

CADET DRILL COURSE
JOINING INFORMATION AND KIT LIST

You have been selected by your Squadron Staff to attend the above named course on the agreed date and time.

This course is designed to TEACH YOU HOW TO INSTRUCT DRILL USING THE CORRECT METHODS OF INSTRUCTION. It is not a course to TEACH YOU DRILL.

This is not an attendance course. If you fail to meet the required standards, you may be RTU'd.

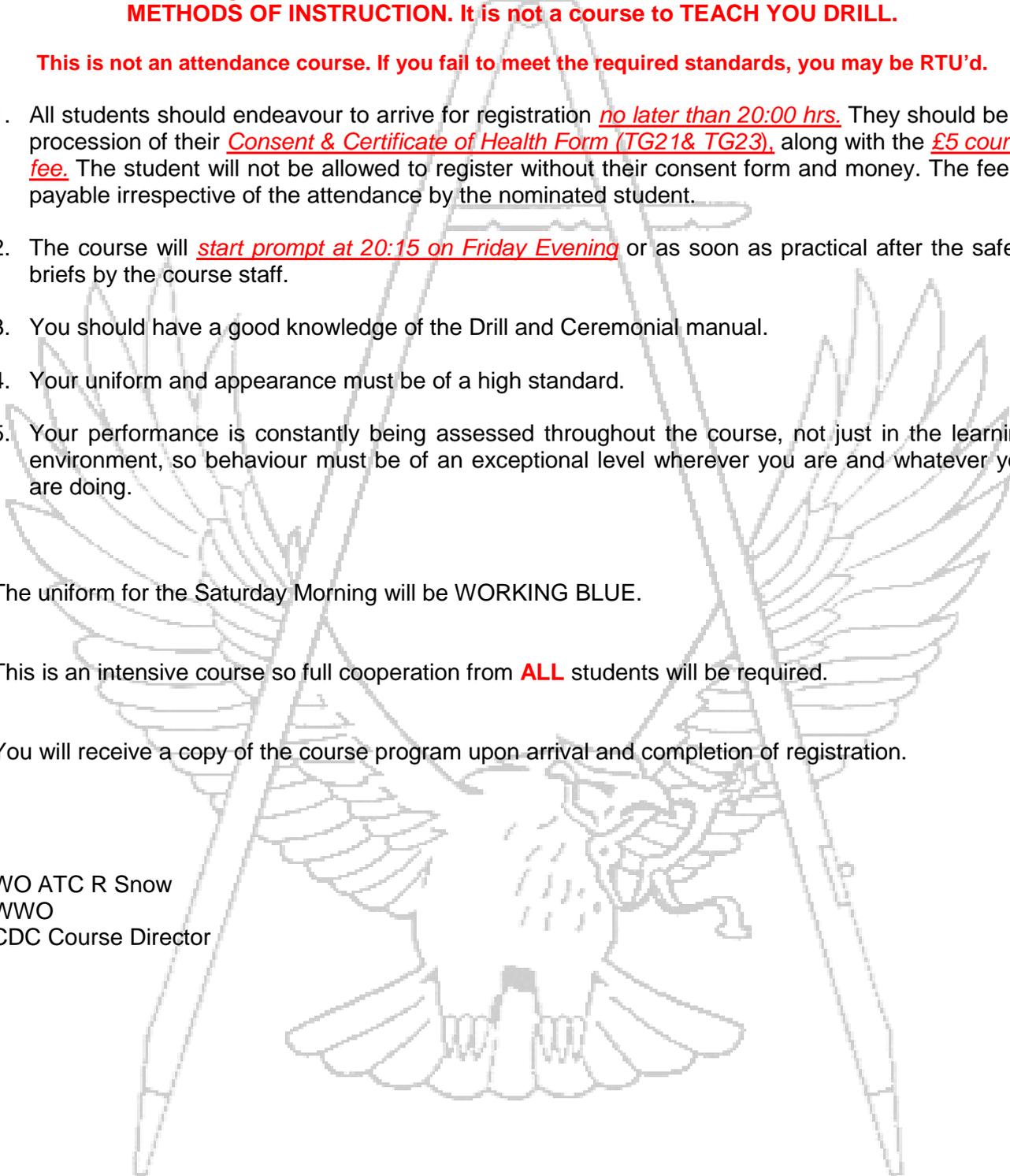
1. All students should endeavour to arrive for registration no later than 20:00 hrs. They should be in possession of their Consent & Certificate of Health Form (TG21& TG23), along with the £5 course fee. The student will not be allowed to register without their consent form and money. The fee is payable irrespective of the attendance by the nominated student.
2. The course will start prompt at 20:15 on Friday Evening or as soon as practical after the safety briefs by the course staff.
3. You should have a good knowledge of the Drill and Ceremonial manual.
4. Your uniform and appearance must be of a high standard.
5. Your performance is constantly being assessed throughout the course, not just in the learning environment, so behaviour must be of an exceptional level wherever you are and whatever you are doing.

The uniform for the Saturday Morning will be WORKING BLUE.

This is an intensive course so full cooperation from **ALL** students will be required.

You will receive a copy of the course program upon arrival and completion of registration.

WO ATC R Snow
WVO
CDC Course Director



DEVON & SOMERSET Wing Cadet Drill Course

References:

- a. RAF DRILL AND CEREMONIAL, AP 818, 7th Edition
- b. UNIFORM DRESS AND APPEARANCE REGULATIONS FOR THE AIR CADET ORGANISATION, AP1358C

This document is to be used as preparatory guidance for all Cadets attending the DEVON & SOMERSET Wing Cadet Drill Course.

Aim

This course is aimed at Cadet NCO's who have a good practical ability to perform drill, and teach them how to 'teach drill to Cadets' correctly. It is a vital role filling an important gap on units where an WO/SNCO (ATC) is not available to teach cadets, although this should not in itself be used to stop cadets who have an interest in filling the role on units who have a WO/SNCO (ATC) to fulfil the function.

Pre-requisites

- 1) You must be selected by your Squadron Staff to attend course on **3-5 June 2016** at **Chickerell Camp near Weymouth**
- 2) Ideally been an NCO for a minimum of six months.
- 3) Must have previously attended and passed a JNCO course.
- 4) Must have an ability to perform drill to a high standard, which will be assessed by the Course DI on arrival.
- 5) Have a high standard of dress and deportment.

General

- 6) Candidates will be 'refreshed' on how drill movements SHOULD be performed.
- 7) The course will introduce the "preferred method of instruction".
- 8) The candidates will be taught and ultimately assessed on their ability to teach both a static and moving drill movement.
- 9) Although **SOME** of the work can and is done in the classroom, the course spends much of the available time performing and practicing drill movements outdoors, and is a physically demanding.

Pre-Course Preparation

- 10) You should have a good knowledge of all of Chapter 1 and Lessons 1,3, and 4 from Chapter 2 of AP818 (RAF Drill and Ceremonial) 7th Edition.
- 11) There is comparatively little time on the course. Prior to attending, students should study and memorise as much as possible, either or both of the following lessons-
 - a) AP818, Part 1, Chapter 2 (Page 1-2-15) LESSON 4 - LEFT TURN AT THE HALT
 - b) AP818, Part 1, Chapter 3 (Page 1-3-15) LESSON 3 - RIGHT TURN ON THE MARCH

Terminology

- 12) New terminology will be introduced on the course such as Explain, Demonstrate, Imitate, Practice (EDIP) and Mutual.
 - a) **Explain** – The ability to transfer information and ideas using only verbal skills (gesturing is not permitted)
 - b) **Demonstrate** – the ability to Demonstrate physically without verbal input (excepting required timing and drill orders)
 - c) **Imitate**- The term used to explain the Squad imitating movements or parts of movements.
 - d) **Practice** – personnel practicing drill movements either individually or as a group (not formed up) or squad (formed up)
 - e) **Mutual** – the term given to the Method Of Instruction (MOI) for drill used by RAF and ATC Drill Instructors (DIs)

The Mutual

- 13) Much of the course will focus on the sequence of drill instruction. This is based on the Drill Mutual, a copy of which has been attached.

The Drill Mutual is best committed to memory as soon as possible.
- 14) There will be an assessment of personal drill based on ACTO120 at the start of the course. This will be a **pass/fail** assessment. Therefore all students are to ensure that their personal foot drill is of a very high standard, such that they can complete the movements required by the sequence. Students requiring assistance with their personal foot drill should seek help **NOW** from their unit WO / SNCO or their Sector SNCO/WO, who can be contacted through their OC.
- 15) Students will also be assessed through a written exam. Again allowance will be made for those who have difficulty with the written word; there is no time limit on the exam.
- 16) Students should be aware that this is not an “attendance” course and that they may fail to complete if the pre-course work is not attended to in enough time.

Dress & Equipment

- 17) Dress for the course will be No 2C for Friday and Saturday and No 2A for Sunday. Make sure that you have good, well-fitting uniform footwear. Footwear is not to have metal in the sole. Civilian clothes for the evenings should be smart casual.
- 18) Students are to bring a current copy of Chapter 1 (complete) and Lessons 1,3, and 4 from Chapter 2 of AP818 (RAF Drill and Ceremonial) 7th Edition. Your Squadron **Will be** able to download a copy of AP818 from Utlearn, you only need these chapters as this is a very large document to print. A notepad and pen and a water bottle. A kit list is included at Annex B.
- 19) Completed TG21, 23 Forms, are required

Accommodation & Messing

- 20) Accommodation will be advised on arrival. Messing will be in the JRM. First meal will be breakfast on Saturday. All to eat prior to arrival on Friday evening.
- 21) A £5.00 charge for accommodation and messing will be collected on Friday on arrival.
- 22) **Sleeping bags, pillows and pillowcases are required.**

Further actions & Questions

- 23) Questions can be directed to the undersigned using the email address below.
- 24) Do not attend unless you are free from injury and physically able to complete the course.
- 25) Finally, students should not attend this course if they have **been "volunteered"**, a minimum score 70% is required to **PASS** this course. The course content is pure drill and requires students with a real interest in the subject.

Electronically signed by:

R Snow WO (ATC)
Wing Warrant Officer
DEVON & SOMERSET Wing ATC

www.dsw@aircadets.org

Mobile:

Annexes:

- A. Kit List.
- B. Drill Mutual

Distribution

Action:

All Cadet Drill Course Students
Wing Training Officer
Deputy WWO

Information:

OC Wing
OC Sqn's
RWO

Kit List for Cadet Drill Course

Description	Packed?	Comments
RAF F3822		With photo
Beret & Badge		
Jumper		
Trousers/Skirt/Slacks		
Working Blue Shirts		2 shirts if available
Wedgewood Blue		
Tie		
Brassard		
Belt		
Tights		Regulation colour
Foul Weather Jacket		GPJ not permitted
Shoes		Highly polished
AP 818		Chapter 1 (complete), Lessons 1,3, and 4 from Chapter 2 of AP818 (RAF Drill and Ceremonial) 7 th Edition
A4 Notepad/paper		
Small Daysack		
LAPTOP COMPUTER		If possible (Required for Sunday's Exam)- some will be available
Pens/Pencils		
Padlock & Key		
Coat hangers		
Shoe Polishing Kit		
Needle & Cotton		
Iron		Recommended
Nightclothes		
Wash Kit & Towel		
Trainers		
Smart Civilian Clothes		Smart/Casual
Water Bottle		To be refilled constantly
Sleeping Bag		
Sun Cream		
Mug		

NB All items of uniform must be:

1. Serviceable
2. Clean and pressed correctly
3. The correct size

All personal items are the responsibility of their owners and should be kept safe at all times. Valuables and prescription medicines should be handed to the supervising staff for safekeeping.

It is important that you bring all items of issue uniform listed at Annex A, including a Jeltex jacket. The correct dress for females is Skirts.

THE DRILL MUTUAL

1. The Drill Mutual is a standardised format for teaching basic foot drill. Whilst at ATF, the main segments of the 'mutual' that are common to all basic foot drill lessons are laid out in the following mutual (using the colour key). These main segments form the structure of the lesson, with the instructor inserting the relevant lesson points from AP818. The main structure of the lesson is in itself an embellishment of the lesson plans as laid out in AP818.
2. The Drill Mutual, forms the basis of the Cadet NCO practical assessment for the Cadet Drill Course. The text below would need to be learnt word for word. Cadet NCO's must be able to recite it on demand (subject to para 4). The main reason for this is to assess that students have read and understood the relevant lesson plan in AP818. It is also a means of upholding extremely high standards.
3. The mutual is subject to change when issued in JIs. So, although this version is exact and correct for this particular lesson when it was given in 2014. It should not be learned verbatim, unless it closely mirrors any Drill Mutual sent in current JIs.

Drill Mutual ('Left Turn on the March' as example)

Note:

This mutual is created by WO(ATC) Ian Greenaway. It is not for general circulation and should not be treated as an official sanctioned document.

This mutual is just one variation of the many acceptable possibilities with reference to exact wording. The sequence of education remains unchanged in all cases.

Mention is made of the 'Multi-stance position' this is a non-AP818 addition made by ATF. It allows the students to adopt (in most cases) either a left foot or right foot forward mid-marching position. It has no particular order attached to it and is used to set up the student, ready to carry out (in most cases) a quick or slow time marching movement by numbers.

Red text = all actions or commands carried out by students

Black text = all actions or commands carried out by instructor

Blue text = represents the variable parts of the lesson in conjunction with the black text, in this case, concerning the 'left turn on the march'.

Lesson begins.....

(Instructor halts at edge of parade square, ideally to rear left/ right of the students)

*(On hearing the instructor halt, the left most student comes to SHUN and gives the command) "UPI!"
(On receipt of the command UP the remaining students carry out the movement, SHUN)*

(In a large sweeping arc the instructor marches out and halts facing the students. The distance from students will be decided by the instructor, based on the type of lesson being taught)

"Squad, Stand at Ease!"

"Squad, Squad Shun!" (Both orders at this point in the mutual are referred to as 'Proving' the Squad)

"Taking you a stage further in foot drill, I will now teach you the 'left turn on the march'. The reason this drill movement is taught, is to enable an individual or a body or personnel to move through an angle of ninety degrees without first being halted, in a smart and uniform manner."

"Squad, Stand at Ease!"

"Stand Easy!"

“Continue to look this way for a full demonstration of the movement, calling out and judging the timing.” *(The instructor marches to a suitable position to march from, to enable the movement to be carried out in front of the students. The instructor should move to the position using a continuous unbroken march where possible. Wheeling rather than turning)*

“Instructor Quick March, Left, Right, Left!”

“Move to the left, left turn!” *(Instructor Halts after 2 or so paces after completion of the movement)*

“There, you saw a complete demonstration of the movement, calling out and judging the timing. For the purposes of instruction, the movement can be broken down into parts, each part numbered ONE!”

“For ease of instruction we will use the ‘right foot forward multi-stance position’. Continue to look this way for a demonstration of the multi-stance position.”

“Instructor, adopt the multi stance position!”

“Squad, adopt the multi-stance position!”

“Squad stand at ease!”

“Stand easy!” *(The instructor maintains the multi-stance position)*

“Continue to look this way for a demonstration of the actions to be carried out on receipt of the command, ONE!”

“Instructor, Foot Drill, By Numbers, By Numbers, ONE!” *(Immediately on carrying out the movement, the instructor shouts “ONE!” this does mean the instructor will call out ONE twice in quick succession. The instructor turns his/her head toward the students)*

“Immediately on receipt of the command ONE! and calling out, ONE! The order was given as the right foot strikes the ground. A full thirty inch pace is to be completed with the left foot. At the same time swinging the right arm forward and the left arm to the rear, in the correct Quick March.”

(The instructor then faces his/her front emphasising the word ‘Froze’ that follows)

“I then FROZE! in this position” *(remain holding the position for at least two seconds or so. The instructor then turns his/her head toward the students)*

“Points to note. The left leg takes a full marching pace forward, the arm swing is continued and the body is erect and square to the front.”

(The instructor, smartly but not using any defined drill movement returns to the position of shun facing the squad)

“You the squad, will now practice this part of the movement calling out the timing, ONE!”

“Are there any questions?”

“Squad, adopt the multi-stance position!”

“Squad, Foot Drill, By Numbers, By Numbers, ONE!” *(The squad carries out this part of the movement as taught, calling out..... “ONE!” At this point the squad has now carried out a ‘collective practice’)*

“Remain in this position until I have checked you. After I have passed you, you will break off and practice individually, calling out the timing, ONE” *(Instructor performs a right incline, enabling him to break position, before moving off....)*

“Remember, the left leg takes a full marching pace forward, the arm swing is continued and the body is erect and square to the front.” *(The instructor now moves smartly without marching to each squad member correcting any errors in position. After passing the last squad member the instructor moves to position himself/herself ready for the next instructional segment. During this time*

the squad members have broken position and are carrying out and 'individual practice' this enables the instructor's movements to be 'masked')

"Fall In!"

"Adopt the multi-stance position!"

"Squad, Foot Drill by numbers, by numbers, ONE!" "ONE!" (The squad has again carried out a 'collective practice', at the same time the instructor carries out the same movement to mask him/her getting in position for the next phase)

"I left you in this position, Squad Relax" (Both students and instructor are in the same position before they are ordered to relax. The instructor remains in the previous position for the next phase. Students adopt the 'stand at ease' position using no particular drill movement to achieve this)

"Continue to look this way as I give a demonstration of the further actions to be carried out on receipt of the command, ONE!"

"Instructor, Foot Drill, By Numbers, By Numbers, ONE!" (Immediately on carrying out the movement, the instructor shouts "ONE!")

"Immediately on receipt of the command ONE! and calling out, ONE! The right leg comes through the bent knee position and is placed on the ground approximately 3 inches, diagonally to the left, in front of the left toecap. The arms are forced in a scissor-like movement to the sides of the body." (The instructor then faces his/her front emphasising the word 'Froze' that follows)

"I then FROZE! in this position" (remain holding the position for at least two seconds or so. The instructor turns his/her head toward the students)

"Points to note. The forward movement is halted as the right foot hits the ground. The arms are forced smartly to the sides of the body into the correct position of Attention. The body is erect and square to the front." (The instructor, smartly but not using any defined drill movement returns to the position of shun facing the squad)

"You the squad, will now practice this part of the movement calling out the timing, ONE!"

"Are there any questions?"

"Squad, adopt the previously taught position!"

"Squad, Foot Drill by numbers, by numbers, ONE!"

"ONE!" (the squad has carried out a 'collective practice')

"Remain in this position until I have checked you. After I have passed you, you will break off and practice individually, calling out the timing, ONE!" (Instructor performs a right incline, enabling him/her to break position, before moving off...)

"Remember, the right leg comes through the bent knee position and is placed on the ground approximately 3 inches, diagonally to the left, in front of the left toecap. The arms are forced in a scissor-like movement to the sides of the body."

(The instructor now moves smartly without marching to each squad member correcting any errors in position. After passing the last squad member the instructor moves to position himself/herself ready for the next instructional segment. During this time the squad members have broken position and are carrying out and 'individual practice' this enables the instructor's movements to be 'masked')

"Fall In!"

"Adopt the previously taught position"

“Squad, Foot Drill by numbers, by numbers, ONE!”

“ONE!” *(The squad has again carried out a ‘collective practice’, at the same time the instructor carries out the same movement to mask him/her getting in position for the next phase)*

“I left you in this position, Squad Relax” *(Both students and instructor are in the same position before they are ordered to relax. The instructor remains in the previous position for the next phase. Students adopt the ‘stand at ease’ position using no particular drill movement to achieve this)*

“Continue to look this way as I give a demonstration of the further actions to be carried out on receipt of the command, ONE!”

“Instructor, Foot Drill, By Numbers, By Numbers, ONE!” *(Immediately on carrying out the movement, the instructor shouts “ONE!”)*

“Immediately on receipt of the command ONE! and calling out, ONE! The left foot is forced forward in a full 30 inch pace in the new direction ordered. As the Left foot is forced forward the right arm is swung forward to shoulder level and the left arm forced fully to the rear in the correct Quick March.”*(The instructor then turns his/her front emphasising the word ‘Froze’ that follows)*

“I then FROZE! in this position” *(Remain holding the position for at least two seconds or so. The instructor then turns his/her head toward the students)*

“Points to note. A full 30 inch pace is completed by the left foot. The correct Quick March arm swing is continued. The body is erect and square to the front. Quick March is now continued in the new direction ordered.”

“You the squad, will now practice this part of the movement calling out the timing, ONE!”

“Are there any questions?”

“Squad, adopt the previously taught position!”

“Squad, Foot Drill by numbers, by numbers, ONE!”

“ONE!” *(The squad has carried out a ‘collective practice’)*

“Remain in this position until I have checked you. After I have passed you, you will break off and practice individually, calling out the timing, ONE!” *(Instructor performs a right incline, enabling him/her to break position, before moving off...)*

“Remember, A full 30 inch pace is completed by the left foot. The correct Quick March arm swing is continued. The body is erect and square to the front. Quick March is now continued in the new direction ordered.” *(The instructor now moves smartly without marching to each squad member correcting any errors in position. After passing the last squad member the instructor moves to position himself/herself ready for the next instructional segment. During this time the squad members have broken position and are carrying out and ‘individual practice’ this enables the instructor’s movements to be ‘masked’)*

“Fall In!”

“Adopt the previously taught position”

“Squad, Foot Drill by numbers, by numbers, ONE!”

“ONE!” *(The squad has again carried out a ‘collective practice’, on this occasion the instructor has no need adopt the same position as the students as there are no further parts to the movement. Instead, he/she remains facing the squad at shun)*

“Continue to look this way for a full demonstration of the movement, calling out and judging the timing.” *(The instructor marches to a suitable position to march from, to enable the movement to*

be carried out in front of the students. The instructor should move to the position using a continuous unbroken march where possible. Wheeling rather than turning)

“Instructor Quick March, Left, Right, Left!”

“Move to the left, left turn!” (Instructor Halts after 2 or so paces after completion of the movement)

“There, you saw a complete demonstration of the movement, calling out and judging the timing.”

“You the squad will carry out the full movement calling out the timing, Check, Turn, Forward!”

“Are there any questions?”

“Squad move to the right, right turn!”

“Squad, Quick March”

“Squad, Move to the left, left turn!”

“Check, Turn, Forward!” (Immediately after the turn, the instructor calls out cadence to assist in step timing) **“Left, Right, Left!”**

“Squad, Squad, Halt!”

“Break off and practice independently, calling out the timing, Check, Turn, Forward!”
(There is no need to the instructor to move from the current location at this point)

“Fall in!” (Immediately after the students are fall in, the instructor brings them to SHUN if required)

“Squad move to the right, right turn!”

“Squad, Quick March”

“Squad, Move to the left, left turn!”

“Check, Turn, Forward!” (Immediately after the turn, the instructor calls out cadence to assist in step timing) **“Left, Right, Left!”**
(Three more turns should be completed during a DI assessment, allowing the students to be brought back to their start point.)

“Squad, Move to the left, left turn!”

“Stand at ease!”

“Stand easy!”

(what follows is not written in any manual, but an end of lesson phase is required)

“You have now completed the lesson ‘Left turn on the march’. This will enable you as an individual or a body or personnel to move through an angle of ninety degrees without first being halted, in a smart and uniform manner. You have tried hard today but skills will only improve with further practice. Remember the timing for this movement is check, turn, forward. Looking forward to your next lesson, your next lesson will be ‘about turn on the march’.”

“Squad, Squad Shun!”

“Squad, fall out!”

Notes-

Remember, 'stand at ease', 'stand easy', 'shun', 'fall out' or any other order can only be used in a lesson if the students have already been taught it. If they have not, then the command 'relax' or 'break off' is more appropriate.

Similarly all focus for this example lesson is on the turn being taught. It is therefore not so important that students be ordered using recognised drill commands or movements during all parts of the lesson. Only for the completion of 'practice' segments is it important to use correct drill commands and movements)

