

ST JOHN

CADET HANDBOOK



St John



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St John Ambulance Australia
8/18 National Circuit
Barton Act 2600

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First published in 1978
as Cadet Manual

Second edition 1987

Third edition 1995, reprinted
with corrections 1997

Fourth edition 2002, reprinted
with corrections 6/2004

Fifth edition 2010

ISBN 978 0 949569 64 6

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Printed: Union Offset Printers



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ACKNOWLEDGMENTS

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National Cadet Officers Group,
both past and present members

The Australian Youth Council,
both past and present members

All St John members who provided
feedback on the design process

FOREWORD

Welcome to St John Ambulance Australia. This new edition of the handbook has been written to introduce you to some important information about the work of St John and to provide helpful information about being a cadet.

St John Ambulance Australia has a commitment to providing high quality youth development programs. This means that St John aims to provide you with opportunities to participate in activities that boost your social, physical, emotional, moral and cultural skills development as well as learning valuable skills in first aid.

You will also learn about being a responsible and active member of society, who has a highly developed sense of community service and self. The skills that you learn in St John are skills for life.

For more information about St John, go to the national website at www.stjohn.org.au. Check out the members' area—ask your leader for a login and password details—there are special areas for Juniors and Cadets that have lots of helpful and interesting information. In the Youth area, you will also find links to the Australian Youth Council, a group of young people that provide advice on youth matters within St John.

Most of all, St John Cadets is about having fun, making new friends and meeting great people while providing a valuable community service. Enjoy your time with St John!



Professor Paul Arbon, AM, KStJ
Chief Commissioner

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CHAPTER

WELCOME
TO ST JOHN

First Aid



WELCOME TO ST JOHN CADETS!

Becoming a St John Cadet is an exciting and rewarding experience.

By now you would have met a great team of young people who enjoy helping others, learning useful skills and having a good time. You will also know that St John is a fantastic organisation which has a lot to offer you. By being in St John, you can develop many skills that will help you in your future.

**ST JOHN CAN GIVE
YOU A HEAD START!**

At St John we have a lot to do. We need bright and energetic young people just like you on our great team. Welcome to the St John family!

Your St John future starts now!

WHY ST JOHN IS GREAT!

Because in St John you can:

- ★ form friendships with other young people
- ★ belong to an organised group with adult leaders
- ★ join others in team activities
- ★ give time and effort to help others
- ★ experience a sense of achievement through personal success and community service
- ★ learn about accepting responsibility and share the work of the division
- ★ learn skills for life.

Being in St John is also about **First Aid**. You learn first aid skills so that you can help others. In St John you might help someone who is unwell, injured and one day, even save someone's life.

**BUT MOST OF ALL, BEING
A ST JOHN CADET IS ABOUT
HAVING FUN!**



THE BASICS

Being a New Cadet

You will be a *New Cadet* while you complete the Preliminary First Aid Course and learn about St John Cadets.

Even as a new cadet you can start to do some fun and interesting things.

For starters, you get to learn about First Aid! You can also start to work towards getting proficiency badges, which is about completing a course on a special subject. Keep reading to find out more information about First Aid and proficiency subjects!

LEARNING MORE ABOUT CADETS and about St John in general

New Cadets have already started to learn about first aid – they have earned the Preliminary First Aid Certificate.

That's just the beginning of the cadet learning adventure. There will be more and more learning and practising of first aid. Because you are now able to participate in providing first aid services at public events, you will need to practise your skills in first aid. This will also help a great deal when you enter cadet competitions (local, regional, state-wide, national and even international).

Ask your leaders for more information about ways you can practise your first aid skills.



PROFICIENCY BADGES



To receive a proficiency badge, you will need to demonstrate that you have developed skills and knowledge around a special subject.

Most divisions offer at least two proficiency subjects each year. The proficiencies cover a very broad range of subjects—from recreational activities and hobbies, to adventure, cultural, educational and personal challenges.

When you have completed the proficiency, you will be awarded a badge which is sewn on your uniform and a certificate to keep. The proficiencies are designed to be interesting, fun, educational and challenging! Even as a new Cadet, you may complete up to two proficiencies in the six month period before completing the Preliminary First Aid Course.

We hope you enjoy learning about first aid and proficiency subjects.

CADET LEARNING PROGRAMS ARE DESIGNED TO BE FUN!

Want more information?

Keep an eye on the St John national website: www.stjohn.org.au and your state/territory website for all sorts of information about St John. Your leaders will give you details on how to access the websites.

YOUR PROMISE

THE CODE OF CHIVALRY

'Chivalry' is an old word which means '*consideration for others*'. It introduces cadets to the idea of serving those in need.

The medieval Knights of St John inspired the establishment of the British Order of St John—the Most Venerable Order of the Hospital of St John of Jerusalem. Members of the Order have always had a keen sense of service to those in need.

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. How much happier the world would be if everyone tried to live their lives by the *Code of Chivalry*.

The Code of Chivalry is a promise. Cadets commit themselves to:

- ★ serving their God
- ★ being loyal to the Sovereign Head of the Order (King or Queen) and St John Officers
- observing the mottoes which mean 'for faith and for service of mankind'
- ★ being thorough in work and play, truthful and just, cheerful and prompt
- helping the suffering and needy and being kind to all animals.

**CHARITY BEGINS AT HOME.
WE NEED TO CARE FOR ONE ANOTHER
BEFORE WE CAN GO OUT AND
CARE FOR OTHERS.**

THE CADET CODE OF CHIVALRY

I promise

To serve My 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 in play

To be truthful and just in all things

To be cheerful and prompt in all I do

To help the suffering and needy and

To be kind to all animals.



The **St John Code of Conduct** applies to all members in St John within all areas of the organisation. Below are the key points from the St John Code of Conduct. The Code of Conduct can be found at www.stjohn.org.au.

Members of St John Ambulance Australia work to further the Objects of the Order of St John, and more especially the care of the sick and injured, and those in need of special help. In doing this they ensure that their actions maintain the good name and charitable image of St John.

They:

- 1. Act with integrity, fairness and honesty.**
- 2. Respect the law and act accordingly.**
- 3. Are responsible for their actions and accountable for the consequences of those actions.**
- 4. Do not place themselves in a position where there is a conflict of interest.**
- 5. Use the assets of St John only to fulfil the Objects of the Order.**

It is a good idea for cadets to discuss their rights and responsibilities at the beginning of each year. It can establish some common understandings and can avoid unnecessary 'hiccups' in the running of the division.

DRILLS AND PARADES



At the beginning and end of each divisional meeting you will probably have a parade for about five minutes. The opening parade involves forming up, calling the roll and listening to special announcements. The closing parade involves information being given out for parents/guardians, saying the Cadet Code of Chivalry and announcing upcoming first aid events.

Drill is very simple – your leaders and cadet non-commissioned officers (NCOs) will show you how to perform each movement.

The main drill positions you will learn are:

- attention
- stand at ease/stand easy
- right dress/eyes front
- left/right/about turn
- fall in/fall out
- open/close order march
- dismiss—including saluting.

Drill is important as it helps us to work as part of a team, build team spirit and a sense of pride and belonging.



ENROLMENT CEREMONY

When you have achieved the goals set by the divisional management team/officer, you can become a cadet and participate in an enrolment ceremony. The Enrolment Ceremony will be planned when:

- Your leaders are satisfied that as a new cadet you have proved to be an acceptable candidate for cadet membership
- Written permission is received from your parent/guardian to join
- You have successfully completed the preliminary first aid course.

Whether you are being enrolled with a group of other new Cadets or on your own, the Enrolment Ceremony is the same. Your parents/guardians, brothers and sisters, other family members and friends can be invited to come along and watch the ceremony.

For the enrolment ceremony, you will be provided with a St John uniform and it is at the enrolment ceremony where you wear it for the first time.



During the ceremony, the Leader will say:

- “
- Take pride in your cadet division and in your uniform.
 - The White Cross you will now wear is a symbol of the virtues which are represented in its four arms: Prudence, Justice, Temperance and Fortitude.
 - Do you promise, like the Knights of St John, to be loyal to your Sovereign, true to your honour and faithful to the Order?
 - Do you promise to abide by the Cadet Code of Chivalry and to the St John Code of Conduct?
- ”

The leader(s) will then present you with your epaulettes (these are worn on your shoulders to show that you are now a cadet), your hat and your preliminary first aid certificate.

Then you will be asked to recite the *Cadet Code of Chivalry* with the rest of the division joining in and commit yourself to the *St John Code of Conduct* which applies to all members of St John.

Make sure you understand what both these codes mean before you commit to them (see pages 6–8).

**ENJOY THE CEREMONY
IT'S AN IMPORTANT EVENT
IN YOUR LIFE!**



CADET NCOs

People in your division are there to help and support you! You will probably notice one or two cadets with stripes on their epaulettes. We refer to them as Cadet NCOs – Sergeants or Corporals

They have a leadership role within the cadet division and their duties may include:

- ✳ assisting in the running of the division (especially training sessions)
- ✳ providing support to divisional officers and other cadets
- ✳ participating as a member of the division's leadership team
- ✳ looking after some of the division's resources
- ✳ carrying out other duties as appropriate.

Cadet non-commissioned officers (NCOs) are senior cadets who do extra training to equip them for their role within the division. Do your best to help make their task easier by cooperating. NCOs can create excellent teamwork and can take a big load off the shoulders of the adult divisional leaders. Be a team player!

Cadets who show potential will have the opportunity of attending a Cadet NCO Training Course.

For position descriptions see pages 80–81.



ADULT LEADERS

Adult leaders such as Divisional Officers or Cadet Leaders have different epaulettes; indicating that they have completed extra training to work with cadets and other young people.

You may have noticed that some adult leaders might not wear a uniform.

This is because they may be helpers who do not provide first aid services at public events, but have come to the division to assist cadets to achieve a proficiency badge or undertake other tasks like administration or fundraising. Other people who have a particular interest or expertise in a proficiency subject may visit your division from time to time (e.g. local fire brigade).

To run a successful division, adult leaders need your cooperation. Don't forget that when you enrolled you committed yourself to the Cadet Code of Chivalry which states:

'I promise... to be loyal to my officers'

This promise means to help and support the officer whenever possible. Even in the adult sections of St John, members are required to cooperate closely with their officers.

St John is an emergency care and youth development organisation. It has a leadership structure which allows it to make important decisions affecting emergency situations and the welfare of young people. Lines of authority need to be very clear under these circumstances. Officers rely heavily on the cooperation of all members.

You and your parents/guardians are always most welcome to discuss any issues or problems with your officers. Your progress and welfare are most important!

For position description see page 82.



YOUR UNIFORM

Take a look at your new uniform. It's the uniform that members wear throughout Australia which features the St John Cross.

BE PROUD TO WEAR IT!

Black broad brimmed hat

With St John Cadet Hat Badge positioned in centre of front of hat with centre of cross level with the top of the hat band.

Name Badge

Worn directly above the right pocket (black with white writing)

Belt

Black with St John buckle.

Trousers

Black (girls may wear skirt)

Jacket/jumper (not shown)

black St John issue

Shirt

Short or long sleeve, with cadet epaulettes, shoulder flashes and proficiency badges.

Tie

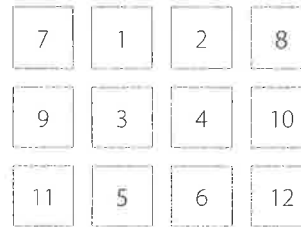
Black with St John logo and St John tie bar positioned between the pockets.

Socks black

Shoes black



POSITION OF PROFICIENCY BADGES (left sleeve)



Up to 12 badges may be worn on your uniform. Numbers left of the page show the position of badges as they are acquired. When awarded, the Grand Prior's Badge replaces the proficiency badges.

The Grand Prior's Badge and the Southern Cross Award are the only cadet badges that can continue to be worn on an adult member's uniform.

1. Epaulettes

Black for cadets with Preliminary First Aid, Blue for cadets with Senior First Aid.

2. Shoulder Flash

3. Service Hours

100, 200, 500, 800, 1000, 2000 hours.

4. Awards

Duke of Edinburgh Award

5. Years of Service

One service star for each of the years you are eligible for the Service Medal/Service Award.*

6. Commissioner's Badge

(if awarded when Junior)



POSITION OF BADGES ON CADET SHIRT (short sleeve)

A. Shoulder Flash

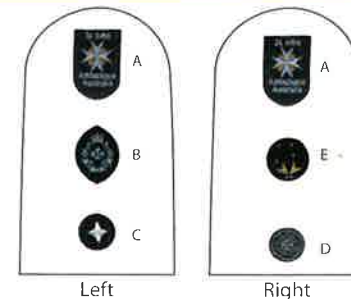
may be removed from left shoulder if there is insufficient space for other badges.

B. Proficiency Badges or Grand Prior's Badge

C. Service Star(s)*

D. National Champion Badge

E. Southern Cross Award



*After three years of service, cadets remove their service star/s from their left sleeve and replace them with the three year service award which is placed above their right pocket.

KEEPING YOUR MEMBERSHIP CURRENT

To continue volunteering and learning with St John Cadets you need to meet the following requirements.

- You:**
- ★ are between 11 and 18 years old
 - ★ participate in cadet activities
 - ★ are engaged in an ongoing pathway of personal and first aid skills development
 - ★ continue to abide by the Cadet Code of Chivalry and the St John Code of Conduct.



In addition, cadets who provide 60 hours of service in a year can have the year counted towards the St John Service Award and the Service Medal. This service may include volunteering community service of any kind, training sessions, leadership training and work on proficiency badges.

SERVICE AWARDS



3 year Service Award



6 year Service Award



9 year Service Award

CHAPTER

2

WHO ARE WE?



THE ST JOHN HERITAGE

WHERE WE COME FROM

St John Ambulance is part of a larger international organisation known as The Most Venerable Order of the Hospital of St John of Jerusalem (the Order).

The Order is based in London and governed by an International Grand Council.

Within the Order of St John, there are eight Priorities—England, Scotland, Wales, Canada, South Africa, Australia, New Zealand and the United States; two Commanderies which are organisational units dependent upon a Priory—in Northern Ireland and Western Australia; and 32 National Councils, operating in Africa, Asia, the Caribbean and the Pacific.



Hong Kong



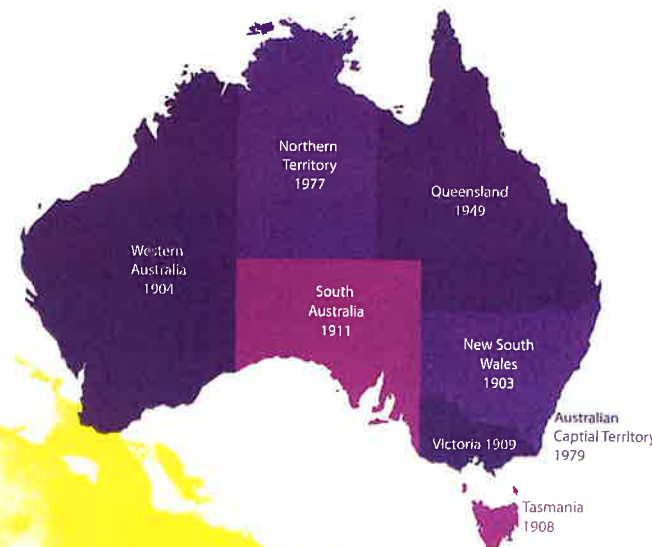
United Kingdom

In 1877 the Order gave St John humanitarian care new direction in England, drawing inspiration from the original Knights of St John, who, in medieval times had offered care and shelter for pilgrims and crusaders. The Order established St John Ambulance to provide first aid for the sick and injured, with members volunteering their time. In 1888 Queen Victoria recognised St John as being a worthwhile cause, granting it a Royal Charter. That made the Order an official British Royal

Order of Chivalry. This is why Queen Elizabeth II is the Sovereign Head of our Order today.

St John started in Australia in 1883 with the establishment of a training centre in Victoria. The Operations Branch was first established in New South Wales with the opening of the Glebe Division in 1903.

The map shows the spread of first aid services throughout Australia.



HOW CADETS HAVE EVOLVED

Cadet divisions first began in England in 1922. In Australia the first cadet division opened in 1925 in Glebe, New South Wales

Cadet numbers tripled during World War II and in 1971 H.R.H. Princess Anne (now The Princess Royal) was appointed Commander-In-Chief of St John Cadets. In Australia today, there are around 5000 Junior and Cadet members.



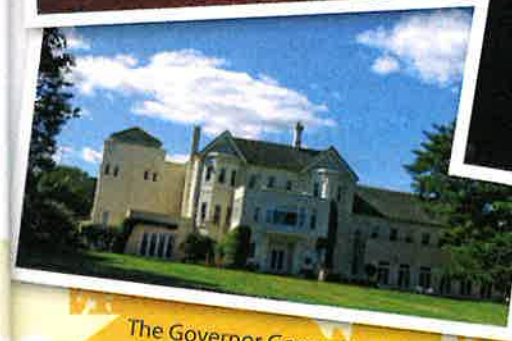
THE FIRST THREE GRAND PRIOR'S BADGES WERE ISSUED IN 1933.



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



His Royal Highness Prince Richard, the Duke of Gloucester is the Grand Prior.



The Governor General is the Prior of St John in Australia.

St John Ambulance Australia is made up of four areas of service, plus the Ambulance Service in Western Australia and the Northern Territory. While all these services have different functions, they all work together for the good of the community... One St John!

To find out more about the history of St John, take a look at the St John website: www.stjohn.org.au. You will find more information about St John in Australia, as well as links to the Order of St John and other St John countries around the world.

Ask your leaders:

- What you can find out about the history of your own division?
- How long has it been running?
- How many Grand Prior Awardees have there been?

(See page 46 for more information about the Grand Prior's Award.)

THE DIFFERENT ST JOHN SERVICES AREAS

OPERATIONS

St John Operations provides volunteer first aid services at public events such as sports, shows, concerts and at emergencies such as bushfires.

The Junior and Cadet programs provide young people with the opportunity to develop new skills with a focus on serving the community.



TRAINING

St John is the largest provider of first aid training in Australia.

Members of the training area conduct courses for members of the public in first aid and related subjects, support St John volunteer training programs and develop internal courses for members.



COMMUNITY CARE



Community Care programs provide care and support to those in need of special help. Community Care volunteers help others in need within their community while having fun and developing lasting friendships. Programs focus on the needs of the frail, elderly, people with disabilities, children with literacy and reading concerns and disadvantaged young people.

OPHTHALMIC

The Ophthalmic service area raises funds and recruits medical personnel for the St John Eye Hospital in Jerusalem as well as Australian and near-neighbour programs.



AMBULANCE SERVICE

In Western Australia and the Northern Territory, St John provides the Ambulance Service. This service is staffed by a combination of paid paramedics and volunteer ambulance officers.



LOCAL PEOPLE SUPPORTING YOU

OPERATIONS BRANCH STRUCTURE

The smallest operational unit in the operations branch is called a division. Divisions can be a cadet division, an adult division or a combined (cadet and adult) division. Cadet divisions can vary in size, and some have as little as eight members, while others may have around 40 junior and cadet members.

Like any organisation, your division has a structure in place to organise first aid services, meeting nights, teach first aid and proficiency subjects and carry out administration tasks like keeping records and ordering uniforms.

Divisional Superintendent/Manager

The person in charge of your division is known as the Divisional Superintendent or Divisional Manager depending on the state/territory where you live.

This person is the senior officer in charge of your division, responsible for the efficient running of the division which includes leadership, administration, training, member development, welfare and discipline. Other responsibilities include organising leaders and volunteers to assist with divisional activities. These may include raising funds for the division, organising social/fun activities and camps, and arranging public first aid events where cadets can work with adult members.



Divisional Officers and Cadet Leaders

The divisional superintendent is supported by other divisional officers.

Officers appointed to a cadet division can be recognised by the small letter 'C' worn on their uniform sleeves. The 'C' badge is the symbol that tells other members/staff that the person works in a cadet division. Divisional officers assist the superintendent in managing the division and may be assigned specific roles for example; first aid training or competition team training. A member can apply to become an officer when they turn 18.

In cadet divisions, cadet leaders (aged 18 to 25 years) form part of the management team. To become an officer or cadet leader, members are required to complete special training courses.

Cadet NCOs

Cadets who wish to accept more responsibility for the division become non-commissioned officers (NCOs).

These NCOs are either corporals or sergeants. Cadets are required to complete the NCO course to be eligible for promotion to corporal or sergeant. Cadet NCOs have important contributions to make in providing assistance to the division's management team.

Non-Clinical Members

Non-clinical members often bring skills to the division, particularly when assisting cadets to achieve proficiency badges or when raising funds.

These helpers, are still members of St John but don't volunteer as first aiders, they give time to assist your division to function smoothly. All non-clinical members are required to have a current and valid criminal record check. In some states/territories, a valid working with children check is required in line with state/territory legislative requirements. It is important for you and your parents/guardians to view the St John National Child Protection Rules, Standards and Guidelines which can be found at www.stjohn.org.au. You can also go to your state/territory website to view your relevant state/territory policy.

OTHER PEOPLE SUPPORTING YOU

Regional
Superintendent

Regional Officer Gr. 4

Regional Officer Gr. 5

Regional Officer Gr. 6

Divisional
Superintendent

Divisional Officer

Cadet Leader

Cadet NCO
(Sergeant)

Cadet NCO
(Corporal)

Cadet

Chief
Commissioner

Chief
Superintendent

Chief Cadet Officer

National Staff
Officers

State/Territory
Commissioner

State/Territory
Superintendent

State/Territory
Officer Gr. 2

State/Territory
Officer Gr. 3

State/Territory
Officer Gr. 4

Medical practitioners wear red piping, nurses wear red or green bars and paramedics wear yellow bars on their epaulettes. This is not a full representation of all the ranks in St John. For full details go the uniform handbook on the St John national website — www.stjohn.org.au



CHAPTER

3

**WHAT
WE'RE ALL
ABOUT**



SERVICE FOR YOUNGER CADETS

WHAT IS SERVICE?

You might remember these words from the Code of Chivalry:

pro fide et pro utilitate hominum

This means 'for the faith' and 'in the service of humanity'. Service goes to the heart of being a member of St John.

Service in St John generally means 'helping people in the community'. Assisting adult St John members to provide first aid at public events is a great way to give service. Public events could include sporting events, major events, concerts and providing first aid during times of an emergency. You may even give service at other St John activities such as competitions.

St John is a not-for-profit organisation that relies on its volunteer membership to provide services to the community. Helping out in the community is a great way to meet people and learn new skills. The world around us can be a better place if we are prepared to lend a hand.

To get ready to begin giving service to the community you will need to do some special training. Your first training course will be the Preliminary First Aid Course. In this course you will learn how to give some basic first aid to people who have been injured.

PRELIMINARY FIRST AID AND FAMILY CARE COURSE (PFA)

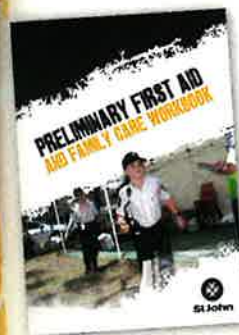
Completing a preliminary first aid course is one of the requirements before becoming a cadet. Once you have demonstrated the skills required for the course you will be awarded the Preliminary First Aid Certificate.

Some of the topics in this course include:

- what a First Aider does
- DRABCD Action Plan Awareness – not including CPR training
- respiratory system
- choking
- what a first aider uses
- fractures
- how the human body works – digestive, skeletal, respiratory, circulatory, nervous systems
- bleeding, wounds and shock
- burns
- bites and stings

At the same time or soon after you have finished the PFA course, you will very likely be completing a **preliminary family care course**. In this course you will learn about the topics below:

- hand washing
- wound care
- bandaging skills
- care of an ill person's comfort
- observations
- healthy eating
- safety in the home
- giving medicine



WHAT COMES NEXT?

When you have completed the preliminary first aid course you will be known as a **St John Preliminary First Aider**. You may then give first aid at public events – but always under the supervision of an adult member of St John. Your divisional officers and cadet leaders will decide which events are suitable for you to attend, but first you will need approval from your parents/guardians to attend.

ANNUAL FIRST AID TRAINING

Once you have become a St John Preliminary First Aider, you will be ready to embark on your annual first aid training program.

This annual training will reinforce what you have learnt during the Preliminary First Aid and Family Care courses. Each year you will be given a Preliminary First Aid Re-accreditation book to complete. After completing three re-accreditations, you will

have covered a wide range of first aid topics. Practising your first aid and family care skills while completing the re-accreditation book (pink, purple and orange) will help you when assisting at first aid events and prepare you for the next level of training.

Another way to build on your skills and increase your knowledge is to participate in competitions. You could ask your leader about opportunities available for you to enter into a cadet competition.



THE SPECIAL SERVICE SHIELD

As an acknowledgment of your voluntary service, you can become eligible for a special service shield.

To be awarded a shield, you need to complete a certain number of service hours. You can count up to eight hours of service per day. Hours in excess of eight hours must be pre-arranged between your divisional officer/leader and state/territory cadet officer.

There are many ways you can gain service hours. Remember – service goes to the heart of being a member of St John. When you reach a target level of service hours you will receive a special service shield and certificate at a special ceremony!



HOW CAN I GAIN SERVICE HOURS?



- Attend public first aid duties under the supervision of an adult member.
- Act as a casualty at St John competitions.
- Assist other members before, during or after competitions.
- Assist at St John organised fund raising or promotion activities (under adult supervision).
- Assist in other St John activities (under adult supervision).

Try to vary the activities that you do – this helps to avoid getting bored and encourages versatility. Baby sitting is not permitted as an activity and travel time does not normally count as service time.

Your service to the community will be recorded in your service record. Make sure you let your leader know when you have completed any service.

Date	Nature of Duty	Signature	Hours
			Previous Hours: 530
25/6	SCG-AFL	[Signature]	7
2/7	A car Amb	[Signature]	6
16/7	A car Amb	[Signature]	7
19/7/8	Ent. Ctr	[Signature]	4
26/7	A car Amb	[Signature]	6
1/8	Holroyd Oval	[Signature]	8
1/8	Karate Expo	[Signature]	5
1/8	Camp Training	[Signature]	4
20/8	Ent. Ctr	[Signature]	4
25/8	Camp Training	[Signature]	4
1/9		[Signature]	4
Total Hours:			585



The Special Shields represent the total hours of service completed and are worn on your uniform as a sign of your hard work and commitment to serving the community.

You can achieve the following levels:



100 Hours



200 Hours



1200 Hours



500 Hours



1500 Hours



800 Hours



1800 Hours



1000 Hours



2000 Hours

BUT.... A WORD OF ADVICE

Spending all of your free time at first aid events might be an 'over-kill'. You need to reserve time for recreation, study, social activities and so on. Strike the right balance. Trying to break service records might not be in your best interest! Discuss your situation with your leaders.

CADET COMPETITIONS

Cadet competitions are a great learning experience and are fun!
You will be given opportunities to compete in Cadet competitions.

Cadet Competitions consist of two elements:

1. Challenges in first aid skills.
2. Challenges in other skills and attributes.

Competitions are held at local, regional, state/territory, national and international levels.

Divisional Winners

Regional Level

Regional Winners

State/Territory level

State/Territory Winners

National Level

**IN SOME YEARS
INTERNATIONAL
COMPETITIONS
ARE ALSO HELD!**

You can enter into individual events or team events.
There is also a section for Cadet Leaders (aged 18 to 25 years).

What can I get out of being part of competitions?

You can:

- ★ gain useful pre-competition practise
- ★ demonstrate your clinical skills in a competitive setting
- ★ demonstrate the different skills (other than clinical) and attributes you have learned
- ★ meet other competitors
- ★ gain confidence, courage and competence
- ★ enjoy and celebrate success
- ★ learn from the experience
- ★ acknowledge the skills of other competitors.

Learning how to compete fairly and dealing with disappointments, are major outcomes of competition events.





ANNUAL ST JOHN FIRST AIDER RE-ACCREDITATION

The St John Senior First Aid Certificate is valid for three years. However, you need to make sure that your knowledge and skills are maintained at this high standard.

You can maintain your accreditation each year by:

- completing a resuscitation refresher a senior first aid refresher on expiry of your senior first aid certificate; or
- completing the St John first responder accreditation stage 1 (see below).



SERVING THE COMMUNITY AS AN OLDER CADET

After your 14th birthday, you will learn about some really exciting things as an older cadet! It will be the time for you to increase your first aid skills by completing the First Responder Stage 1 to become a St John First Aider.

SENIOR FIRST AID

The topics of the Senior First Aid course include:

- basic life support
- shock
- infection control
- basic first aid equipment
- safety and injury prevention
- wounds and bleeding
- burns and scalds
- eye injuries
- head, neck and spinal injuries
- fractures, dislocations, sprains and strains
- sports injuries
- medical emergencies
- bites and stings
- poisoning
- exposure to heat and cold
- lifting and moving
- triage



ST JOHN FIRST RESPONDER ACCREDITATION

The St John First Responder Accreditation Stage 1 is primarily designed for new adult members. You will be learning about St John policies, occupational health and safety as well as practising your first aid skills.

If you are keen to learn more, you can complete the second part of the St John First Responder Accreditation. Stage 2 will cover advanced first aid (including defibrillation and oxygen administration), medical terminology, lifting and moving, using radios and managing a first aid post. Completing this stage of the course will prepare you very well for becoming an adult member in St John.

Once First Responder Stages 1 and 2 are completed you are a St John First Responder.

If you are under 18 years of age your title is 'Cadet First Responder'. Even if you have completed the St John First Responder Accreditation – while on first aid duty you will be supervised by an adult and will not be able to supervise other members.

Full details about first responder accreditation can be found in the St John Clinical Practice Guidelines on the National St John website: www.stjohn.org.au

CHAPTER

4

YOUR LIFE,
YOUR

FUTURE

AMBULAN



ST JOHN GIVING YOU A LEADING EDGE

Being a St John Cadet can help you gain a leading edge (head start) in personal development. The outcomes you achieve through your time as a cadet will help with your progress at school, college or university and ultimately with your employment.

ST JOHN YOUTH DEVELOPMENT SKILLS AND ATTRIBUTES



The St John Youth Development Skills and Attributes are incorporated into all cadet proficiency and course outcomes. The list draws heavily from the national key competencies for work placement and include:

Skills

- Collecting, analysing and organising information.
- Communicating ideas and information.
- Planning and organising activities.
- Working with others in teams.
- Using mathematical ideas and techniques.
- Solving problems.
- Using technology.
- Leadership.
- Managing risk.
- Using initiative and change.

Personal Attributes

- Determination.
- Resilience (dealing with disappointments and set backs).
- A sense of service.
- Cross cultural awareness and understanding.
- A sense of responsibility.
- An ethical outlook (professional behaviour).

Being a cadet member and gaining these skills and attributes means that you will have a competitive edge over others in your age group. Good news for you!

THE PROFICIENCY BADGE PROGRAM

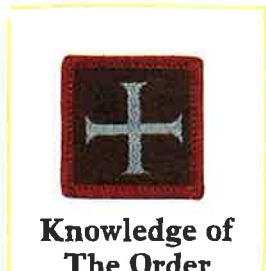
Cadets have a wide selection of proficiency badges to choose from — over 30!

Even as a young cadet you can complete well over half of these proficiencies (there are only a few badges which are not suitable for younger cadets).

Proficiency badge courses are designed to be completed in a minimum of twelve hours, although, some by their nature such as camping, will take a little longer.

As soon as you complete your first proficiency, you will be on your way to meeting the requirements of the Grand Prior's Badge (minimum of 12 proficiencies).

There are two proficiencies which are compulsory for earning this badge:



Knowledge of The Order (KOTO) Prize





































The KOTO proficiency badge includes a study of the history of the Order. The St John Ambulance Historical Society annually awards prizes to the cadet or cadets in each state/territory who have done the best KOTO project work. These awards are known as the 'Mark Compton KOTO Prizes'. Cadets who win a KOTO Prize, receive a framed presentation certificate and a gift voucher for the purchase of a book or CD.

Soon after completing each proficiency course, you will receive a proficiency badge (in cloth form) which is sewn onto your left shirt sleeve as indicated on page 15 of this handbook.

Up to two proficiencies per year may be obtained through your formal education.

To apply for a proficiency badge through school/college/university, you must have a letter from your teacher stating that he/she has seen the St John course material and is satisfied that you have met the requirements. The teacher may need to set you supplementary assignments at school in order to meet these requirements.

PROFICIENCY BADGES

- | | | | | | |
|---|--|--|---|---|---|
| 
ANZAC HERITAGE | 
CASUALTY SIMULATION | 
CULTURAL DIVERSITY | 
FIRE SAFETY | 
INTERNATIONAL FRIENDSHIP | 
ROAD SAFETY |
| 
BOATING | 
CHILD CARE | 
CYCLING | 
HANDICRAFTS | 
LIBRARY SKILLS | 
SPORTS |
| 
CAMP CRAFT | 
CITIZENSHIP | 
DRIVER EDUCATION | 
HEALTH AND WELLBEING | 
LIVING SKILLS | 
SWIMMING & LIFE SAVING |
| 
CANOEING | 
OFFICE SKILLS | 
EMERGENCY MANAGEMENT | 
HOME MAINTENANCE | 
MAP READING | 
EMPLOYMENT PREPARATION |
| 
CARERS | 
COMMUNICATIONS | 
ENVIRONMENTAL STUDIES | 
HYGIENIC FOOD HANDLING | 
MUSIC | 
FAMILY CARE |
| 
CARING FOR ANIMALS | 
COOKERY & NUTRITION | 
EYE HEALTH | 
INDIGENOUS STUDIES | 
KNOWLEDGE OF THE ORDER | 
PERSONAL SAFETY |

PROFICIENCY BADGES (FOR OLDER CADETS)

Some proficiency courses are not suited to younger cadets. You need to be 14 years of age (or older) before completing the following badges:



EMERGENCY MANAGEMENT



EMPLOYMENT PREPARATION



DRIVER EDUCATION (AS PER THE MINIMUM AGE SET BY YOUR STATE/TERRITORY)



Grand Prior's Awards are normally presented to cadets by the Prior (Governor General) or Deputy Prior (State Governors or the Northern Territory Administrator) at a special award ceremony each year.

Grand Prior's Badge awardees are invited to join the Grand Prior Awardees Club (GPAC) which is a network of holders of the prestigious award. GPAC registration forms are available from the National Office by contacting the National Youth Manager at youth@stjohn.org.au.



The Grand Prior's Award

Second only to the Sovereign Head of the Order—Queen Elizabeth II, is the Grand Prior Prince Richard, the Duke of Gloucester. A major achievement for cadets is known as the Grand Prior's Award or the Grand Prior's Badge.

There are a number of criteria which must first be met:

- Twelve proficiency badges including Family Care and Knowledge of The Order have been achieved.
- No more than four proficiency badges can be achieved each year.
- No more than two proficiency badges are obtained through school/college/university each year (with a maximum of six in total).
- No more than two proficiency badges earned prior to completing your preliminary first aid certificate.
- Working towards your proficiency badges commenced after your 11th birthday and before your 21st birthday.
- A minimum of four proficiency badges achieved before transferring to an adult division.
- Since gaining your first proficiency, you have met the membership and service recognition requirements for a minimum of 36 months.

Once you have completed your 12th proficiency subject, your Divisional Superintendent/Manager will apply for your Grand Prior's Badge.

CAMPS AND RESIDENTIAL ACTIVITIES

As a cadet, you will have the chance to attend a number of camps or residential activities.

Camps are held:

- to practise camp craft skills
- to complete a new proficiency badge course
- to train for or compete in cadet competitions
- as part of an adventure program such as an overnight hike
- for pure fun
- combination of any of the above.

Camps and residential activities will provide you with opportunities for:

- having fun
- making more friends
- learning new skills
- providing personal development such as social skills, hygiene
- team building
- leadership
- exchange of ideas
- sight seeing
- new experiences
- renewing your commitment as a St John Cadet
- challenge
- independence
- learning more about St John.





Occasionally you will have the opportunity of attending larger camps or residential activities—these can be at regional, state/territory, national or even international levels!

Most regional, state/territory and international camps include cadet competitions.

Also, at most St John Cadet Camps (residential activities), there will be a formal dinner—and sometimes a themed dance.

Many cadets create life-long friendships at St John camps and residential activities.

CAMPS ARE A GREAT PLACE TO MEET NEW PEOPLE AND HAVE HEAPS OF FUN!

St John has clear expectations of cadets at camps and residential activities. Before going to camp, cadets must agree to some important specific rules to ensure that all children and young people stay safe.

Some of these rules include:

- parent/guardian approval to attend (parents/guardians are provided with details about the camp beforehand)
- all camps are smoke, alcohol and drug free events
- settling down and lights out times are to be followed.

MORE ON CAMPS...

Attending Camps

Being older, you should also have access to more camping opportunities (like your state or territory's annual camp or the national cadet camp—known as NatCamp).

NatCamp is normally held near one of the state or territory capital cities. It attracts cadets from all around Australia and is a great opportunity for you to broaden your friendship base—meeting cadets from all other states and territories.

NatCamp includes the national cadet competition day with individuals, teams and cadet leaders competing for national trophies. NatCamp can also include challenging activities, and sometimes a touring program.

NatCamp is heaps of fun!



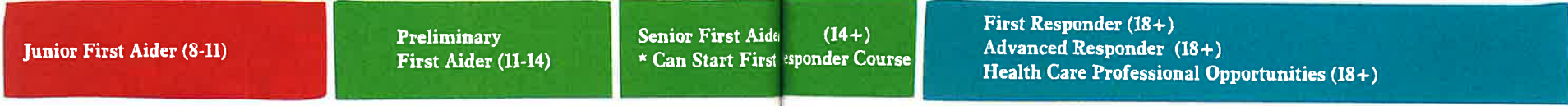
International Camps

Every few years, an international camp is held—maybe in Australia, New Zealand, United Kingdom, Canada or another 'St John country'. Your state/territory will seek expressions of interest followed by a selection process. International camps are very special events which give participating cadets from around the world great opportunities to meet one another. You can also join in on many organised activities such as challenge activities, formal camp dinner, international cadet competitions and enjoy some short tours around the host nation.

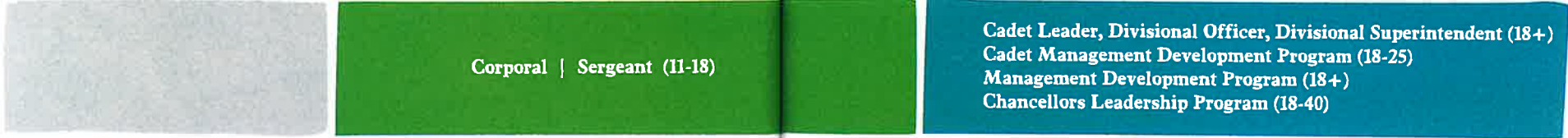
YOUR JOURNEY WITH ST JOHN



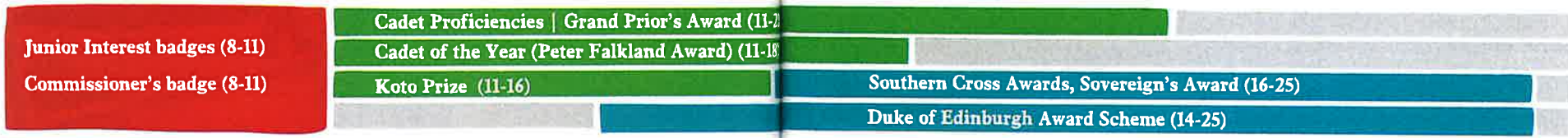
FIRST AID



LEADERSHIP



AWARDS



EMERGENCY MANAGEMENT



YOUTH COUNCIL



COMPETITIONS

DID YOU KNOW?

Some units in the St John First and Advanced Responder courses could contribute towards your studies in a health profession? For more information, contact the National Youth Manager youth@stjohn.org.au or approach your educational institution and ask about RPL.

BREAKING OUT INTO LEADERSHIP

CADET NCO COURSE

Many older cadets feel ready to take on a leadership role within their division. St John makes this possible by offering a Cadet NCO Course for those aspiring to become Cadet NCOs.

The Cadet NCO (Corporal) Course includes:

- revisiting the Code of Chivalry
- creating a safe environment for young people
- running games
- structure of St John
- drill
- communication—letters, emails and forms
- maintenance of divisional resources
- group morale and individual welfare
- promoting and representing St John
- inducting new cadets
- team building

The Cadet NCO (Sergeant) Course includes:

- setting and pursuing Divisional Goals
- divisional meetings and procedures
- organising a fun/activity session
- collecting fees
- teaching drill

The position descriptions for Cadet NCOs—Corporal and Sergeant can be found on page 81.

AWARDS

The Cadet of the Year Award

There is always a cadet who stands out in the crowd, someone who has done something special, or something worth a big pat on the back. In some states/territories this is known as the Peter Falkland Award. Who knows, it could be you one day!

Each year, every state/territory presents the Cadet of the Year Award to a well deserving cadet. This cadet becomes the state/territory cadet of the year. Nominations from divisions are brought before a selection panel. The Panel may require interviews of candidates and written applications.

The cadet of the year accompanies their state/territory commissioner or cadet officer on formal or ceremonial occasions as his/her aide-de-campe. The cadet wears a special aiguillette (ornament of dress worn from the shoulder) during the year of appointment.



So... Who was Peter Falkland?

Major General Peter Falkland, AO, KSTJ was the seventh Australian Chief Commissioner, serving in that role from 1984–1989. He was the first non-medical person to be appointed Chief Commissioner. Major General Falkland had been a career soldier, serving in Borneo in World War II and in Vietnam. He was a very warm, popular and effective leader in St John.



ARE YOU BETWEEN 16 AND 25 YEARS?

There are two awards – the Southern Cross and Sovereign's Award available to St John members aged between 16 and 25 years.

The Southern Cross Award = a national award undertaken in three levels (Bronze, Silver and Gold).

The Sovereign's Award = an international award.

SOUTHERN CROSS AWARD

The Southern Cross Award is designed to provide a flexible framework of personal development and achievement for all St John members aged 16 to 25. The activities are not pre-determined—you can choose activities that are relevant to you. You also set your own goals, work within your own timeframes and make your own decisions in relation to identifying opportunities to help you achieve your goals.

To complete this award you are required to progress through three levels—bronze, silver and gold, receiving a badge for each level completed. Each level has four subject areas. You complete one activity from each of the subject areas for each badge moving progressively from bronze to gold.

Participating in the Southern Cross Award program can benefit you by:

- giving you the opportunity to achieve self directed goals
- motivating and encouraging you to enjoy and continue volunteering with St John
- assisting in your personal development
- offering flexibility to young people with busy lives
- providing the opportunity to utilise and build on existing St John Ambulance qualifications (pathways of achievement)
- recognising your valuable contribution to St John and the community.

To do the award, you need to apply through your Superintendent or Manager. The application is then sent to the St John national office for approval. To find out all about the award and get the application form, go to the St John website at www.stjohn.org.au.



THE SOVEREIGN'S AWARD

The Sovereign's Award is a project based achievement award designed to encourage members between 16 and 25 to:

- **engage in personal development through participation in their community whilst completing the work of St John**
- **develop initiative and broaden their experiences.**

The Sovereign's Award involves personal and community development aspects for individuals who are able to attempt the program to the ultimate satisfaction of the Chief Commissioner.

To achieve this award you are required to undertake and complete two major initiatives in areas applicable to the Order of St John.

1. An academic 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 human resources, specialist requirements, and so on.
2. Organise and run a project involving first aid, family care, care in the community or fund raising.

Specific requirements

1. You must be between your 16th and 25th birthdays at the start and finish respectively.
2. You must have five consecutive years of full service either as a cadet or adult by the end of the attempt.
3. The special application form must be received by the national office by 1 January so that commencement can start on 1 July that year.
4. Candidates must hold a current First Aid and Family Care Certificate, the Grand Prior's Badge or 1000 Hours Service Certificate.
5. The attempt is to be completed within a three year period.
6. Sponsorship by a superior officer is required, stating that the officer considers the attempt to be within the candidate's competence and abilities.
7. A Support Officer is appointed to monitor the candidate's progress.



If you are interested, thoroughly discuss the Sovereign's Award and the commitment entailed with your leaders before applying by the cut off date which is 1 January each year.

DUKE OF EDINBURGH AWARD SCHEME

Once you are 14 years of age you are eligible to commence the Duke of Edinburgh Award Scheme. It is open to members aged from 14 to 25 years and was initiated by His Royal Highness, Prince Phillip in 1956. The Scheme started in Australia in 1962. It is a prestigious award and operates in 126 countries across the globe.

There are three separate awards – bronze, silver and gold.

You may enter the award which is most suited to your age. The minimum starting ages are:

Bronze Award:

14 years (takes about one year to complete)

Silver Award:

15 years (takes about 18 months to complete)

Gold Award:

16 years (takes about two years to complete)

The award scheme has four sections common to each of the awards:

- ✦ Skills
- ✦ Volunteering
- ✦ Adventurous journey
- ✦ Fitness/physical recreation

**IT'S THE
ADVENTURE OF
A LIFETIME!**



Ask your leaders about obtaining details of the Duke of Edinburgh Award Scheme.

THE AUSTRALIAN YOUTH COUNCIL (AYC)

St John recognises that its future is in the hands of its young members, and also recognises the need for them to have a voice within the organisation. The AYC provides opportunities for young people aged between 12 and 25 to develop the skills required to represent the young people of St John.

The AYC aims to:

- ✦ provide members with personal leadership development skills
- ✦ achieve positive communication bridging the gap between youth and other members of St John
- ✦ support and encourage change within the organisation through discussion, debate and mutual respect.

The AYC works closely with the national board and all St John services to ensure that young people are able to participate in St John activities in an enjoyable, constructive and safe way. The chairperson of the AYC is a Director on the National Board of St John. Several other people work closely with the chair of the AYC and hold specific portfolios that drive the work of the AYC. They consist of Training and Leadership Development, Research, Communications and Policy. These members including the chair are known as the National Team.

States/territories also have their own youth council. Each Youth Council has a chairperson and a representative member who represent their state/territory at AYC meetings. They are also members of the AYC.

The AYC meets in person twice a year and by telephone link on other occasions.



Each year the AYC develops key themes and messages to advance its priority issues. The annual key themes and messages are found on the national website at www.stjohn.org.au.

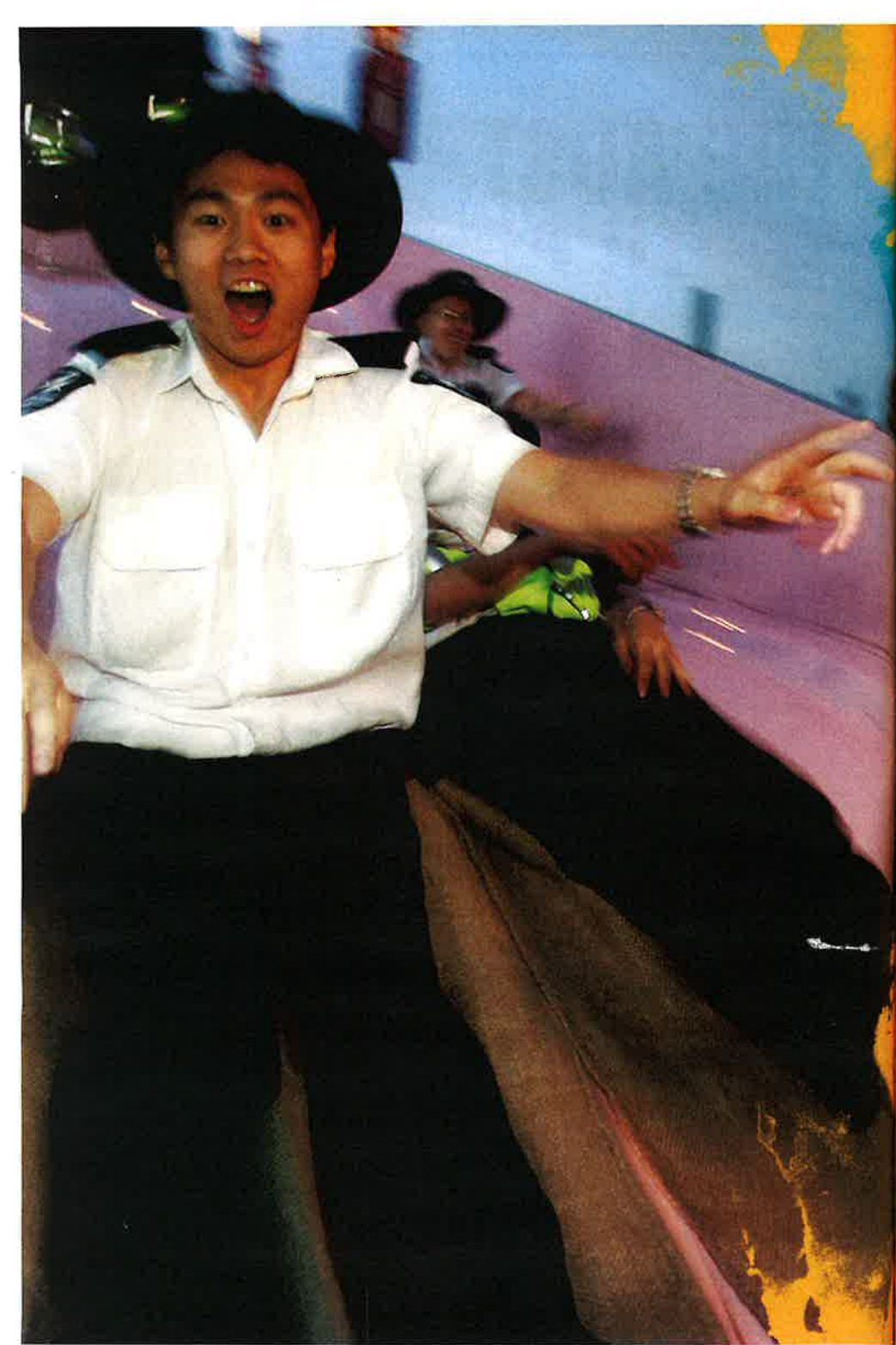
For more information about the AYC, visit the members' area of the St John national website. You can also find out more about the youth councils in your own state/territory by contacting your own youth council members or visiting your state/territory website.

CHAPTER

5

WHAT'S

NEXT?





REACHING THE END OF CADETS

Being 18 is only the beginning!

Think about your experiences as a St John Cadet – such as travel, camps and adventure activities.

Are you proud of the personal development you experienced?

Did you:

- Enjoy your time as a cadet?
- Have plenty of fun?
- Learn a lot about first aid?
- Have plenty of experience helping others?
- Enjoy the teamwork that operates in St John?
- Develop leadership skills?

Towards the end of your time as a cadet at about the age of 17 and a half, your leaders will have a chat with you. They will discuss your future generally, and have a particular focus on your future in St John.

The skills and attributes you have developed during your time as a St John Cadet will broaden your career choice options. You will be able to discuss how you can sell your skills effectively to a potential employer.

You may be suited to a cadet leader appointment, allowing you to continue in the division in that capacity until the age of 25 years. Cadet leaders frequently become officers before they turn 25.

You could transfer to an adult division to continue with first aid services, or into one of the other areas of St John. Imagine being a trainer, a community care volunteer, or a volunteer to support ophthalmic projects.

The possibilities are endless!



GRADUATION

Whether you reach 18 years on your own or at the same time as other cadets, your division will want to celebrate your achievements with a graduation ceremony. It's a time for you, your colleagues, leaders, parents/guardians, relatives and close friends to acknowledge the commitment you have shown as a volunteer cadet. Your commitment may have been as long as eleven years (if you started out as a junior).

You should not leave without assembling a personal achievement folder of all certificates gained as a cadet (and junior). These certificates will form part of the evidence you can present at any employment interview. The commitment you have shown and the skills and attributes you have developed will impress the prospective employer and will give you a competitive advantage in the employment stakes.

At the graduation ceremony your leaders will farewell you formally (or welcome you into a new role such as cadet leader). They may formally hand over your personal achievement folder and acknowledge your contribution to the division. The division will probably provide a celebration supper following your graduation farewell.

Why stop now that you are an adult?

Member development continues for those who become adult members in St John. You will have many opportunities to broaden your skills and improve your personal attributes as a young adult.

At the end of it all you will have been a great contributor in community service, and will be proud of the commitment you showed as an adult member of St John.

OPERATIONS BRANCH

St John continues to offer you many opportunities once you have graduated from cadets.

Staying on as a member of an adult division or as a leader in a cadet division are options available to you. Discuss with your leaders what the best option is for you once you graduate from cadets.

ADULT MEMBERS

Being an adult member offers exciting challenges. You will be able to go to a wider variety of events, learn more advanced first aid skills and meet new people who share your common interest in community service. You may also develop

skills and attributes you never dreamed you were capable of! Arrange with your Leaders to be introduced to the local adult members (preferably several months before you transfer).

CADET LEADERS

As you approach the end of your cadet career, you can discuss with your Leaders whether you are suited to becoming a cadet leader in the division. Cadet leader appointments are available to young people in the 18 to 25 year age group. Cadet leaders play a very significant role in the running of a cadet division. They can bring fresh ideas and initiative into the ranks of the division's leadership. Being a cadet leader is an excellent springboard for ultimately becoming an officer of the cadet division.

As a cadet leader you will be responsible for:

- assisting in the planning and running of the division's program
- providing support to divisional members
- contributing to the overall functioning of the division
- maintaining divisional resources
- carrying out other duties as required.

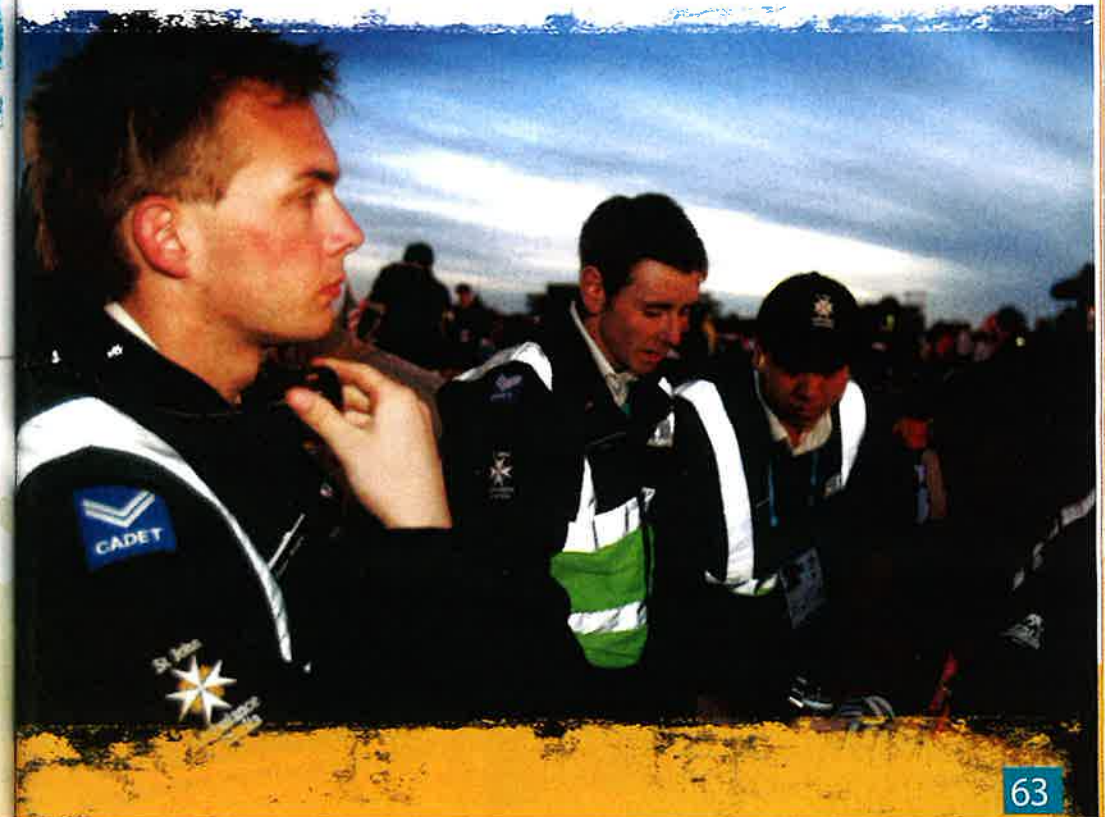
The position description for Cadet Leaders can be found on pages 82–83.

Management and Leadership Training

Prospective Cadet Leaders undergo the same training as divisional officers. The course is known as the Cadet Management Development Program ('CMDP') Stage 1 and covers the following topics:

- team goals/objectives and culture
- gathering information
- communication
- introduction to instruction
- instructional sessions (practical)
- managing meetings
- occupational health and safety
- responsibilities
- risk management
- structure of St John
- behaviour management
- youth engagement
- child protection
- St John youth development outcomes.

The CDMP course may be conducted as a state or regional weekend residential course.



COMMUNITY CARE

St John Community Care provides volunteering opportunities beyond first aid. Community Care identifies community needs in order to deliver responsive volunteer programs which foster personal independence and resilience.

Depending on the state/territory you belong to, services are provided for the elderly, disadvantaged people, people with disabilities and young people. Volunteering with community care enables you to provide help to others in need within your community whilst having fun and developing lasting friendships.

Community Care is flexible and can fit with your lifestyle and available time. You would be warmly welcomed as a new member.

Ask your leaders for more information.

TRAINING

St John trains over 400,000 people in first aid each year.

Perhaps you are wondering about becoming an accredited trainer. Training people in first aid builds the capacity of the community to respond to small and large first aid emergency situations. Trainers save lives by training others in first aid. Being a trainer is a rewarding occupation.

OPHTHALMIC

The Ophthalmic area of St John engages in fundraising for Australian and international eye health initiatives, as well as providing eye health education for St John members and the community.

Its small membership plays a vital role in supporting the international St John Eye Hospital in Jerusalem and outreach programs in the Middle East, outback Australia and Australia's near neighbours. If you make enquiries through your state/territory office, you might find that you can contribute as a member.

AWARDS FOR ADULTS

Did you know that adult volunteer members can be eligible for a St John service medal after twelve years of service and a supplementary bar every five years thereafter. The service medal acknowledges the work done by a member in one or more of the areas of St John.

The medal features Queen Victoria and the ribbon is black and white. A number of requirements have to be met to qualify for full service each year.

Cadets can start working toward the St John service medal as soon as they gain their preliminary first aid certificate. Each cadet year of service counts as a full year of service for the purpose of the service medal.

Adult Members may also be recognised for their services by being admitted to or promoted within the Order of St John. The grades of membership in the Order include the following:

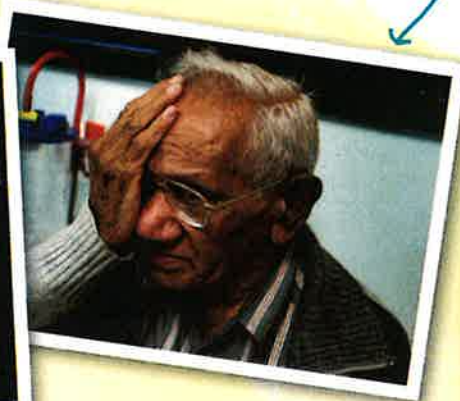
GCStJ
Bailiff Grand Cross of St John
KStJ or DStJ
Knight or Dame of Grace of St John
CStJ
Commander
OStJ
Officer
MStJ
Member

Members who are admitted or promoted are invested by the Prior or Deputy Prior normally at Government House in their home state/territory. Grand Prior's Badges are presented on the same occasion.



Members of the Order are presented with a medal and ribbon which are worn on the left breast on ceremonial occasions because they form part of the official Australian Honours and Awards System (see www.itsanhonour.gov.au) The medal is in the shape of the eight pointed cross of St John. The ribbon is black and features a miniature cross of St John.

Some of your officers may have received Service and Order Awards. Keep an eye out for the different badges at ceremonial occasions such as the Annual Church Parade, the Annual Review and Investiture.





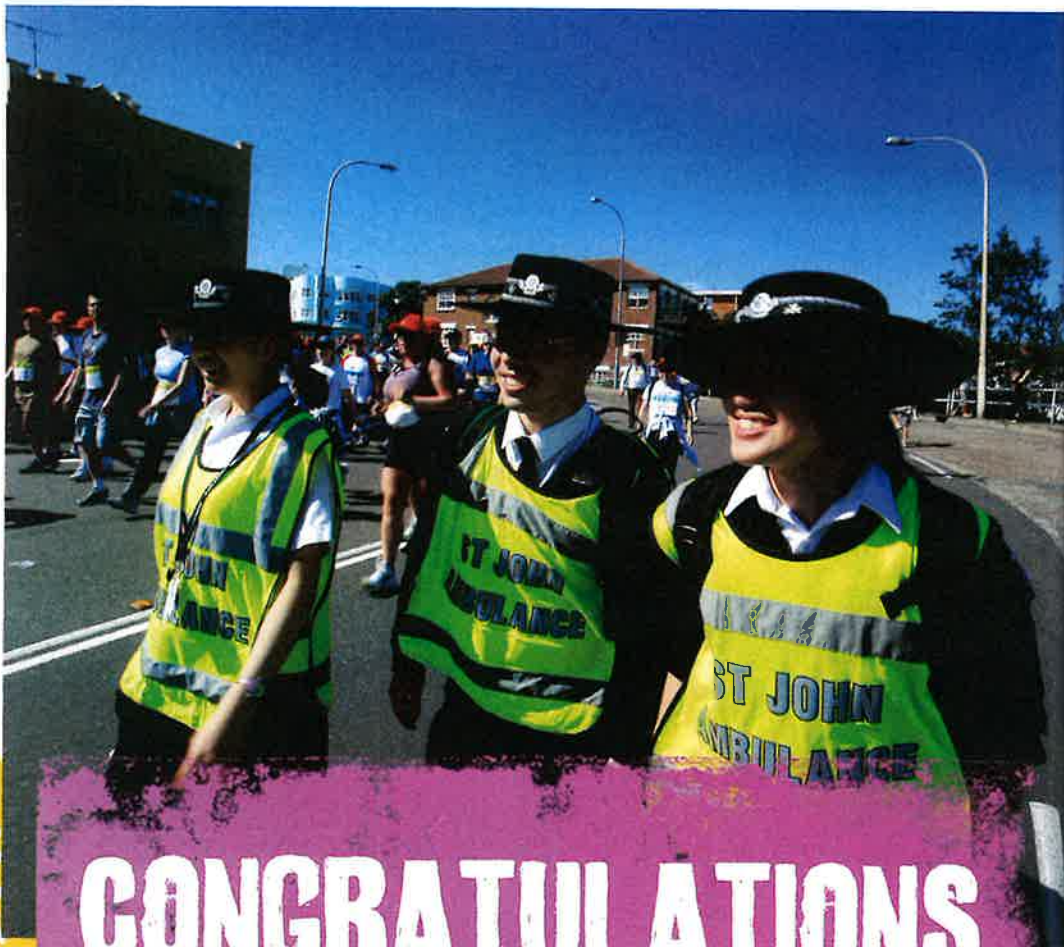
CHAPTER

6

FOR PARENTS

AND

GUARDIANS



CONGRATULATIONS FOR CHOOSING ST JOHN!

St John welcomes parents/guardians into a partnership for the development of your children. We trust that you will be enthused by what St John offers its young members.

As part of the St John mission, one of our goals is to be an innovative and reliable provider of community care and youth development programs.

**St John is committed to providing
Australia-wide youth development
programs that are SECOND TO NONE!**

St John offers youth development programs for young people between 8 and 18 years. St John Juniors are aged between 8 and 12 years, and Cadets between 11 and 18 years. St John provides young people with opportunities to develop their social, physical, emotional, intellectual, moral and cultural skills and behaviours. We aim to promote young people as valued and vital members of the community. By combining first aid and youth oriented activities within St John, we aim to develop self reliant and self confident young people who take their place as responsible members of society with a developed sense of community service and self.

We hope that you will maintain a close interest in the progress of your son/daughter as a member of the worldwide family of St John. We aim to do our best in providing opportunities for your son or daughter to gain a 'leading edge' in:

**Commitment
Competence
Compassion
Confidence**

St John regards the support of parents/guardians to be a key ingredient in the progress of its juniors and cadets.

Parents/guardians are ALWAYS most welcome to attend any St John youth development activity and to discuss any matter with leaders.

Congratulations for taking an interest in St John as a not-for-profit provider of youth development services.



BENEFITS FOR YOUR SON/DAUGHTER

The benefits for young people who become St John Cadets include:

- forming of friendships
- belonging to a worldwide charitable organisation
- joining in combined team efforts and activities
- giving time to help others
- gaining a sense of achievement through personal success and community service
- accepting responsibilities
- learning useful skills and attributes and good citizenship
- being challenged mentally and physically.



OUR TRAINING AND DEVELOPMENT PROGRAMS

St John is committed to promoting youth development and youth leadership through its junior and cadet programs. We aim for your son/daughter to develop the skills and personal attributes through our first aid and proficiency programs.

The St John youth development skills and attributes are incorporated into all cadet proficiency and course outcomes.

The following list draws heavily from the national key competencies for work placement:

Skills

- Collecting, analysing and organising information.
- Communicating ideas and information.
- Planning and organising activities.
- Working with others in teams.
- Using mathematical ideas and techniques.
- Solving problems.
- Using technology.
- Leadership.
- Managing risk.
- Using initiative and change.

Personal Attributes

- Determination.
- Resilience.
- A sense of service.
- Cross cultural awareness and understanding.
- A sense of responsibility.
- An ethical outlook.

CADETS AND FIRST AID

St John Ambulance Australia also provides first aid care to the general public at events and emergencies.

Each cadet is given the opportunity to learn first aid skills. New cadets already have the St John preliminary first aid certificate. Older cadets can complete a senior first aid certificate then undertake the St John first responder accreditation program which also applies to adult members. Cadets will have opportunities to serve members of the public in this important way and in other forms of community service.

OPPORTUNITIES TO SERVE THE COMMUNITY

In meeting the requirements for service recognition, cadets devote a minimum of 60 hours of service each year. This is made up of attendances at divisional training meetings and a broad range of acceptable activities which can be discussed with a divisional leader.

By combining youth development with community service opportunities, St John aims to develop self-reliant and self confident young people with a service ethic. St John develops and promotes its young members as valued members of the community. The program is designed to complement and improve learning outcomes at school, college and university.

PERSONAL DEVELOPMENT OPPORTUNITIES

Personal development opportunities can be obtained through the proficiency badge program. This program recognises achievements on successful completion of many and varied subjects including recreational pursuits, challenge topics, hobby areas and community service.

Your son/daughter will be encouraged to select from the list of proficiencies based on their personal interests, see page 45. Each proficiency course has been designed to assist in the development of some of the skills and personal attributes listed above.

The proficiency program is fun, informative and exciting!

Proficiency badge courses are designed to be completed in a minimum of twelve hours, although, some by their nature such as camping, will take a little longer.

As soon as your son/daughter completes their first proficiency, they will be on your way to meeting the requirements of the Grand Prior's Badge (minimum of 12 proficiencies). There are two proficiencies which are compulsory for earning this badge. They are the Family Care and the Knowledge of The Order proficiency.

As well as first aid and proficiency courses, older cadets may also undertake leadership training which can lead to promotion to NCO (non-commissioned officer) or cadet leader.



SOCIAL EVENTS

Social events will sometimes replace training meetings. Cadets are encouraged to make suggestions for social events. Examples are – bowling, movies, roller-skating, swimming, camps and meeting other cadet divisions.

Cadets will also have the opportunity to attend cadet camps. These camps may be regional, state/territory based, national or even international. They provide a great opportunity for young people to make new friends, participate in challenges and activities not normally or easily offered at a divisional level, and even compete in first aid competitions. (See pages 47–49).

LEADERS

Leaders complete the Cadet Management Development Program including Child Protection training. They are also required to be currently accredited in first aid.

At St John Ambulance Australia, we take child protection very seriously and are committed to safeguarding children from harm. All St John adults working with juniors and cadets are screened to ensure that they are suitable for the role, and subject to their state/territory Child Protection Policy (the type of screening performed depends on the state/territory policy and legislative requirements). To view the National Child Protection Rules, Standards and Guidelines, go to www.stjohn.org.au. To view your state/territory Child Protection Standards, visit your state/territory St John website.

Within the National Child Protection Standards, St John has a number of specific child protection requirements, including:

- the right of children to be treated with dignity and respect, and be free from danger, abuse and neglect
- all adults are to undergo training in child protection awareness
- the appointment and training of Child Protection Officers for each state/territory
- no billeting of cadets
- members under the age of 18 must receive personal safety training
- state/territories will develop and implement procedures to screen new adult members and procedures for managing incidents, allegations and reporting of child abuse.

The National Child Protection Guidelines for adults provides guidance regarding the following areas:

- preventative supervisory practices
- educating children
- information regarding the nature of child abuse.



Leaders are also trained in recognising the signs of abuse in children and young people, what to do/how to act if a child discloses abuse to them and procedures for reporting abuse particular to their state/territory.

Additionally, strict rules exist for cadet camps, to ensure the safety and wellbeing of children and young people. For example:

- both male and female supervisors will attend camps
- ensuring adequate supervision at camps
- respecting privacy needs of children
- no alcohol or drugs on camp
- dealing appropriately with bullying.

Also, leaders will not allocate cadets to perform first aid services at public events which are deemed inappropriate for young people.

Leaders are expected to keep you regularly informed about the cadet program. Information may come to parents/guardians by circular or newsletter. An open invitation is extended to parents/guardians to personally observe and make enquiries about the St John youth development program.

ADULT HELPERS

Adult helpers, commonly known as non-clinical members often bring skills to the division, particularly when assisting cadets to achieve proficiency badges or when raising funds. These helpers are still members of St John, but don't volunteer as first aiders – they give time to assist the division to function smoothly. All adult helpers are required to undergo screening in relation to child protection in line with the state/territory policy and legislative requirements.

PARENTS/GUARDIANS

Parents/guardians are expected to show a real interest in the progress of their children and to support them in their commitment as members of St John. Parents/guardians can play a vital role in encouraging their son/daughter to embrace challenge and to achieve their full potential.

Prior to the enrolment ceremony you will be asked to approve your son/daughter becoming a member of St John. You will be invited to attend the formal enrolment ceremony welcoming your son/daughter into the local division. During the ceremony, your son/daughter will promise to abide by the Cadet Code of Chivalry and the St John Code of Conduct. These are outlined in this handbook on page 6–8.

You will also be invited to attend a number of events involving your son or daughter, such as presentation evenings, competition events and other important occasions.

If a cadet is unable to attend a divisional meeting, a courtesy phone call to a divisional leader will be appreciated.

In the event of any behavioural issues, parents/guardians will be asked to discuss the matter with the divisional leaders. The best corrective strategies are those which have the agreement and support of both St John cadet officers and the parents/guardians concerned.

Once your son/daughter is a member, you will be asked to approve your son/daughter for the following:

- Assisting in the rendering of first aid at public events.
- Participating in camps which form part of their training or 'fun' program.
- Learning full cardiopulmonary resuscitation if over 14 years of age, as part of the cadet skills workbook program.
- Being photographed for media and St John publications.



CADETS

Cadets may help with first aid at public events once they have their preliminary first aid certificate—provided they have permission from their parent/guardian. At the event an adult member will always be present to supervise cadets.

All cadets—especially senior cadets—make a significant contribution to the first aid service provided at a public event. They are well trained in first aid and are capable of performing many aspects of managing casualties. They are able to assist in rendering first aid to sick and injured casualties. Leaders will not allocate cadets to events that are deemed inappropriate for young people.

Cadets are expected to:

- show respect for one another and for all leaders
- extend courtesy to fellow members and public at large
- be responsible for their own behaviour
- keep a neat and tidy uniform
- use language that compliments the image and reputation of St John
- comply with all reasonable requests of their leaders.

CADETS ARE ALSO EXPECTED TO HAVE FUN!

DIVISIONAL MEETINGS

Some divisional meetings are devoted purely to fun. For example, the division might visit the local ten pin bowls. Other meetings are reserved for special events such as meeting a special guest speaker, special award ceremonies, demonstrations (for parents/guardians and friends) and celebrations.

But most divisional meetings follow a fairly routine format.

Parents are free to 'pop in' at any stage to observe proceedings.

FINANCE

St John Ambulance is a self-funding not-for-profit charitable organisation. All uniformed first aid personnel (adults and cadets) are volunteers who receive no payment. Most divisions have a weekly, term or annual cadet subscription to help offset the costs of training.

UNIFORMS

The St John uniform allows members of the public to recognise our volunteers who are trained in first aid. There is minimal difference between the uniform worn by cadets and adults. The leaders of your local division will be able to assist with information relating to uniform issue and associated costs.

WAYS PARENTS/GUARDIANS CAN HELP

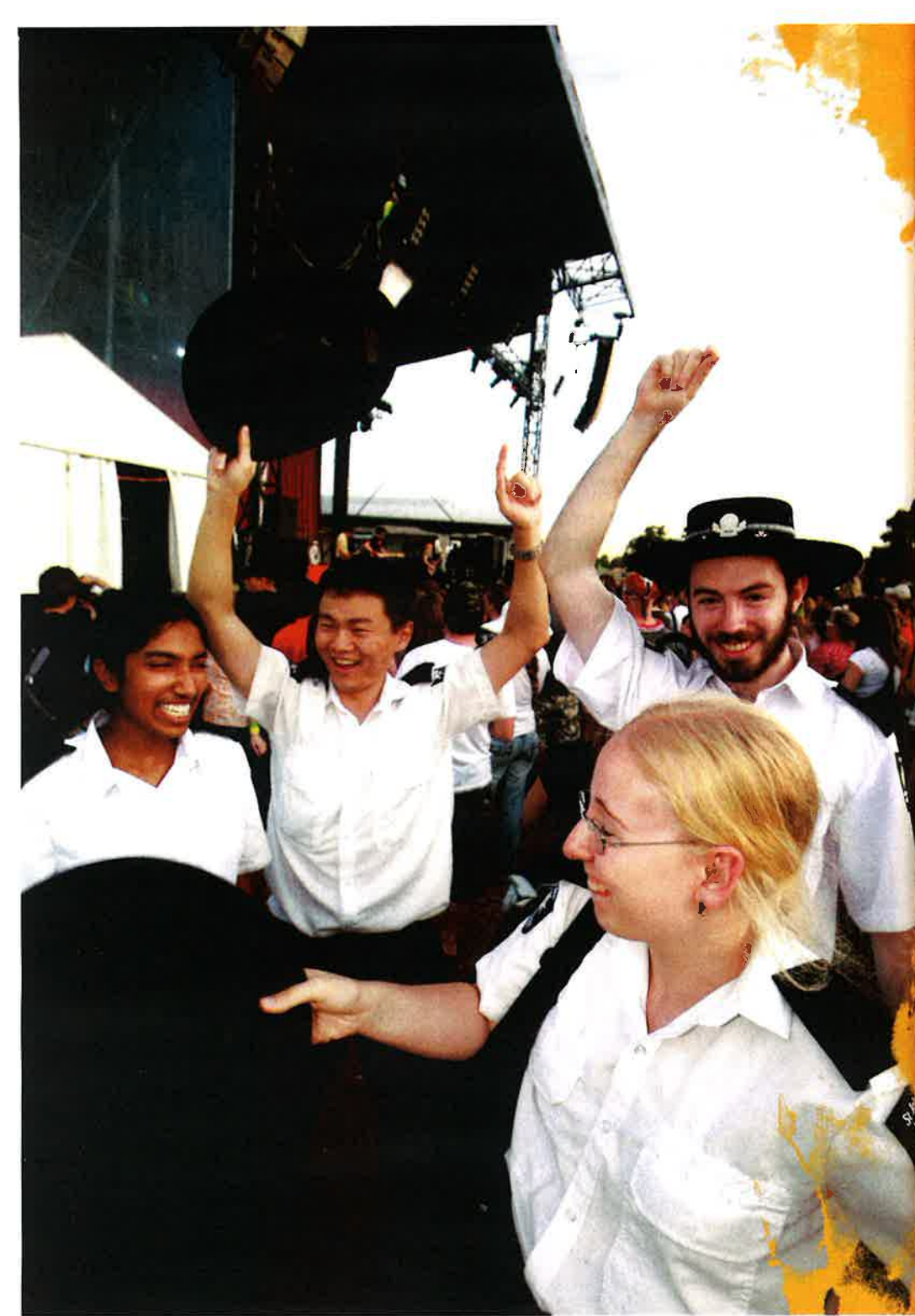
Below are some ideas of how you can get involved with your son/daughter progress as a cadet

- Encourage your son/daughter when facing challenges.
- Praise them when they achieve a goal – however small.
- Help and guide them as much as possible – without taking away from their initiative.
- Actively support the training and social programs of the division.
- Become a trainer for various proficiency badge courses.
- Assist with fund raising.
- Join the operations branch to become a leader.
- Assist with transport for visits/excursions/camps.
- Reinforce St John's expectations regarding behaviour.

ANY QUESTIONS OR CONCERNS?

Please ask the friendly leaders at your local division





WHAT NCOs AND CADET LEADERS

DO!

POSITION DESCRIPTIONS

DUTIES OF CADET NCO (CORPORAL) (11–18 YEARS)

Assist in the day to day running of the division's program

- Run a planned game session.
- Deliver planned instructional (skill session) lessons.
- Conduct drill/call parade.
- Completing the roll/attendance book.
- Prepare the duty books/cards for sign off.

Provide support to division members

- Explain basic divisional procedures.
- Display good role model behaviour.
- Support cadets/juniors.

Contribute to the overall functioning of the division

- Contribute to cadet NCO meetings.
- Make presentations/participate in promotional displays.
- Host guests/visitors.
- Assist with production of divisional newsletters.
- Maintain divisional records (e.g. address list, duty hours).

Maintain divisional resources

- First aid kits (stocking, checking in and out for duties).
- Ensure cleanliness of meeting venue.
- Carry out other duties considered appropriate.

DUTIES OF CADET NCO (SERGEANT) (11–18 YEARS)

Assist in the day to day running of the division's program.

- Plan and run sessions (skills and theory).
- Assist with preparation and/or running of training for cadets/juniors.
- Plan and organise fun activities/nights.
- Deliver training in drill instruction.
- Collect money/fees (under supervision).

Provide support to division members

- Mentor new members (juniors, cadets, and/or corporals).
- Explain more complex divisional procedures.
- Facilitate good working relationships in the cadet division.
- Basic behaviour management.

Contribute to the overall functioning of the division

- Be a group leader/facilitator.
- Have constructive input into the yearly program planning.
- Coordinate Cadet NCO meetings.
- Make presentations/coordinate and implement promotional displays.
- Host parents/guardians and guests/visitors.
- Write letters on behalf of the division.
- Implement and monitor a divisional 'buddy' system.
- Assist in the promotion of public duties to cadets.

Maintain divisional resources

- First aid equipment; reordering and distribution.
- Assist with uniforms; reordering and distribution.
- Maintain training equipment such as manikins, OHP, whiteboards.
- Carry out other duties considered appropriate.



DUTIES OF CADET LEADER

Cadet Leaders (18–25) assist in the planning and running of the division's program:

- Collaborate with other members of the managing team in the development of the Annual Training Plan.
- Plan and deliver training sessions (skill and theory).
- Prepare resources as required for training sessions.
- Planning and organising fun activities/nights.
- Supervise the collection and recording of fees and other receipts.
- Participate in liaising with parents and outside helpers.



Provide support to division members:

- Mentor new members and ensure that they receive ongoing support during the induction phase.
- Be familiar with more complex divisional and organisational procedures so that the Cadet Leader becomes a valuable resource for member support.
- Facilitate good working relationships in the cadet division.
- Be familiar with the principles of behaviour management so that it is implemented effectively.



Contribute to the overall functioning of the division

- Be an effective leader/facilitator who regularly shows initiative in support of the team.
- Have constructive input into the yearly program planning.
- Be prepared to assist by chairing meetings within the division.
- Make presentations/coordinate and implement promotional displays.
- Assist as required in the process of clerical administration and data management.
- Assist in the promotion of public duties and appropriate placement of cadets.
- Assist in the implementation of new national and state projects.

Maintain divisional resources

- Be prepared to assume a major role in the custodianship of the division's non-current assets (register and maintenance).
- Be prepared to assume a major role in the management of uniforms.
- Be prepared to assume a major role in the acquisition, storage and distribution of first aid supplies for the Division.
- Carry out other duties considered appropriate.

**FACILITATE
GOOD WORKING
RELATIONSHIPS
IN THE CADET DIVISION**

