



Australian Army Cadets (AAC) Enrolment Package

Please indicate the unit you are applying to join:

Contained in this PDF package are the mandatory forms required to request enrolment in the Australian Army Cadets:

- AAC022 – Application for Enrolment as a Cadet*
- AAC024 – Member Contact Details*
- AAC025 – Parent/Guardian Details - Cadet*
- AAC028 – Health Declaration Form - Cadet*

Other forms that **may** be required at enrolment are **NOT** included in this PDF package. These forms are available as individual PDF documents and include:

- AAC026 – Emergency Contact Details*
- AAC027 – Details of Police & Court Orders*
- AAC029 – Health Management Plan*

Also required at enrolment will be acceptable form of proof of age of the applicant. The AAC022 – *Application for Enrolment as a Cadet* contains more details of this requirement.

This enrolment package is designed as a fillable PDF document for use with Adobe Reader or Acrobat.

A completed form can be submitted to the AAC by either of the following methods:

- a. Completing and printing ALL forms, and signing **ONLY the AAC022 *Application for Enrolment as a Cadet form***, then providing a hard-copy of all forms, including the signed form, to the Army Cadet Unit; or
- b. Electronically completing and saving this PDF package, then providing a soft (electronic) copy (eg, via email or USB thumb drive) to the Army Cadet Unit staff. Forms submitted electronically do not require a signature, but Army Cadet Unit staff need to ensure that they are confident in the source and validity of the person submitting the form.

All forms for a cadet applicant may only be accepted by the AAC (either in hardcopy or electronically) from a parent / guardian with 'parental responsibility'.



Australian Army Cadets Application for Enrolment as a Cadet

The Australian Army Cadets (AAC) is a personal development program for young people that is conducted by the Australian Army in cooperation with the community and schools. Cadets are not members of the Army, and acceptance into the AAC does not imply acceptance into the Australian Defence Force at some later time.

To be eligible to enrol the person must meet the age requirements specified by the *Cadet Forces Regulations 2013* and the Chief of the Australian Defence Force. This means the person must:

- turn 13 years of age anytime in the year that they are enrolling in the AAC, or already be aged 13 years or older; and
- **not** have reached the age of 17 years.

Subject to meeting all criteria, the applicant will be enrolled as a cadet in the AAC in accordance with the *Cadet Forces Regulations 2013*.

Section 1 - Instructions for Completion

1. This form, and other forms as listed in Section 5, will be used to assess if the applicant meets the criteria to be accepted into the AAC, and to provide information necessary for the ongoing management, administration and care of the applicant. **Parents / guardians are responsible for notifying to the Army Cadet Unit as soon as possible any changes to the:**

- details provided in this form;
- name and contact details for Parents / Guardians, permanent or temporary Emergency Contacts (for example, while the cadet is attending an AAC activity and his / her parents are on a holiday overseas);
- applicant's health condition (including allergies and prescribed medication); or
- parental responsibility arrangements, Police and / or Court orders.

2. The applicant must complete Section 3 and a parent or guardian must complete Section 4.

3. Section 4 includes statements of consent by parents or guardians with regard to typical activities and issues that may occur during a cadet's time in the AAC. A separate information sheet and an attendance consent form will be provided for activities away from the Army Cadet Unit's home training location. These activity-specific forms must be signed and returned before a cadet is allowed to attend the activity.

4. Proof of age of the applicant is required to be supplied with this form. A copy of the proof of age will be retained by the Army Cadet Unit, however original documents must be shown to the Army Cadet Unit at time of application. Acceptable forms of evidence of the applicant's date of birth include **ORIGINALS** (not copies) of:

- Birth Certificate or Extract.
- Passport.
- Driver's Licence / Learner's Permit.
- Current proof of age card, photo identity card or licence card issued by a school or a Commonwealth or State / Territory government department, agency or institution. The card must display the applicant's name, photo and date of birth.
- An official form or certificate from a Commonwealth or State / Territory government department, agency, or institution (eg, hospital, school, TAFE) which shows the applicant's name and date of birth.

5. After Sections 3 and 4 have been completed, the **applicant can keep pages 1 and 2** (so as to keep a copy of the Code of Conduct summary), and then **hand pages 3 - 5 to the Army Cadet Unit Officer Commanding or Administration Officer.**

Section 2 - The AAC Code of Conduct

The AAC has adopted a Code of Conduct that applies to all members, including cadets and adult Officers / Instructors. A member of the AAC who breaches the Code of Conduct may receive one or more punishments, which are detailed in AAC policy and range from formal counselling, to warnings, to termination of enrolment.

If you want to enrol in, and stay in, the AAC you must agree to comply with the Code of Conduct.

The Code of Conduct applies whenever you are 'on duty', which includes:

- attending an Army-approved AAC activity (including attending activities of the Australian Navy Cadets, Australian Air Force Cadets and Australian Defence Force);
- performing the duties of your AAC appointment;
- wearing your AAC uniform (including to and from school or cadet activities);
- representing the AAC in an official capacity;
- otherwise representing yourself in a public forum (including electronic forums such as 'facebook', 'Twitter', etc) to be a member of the AAC, whether or not you are authorised to do so;
- using facilities owned or leased by Defence or a cadet unit, or otherwise provided for the use of a cadet unit; and
- using computer equipment or services supplied by the Government or a cadet unit (eg, broadband internet connection, ICT hardware and Cadetnet email address).

The full Code of Conduct is set out in AAC policy and is available on the AAC website (www.armycadets.gov.au), but the following is a summary of main requirements of the Code of Conduct:

- act to ensure your safety and the safety of other people;
- treat all others with respect and courtesy, and not engage in harassment or bullying (including when using social media, phone, email and internet);
- behave honestly and with integrity;
- be careful and thoughtful;
- do what you are told by any person who is allowed to tell you what to do;
- comply with any policies, procedures, directives and instructions;
- comply with all Australian laws, and the laws of the State or Territory in which you are located;
- provide true and accurate information when asked to do so;
- use the AAC's computers, website, intranet and email account only for proper purposes that relate to your membership of the AAC;
- use any equipment provided to you only in a safe manner and only for its proper purpose, and care for it properly;
- only reveal confidential information about yourself or others to people who have a need to know it (such as your Army Cadet Unit adult staff);
- if you read or hear any information that has a Government security classification (like 'RESTRICTED'), don't reveal it to any person who is not a member of the AAC or Australian Defence Force;
- demonstrate appropriate behaviour that enhances the administration, discipline and reputation of the AAC, the Australian Army and the Australian Defence Force.

The content of the Code of Conduct may change from time to time. It is your responsibility to keep up-to-date with the content of the Code of Conduct by regularly checking at www.armycadets.gov.au

Section 3 - To be completed by the Applicant

Family Name		Given Name(s)		Gender	
Date of Birth		School Name (if attending)			School Year
Religion (optional information)					
Have you previously been a member of the AAC, the Australian Navy Cadets or the Australian Air Force Cadets?			No <input type="checkbox"/>	Yes <input type="checkbox"/>	If YES, what Cadet Unit or Training Ship or Squadron were you in?
What year/s were you a member?			If you had a different name at this time, what was it?		
What is your main reason for joining the AAC? (please tick one box)					
<input type="checkbox"/> I already have friends in Cadets		<input type="checkbox"/> I would like to make new friends			
<input type="checkbox"/> For the fun and excitement		<input type="checkbox"/> My school has a cadet unit			
<input type="checkbox"/> I want to learn new skills		<input type="checkbox"/> I am interested in the military			
<input type="checkbox"/> I intend to join the Defence Force		<input type="checkbox"/> A family member was, or is, in the Defence Force			
I have read the <u>summary</u> of the AAC Code of Conduct in Section 2, and agree to comply with the AAC Code of Conduct (the full version is available at www.armycadets.gov.au)			Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, the application cannot be approved.
I understand that, if accepted into the AAC, I will serve as a volunteer.			Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, the application cannot be approved.
Applicant's Signature			Date		

Section 4 - To be completed by Parent/s or Guardian/s with 'Parental Responsibility'

Agreeing to the following statements will be regarded as 'informed consent' to what may occur during normal AAC activities. If a parent or guardian wants more information about these statements, they should discuss with the Army Cadet Unit Officer Commanding and / or view the content of the AAC website at: www.armycadets.gov.au

1. Firearms	I, the parent or guardian of the applicant named in Section 3, hereby authorise the applicant to participate in approved AAC activities that involve the use of Defence weapons and / or civilian firearms in accordance with Defence and AAC policy and procedures.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Media	I, the parent or guardian of the applicant named in Section 3, hereby authorise and permit the photographic image, video images or recorded interviews of the applicant to be used to enhance the reputation of the AAC and Australian Defence Organisation (including the Department of Defence, Australian Defence Force, Australian Navy Cadets and Australian Air Force Cadets) via the press and broadcast media, official AAC and Australian Defence Organisation publications and web sites.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Veterans' Affairs	I, the parent or guardian of the applicant named in Section 3, understand and accept that the personal and cadet service information of the applicant may be disclosed to authorised persons within the Department of Veterans' Affairs for the purpose of administration relating to the <i>Military Rehabilitation and Compensation Act 2004</i> .	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Vehicles	I, the parent or guardian of the applicant named in Section 3, hereby authorise and permit the applicant to travel in military or Defence-approved civilian vehicles, aircraft or watercraft should the need or opportunity arise during any period the applicant may be participating in an authorised AAC activity.	Please note that acceptance of conditions 4 to 8 by Parents / Guardians is compulsory if the enrolment is to be approved.	
5. First Aid, Medical and Dental Treatment	I, the parent or guardian of the applicant named in Section 3, understand that if required, the AAC will provide emergency first aid to the applicant within the scope of competency held by staff and/or will refer the applicant to professional medical / dental assistance. I understand and accept that I will be responsible for the cost of any medical / dental expenses should this be required during an AAC activity, notwithstanding that compensation may be available under the <i>Military Rehabilitation and Compensation Act 2004</i> if the injury or illness is accepted as due to the cadet service.		
6. Clothing and Equipment	I, the parent or guardian of the applicant named in Section 3, agree to accept responsibility for clothing and other Commonwealth stores issued to him or her, and to ensure that such items are cared for, and returned at the conclusion or his or her enrolment in the AAC.		
7. Code of Conduct	I, the parent or guardian of the applicant named in Section 3, acknowledge that the applicant has agreed in Section 3 to abide by the AAC Code of Conduct, as summarised in Section 2 (noting that a detailed version of the Code of Conduct is available from the AAC website).		
8. Enrolment	I, the parent or guardian of the applicant named in Section 3, hereby give permission for the applicant to be enrolled as a cadet in the AAC in accordance with the <i>Cadet Forces Regulations 2013</i> .		

Signature of 1st Parent or Guardian with 'Parental Responsibility'	Date
Signature of 2nd Parent or Guardian with 'Parental Responsibility'	Date

Section 5 - Decision by Delegate of the Chief of Army

Additional Documents:

		<i>Attached</i>	
1	A copy of acceptable proof of age	Mandatory	<input type="checkbox"/>
2	AAC024 - Member Contact Details	Mandatory	<input type="checkbox"/>
3	AAC025 - Parent / Guardian Details - Cadet	Mandatory	<input type="checkbox"/>
4	AAC026 - Emergency Contact Details	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
5	AAC027 - Details of Police and Court Orders	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
6	AAC028 - Health Declaration Form - Cadet	Mandatory	<input type="checkbox"/>
7	AAC029 - Health Management Plan	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

Is the Application for Enrolment Approved?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

Provide reasons if the application is **not** approved:

Delegate Details

Name	Rank	Position
AAC Unit / HQ	Signature	Date

NOTE: The date of enrolment in the AAC is the date that the delegate signs this form.

CadetNet ID:

ACU Service Number (if applicable - only for those ACU that issue a unique unit number to their cadets):



Australian Army Cadets Member Contact Details

This form is to be used to advise the AAC of the contact details of a Cadet, Officer or Instructor.

Section 1 - Member's Details

Rank	Family Name	Given Name(s)	
Date of Birth		Unit / HQ	
Mobile Phone Number	Home Phone Number	Work Phone Number	
Email Address 1		Email Address 2	
Home Address		State / Territory	Postcode
Postal Address (if different from home address)		State / Territory	Postcode

Section 2 - Declaration of Parent, Guardian or Member (if aged 18 or over)

This section is not required to be completed if this form is part of an enrolment application.

I declare that the information provided in this form is true and correct.	
Full Name	Relationship to Member
Email Address	Contact Phone Number
Signature	Date

Section 3 - For Army Cadet Unit / Headquarters Action ONLY

Details have been updated in CAMNet, and notified to the relevant staff in the ACU / HQ.

Administration Officer Details

Name	Rank	Position	
AAC Unit / HQ	Signature	Date	



Australian Army Cadets

Parent / Guardian Details - Cadet

This form is to be used to advise the AAC of the Parents / Guardians and Parental Responsibility arrangements for a Cadet.

Section 1 - Cadet's Details

Rank or Title	Family Name	Given Name(s)
Date of Birth	Unit / HQ	

Section 2 - Parent / Guardian Details

For the purpose of this form and membership of the AAC:

The person or persons who have been identified below as Parents / Guardians with 'parental responsibility' for a Cadet will be the primary contact for all matters relating to the Cadet's activities with the AAC.

The AAC recognises that families exist in many different forms. This includes different arrangements for who has 'parental responsibility' for a child.

- If both Parents / Guardians are living together and have 'Parental Responsibility', then each Parent / Guardian should complete Part A or B and (if required) Part D.
- If the Parents / Guardians are not living together, then only the person or people with 'Parental Responsibility' under an agreement or Court Order should complete Parts A and / or B below, as well as Part C and (if required) Part D.
- If there is only one Parent / Guardian with 'Parental Responsibility', then this person should complete Part A and (if required) Part D.

Part A - Parent / Guardian 1

Full Name		Relationship to Applicant	
Mobile Phone Number	Home Phone Number	Work Phone Number	
Home Address		State / Territory	Postcode
Email Address			

Part B - Parent / Guardian 2

Full Name		Relationship to Applicant	
Mobile Phone Number	Home Phone Number	Work Phone Number	
Home Address		State/Territory	Postcode
Email Address			

Part C - Further details of 'Parental Responsibilities' Arrangements

If the Parents / Guardians are separated, please indicate the nature of the 'Parental Responsibility' arrangements for the applicant (Please tick one box)

<input type="checkbox"/> Both Parents / Guardians Jointly	<input type="checkbox"/> Both Parents / Guardians Separately	<input type="checkbox"/> 1st Parent / Guardian ONLY	<input type="checkbox"/> 2nd Parent / Guardian ONLY
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Section 2 (Continued)**Part D - Details of Court-ordered 'Parental Responsibility' arrangements.**

Please provide details of agreed or Court-ordered 'Parental Responsibility' arrangements (for example, access or contact restrictions). If further space is required, please attach a separate page to this form.

Section 3 - Declaration of Parent or Guardian

This section is not required to be completed if this form is part of an enrolment application.

I declare that the information provided in this form is true and correct.

Full Name	Relationship to Cadet
Email Address	Contact Phone Number
Signature	Date

Section 4 - For Army Cadet Unit / Headquarters Action ONLY

Details have been updated in CAMNet, and notified to the relevant staff in the ACU / HQ.

Administration Officer Details

Name	Rank	Position
AAC Unit / HQ	Signature	Date



This section for use by Army Cadet Unit / HQ only

Received by:

Date:

Entered in CAMNet by:

Date:

HMP Required?

Yes

No

Australian Army Cadets Health Declaration Form - Cadet

Section 1 - Instructions for Completion & General Information

1. This form is to be completed by the cadet's parent / guardian if the cadet is under 18 years of age, or by the Cadet if he / she is aged 18 or over.
2. The information contained in this form will be used to assess the person's suitability to enrol in the Australian Army Cadets (AAC); and to identify any support and resources that may be required to assist the enrolled cadet to participate in AAC activities.
3. The information will only be used for the purpose you have provided it. Information will not be passed to a third party without your express permission, except to medical and dental personnel as required for treatment or as otherwise required by law.
4. The AAC reserves the right to request, at any time, that the person provide a medical certificate and/or further information from their general practitioner, dentist or specialist.
5. The existence of an illness, condition or disability does not automatically exclude a person from enrolling in the AAC or from participating in AAC activities. Their participation will depend on what arrangements the AAC, the person and their parent / guardian can reasonably make to assist that participation. The person can generally participate in an activity if it is safe for them to do so, if there is no negative impact on the participation of other cadets, and if the AAC and / or parent / guardian can provide the necessary supervision and assistance.
6. A Health Management Plan will be required for any health / medical condition where the person is at risk of sudden incapacitation or worsening of their condition during an AAC activity, where the AAC may be required to make special arrangements to support the person during an activity, or where modification of an activity is required in order to enable the person to participate. Full details of the AAC policy on the management of health conditions is available at <http://www.armycadets.gov.au>
7. Cadets are provided with centralised prepared / cooked meals and ration packs which are likely to include ingredients not recommended for individuals with severe food allergies or special dietary requirements. The Australian Defence Force (ADF) is unable to provide a severe food allergy free environment (such as from peanuts) in relation to the consumption of food during cadet activities. Such a risk may be life threatening for people who suffer from a severe food allergy. It may be in the cadet's best interest not to participate in proposed activities, or to provide, at their own expense, sufficient food to cover the duration of the activity.

Please select the reason for completing this form:

 To enrol a person as a cadet in the AAC

 To change the Cadet's Health / Medical information after enrolment.

***Note - If any change is required, the whole form must be completed.
This new form will entirely replace any previous form.***

Section 2 - Cadet's Details

Family Name		Given Name(s)	
Date of Birth		Army Cadet Unit	
Medicare Number	Position on Card	Blood Group (if known)	
Health Care Card or Disability Card	<i>If you have this type of card, please attach a photocopy of the card to this form.</i>		
Private Health Fund Name	Member No.	Ambulance Fund Name	Member No.
Name and Address of the Cadet's usual Doctor / GP or Medical Centre			
<p>Optional Information (used in the event of hospital treatment):</p> Is this person of Aboriginal or Torres Strait Islander descent? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Section 3 - Health / Medical Information

1. Is the cadet permitted to take analgesics for pain such as from injury, headaches or other generalised pain?

Yes No

The cadet is permitted to take the following non-prescribed medication for pain control:

Paracetamol (such as Panadol and Heron) Yes No Dosage _____

Ibuprofen (such as Neurofen) Yes No Dosage _____

Other (Please state) _____ Dosage _____

Note: It is the responsibility of the individual or parent / guardian to provide such non-prescription medication.

2. Does the cadet have any health condition (either temporary or permanent) that may prevent his / her full participation in the activities conducted by the AAC?

Yes No

Please provide details and attach a separate page if required.

3. Does the cadet have any diagnosed psychological or behavioural conditions?

Yes No

Please provide details and attach a separate page if required.

4. Does the cadet have any special dietary requirements (e.g. vegetarian, gluten intolerant, dairy intolerant, food intolerances not listed above)?

Yes No

Please provide details and attach a separate page if required.

5. Does the applicant have any medically diagnosed allergies to foodstuff, medication, drug, plant, animal or substance?

Yes No

Allergy Trigger	Consequence e.g Mild or Anaphylactic	Medication

Medication Name	Dosage	Dose Per Day	Dosage AM	Dosage PM	Known Side Effects

6. Does the cadet have any health / medical conditions that are life threatening, which may worsen or be aggravated through activity or exposure to a trigger or circumstance?

Yes No

Condition	Consequence e.g Mild/Anaphylactic	Medication

Medication Name	Dosage	Dose Per Day	Dosage AM	Dosage PM	Known Side Effects

7. Does the cadet take any other regular medication not listed above (e.g. acne treatment)?

Yes No

Condition

Medication Name	Dosage	Dose Per Day	Dosage AM	Dosage PM	Known Side Effects

Condition

Medication Name	Dosage	Dose Per Day	Dosage AM	Dosage PM	Known Side Effects

8. Is the cadet permitted to self administer their medication and / or analgesics?

Yes No

Please provide details and attach a separate page if required.

9. As a result of the information provided above, does the cadet require assistant / intervention by the AAC to support their health condition during AAC activities?

Yes No

If you have answered yes to this question the unit will discuss with you the requirement for a Health Management Plan (HMP). A HMP is required if the applicant is at risk of sudden incapacitation or worsening of their condition during an AAC activity; where the AAC may be required to make special arrangements to support the person during an activity; or where modification of an activity is required in order to enable the person to participate. If required a HMP will be developed in consultation with the unit staff, the parent / guardian and / or doctor.

Section 4 - Declaration of Parent, Guardian or Cadet (if aged 18 or over)

The parent / guardian (or the Cadet if he / she is aged 18 or over) is responsible for notifying to the Army Cadet Unit as soon as possible of any changes to the details provided in this form.

I declare that the information provided in this form is true and correct.

Full Name	Relationship to Applicant
Email Address	Contact Number
Signature	Date