets who do not have animals of their own.

Suggested instructors/examiners:

Veterinary Surgeons, R.S.P.C.A. officials, animal handlers, trainers and judges.

Suggested references/resources:

1. School and local libraries.
2. Veterinary Surgeons and R.S.P.C.A. Libraries.
3. Animal Breeding and Training Clubs.
4. National Parks and Wildlife Service publications.



Casualty Simulation



Candidates should learn:

1. Relaxation techniques.
2. Role playing.
3. Exercises in facial expression.
4. Preparing a story line which is simple but credible.
5. Developing a setting which can be natural, made up or mixed.
6. Producing a floor plan showing the position of all props, with a props list.
7. Preparing a list of injuries which fit the story-line, are credible and do not outstrip the capabilities of the group.
8. The training of casualties and bystanders for their roles.
9. Techniques of make-up; a new make-up technique could be introduced at each stage.
10. Attention to safety of personnel involved in a setting.

The Course:

1. Minimum instruction time should be at least 12 hours.
2. Course participants should be assigned duties such as Prop Steward and Safety Steward and each segment of the course should have a large practical component.
3. The examination could involve:
 - role playing a particular injury;
 - making of playdough;
 - preparing correct paperwork;
 - team presentation.

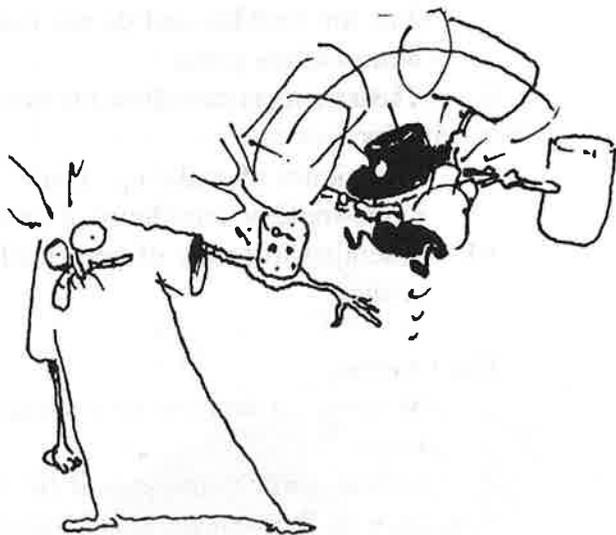


Suggested instructors/examiners:

1. People with experience in casualty simulation and who have attended advanced casualty simulation workshops.

Suggested References:

1. *Step by Step Basic Casualty Simulation Manual*, St John Ambulance Australia, 1992.
2. *Atlas of Injury*, Casualties' Union, London.



Child Care



Candidates must:

1. Answer questions (written or oral) about infectious diseases, the signs and symptoms and the incubation period.
2. Produce a project on home safety and the prevention of accidents indoors and outdoors.
3. Give a practical demonstration of one of the following (selected by the examiner):
 - (a) bathing a baby;
 - (b) making a bassinette or cot;
 - (c) changing a napkin;
 - (d) dressing a baby.
4. Know the location of the nearest Baby Health Centre.
5. Know the immunisation programme for babies and children under six years.

The course:

1. Minimum total instruction time to be at least 12 hours.

Suggested instructors/examiners:

Suitably qualified Registered Nurses.

Suggested references:

1. Government Health Department publications (Infant welfare).
2. *Family Care at Home* booklets, St John Ambulance Australia, 1990.



Citizenship



Candidates must:

1. Describe orally and explain the Australian flag; how to use and care for it, and how to ceremonially hoist, break, halfmast, lower and display it in a hall.
2. Recognise the flags of eight other countries which have St John cadets.
3. Describe orally the general areas of responsibility of the Commonwealth and State Governments of Australia.
4. Describe orally the compositions and workings of Commonwealth and State Cabinets, and the process of law making.
5. Describe orally the areas of responsibility and working of their own local government.
6. Answer questions in some detail on the health service including the work of hospitals, child welfare centres, public health inspectors, national health insurance and social service benefits (Commonwealth, State and Municipal). (Project option.)
7. Show on a map of the local area the government buildings, police station, fire station, ambulance station, hospitals, churches and schools, main highways, public transport terminals and veterinary surgeons. (Project option.)
8. Mark on a map of the local area the location of the main industries and commercial activities, and any places of historical interest. (Project option.)
9. Be able to name six famous Australians (chosen by the candidate), who have influenced the standard



of our public life, and say for what they are famous. Be able to describe the life of one of them in detail. (Project option.)

10. Describe orally the meaning and activities of the following:
U.N., U.N.E.S.C.O., W.H.O., U.N.I.C.E.F., F.A.O.
11. Visit the following:
State Parliament or local municipal council, hospital, local historic place, an essential service (one of police/fire/ambulance), radio or TV station or newspaper office.
12. Complete 50 hours public duty as for Special Service Shield.
13. Participate in an exchange visit to a cadet division in another municipality.
14. Report on the history and present role of the local ambulance service or the Royal Flying Doctor Service. (Project option.)
15. Find the meaning of at least eight Aboriginal and Torres Strait Islander names in your vicinity.

For items 6, 7, 8, 9 and 14 candidates may present a project instead of submitting to examination.

The course:

1. Minimum total instruction time must be 12 hours, exclusive of any excursions and visits. Instructors should encourage candidates to read as widely as possible, giving guidance as to suitable books or reference sources.
2. The examination, which may be written or oral or a mixture of both, should cover most of the syllabus. The examination need not include those



items for which the candidate submits satisfactory project material (wall charts, pictorial displays, essays etc.) Such project material must be submitted to the examiner a reasonable time before the date of the examination.

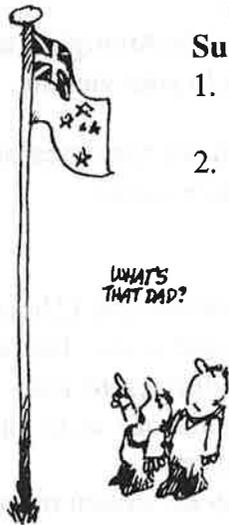
Suggested instructors/examiners:

It is recommended that the same speaker be used for as many sessions as possible, in order to avoid repetition and overlap of material. Suitable persons may be:

1. Federal/State Members of Parliament;
2. Local government representatives;
3. Local Health Officer;
4. Local Social Welfare Officer;
5. Member of local Historical Society;
6. Member of the United Nations Association;
7. Other suitably qualified persons as approved by the Commissioner via regulation channels.

Suggested references:

1. Suitable reference books may be located via local library or school library service.
2. Other material may be available from:
 - ☛ Members of Parliament;
 - ☛ Local Government;
 - ☛ State Departments of Health, Social Welfare, etc.;
 - ☛ United Nations Association;
 - ☛ Good Neighbour Council.



Clerical Skills



Candidates must:

1. Be able to write simple business letters in clear handwriting, using plain English with correct spelling, punctuation and the appropriate forms of introduction and complimentary close, and to address envelopes.
2. Be able to summarise information and take and give messages accurately, both directly and on the telephone; know the procedure for 'Confidential', 'Private' and 'Personal' matters; and demonstrate use of a dictionary.
3. Have a general knowledge of postal and banking services including completion of fax cover sheets, bank deposits and withdrawal forms, and cheque account procedures.
4. Be able to check lists and complete forms, including at least three Operations Branch forms in use in cadet divisions.
5. Be able to describe how to order and pay for goods.
6. Have a knowledge of simple filing systems and records.
7. Be able to keep a simple cash account, including cash book and receipts.
8. Be able to explain or demonstrate committee procedures.
9. Demonstrate how to use a photocopier.

The course:

1. Minimum total instruction time must be at least 12 hours.



2. Instructions and the examination should be as practical as possible.

Suggested instructors/examiners

1. Fully trained secretaries and accountants, or other qualified persons as approved by the Commissioner.
2. Teachers with appropriate qualifications.

Suggested references:

The Bank Education Service in each State may provide a range of training aids.



Communication



As candidates, you must:

1. Be able to make a telephone call, receive a simple message and accurately repeat it after a five minute delay.
2. Be able to use the NATO phonetic alphabet and numeric system.
3. Be able to use, and explain the use of, the pro-words used in your District.
4. Be able to use correctly the twenty four hour time system.
5. Be able to describe radio procedures as used in your District.
6. Be able to use a two-way radio of the type used by the Operations Branch of St John Ambulance Australia in your District.
7. Be able to reach the specified standard in one of the following - Morse Code, deaf and blind communication or radio communication.

Morse Code

Know the Morse Code and signals and be able to send and receive messages in that code at the following minimum speeds:

11-13 years - 16 letters per minute;

14-16 years - 24 letters per minute;

17-21 years - 32 letters per minute.

Messages may be sent and received by flag, buzzer or any other method selected by you. Messages to be signalled by you will be read to you for despatch. Messages received by you will be spoken aloud by you and taken down by a second person. All messages must be of at least two minutes duration.



Deaf and Blind Communication

Know the standard method of talking to deaf-blind or seeing-deaf persons and be able to 'talk at the following speeds:

11-13 years - 16 letters per minute*;

14-16 years - 24 letters per minute*;

17-21 years - 32 letters per minute*.

*Or equivalent standard depending on the method taught.

Radio Communication

Know the standard procedures for radio communications in your District. Demonstrate ability to send and receive messages by radio for a period of 30 minutes (minimum of six transmissions).

or

Obtain certificates of the Youth Radio Club scheme of the Wireless Institute of Australia - under 16 years, the Elementary Certificate; over 16 years, the Junior Certificate.

The course:

1. Minimum total instruction time must be at least 12 hours of which at least six hours must be practical work.
2. Practical work is obviously of paramount importance and efforts should be made to vary the surroundings in order to make the practice as realistic as possible.
3. The examination will be almost entirely practical.



Suggested instructors/examiners

1. Members of the armed services, police forces, national disasters organisations and other emergency services qualified in signalling.
2. Scout or guide instructors in signalling.
3. Deaf and/or blind association personnel.

Suggested references:

1. Australian Natural Disasters Organisation publications on communications.
2. Relevant Scout and Guide Association publications.
3. Publications and manuals of Deaf and Blind Associations.
4. Material published by the Wireless Institute of Australia, for the Youth Radio Clubs Scheme.





Computer Skills



As candidates, you must:

1. Name the different parts of a computer and accessories and briefly outline their functions.
 2. Explain the following computer-related terms: bytes (including kilobytes and megabytes); RAM; floppy disk; PC; a computer file; CD-ROM; multimedia; laptop/notebook computer; modem.
 3. Explain the ways in which an IBM compatible computer differs from an Apple Macintosh computer.
 4. Demonstrate an ability to format a blank floppy disk and copy files from a hard disk to formatted floppy disk.
 5. Describe the following applications and indicate ways in which each is used:
 - (a) word processing;
 - (b) spreadsheet;
 - (c) data base;
 - (d) graphics.
 6. Find out how computers are being used in the Operations Branch of your District.
 7. Depending on your age, complete one or more of the following, thus demonstrating competence in the use of these applications:
 - 11-14 years: any one of the tasks below;
 - 15 years and over: any two of the tasks below.
- Task A:** Create and print out an edition of a divisional newsletter using a word processing and graphics package (if the latter is available).



- Task B:** Create a data base for one aspect of divisional administration (e.g. duties register, proficiencies record) and then print out a monthly report.
- Task C:** Create a spreadsheet for some aspect of divisional administration (e.g. finance, annual divisional programme, competition job).

The course:

Minimum course time must be 12 hours.

Suggested instructors/examiners:

1. Teachers trained in the use of computers.
2. Other suitably qualified persons as approved by the Commissioner via regulation channels.

Suggested references:

1. Computer textbooks.
2. Computer magazines.
3. Computer software handbooks and manuals.



Cookery and Nutrition



Candidates must:

1. Explain and/or demonstrate how to maintain cleanliness in the kitchen.
2. Demonstrate how to lay tables and trays.
3. Be able to clear away and wash up.
4. Explain and/or demonstrate how to take care of utensils and equipment.
5. Know the significance of the 5 food groups, the healthy diet pyramid and the *Dietary Guidelines for Australians*.
6. Have a knowledge of meal plans for breakfast, lunch and dinner.
7. Be able to plan, prepare and serve midday family meals for day-to-day and special occasions.
8. Be able to plan menus for the average family for a period of one week, including at least two 3 course meals.
9. Be able to prepare packed lunches.
10. Explain simple rules for shopping.
11. Be able to cook and serve special meals for invalids and convalescents.

Suggested practical work:

1. Prepare and cook vegetables.
2. Make salads and a simple salad dressing.
3. Prepare and cook meat - stew, grill, roast, stir fry, barbeque or microwave (minimum of 2 methods).
4. Prepare and cook simple desserts.
5. Make sandwiches.
6. Make scones, biscuits and a cake.
7. Lay a table for a 3 course meal, service meal,



clear away and wash dishes.

8. Prepare and serve morning or afternoon tea or coffee.
9. Arrange a tray for a patient in bed.
10. Care of dish cloths and tea towels.
11. Arrange flowers for a table.

The course:

1. Minimum total instruction time must be at least 12 hours.
2. Instruction in this subject should be mainly practical. Dishes, other than those suggested in the syllabus, may be included at the discretion of the instructor.
3. Nutrition should be introduced by the practical planning of well-balanced meals, in addition to the teaching of theory.
4. The test should consist of written and practical items including the preparation for a main meal. The practical test must be carried out in the presence of the examiner.

Suggested instructors/examiners:

1. Teachers of domestic science/home economics.

Suggested references:

1. Domestic science/home economics teachers may give guidance as to other suitable reference material.
2. Most newspapers and magazines have cooking sections and recipes.



Counter Disaster



Candidates must:

1. Know the definition of disasters.
2. Know the types of disasters.
3. Be aware of the personal safety aspects at a disaster site of:
 - attire;
 - fire/smoke/gas;
 - exhaustion;
 - discipline and command;
 - communicable diseases.
4. Know the Operations Branch role within disaster plans in your District.
5. Understand the selection and function of the following disaster site areas:
 - triage point;
 - treatment area;
 - loading point;
 - marshalling area.
6. Have an understanding of the following equipment:
 - stretchers:
 - mortuary;
 - Furley;
 - aluminium folding;
 - spinal boards;
 - Jordan lifting frames;
 - carry sheets;
 - Stokes litter.
 - handgrips;
 - cervical collars;
 - air splints;
 - oxygen equipment ;
 - disaster kits.



7. Understand and participate in the Operations Branch call out system.
8. Use Operations Branch radios in a disaster situation.
9. Know the dangers associated with the use of radios in a disaster site.
10. Understand why there may be difficulties in the use of communications equipment at the disaster scene.
11. Understand the process of triage and labelling of casualties at a disaster site.
12. Describe the key principles of kinetic lifting.
13. Demonstrate safe and effective lifting techniques on a fellow member, using each of the following methods:
 - chair lift;
 - hand seats using the 2-hand and 3-hand techniques;
 - fore-and-aft lift;
 - blanket lift;
 - hand seats using the 4-hand technique.
14. Demonstrate safe and effective stretcher transport of a casualty.
15. Participate successfully in a scripted radio communications exercise.
16. Participate successfully in a simulated disaster situation exercise.
17. Understand why and the process involved in the registration of personnel and equipment at assembly points prior to the attendance at incident sites.

NOTE: This course may vary at the discretion of the District Officer (Cadets) in accordance with District policy.



The Course:

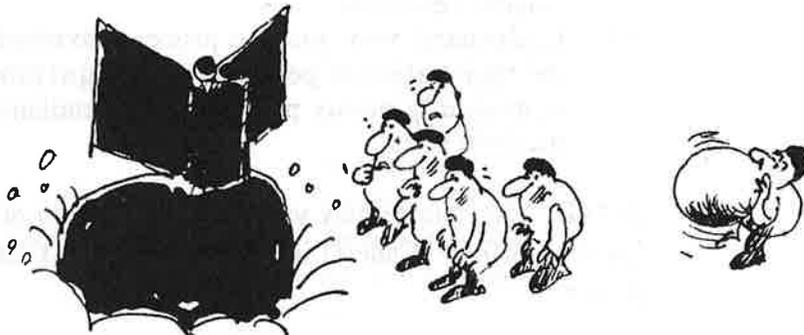
1. Candidates must have attained the age of 14 years prior to undertaking this course.
2. Minimum total instruction and practical time must be 16 hours.

Suggested examiners:

1. Suitably qualified Operations Branch members as approved by the District Operations Officer/District Counter Disaster Officer.
2. Suitably qualified Emergency Services personnel.
3. Suitably qualified members of the State/Territory Police Service.

Suggested References:

1. *Cadet Training Syllabus*, Phase 2, Module 11.
2. Natural Disaster Organisation: *Australian Emergency Manual*.
3. Natural Disaster Organisation: *Australian Counter Disaster Arrangements*.
4. Natural Disaster Organisation: *Commonwealth Counter Disaster Concepts and Principles*.
5. Your own District (Operations Branch) Counter Disaster notes,



Cycling



Candidates must:

1. Have an elementary knowledge of the working parts of the bicycle and be able to maintain them in good condition.
2. Be able to carry out simple repairs to a bicycle.
3. Be able to ride a bicycle in a safe and correct manner in normal traffic conditions.
4. Know the contents of the traffic code, particularly the sections on traffic signals, road signs and the paragraphs relating to cyclists.
5. Know how to read a road map of the type issued by the major oil companies and also a street directory.
6. Have planned and carried out a cycling tour of not less than one day's duration and made a log and map of the tour, marking in not less than three places of interest as well as geographical features.
7. Pass the Cycling Proficiency Test, which will include:
 - maintenance and adjustment;
 - riding position and cycle control;
 - pedalling and braking;
 - safe starting and stopping.
8. Demonstrate the use of safety equipment, e.g. helmets, lights, shoes.

The course:

1. Minimum total instruction time must be at least 12 hours.
2. The examination shall consist of the Cycling Proficiency Test plus other questions, either oral



or written, to cover the remaining parts of the outlined syllabus. The log and map of the day tour must be sighted and assessed.

Suggested instructors/examiners:

1. Officials from the National Safety Council of Australia.
2. Members of police forces and road safety organisations.
3. Suitably qualified members/instructors of pedal or cyclist clubs.

Suggested references:

1. National Safety Council of Australia pamphlets, charts etc.
2. Police force pamphlets and literature.

Cycling proficiency test

During all tests candidates must give correct hand signals.

Maintenance and adjustment

Before being allowed to take the test, the candidate must know how to adjust a bicycle to obtain a good riding position and how to maintain the machine in good condition, particularly the brakes, tyres, bearings, chain and lights. Also, demonstrate how to test the brakes, tyres, saddle, chain and lights prior to mounting.



NOTE: As this is not a test of mechanical aptitude, candidates must use a mechanically sound and properly adjusted machine.

Riding position and cycle control

From a standstill, ride slowly straight through a lane 22 metres long and 1.5 metres wide without touching the lines on either side. Assess:

riding position;

not touching lines or foot on ground.

It is important that this skill is achieved prior to continuing with the test. This may require further instruction in correct adjustment of the bicycle.

The Slalom Circuit

Start well behind the circuit so that cycle is under full control before obstacles are negotiated and then ride along course indicated. Assess:

not touching feet to ground;

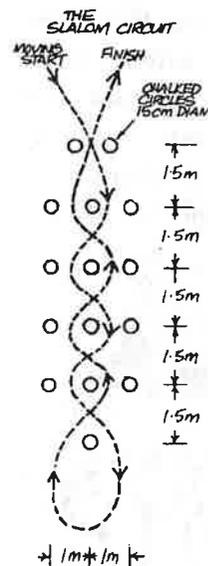
not touching any obstacle;

using brake correctly.

This, the most difficult part of the test, is intended to test the candidate's mastery of the machine. Every candidate should be allowed to make a preliminary attempt and should be warned against trying to ride too fast. The start should be made well behind the line so that the cycle is well under full control before the close turns have to be made. Point out that the turn at the end is not restricted in radius.

Peddalling and braking

Mount, ride at average speed and brake on any level surface 30 metres long. Park cycle.





This test should be done twice:
to assess braking ability;
to judge braking ability in an emergency.

For the second test, the rider is required to stop quickly and safely at a given signal.

to assess braking ability;
to judge braking ability in an emergency.

Assess:

feet parallel on pedals;
safe application of brakes in first test;
safe application of brakes in second test;
intelligent parking.

Safe starting and stopping

The rider must ride 30 metres, then stop.

The examiner will note whether the rider uses the brakes to bring the machine to a smooth stop, without skidding the back wheel. The rider must ride back and make a quick but safe stop at a signal from the examiner. After assessing the rider's ability to stop safely within a reasonable distance, the examiner should instruct the rider to park the cycle for a few minutes. The examiner will note whether the candidate parks so that the bicycle will not be likely to fall or be knocked down and will not obstruct passageways.

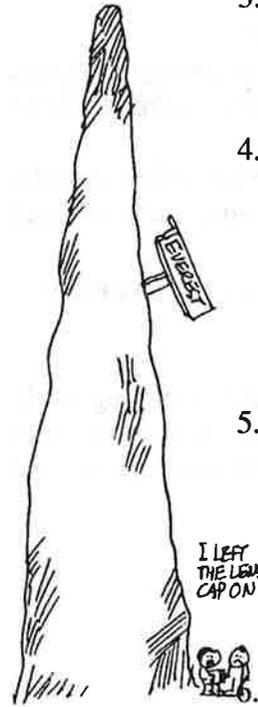


Environmental Studies



Candidates must:

1. Be aware of the Conservation Code. (Gould League *Environmental Nature Log* book)
 2. Operate a nature log with no fewer than 60 entries:
 - (a) study a particular area or group of areas and note such things as the changes in the environment as the seasons change; also note the same with animal and plant life;
 - (b) record this in their own constructed Log Book or in the Gould League *Environmental Log Book*.
 3. Visit a local beach, park, garden pond, river, forest or field. Write a description (400-500 words) of the natural life of the chosen location. Use diagrams where necessary to aid the description.
 4. Prepare a project and/or collection of specimens (be aware of conservation restrictions on what may be collected and where collection may be carried out) of a minimum of 12 common trees or plants. Describe their leaves, bark/stalk, flowers and/or fruit. Draw examples and/or present specimens of the collection.
 5. Make simple records which include diagrams, description, diet and habitats of one of the following groups:
 - (a) 4 birds;
 - (b) 4 mammals;
 - (c) 4 insects;
 - (d) 4 reptiles.
- Visit a zoo, park or other animal environment and





- demonstrate to the leader their ability to stand still and quiet and observe animal behaviour.
- Invite a guest speaker from such organisations as Greenpeace, the Wilderness Society, Trees for Life and the Australian Conservation Foundation. Following the talk, write a report about the evening describing how it affects them and how they can work towards a better environment both locally and globally.

The course:

- Minimum instruction time cannot be specified. However, the individual work should have been undertaken over a period of at least 6 months.
- The instructor(s) may not conduct the examination.

Suggested instructors/examiners:

- Registered teachers of natural history, biology, conservation and environmental studies or allied subjects.
- Officials of the relevant government departments responsible for flora or fauna policies and activities.
- Officials of recognised naturalist associations.

Suggested references:

- Gould League *Environmental Nature Log* book.
- Museum book shops have many useful resources (appropriate to own State/Territory fauna and flora).



Family Care (Compulsory)



Aim: To provide knowledge and practical procedures in the home care of family members who are ill or have special needs.

Candidates must:

Study the following topics and complete the skills associated with them in Phase One Part B of the *Cadet Training Syllabus*:

- handwashing;
- wound care;
- bandaging skills;
- caring for an ill person's comfort;
- observations of the patient;
- healthy eating;
- safety;
- giving medicines.

The course:

Minimum total instruction time must be at least 18 hours.

Suggested instructors/examiners

Training Branch accredited instructors or associate instructors.

Suggested references:

- Cadet Training Syllabus*, St John Ambulance Australia, 1991.
- Cadet Workbook Phase I*, St John Ambulance Australia, 1991.
- Family Care at Home* booklets, St John Ambulance Australia, 1990.



Fire Safety



Candidates must:

1. Have a thorough knowledge of the common causes of outbreaks of fire in houses and of the precautions which should be taken to avoid such fires, e.g. electrical hazards such as the overloading of fuses.
2. Know the proper action to take if a fire should break out, evacuating residents, summoning the Fire Brigade as quickly as possible and preventing the fire from spreading.
3. Know the ways and means of escaping from any building in which they live or work in the event of an outbreak of fire, and how to improvise alternative means of escape. Also means of escape from strange surroundings such as motels and friends' houses.
4. Know how to help the Fire Brigade when it arrives, e.g. passing on to the officer in charge such information as all persons being accounted for and such hazards as stored chemicals and gases.
5. Know the correct method of dealing with the most common types of minor outbreaks of fire in the home. Identify the classes of fire and correct extinguishing agents.
6. Know and be able to carry out the simple methods of rescue - for instance, residential rescue and evacuation in country/bush/rural situation and commercial/schools situation.
7. Know what to do if a person's clothing catches fire.
8. Be able to explain the theory of why materials burn.



9. Demonstrate the use of various types of fire extinguishers, such as soda acid, CO₂, foam, chemical, knapsack sprays and beaters and know the occasions to use them.
10. Know and be able to describe typical fire hoses, branches and nozzles, couplings and so on.
11. Know the causes, prevention rules and basic methods of fighting bushfires, including emergency survival procedures.

The course:

1. Minimum total instruction time must be at least 12 hours.
2. If circumstances allow, some practical training in crawling through smoke should be arranged.
3. The examination should cover both theoretical and practical aspects of the syllabus and include the use of at least one type of fire extinguisher (on a fire if possible), and a test on methods of rescue.
4. The instruction for the subject should include a visit to the local fire station.

Suggested Instructors/examiners:

Suitably qualified Fire Service officers/members.

Suggested references:

1. *Community Fire Safety Handbook*, South Australian Metropolitan Fire Service.
2. Local Fire Service publication.
3. National Safety Council publications.





Handicrafts



The beauty and skill of well-designed and hand-made work can rarely be replaced by goods turned out by a machine. In this modern age of mass production, handicrafts should not be lost. Cadets will find great satisfaction in making things with their hands.

Cadets wishing to qualify for the Handicrafts Certificate may make their choice from one of the crafts given below or any other craft approved by the District Officer (Cadets):

Aero/boat/car/modelling	Magazine production
Arts and crafts	Metal/wood work
Basketry/canework	Numismatics (coin collecting)
Boat/canoe/surfboard building	Painting and graphic art
Book crafts	Philately (stamp collecting)
Clay modelling and sculpture	Photography
Cinematography/video production	Plain needlework
Decourpage	Pottery
Embroidery	Printing
Fabric printing	Radio construction
Geometrical/technical drawing	Relief map modelling
Glove making	Rug making
Knitting/crochet	Screen printing
Lampshade making	Soft furnishing/upholstery
Lapidary	Toy making (hard/soft)
Leatherwork	Weaving.
Lettering	



NOTE: One Proficiency Certificate **ONLY** may be obtained by a cadet for Handicrafts.

Candidates must:

1. Be able to verbally give answers to questions from one of the following areas:
 - (a) rules of the handicraft;
 - (b) tools of trade used for the handicraft;
 - (c) terminology of the handicraft.
2. Practical application:
 - (a) show application of the handicraft;
 - (b) design articles of quality craft which can be given as gifts (at least three articles).
3. Prepare a project from one of the following:
 - (a) the history of the chosen craft;
 - (b) design a brochure to advertise the craft;
 - (c) prepare a display in an imaginative way of the chosen craft.



The course:

1. Minimum total instruction time for each subject cannot be specified. However, at least 12 hours of supervised training/instruction should be provided exclusive of the candidate's own efforts on required projects.
2. There should be an emphasis on standards of work, use of the tools of the trade and design and skill.
3. Examinations should consist of theory questions and practical projects.

**Suggested instructors/examiners:**

1. Occupational therapists.
2. Art/craft teachers qualified in the particular craft.

Suggested references:

1. Books and materials from art/craft suppliers.
2. Books and materials from school resources and libraries.



Health Care

**Candidates must:**

1. Write brief notes on the importance of:
 - (a) personal hygiene in preventing disease and infection;
 - (b) how some diseases are spread;
 - (c) clean water for drinking.
2. Write a brief description of procedures to protect children from diseases.
3. Produce a project on the health dangers of two of the following:
 - (a) smoking;
 - (b) drinking;
 - (c) drug abuse;
 - (d) lack of personal hygiene.
4. Find out and record the main features of State and local council health regulations applicable to householders.
5. List 4 ways that food can be contaminated.
6. List and explain means of protecting their own health and safety in a first aid situation e.g. use of gloves.

The course:

1. Minimum total instruction time must be at least 12 hours.

Suggested instructors/examiners:

1. Members of family planning associations, sex education authorities, Anti-Cancer Council, Health Education Services, Drug Information Centres.



2. Surgeons, State Registered Nurses or other persons approved by the Commissioner via regulation channels.
3. Local health inspectors.

Suggested references:

1. State and Federal Government Health Department publications.
2. Books and information available from libraries.



PROFICIENCY BADGES

<p>Aboriginal and Torres Strait Islander Studies</p>	<p>Boating</p>	<p>Camping</p>
<p>Canoeing</p>	<p>Caring for Animals</p>	<p>Casualty Simulation</p>
<p>Child Care</p>	<p>Citizenship</p>	<p>Clerical Skills</p>
<p>Communication</p>	<p>Computer Skills</p>	<p>Cookery and Nutrition</p>
<p>Counter Disaster</p>	<p>Cycling</p>	<p>Environmental Studies</p>



12. Know how to do the household shopping and keep simple household accounts.

The course:

1. Minimum total instruction time must be at least 12 hours.
2. Theoretical teaching should, through the course, be supplemented by the maximum possible amount of practical experience.

Suggested instructors/examiners:

1. Teachers of home science/home economics.
2. Other suitably qualified persons as approved by the Commissioner.

Hospitality Option

Candidates must:

1. Explain and demonstrate how to maintain cleanliness of quarters, mess and bar.
2. Explain and be familiar with a kitchen, kitchen equipment and catering terms.
3. Have introduction to and some knowledge of linen (cotton, damask, etc.).
4. Have knowledge of the uses of cutlery and crockery.
5. Know how to fold and place napkins.
6. Be able to set a table for breakfast, lunch, dinner, teas, garden functions and formal dinners.
7. Be capable of waiting (food) for any of the meals or functions described above.
8. Beverages: know the identification, common usages of and storing, handling and serving of beverages normally served, including water and



wines. Also, coffee and tea making, presentation and service.

9. Setup and serve pre-dinner drinks. Setup after dinner cheese, fruit and greens, as well as coffee and tea.
10. Be able to satisfactorily clean up and wash up after a function.
11. Be able to write, design and present a menu.
12. Be able to request the presence of an officer to his/her officer in charge.
13. Be able to memorise a drink/meal order for at least four people if candidate is under sixteen, or for eight people if candidate is over sixteen.

The course:

1. Minimum total instruction time must be at least 16 hours.
2. Instruction in this course will mainly be practical.
3. The test should be mainly practical at a formal type dinner with a theory/or oral segment prior to the dinner. The assessment of the instructor(s) should also be given to the examiner(s).

Suggested instructors/examiners:

Full-time stewards/valets (e.g. armed forces).

Suggested references:

Suitable textbooks available in most libraries.



Home Maintenance



Candidates must:

1. Demonstrate how to use a measuring rule or tape.
2. Be able to recognise the different types of nails, screws and tools likely to be needed around the house and where, why and how to use them.
3. Demonstrate how to plug a wall and fix a 'Rawlplug'.
4. Show how to use the tools required for woodwork and small household jobs.
5. Show how to fix a loose hinge.
6. Show how to replace a tap washer.
7. Show how to keep bolts and locks in working order.
8. Demonstrate how to use a soldering iron.
9. Know the different kinds of paint used about the house and how to apply them.

The course:

1. Minimum total instruction time must be at least 12 hours.
2. Instructors should do everything they can to ensure that the syllabus is as practical as possible.
3. The examination should consist of theoretical and practical problems. The theoretical segment may be written or oral.

Suggested instructors/examiners:

1. Teachers of woodwork and allied trade instructors.
2. Qualified tradesmen.

Basic electronics option

Candidates must:

1. Describe the uses of resistors, capacitors and



inductors.

2. Be proficient in reading the values on resistors, capacitors and inductors.
3. Be able to explain the effect of:
 - (a) two resistors in series;
 - (b) two resistors in parallel;
 - (c) two capacitors in series;
 - (d) two capacitors in parallel;
 - (e) two inductors in series;
 - (f) two inductors in parallel.
4. Explain the purpose of a diode and how it operates.
5. Explain the purpose of a transistor and how it operates.
6. State the purpose of transformers and their uses.
7. State the difference between AC and DC power sources.
8. Explain Ohm's Law.
9. Explain the terms 'volts', 'amperes' and 'watts'.
10. Demonstrate a knowledge of safety with respect to mains voltage (i.e. 240 volts).

The course:

Minimum instruction time to be at least 20 hours.

Suggested instructors/examiners:

1. Electronic technicians and technical officers.
2. Technical Studies teachers.
3. Other suitably qualified persons as approved by the Commissioner via the regulation channels.

Suggested references:

1. Electronics textbooks available in most libraries.
2. Electronics magazines.
3. Electronic equipment handbooks and/or manuals.



Hygienic Food Handling

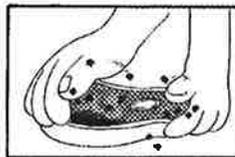


Candidates must:

1. Answer questions on food poisoning, the causes of growth of bacteria in food and the prevention of food poisoning. Both questions and answers may be written or oral.
2. Write a brief account of hygienic methods of **one** of the following:
 - (a) food preparation;
 - (b) washing up;
 - (c) waste disposal.
3. Produce a project on the dangers of food contamination and its prevention in the home.
4. Visit a hospital, restaurant or school kitchen, observe hygiene and food handling procedures and equipment and make a written report of these observations.
5. Know main features of State and local council health regulations, regarding the handling of food by shopkeepers.

The course:

Minimum total instruction time to be at least 12 hours.



Suggested instructors/examiners:

1. Qualified dietitians.
2. Surgeons, State Registered Nurses or other persons approved by the Commissioner via regulation channels.
3. Local health inspectors.

Suggested references:

1. Government Health Department publications
2. Books and information from libraries.



International Friendship



Candidates must:

1. Have a regular penfriend in the country of their choice, have corresponded with him/her for at least six months and have written and received at least six letters each. If the penfriend is a member of St John in one of the Commonwealth countries, the correspondence should include descriptions of St John divisional events.
2. Produce a project booklet or wall chart which deals with:
 - (a) the history and development of the country concerned;
 - (b) the geography, natural resources and main industries;
 - (c) the form of government, customs and way of life of the people.
3. Have read at least four books, to be approved by the examiner, about the country concerned.
4. Write an essay of 1500-2500 words on some aspect of the country concerned, the subject to be chosen by the candidate and approved by the examiner.
5. Produce a scrapbook or album showing by photographs, cut outs, pressed flowers, drawings, etc., something of their Australian surroundings. The book should be shown to the examiner before being sent to the penfriend.

NOTE: Parts 2, 4 and 5 may be a group essay/project for up to 6 members.



The course:

1. This course should be completed within 12 months of the cadet/group formally notifying the Divisional Superintendent (C) or member in charge of the division, that the subject has been commenced.

Suggested instructors/supervisors/examiners:

1. Teachers of appropriate school subjects.
2. Officials of the country concerned; for example, diplomats, trade commissioners and tourist representatives.
3. Persons who have lived in the country concerned for at least four years; for example, overseas students and immigrants.

Suggested references/penfriends:

1. Suitable reference books and material may be located via local or school libraries, Good Neighbour Councils, United Nations Association, diplomatic sources, tourist or trade offices.
2. Candidates may arrange their own penfriends or seek Headquarters assistance.



Interpretership



Candidates must:

1. Be able to talk for two or three minutes in English on the country, people, social habits and money values of their chosen foreign country.
2. Be able to give in the chosen foreign language, information that may be helpful to a stranger visiting the cadet's own town or village; such as the location of local accommodation, transport, medical, consular, recreational, tourist and shopping facilities.
3. Be able to answer questions orally on a book they have read in the chosen foreign language.
4. Be able to write a note in the foreign language to a foreign-speaking doctor describing a given medical condition, stating that treatment has been given.
5. Be able to write answers to questions on a second book they have read, in the foreign language.
6. Be able to talk in a foreign language to a casualty and show ability to translate very simple questions and answers about the injury.

The course:

1. No minimum instruction time can be stipulated. However, examiners are to see evidence of preparation prior to examination.
2. In order to adequately prepare for the oral requirements; candidates should be encouraged to practise conversations with suitable persons as often as possible.

Suggested instructors/examiners:

Teachers of languages.



Knowledge of the Order (Compulsory)



Candidates must:

1. Be able to give a short account of the principal events in the history of the Order, from origin to the present.
2. Be able to give a short account of at least five outstanding characters in the history of the Order and for what they are famous.
3. Be able to describe in broad outline the organisation and government of the Order, in both the era of the Crusades and in modern times. In particular, the meaning of the terms:

Languages or tongues; Convent; Chapter-General; Great Officers of the Order; Grand Priories and Commanderies; the four Branches (Foundations); Members of the Brigade; Members of the Order.

4. Be able to distinguish the different roles and activities of the four Branches (Foundations) of the Order.
5. Be able to recognise and name the Grades of the Order and their abbreviation initials.
6. Be able to state the Mottoes of the Order and their meaning and the origin and significance attached to the eight-pointed white cross.
7. Be able to write briefly the main objects of the Order.
8. Be able to outline the Revival of the Order (The Most Venerable Order) and the existence of the other Orders of St John in other countries.



The course:

1. Minimum total instruction time must be at least 12 hours.
2. History does not merely consist of learning dates; rather, candidates should know the sequence of main events and approximately the intervals between them.

Suggested instructors/examiners

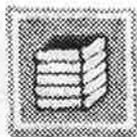
Members of the Order of St John.

Suggested references:

1. Section in this manual on the Order of St John.
2. *A brief history of the Order of St John*, St John Ambulance in the United Kingdom.
3. Ian Howie-Willis: *A Century for Australia*, St John Ambulance Australia.
4. *Knowledge of the Order; Training Resources Pack*, St John Ambulance in the United Kingdom.
5. R. Cole Macintosh: *A Century of Service to Mankind*.
6. School and local libraries may have books under headings such as Crusades, Middle Ages, Holy Land and Knights.
7. Also suitable are: *The Knights of St John, The Great Siege - Malta* (Penguin paperback No. 2106) and Geoffrey Trease: *The Seas of Morning*, Puffin.



Library Skills



Candidates must:

1. Be able to give some reasons why people read and the factors to be considered when selecting books for individuals with different tastes - with particular reference to patients at home or in hospital.
2. Be able to describe the function of book reviews and where these may be found.
3. Be able to demonstrate the procedures of library organisation and routine, that is:
 - (a) preparation of new books;
 - (b) classification procedures;
 - (c) cataloguing;
 - (d) shelving and tidying;
 - (e) basic book repairs, such as torn pages.
4. Be able to find in the Reference Section particular reference books which would help research health related issues and make a list of the findings.
5. Have a knowledge of and be able to use:
 - (a) CD-ROM to search for information on a health related topic;
 - (b) the automated system for the issue and return of books;
 - (c) the OPAC terminal to find and write out a list of 10 books on several different topics (at least 2 books on each topic), demonstrating a knowledge of how to write a correct bibliography, and read at least 1 book from each topic.
6. Find out and record:



- (a) what special services the local library offers to groups in the community;
 - (b) know how a microfiche machine is used in the library.
7. Give a brief description of how the local or school library protects its bookstock.
 8. 17-21 years only: What do you think is the future of the printed book (minimum of 200 words)?

The course:

1. Total instruction time must be at least 12 hours.
2. The course should be as practical as possible and candidates must assist in all library procedures and duties included in the course.

Oral history option

Object:

To obtain, store and record Oral History of one of the following:

- (a) Cadet division;
- (b) Annual Cadet Camp;
- (c) Annual Cadet Competitions;
- (d) Australian Cadet Camp;
- (e) Australian Cadet Competitions;
- (f) Family history;
- (g) School history;
- (h) Club/sporting/social club history.

Points to consider:

1. History may cover only a certain period of time e.g. 10 years.
 - (a) 1st to 10th year of division/group;



- (b) 10th to 20th year of division/group;
- (c) 20th to 30th year of division/group.
- 2. A group of 2-3 cadets may work on a special area together.
- 3. Interview for any period of time to include several people from that time:
 - (a) to compare information;
 - (b) to confirm special points;
 - (c) to delete material not confirmed.
- 4. Guidelines - *Oral History Handbook*, revised and extended second edition available from Oral History Association of Australia.

Candidates must:

1. Obtain and read *Oral History Handbook* thoroughly.
2. Prepare groundwork (page 6), select and organise interviewees.
3. Start file cards (page 7) on interviewees.
4. Prepare legal releases (pages 9-10).
5. Prepare questions (pages 12-14); also see below for some suggestions re history of cadet division.
6. Prepare and maintain equipment (for recording).
7. Conduct arranged interviews.
8. Collect any photographs, cuttings, etc. to photocopy and keep in project/history book.
9. Label cassettes.
10. (a) Prepare interview log (page 23);
(b) write thank you letters.
11. Prepare transcript and present copies to:
 - (a) Division/family/club;
 - (b) Interviewees;
 - (c) Oral History Society (Archives)



Presentation can be in tape form or written, together with suitable project/history book including photographs and cuttings.

The course:

1. No minimum instruction time can be stipulated. However, a member from the Oral History Association could be invited to talk about the subject and give the cadets access to a wide range of information and resources .
2. Examiners to see evidence of preparation and all work to be presented for evaluation.

Suggested instructors/examiners:

1. Oral History Association member.
2. Suitable teachers.



Map Reading



Age 11-13 years candidates should:

1. Be able to explain the scale of maps and demonstrate a simple means of measuring distances on maps.
2. Be able to read conventional signs on ordinance or aerial survey maps.
3. Be able to read contours and/or relief shadings and describe simple landforms shown.
4. Be able to orientate a map.
5. Demonstrate a knowledge of the sixteen principal points of the compass and relate these to their equivalents in degrees.
6. Demonstrate how to find South using the Southern Cross and how to find North using the sun and a watch.
7. Be able to demonstrate the use of a simple grid system and refer to places by co-ordinates.
8. Have made their way on foot in a group from one point or more to another point marked on a map, for a round trip of about 8 km. At some stage in this expedition, they must act as guides for the group. They must carry their own food and be suitably equipped so that all of the party arrives in good condition at the end of the expedition.
9. Write a short account of the expedition in point No. 8 above, and prepare a project log-book showing such things as points of interest, flora and fauna observed, and speed of travel etc.



Age 14-16 years candidates should:

Complete all of the above and;

10. Be able to describe the terrain shown from contours and/or relief shading.
11. Be able to orientate a map with an accuracy of 5 degrees in direction.
12. Be able to set and read a compass, and understand other simple methods of location with a map.
13. Be able to use six figure grid references.
14. Be able to locate their positions on a map by the use of a compass, the map and looking at the terrain.

Age 17-21 years candidates should:

Complete all of the above and;

15. Be able to demonstrate two different means of measuring distances on maps.
16. Demonstrate how to find South using the Southern Cross and how to tell the time direction by the sun, with an accuracy of thirty minutes in time or 5 degrees by direction.
17. Complete the expedition in point No. 8 above for a distance of about 10 km. At some stage in this expedition, they must act as guides for the group for at least 4 km of the trip between three of the points.

Orienteering: This is available as an option.



Music



Cadets wishing to qualify for the Musicians Certificate may make their own choice from **one** of the following categories:

- A. Solo performance on an instrument **or** Solo singing.
- B. Ensemble playing **or** Ensemble singing.
- C. Musicology Badge.

Candidates must:

A. Solo performance: instrument **or** singing

1. **Beginners:** Satisfy assessors that they can perform three pieces of contrasting music - probably standard of AMEB (Australian Music Examination Board) Grade II-III.

Advanced: Perform three pieces (as for Beginners). Standard should be AMEB Grade IV.

Very Advanced: Perform three pieces (as for Beginners). Standard must be AMEB Grade V which is assessed at a public performance i.e. in a concert or mini recital where the audience is other than fellow students.

2. Present a written paper in one of the following areas:
 - (a) Programme notes of their three pieces, including comments on the composer, his/her style and period of music.
 - (b) A short essay on a composer, period of music or particular style of music.



B. Ensemble playing **or** singing

This is designed for the cadet who is not a solo performer but may perform in a group e.g. concert band, quartet, choir, trio, orchestra.

1. A log book to be kept by the cadet signed by the conductor/leader of the group indicating:
 - (a) rehearsal attendance;
 - (b) individual part playing ability;
 - (c) performance;
 - (d) cooperation;
 - (e) some indication of musicianship i.e. written summaries regarding the work covered in rehearsal and the aims and achievements of the ensemble; this could be done at the end of the school term/year.
2. Present a written paper as detailed above for Solo Performance No. 2.

C. Musicology Badge

This is designed for cadets who have an historical interest in music.

1. Present three pieces of written work of substantial quality on a topic related to music e.g.
 - Andrew Lloyd Webber and the Musicals;
 - Pop Music in the 80s;
 - Bach and Baroque;
 - Mozart and Opera.

Each piece of work needs to be on a different topic. The plan of work is to be submitted for approval and each of the final presentations is to include a bibliography. These submissions must



be signed by an appointed independent examiner to indicate that the cadet has completed the work personally, i.e. with only the normal drafting assistance given by teachers.

The Course:

1. No minimum instructional time can be stipulated.
2. The instructor teacher (if qualified as listed below) may conduct the examination.
3. All written assignments must be signed by an appointed independent examiner, verifying that the cadet has done the work.

4. Pass Marks:

Part A	Beginners	AMEB Grade II to III
	Advanced	AMEB Grade IV
	Very Advanced	AMEB Grade V or Matriculation standard

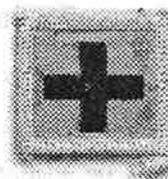
Parts B & C	11-13 years	55%
	14-16 years	65%
	17-21 years	75%

Suggested instructors/supervisors/examiners:

1. Head of Music Department or Senior Music Teacher (School).
2. Members of Music Teachers Association.
3. Approved Bandmasters or Orchestra Conductors.
4. Other suitably qualified persons as approved by the Commissioner via regulation channels.



Road and Home Safety



Candidates must be able to describe and/or demonstrate:

1. The provisions of the road traffic code applicable to pedestrians, cyclists, motor cyclists and motorists and the principal legal requirements therein.
2. The signals given by police, drivers and cyclists.
3. The sequence of the traffic lights, the road signs and the braking distances given in the road traffic code.
4. Any special road dangers in the district in which they live and the precautions that are necessary in their vicinity.
5. How to maintain and make simple adjustments on any machine which they ride such as a bicycle or mini-bike.
6. The procedure to be adopted when encountering a road accident, before and after having given any necessary first aid treatment.
7. The location of the nearest hospital, doctor, chemist, fire station, police station, district nurse and veterinary surgeon.
8. The main causes of accidents on the road and the necessary precautions in order to avoid them, for pedestrians, cyclists and motorists.
9. The relative significance of road accidents compared to accidents in the home; for instance, the number of fatalities and injuries.
10. The main causes of accidents in the home and simple precautions to take to avoid them.
11. The composition of a first aid kit and the type of



fire extinguisher suitable for family home use.

12. On a map prepared for the examiner, the location of the nearest fire alarm and fire hydrant to their home.

The course:

1. Minimum total instruction time must be at least 12 hours.
2. The examination may consist of both theory (written or oral) and practical items. There may be a combined or separate examination with a similar number of questions for both road and home safety. Fifty percent of the marks should be allotted to each aspect.

Suggested instructors/examiners:

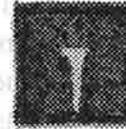
1. Officials from the National Safety Council of Australia.
2. Members of the police forces, fire brigades and industrial safety officers.

Suggested references:

Literature available from the public relations section of the Police Department.



Sports



Candidates must choose three activities. The choice may be either two team and an individual sport or one team and two individual sports. Candidates must demonstrate their knowledge of the theory and practice of the sports concerned.

Examples of team sports:

Australian rules football	Netball
Badminton	Rowing
Baseball	Rugby
Basketball	Soccer
Cricket	Tennis
Hockey	Volleyball
Lacrosse	Water polo

Examples of individual sports:

Aerobics	Golf
Archery	Gymnastics
Athletics	Judo
Cycling - track	Skating - ice/roller
Dancing - ballroom/national	Skiing - alpine/water
Diving	Surfboard riding
Fencing	Trampolining
Gliding	Weightlifting

NOTE: Other sports may be added to these team and individual examples provided they are recognised sports at State or national level.



Participation in school teams does not count towards this certificate. The only exception is where the candidate is putting genuine voluntary effort into the team, and this may then be counted provided the work is done outside school hours and with prior approval of the examiner. Those taking part in any team sports should be members of a team or club which is properly constituted and affiliated directly or indirectly to the national body governing the game.

Candidates must:

1. Regularly attend a club or sporting organisation.
2. Attain a reasonable proficiency in the basic skills of the game and demonstrate an improved efficiency in the game.
3. Show a knowledge of the essential care of equipment and clothing requirements.
4. Be able to pass an oral test on the rules of the sport.
5. Know how to prevent and treat sport injuries associated with the sport.
6. Have a fair knowledge of the organisation of the game, at both State and national levels.
7. During one official season, be selected in a team sport which has proper fixtures and play at least six games during that period. (Team sport option).
8. During one official season, be selected in an individual sport which has proper fixtures and be involved in at least four events. (Individual sport option).



The course:

1. Whilst it is difficult to specify minimum instruction times for each subject, candidates should have at least 12 hours supervised instruction. Candidates should take part in regular and progressive training in the activities of their choice, before attempting to take the test.
2. Candidates, in addition to studying the rules and physical skills of their activity, must also indicate basic knowledge for the selection and maintenance of equipment and clothing.
3. Candidates must be able to discuss the importance of mental attitude towards the games, the importance of sportsmanship and the benefits of physical fitness.
4. Candidates will be assessed by the examiners on their individual performances in relationship to their physique, as the examination is individual and not competitive.

Suggested instructors/examiners:

1. Qualified instructors/trainers of the chosen sport.
2. Physical education teachers.

Suggested references:

1. Books and materials from sporting organisations.
2. Books and materials from school resources and libraries.





Swimming and Life-saving



Candidates should qualify for the rescue sequence awards of the Royal Lifesaving Society (Australia) appropriate for their age/school grade level. Equivalent rescue awards for age/school grade level of the Surf Lifesaving Association of Australia also may be used to qualify for this proficiency certificate.

The course:

1. Instruction time will depend on the candidate's swimming ability.
2. The candidate must gain a rescue certificate from the Royal Lifesaving Society (Australia) appropriate for the cadet's age.

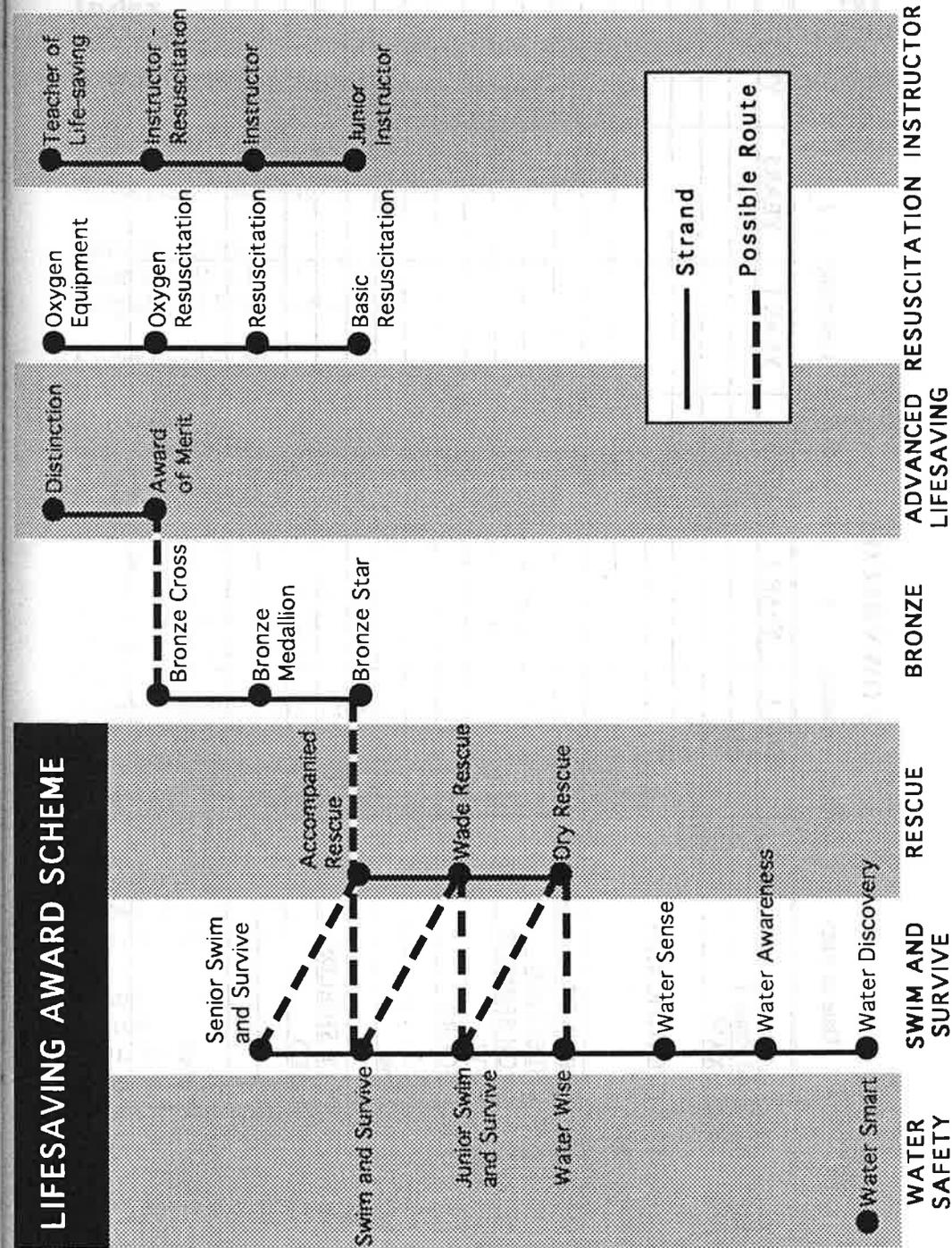
Suggested instructors/examiners:

1. Physical Education teachers.
2. Instructors/examiners of the Royal Lifesaving Society (Australia).
3. Suitably qualified members of Lifesaving Clubs or Swimming Clubs.
4. Suitably qualified staff of local Swimming Pools.

Suggested references:

The authoritative text for this subject shall be the current edition of the Swimming and Life Saving of the Royal Lifesaving Society (Australia) and all instructors and examiners shall observe the procedures contained therein.

LIFESAVING AWARD SCHEME



MY OWN RECORD

Date of Birth / / Date of Joining / / Date of Enrolment Ceremony / /

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
FIRST AID EXAM Phase I						
FAMILY CARE EXAM						
PROFICIENCY CERTIFICATES						
Subject/Date						
1.						
2.						
3.						
4.						
DIVISIONAL MEETINGS Attended/Held						
DIVISIONAL INSPECTION						
DISTRICT CHURCH SERVICE						
DISTRICT REVIEW						
PUBLIC DUTY HOURS						
CAMPS						
EFFICIENT Yes/No						
PROMOTIONS						
SPECIAL SERVICE SHIELDS						
CAMPS ATTENDED						
OTHER						
OTHER						
DIVISIONAL SUPERINTENDENT SIGNATURE						

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