



# Tamaki College Services Academy Members Handbook and Programme 2011



# Letter of Welcome

Feb 2011

Welcome

On behalf of Tamaki College, I would like to congratulate you and your children on undergoing the 12 months programme set out by the Ministry of Education. 2011 is the second year for Tamaki Colleges Service Academy and its success will be told through past students, and your children's achievements. To the students I look forward to this coming year and the developments regarding your Courage, Comradeship, Commitment and Integrity to the Programme.

This 40 week programme will be both challenging and rewarding for you. You will receive both guidance and new skills that will ultimately see you prepared to embark into the application process to further your education, move into fulltime employment or joining one of the services: Fire, Customs, Police, Defence Force and any other interesting vocations.

I will endeavour to instruct you with firmness and fairness regarding the military way of life regarding time management, discipline and self respect. To help in any way possible to make sure you are prepared for application for military life regarding the application process, testing and pre entry. The end result will require you, the Academy Student, to make sure that you take advantage of all opportunities so you are prepared for a successful 2012.

As Service Academy students there are some very high expectations that will be placed on you during this 40 week programme. These being personal responsibility, time management, respect, commitment, comradeship, courage and integrity. You know with a positive attitude and a strong character you will grow from these expectations and use them to your advantage. I believe that you are the type of students I want to be part of our Services Academy Family and know that you will strive to maintain our high standards of success.

Set Your Sights High

Staff Cairns

Tamaki College Service Academy Director

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## What is the Tamaki College Services Academy?

This is an entity within the Tamaki College organisation whose role it is to identify, support and up-skill twenty senior students to ensure they have the best possible start in a career path of their choice whether it is within the New Zealand Defence Force, Police, Fire and Customs.

*Responsibility – Respect – Results - Rewards*

## Academy Philosophy

The Services Academy will provide an effective teaching and learning environment. It will enable personal achievement in all areas of Career choice and Life education.

## Academy Vision

To foster skills and values that enable students to take a positive role in society both in the career of their choice and their local community.

## Aim

The aim of this academy is to provide an opportunity for the students to push individual boundaries, find new physical and mental limits, to encourage teamwork, discipline, and competitiveness and to develop skills that will ensure their obtain a positive career within NZ

## Objectives

1. To provide a link between the societal skills and career aspirations and create a meaningful learning experience that allows the academy members to achieve to the best of their ability.
2. To expose the students to skills required for making self and grouping improvements in a meaningful context.
3. To identify and enhance the academic and physical skills and knowledge of the students participating.
4. To promote leadership, discipline, self pride, goal setting and self-assessment to ensure that all SAM (Service Academy Members) reach their full potential and achieve the ultimate goal of being recruited in their chosen field and service.
5. That the students become role models within their own families, peer group, schools and the local community.
6. Create and reinforce community links with Service Academy members participating and contributing to community events/projects. This will lift Tamaki College and the Academies profile.

## Academy Staff

Academy Director

Staff Cairns

Head of Careers

Mrs Bailey

Tutor Class

Staff Cairns

Literacy Tutor

Mrs Dale, Mrs George and Mrs Moore

Numeracy Tutor

Mr Lee

Sports Studies

Miss Murray

Strength Condition

Mr Harris

# Programme Expectations

## Academy position in the school

The services academy is an ongoing course that is run within Tamaki College and runs as per the other programmes the school provides. In this situation it means that all Service Academy Members and Staff are under obligation to adhere to all Rules and regulations outlined by the Board of Trustees of Tamaki College

## Hours

Normal school hours will be adhered to as per the day-to-day running of the school. All timetable hours are the same as all other courses running. Content however is specific to the Services Academy. However there may be times where this will not be the case when involved in Education Outside the Class-room Activities. These individual situations will be addressed on a case-by-case basis in consultation with Head of Guidance, Deans and Deputy Principal

Start – 0845  
Finish – 1500

It is also expected that during these hours that all school commitments be fulfilled to the best of the members ability. These include

- School wide events – sport / culture / prize giving/ assemblies
- Extra Curricula activities

## Attendance

Regular and reliable attendance is expected. This is essential both for programme completion and educational requirements. Absences must be notified and acceptable reasons given. These attendance requirements will meet the standards already established by the school. Failure to maintain regular attendance will jeopardise the Service Academy Members place on the programme.

Days Absent	Action
5 Days (unjustified)	Interview with Academy Director – Head of Guidance informed
8 Days (unjustified)	Head of Guidance and Dean Informed and conduct interview
12 Days (unjustified)	Final Interview - Dean
12 Days Plus (unjustified)	Dismissed from Academy Programme

## Communication

All communication will be both through the school system for school wide communication. The Academy itself will also have a system that is for the members, which will be displayed in the classroom instruction area. These will be called the Academy Daily Standing Orders. They will cover the following



- Timetable for the day
  - Dress of the day
  - Special Notices
  - Duty Watch bill
  - Upcoming events
- Assignments of assessment due.
  - Recruitment info etc

It is the Service Academy's Members responsibility to read and understand requirements every day.

### Dress

The dress of all Service Academy Members will be of the highest standard at all times with no exceptions. The standard will be a direct reflection on the programme and the people involved and will also show the amount of effort and pride we as a group represent.

Every member will be issued with a uniform or Kit and this will be your responsibility to prepare, maintain and present.

- It will be named
- You are responsible for washing, ironing and maintenance.
- You will be taught how to iron and present it
- Your kit includes all items listed in the handbook under kit issue
- Part of the programme will require you to present several Kit musters where the Academy Director will inspect all kit.

Every activity will have a required item of kit to be worn. This information on the Dress of The Day will be found on the Academy Standing Orders as part of our communication system. Any other kit or uniform worn will be seen as a misdemeanour and will be dealt with according to our discipline code.

There maybe some jewellery worn

This includes

- Females Studs
- Nil Piercing
- Nil Necklaces

All hair must be at shirt collar length and anything longer will not be accepted.

## **Respect**

There will be respect shown for all Service Academy Members at all times. There will be no toleration of Bullying, Harassment and Disrespect for Persons or Property. All actions will be dealt with according to the school regulations and discipline process. This also includes the individuals respecting themselves. All adults will be addressed by their title Mr/Mrs (Surname) or Sir/Ma'am. This includes all staff members that are not involved with our programme. When a Senior Management enters our teaching space all academy members will be brought to attention by the squad leader and will then greet them according to the proper response.

## **Responsibility**

Every Service Academy Member is responsible for their own actions. There is also a responsibility to the class as well. This programme will only be a success for each individual if they contribute to the group reaching its outcomes. The tutors are here to Guide, Support and prepare the participants for their future so the onus will be for each Service Academy student to contribute fully.

## **Duty**

There will be a daily class leader who will be responsible for the class members and the class rooms tidiness. A weekly timetable will be programmed a week in advance so everyone knows their role for the week in the day-to-day running of the Academy.

Duties will include

- Cleaning Stations – Class / Gym foyer/ Parade area/ Outside class room
- As required

## **Assessment**

Assessment for the programme will be a combination of NCEA credits / Service Academy Task book and Self Evaluation

NCEA will be assessed as per the School requirements

The Services Academy Task book is a task-orientated book that will require Academy Members to fulfil the tasks to the highest level to gain the pass. All tasks are completed during class time and the main driver for the success of this is motivation and devotion to the tasks of the students. This concept is a large component of any new recruit in any of the services and needs to be completed of them to becoming qualified for promotion etc.

Self-evaluation is a key part of any type of self-development. It can be motivational but more so directional. With a large part of this course about future career direction it is essential that all Academy Members are able to plan / evaluate then identify opportunities and pathways to success. This will be helped with the Dream Catcher Website.

## **School Rules**

These are the foundations of the Services Academy programme. All School rules and expectations are observed and any deviation will result in the appropriate action been taken.

## **Leadership**

All Academy students will be expected to complete one full week of being Squad (Class) Leader in Term 3 & 4. This will entail

- Being in charge of Duty Watch Bill roster
- Leading the class when required
- Making sure all expectations are being meet

- Moving the class around the school in formation during class teaching time
- Making sure a high standard of kit is maintained by all Academy Student during daily inspections
- Reporting to all tutors and teachers the readiness of the class for lessons
- Completing a successful drill task during Parade Drill class sessions with the class on the move

## **Recognition**

During the course of the programme there will be three milestones that you will have to reach in which to receive recognition of your achievements to that stage. Each student will be given a item of kit that will be unique to the academy that no one else will have within the school and will then become part of their kit. It will signify the level of achievement and increase the status of their involvement. All students will be striving for these pieces of recognition and they will be achieving for all.

Stage One Milestone – Passing Three Successful Kit Musters

Stage Two Milestone – Successful completing Squad and Class Leadership Week

Stage Three Milestone – Completing Boot Camp Week –

Stage Four Milestone – Graduation from Programme

## **Discipline Procedure**

This process is the one that is currently used across the whole school and is found in all school handbooks. As the programme is now an existing programme within the school all expectations/ process are mirrored within the Service Academy programme. Each student will be asked to sign a statement and countersigned by their parents/guardians indicating that they understand this.

Also within the Service Academy programme there are expectations that have been outlined in this handbook. The Services Academy Director and Head of Careers will monitor this process and any action taken will be taken with full transparency with both Staff and Parents keep informed of progress and any issues that need to be dealt with.

Examples are

Area of Concern	Action	Parties involved
Homework missed	Rectify in own time – Issue recorded	SAM and Academy Director
Incorrect Kit	Extra PT – Issue Recorded	SAM and Academy Director
Bullying / Harassment	As per School Guidelines	As per school Guidelines
Lack of Motivation	Interview and guidance	SAM / Academy Director/ Head of Careers/ Parents

All Class Discipline issues will find the SAM on extra Duties/Extra PT/ Additional Kit muster as per Step 1

If it is becoming a regular occurrence then interviews will be conducted as part of Step 2

Step Three will only become involved if there is a blatant disregard for expectations and the affecting of programme outcomes for the students and the class.

Step 1 – Dealt with by Academy Director (verbal warning)

Step 2 - Dealt with by Academy Director (verbal warning and interview)

Step 3 – Dealt with by Academy Director (written warning to parents and Senior Leadership Team informed via email).

Step 4 – Removed from programme (interview and written letter to parents)

## Positions of Responsibilities for Students

Several positions are available for Academy Members can strive for.

Senior Class man – Senior position a Student can strive for: Overall Student Leadership (1)

Junior Class man – Second in charge of Student body each will be a squad leader (2)

## *Services Academy Programme*

*(A solid skills and knowledge base ensure Champion Organisations and individuals)*

<i>Main Areas of Course delivery are</i>	
<i>Fitness</i>	<i>Additional Qualifications</i>
<i>Recruitment</i>	<i>Service Learning</i>
<i>Employment skills</i>	<i>Education Outside The Classroom</i>
<i>NCEA</i>	<i>Service in the Community</i>
<i>Life Education</i>	<i>Diary of Achievement – Self Evaluation</i>

## *Life Education Programme*

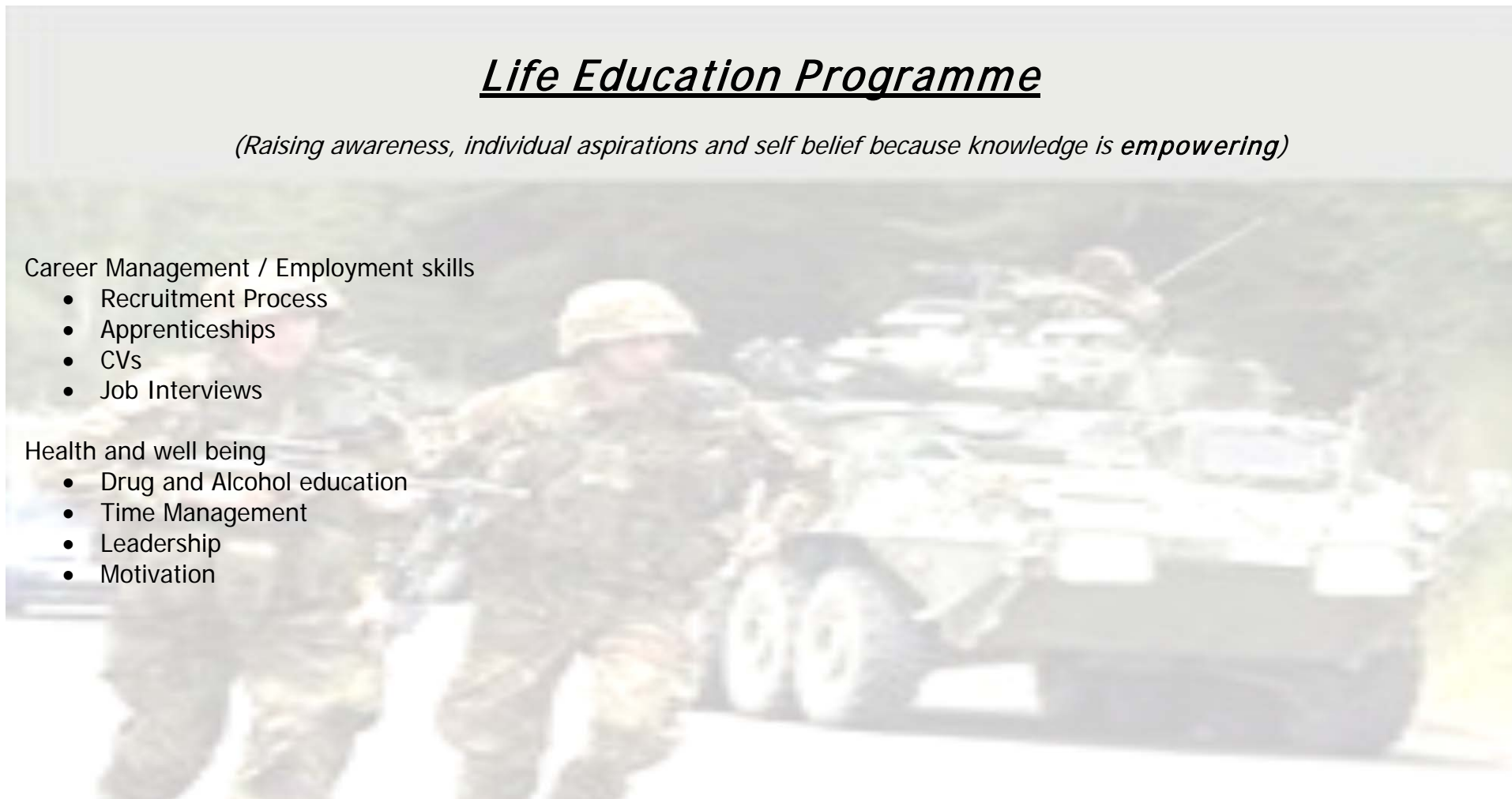
*(Raising awareness, individual aspirations and self belief because knowledge is **empowering**)*

### Career Management / Employment skills

- Recruitment Process
- Apprenticeships
- CVs
- Job Interviews

### Health and well being

- Drug and Alcohol education
- Time Management
- Leadership
- Motivation



## *Fitness Development Programme*

*(Personal advancement through understanding of core human capabilities.)*

- Power
- Endurance
- Strength
- Agility
- Fitness Testing
- Fitness Programmes
- Mental attrition

Inter Academy Sport Challenges with other schools  
Compulsory involvement with a school sports team



## **Education outside the Classroom**

(Personal advancement through the understanding of core human capabilities.)

Establishing expectations and obtaining a greater awareness of career choices EOTC;

- The Boot Camp concept that will require the members to go on a camp
- Ship/ Base/ Company visits to see the services in action
- Recruiter visits

## Qualifications

In addition to the NCEA credits that will be obtained the following will also can be achieved during the course of the programme

- Swimming Assessment – Term 2, Police Swim Test and also additional water based testing to extend the SAMs capability
- First Aid Certificate in Term One - 17-18 Mar 2011 Basic course that will give members the opportunity to have skills and knowledge during EOTC and further into career
- Fire Arms Appreciation/Awareness – Through NZ Police. All recruits into NZDF are required to be involved with live arms during training prior knowledge and understanding of them and safety will be a great base for this experience.
- Drivers licence assistance – depending on career pathway and service this is a necessity. Gain learners/ restricted or full to the different levels as dictated by current status. This will be students responsibility to cover cost

# Service Learning

Giving some preview and prior learning of what the requirements and environmental changes the members will have to make and adjust to in the pursuit of a career in the New Zealand Defence Force

- Routines
- Expectations
- Dress
- Duty Watch bills
- Communication
- Kit and Kit Musters – Prepare / Present / Maintain
- Personal Responsibility
- Task books
- History of the Services
- Drill
  - Static
  - Movement
  - Squad Command / Leadership

# Recruitment

To begin the journey of becoming a member of the New Zealand Defence Force is in several stages

- Investigation and research
- Application process
- Testing
- Interviewing



## *NCEA*

Covering the Complusory requirements of the New Zealand Curriculum and will also cover the needs for Numeracy and Literacy requirements for entry into New Zealand Defence Forces.

- Literacy
- Numeracy
- Information Technology
- Work and study skills

# Diary of Achievement

An important component of personal growth is the ability to self evaluate and to use the knowledge gained through this process to increase the possibility to reach success as an individual.

- Goal setting and the process involved
- Diary reviews
- Action plans
- Milestones
- Peer / Parental and Tutor feedback

## Service in the Community

Being a member of the New Zealand Defence Force means giving service to both country and community. It is an ideal that becomes second nature when working in this environment and at times means giving a lot of oneself and sacrificing your needs to give back to others. During this programme there will be Service days involved.

- In school
- At the Local RSA – Panmure
- RSA Rest Home
- Local Community groups
- Local Schools
- ANZAC Day – Poppy Day
- Remembrance Day.



# Academy Kit Requirements

- 1x Wet Weather Jacket
- Tracksuit Biz Collection
- 2x PT Dri-Fit
- PT Shorts Dri-Fit
- Baseball Cap
- Black PT Socks
- New Balance Running Shoes
- Drink Bottle

**All kit will be maintained and presented at all times to the highest standard.**

In addition the following will also be needed

- Towel
- Shoe cleaning kit
  - Black shoe nugget
  - Polishing rag
- Washing Bag
- Jandals for Showering
- Toilet bag
  - Soap
  - Flannel
  - Deodorant

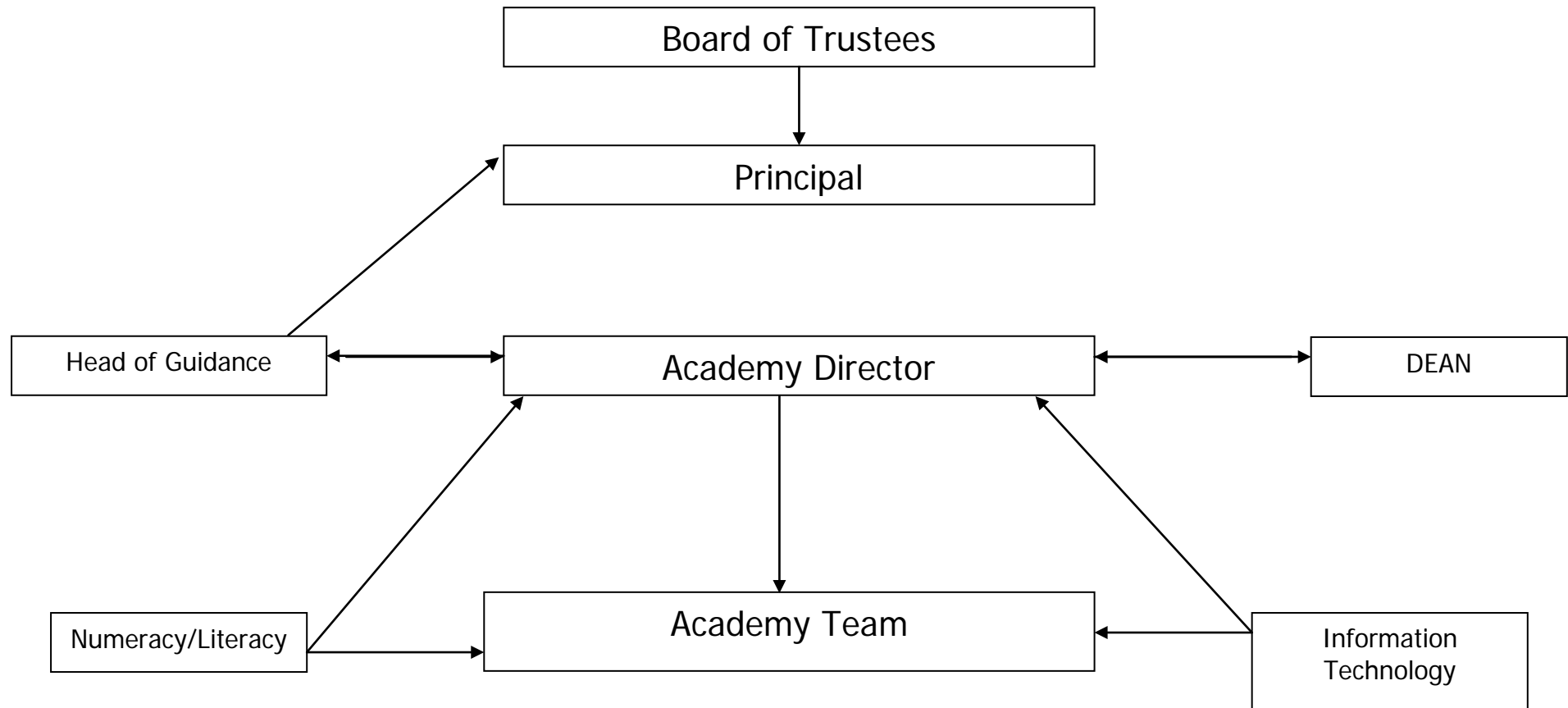
Also all stationary requirements for class work

- 2 Blue pens
- 2 Red Pens
- Ruler
- 2 Pencils
- Course refills / Folders / Notebooks



This list will be all the kit that will need to be mustered for kit musters every fortnight

**How the Academy Fits into the School structure and it's interaction with other components.**



# 2011

## Index

	<b>Development Area - Fitness</b>		<b>Development Area - Recruitment</b>
1	Fitness - Participation	9	Research and Investigation
2	Fitness Testing – Feb/Mar	10	Complete and submit application
3	Fitness - Goal setting (Feb/May 2011)	11	Complete Testing –
4	Achievements	12	Complete interview process- fortnightly
	<b>Development Area – Social Responsibility</b>		<b>Development Area- Life Education</b>
5	Induction (28 Mar – 02 Apr)	13	Goal Setting – Dream Catcher
6	Community	14	Leadership – Throughout year
7	School Service – set at assembly occasionally	15	Time Management – Term 3
8	ANZAC Day – school holidays	16	Drug and Alcohol – 23-24 May

	<b>Development Area – Employment Skills</b>		<b>Development Area – NCEA Numeracy</b>
17	C.V Preparation – Term 2/3	25	
18	Interviewing	26	
19	Job Choices	27	
20	Demonstrate Time Management	28	
	<b>Development Area – NCEA Literacy</b>		<b>Development Area- NCEA Information Technology</b>
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22		30	
23		31	
24		32	

<b>Development Area – EOTC</b>	<b>Development Area – Service Academy Requirements</b>
Induction Camp Mon 28 Mar – Sat 02 Apr 2011(Hobsonville)	Time Management
Base/ Company/ Ship Visits	Personal Presentation
Inter Academy Competition	Produce a CV
Military Skills Sun 12 – Fri 17 June (Kaipara)	Workplace Health and Safety Course Mon 23-Tue 24 May
Basic Leadership Mon 22 – Fri 26 August	Military Based Physical Fitness
<b>Development Area – Qualifications</b>	Drill – Movement – daily musters
	Leadership
	History of Services
	Kit – How to Care/ Prepare/ Present
First Aid Thu 17 – Fri 18 Mar 11	Kit Musters
Swimming Lessons Term 2	Attendance
Police Competence Test Term 2	Drug Testing Brief
	Base Visits – Devonport/Whenuapai

# Task 1

<b>Task Outline</b>	<b>Fitness - Participation</b>			
<b>Task Requirements</b>	To participate fully in all aspects of the Service Academy Fitness Development programme using the correct kit and attitude			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Participated in 15 session			
2	Participated with correct kit over 15 sessions			
3	Participated in 30 session			

4	Participated with correct kit over 30 sessions			
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## Task 2

<b>Task Outline</b>	<b>Fitness - Testing</b>			
<b>Task Requirements</b>	To achieve optimum fitness level to guaranteed fitness requirements for NZ Police, NZ Fire Service and NZ Armed Services			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Completed Test One RFL/Beep Test	22/5/11		
2	Completed Test Two RFL/Beep Test	25/2/11		
3	Completed Test Three RFL/Beep Test	01/03/11		
4	Completed Test Four RFL/Beep Test			

5	Completed Test Five RFL/Beep Test			
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## Task 3

<b>Task Outline</b>	<b>Fitness- Goal setting</b>			
<b>Task Requirements</b>	To identify fitness level at time of Fitness Test one and develop an action plan to achieve Armed Services Field duty standard			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Complete and evaluate Fitness Test One			
2	Develop Action Plan to improve Fitness level			
3	Execute Plan and show documentation tracking it			
4	Evaluate Fitness Test two			

5	Make changes to action plan and implement and track			
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## Task 4

<b>Task Outline</b>	<b>Fitness - Achievements</b>			
<b>Task Requirements</b>				
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Bettered personal best for testing results			
2	Bettered personal best for testing results			
3	Bettered personal best for testing results			
4	Bettered personal best for testing results			



5	Armed Forces Field Fitness Standard meet			
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## Task 5

<b>Task Outline</b>	<b>Social Responsibility - Induction</b>			
<b>Task Requirements</b>	Complete the induction process during induction week			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Read signed and returned the Code of Conduct and Expectation form			
2	Completed personal profile and information form			
3	Demonstrated an understanding of routines and expectations			
4	Demonstrated with evidence a change of attitude during this week			

5	Give an oral presentation to Class of what your interpretation of one of the Statements that make up our Service Academy Code			
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## Task 6

<b>Task Outline</b>	<b>Social Responsibility - Community</b>			
<b>Task Requirements</b>	Demonstrate through actions the concept of service and the helping of others			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Participate in Poppy Day by helping Local RSA to sell Poppies			
2	Visit Local RSA Hospital and complete physical work			
3	Complete Service in a local School			
4	Work with local Hospice in Glen Innes			

5				
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## Task 7

<b>Task Outline</b>	<b>Social responsibility – School Service</b>			
<b>Task Requirements</b>	Demonstrate through actions the concept of service and the helping of others			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Give three examples of Service within the School that is outside of the Service Academy requirements			
2	Collect Rubbish with School Grounds			
3	Assist a Local School in the Community			
4	Mentor young members within the school community			

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## Task 8

<b>Task Outline</b>	<b>Social responsibility – ANZAC Day/Remembrance Day</b>			
<b>Task Requirements</b>	Demonstrate through actions the concept of service and the helping of others			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Participate in Coaching			
2	Participate in Church Service			
3	Visit a Military Museum Naval, Army or Airforce			
4	Participate in any community work			

5				
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## Task 9

<b>Task Outline</b>	<b>Recruitment- Research and Investigation</b>			
<b>Task Requirements</b>	To take responsibility for their participation in the recruitment process that will lead to recruitment into the Armed service of their choice			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Show evidence through research of possible career positions in Armed Services or other occupations			
2	Produce a chart that shows all possible options and rate them in order of preference			
3	Obtain application forms			
4	Demonstrate and understanding of requirements including time frames for process			

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## Task 10

<b>Task Outline</b>	<b>Recruitment- Completing forms in a work-related context</b>			
	US 24871 – Completing forms in a work-related context			
<b>Task Requirements</b>	To take responsibility for their participation in the recruitment process that will lead to recruitment into the Armed service of their choice			
<b>Elements</b>				
		Date	AM Sign	Sign Assessor
1	Complete application form			
2	Have all relevant addition information ready for submitting			
3	Academy Director has checked final form			
4	Send application to relevant recruitment office			
5				

# Task 11

<b>Task Outline</b>		<b>Recruitment- Testing</b>		
<b>Task Requirements</b>		To take responsibility for their participation in the recruitment process that will lead to recruitment into the Armed service or an occupation of their choice		
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Have received indication of testing			
2	Have made arrangements to attend and have all required resources for testing			
3	Testing Completed			
4				
5				

# Task 12

<b>Task Outline</b>	<b>Recruitment- Interviewing</b>			
<b>Task Requirements</b>	US 1294 to be interviewed in a formal situation.			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Have received indication of Interview date and requirements			
2	Have made arrangements to attend and have all required resources for the interview			
3	Dressed appropriately for the interview			
4	C.V is ready			
5	Completed Interview process			



# Task 13

<b>Task Outline</b>	<b>Life Education – Goal setting</b>			
	US 10781 – Produce a plan for own future directions.			
<b>Task Requirements</b>	Being able to identify achievable goals and creating an action plan to achieve them			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Able to list Three Academic Goals			
2	Able to list Three Service Academy Goals			
3	Able to demonstrate and create an action plan			
4	Show the evidence that one action plan was successful			
5	Understand the importance of evaluation and how it has helped to obtain a goal.			

# Task 14

<b>Task Outline</b>	<b>Life Education – Leadership</b>			
<b>Task Requirements</b>	Be able to demonstrate and explain the dynamics of Leadership			
<b>Elements</b>				
		<i>Date</i>	<i>AM Sign</i>	<i>Sign Assessor</i>
1	Complete the Squad Leadership role for One Week			
2	Can give clear instructions			
3	Shows empathy and understanding of others			
4	Provide and example of when leadership was a challenge and what you did to overcome this			
5	Received the Milestone recognition for Leadership Week			

# Task 15

<b>Task Outline</b>	<b>Life Education – Drug and Alcohol</b>			
<b>Task Requirements</b>	Understands to impact on society and individuals of both Drug and Alcohol abuse.			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Participates in a Seminar			
2				
3				
4				
5				

# Task 16

<b>Task Outline</b>	<b>Employment Skills – C.V Preparation</b> US 4252 – Produce a targeted Resume			
<b>Task Requirements</b>	Complete a CV that can be used during the recruitment process			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Complete Unit Standard			
2				
3				
4				
5				

# Task 17

<b>Task Outline</b>	<b>Employment Skills – Interviewing</b>			
	US 1294 – Be interviewed in a formal situation			
<b>Task Requirements</b>	Develop and Demonstrate understanding and skills of interview process and expectations			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Complete Unit Standard			
2				
3				
4				
5				

# Task 18

<b>Task Outline</b>	<b>Employment Skills – Job Choices</b>			
<b>Task Requirements</b>	Is able to know where to source information in regards to careers and how to evaluate if they are able to meet the requirements			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Is able to list all sources of Career information			
2	Is able to assess what their skills are to match to job requirements			
3	Complete Unit Standard			
4				
5				

# Task 19

<b>Task Outline</b>	<b>Service Training – Demonstrate Time Management</b>			
<b>Task Requirements</b>	US 12349 Has a complete understanding of what the routines of the programme are and can demonstrate these constantly			
<b>Elements</b>				
		Date	AM Sign	Sign Assessor
1	Has completed 20 days of continuous time management			
2	Has never been placed Absent without reason from class activities			
3	Has demonstrated effective time management to own and/or group priorities.			
4				
5				

# Task 20

<b>Task Outline</b>	<b>NCEA - Literacy</b>			
	Topic:			
<b>Task Requirements</b>	Complete tasks as required in Student workbooks			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Complete Standards as required			
2				
3				
4				
5				



# Task 21

<b>Task Outline</b>	<b>NCEA - Numeracy</b> Topic:			
<b>Task Requirements</b>	Complete tasks as required in Student workbooks			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Complete Standards as required			
2				
3				
4				
5				

## Task 22

<b>Task Outline</b>	<b>NCEA – Strength Condition</b>			
	Topic:			
<b>Task Requirements</b>	Complete tasks as required in Student workbooks			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Complete Standards as required			
2				
3				
4				
5				

# Task 23

<b>Task Outline</b>	<b>NCEA – Sports Studies</b> Topic:			
<b>Task Requirements</b>	Complete tasks as required in Student workbooks			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Complete Standards as required			
2				
3				
4				
5				

# Task 24

<b>Task Outline</b>	<b>NCEA – Home Economics/Art/Maori Studies/History</b>			
	Topic:			
<b>Task Requirements</b>	Complete tasks as required in Student workbooks			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Complete Standards as required			
2				
3				
4				
5				

## Task 25

<b>Task Outline</b>	<b>Education Outside The Classroom – Induction Camp</b>			
<b>Task Requirements</b>	Attend a Service Academy Induction camp and participate in all activities			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Complete the preparation requirements for the camp			
2	Return all required documentation for Induction camp			
3	Attend the Induction camp			
4	Complete a post Induction camp Evaluation			
5	Received the Milestone Recognition			

## Task 26

<b>Task Outline</b>	<b>Education Outside The Classroom – Base/Company/Ship visits</b>			
<b>Task Requirements</b>	To experience the real life workings of a Defence Force Community			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Complete an expectation document highlighting what they expect to experience			
2	Collect Artefacts			
3	Participated in an activity – Evidence required			
4	Complete a post trip evaluation that uses the expectation document as a reference			
5				

## Task 27

<b>Task Outline</b>	<b>Inter Service Academy Competition</b>			
<b>Task Requirements</b>	Participate in regular competition against other Service Academies to the best of your ability (can be on NZ Army Camps also)			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Event One Touch Tournament Venue James Cook High School			
2	Induction Camp Trophy – Sports Trophy 2011 Induction Venue – YDU Hobsonville			
3	Naval Challenge (HMNZS Manawanui Inter Academy challenge James Cook, Kelston Boys, and Tamaki			
4				
5				

# Task 28

<b>Task Outline</b>	<b>Organise EOTC Activity</b>			
<b>Task Requirements</b>	Organise event outside the class room			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Tue 12 Jul 2011			
2				
3				
4				
5				



## Task 29

<b>Task Outline</b>	<b>Qualifications – First Aid Certificate</b>			
<b>Task Requirements</b>	Complete First Aid Course US 6400, 6401, 6402			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Complete successfully First Aid Course 14-15 Mar Outside provide will take the training			
2	US 6400			
3	US 6401			
4	US 6402			
5				

# Task 30

<b>Task Outline</b>	<b>Qualifications – Swimming (Police)</b>			
<b>Task Requirements</b>	Able to complete the NZ Police Swim Standard			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	50m using an over arm stroke in 54 seconds	30-05-11		
2	200m	09-05-11		
3	400m	09-05-11		
4	Duck dive to 3m to retrieve a brick, swim 10m on back carrying the brick	30-05-11		
5	Tread water for 5 mins within a 1m radius, in an upright position	30-05-11		

# Task 31

<b>Task Outline</b>	<b>Qualifications – Fire Arms Awareness</b>			
<b>Task Requirements</b>	Attend seminar conducted by NZ Police Representative			
<b>Elements</b>				
		<i>Date</i>	<i>AM Sign</i>	<i>Sign Assessor</i>
1	Attend Seminar			
2				
3				
4				
5				

## Task 32

<b>Task Outline</b>	<b>Qualification- Drivers Licences</b>			
<b>Task Requirements</b>	Complete the process for Drivers Licence requirements and gain relevant stages			
<b>Elements</b>				
		<i>Date</i>	<i>AM Sign</i>	<i>Sign Assessor</i>
1	Learners			
2	Restricted			
3	Full			
4				
5				

## Task 33

<b>Task Outline</b>	<b>Service Training – Maintain personal presentation in the workplace</b>			
<b>Task Requirements</b>	US 62 Maintain personal presentation in the workplace.			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Complete three morning musters Shows consistently high standards of presentation	01-03-11		
2	10 weeks of following correct orders of dress of the day	11-04-11		
3	Is able to identify the Badge Ranks of Army			
4	Is able to identify the Badge Ranks of Air Force			
5	Is able to identify the Badge Ranks of Navy			

# Task 34

<b>Task Outline</b>	<b>Service Training – Class Leader</b>			
<b>Task Requirements</b>	Understand the importance of being the Class Leader for the Service Academy			
<b>Elements</b>				
		Date	AM Sign	Sign Assessor
1	Is mustered 5 minutes before class inspection and given instructions by Staff.			
2	Completed 10 successful duties			
3	Given 20 verbal instructions to class			
4	Produce an Action Information Trip for the Service Academy			
5				

# Task 35

<b>Task Outline</b>	<b>Service Training – Drill -Static</b>			
<b>Task Requirements</b>	Able to demonstrate the ability to perform basic static commands			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Form a squad	1-6-11		
2	Stand to attention	1-6-11		
3	Stand at ease	1-6-11		
4	Open order/close order	1-6-11		
5	Static turns / About Face/ Left and Right Turns/ Left and Right inclines	1-6-11		

# Task 36

<b>Task Outline</b>	<b>Service Training – Drill - Movement</b>			
<b>Task Requirements</b>	To show that the Academy Members are able to function as part of a squad that is being commanded			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Can keep time	1-6-11		
2	Is able to listen to commands	1-6-11		
3	Can perform actions correctly while on the move / Eyes right/ Change step			
4	Able to listen to command to begin Marching Start / Stop	1-6-11		
5				



# Task 37

<b>Task Outline</b>	<b>Service Training – Squad Command</b>			
<b>Task Requirements</b>	Show the ability to take control of a squad when moving around the environment they are operating in			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Can give commands on the move	1-6-11		
2	Uses clear voice	1-6-11		
3	Uses clear commands	1-6-11		
4	Able to command squad around a course	1-6-11		
5	Can explain their reasons for giving specific instructions	1-6-11		

## Task 38

<b>Task Outline</b>	<b>History of Services</b>			
<b>Task Requirements</b>	Complete a static display that highlights the history of New Zealand Armed Services			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	History of Royal NZ Army			
2	History of Royal NZ Navy			
3	History of Royal NZ Air force			
4	Provide a display of one significant Historical figure in NZ Defence Force History			
5				

# Task 39

<b>Task Outline</b>	<b>Military Skills Camp with NZ Army</b>			
<b>Task Requirements</b>	Demonstrate the skills and knowledge needed to survive in the wildness			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Correctly pack a Tramping Pack			
2	Read and navigate with a topographical map			
3	Construct an over night survival shelter.			
4	Cook and eat a ration pack			
5	Understand environmental care code and read the environmental conditions			
6	Learn and demonstrate 100m pacing for bush navigation			
7	Erect a tent			
8	Construct an improvised stretcher			
9	Construct a bush toilet			
10	Demonstrate essential knot tying for bush survival			

# Task 40

<b>Task Outline</b>		<b>Kit Musters</b>		
<b>Task Requirements</b>		Reach and maintain the highest standard of Kit presentation this shows pride and ability to keep personal effects in both good repair in accordance with Academy protocol.		
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Pass Kit Muster 1, Term 1			
2	Pass Kit Muster 2, Term 1			
3	Pass Kit Muster 3, Term 2			
4	Pass Kit Muster 4, Term 3			
5	Pass Kit Muster 5, Term 4			

# Task 41

<b>Task Outline</b>	<b>Service Academy Attendance</b>			
<b>Task Requirements</b>	Show commitment and reliability by reaching the attendance milestones			
<b>Elements</b>				
		Date	SAM Sign	Sign Assessor
1	Remains over 85% Attendance for each Term 1			
2	Remains over 85% Attendance for each Term 2			
3	Remains over 85% Attendance for each Term 3			
4	Remains over 85% Attendance for each Term 4			