



WHANGANUI CITY COLLEGE SERVICES ACADEMY HANDBOOK



AIMING FOR A POSITIVE FUTURE



Whanganui City College SERVICES ACADEMY INDUCTION BOOK

Introduction Service Academy Director

Kia Ora, I am Corporal Allison Pene, the Whanganui City College Services Academy Director. I have served 16 years in the New Zealand Army firstly as an Administrator in the Royal New Zealand Army Logistics Corps then as an Operational Support and Information Specialist (OpSIS) in the Royal New Zealand Signallers Corps. During my time in the Army, I have held many appointments from Detachment Commander, Section Commander; including with the Youth Development Unit, OpSIS Senior Non-Commissioned Officer in the Operations Cell and have been appointed in numerous instructional roles. My last appointment was with the 3rd Signals Electronic Warfare unit working in the Operations Cell. I have deployed on exercises overseas and have completed many exercises around New Zealand.

I worked with the Youth Development Unit looking after the Northern and Central Services Academies from December 2015 - December 2017. It was during this time that I discovered my passion for working with youth and helping them to strive to reach their potential.

Without challenges there are no rewards. Over the period of the course, students will be faced with challenges. It is up to the students as to whether they stand up and accept the challenges so that they can reap the benefits of the rewards. This will be achieved through personal discipline, adherence to policies, and dedication to their studies both physical and intellectual. As we say in the Army “Do the mahi, get the treats.”

SERVICES ACADEMY MISSION AND VISION

Mission:

To provide skills, values and education that enable Services Academy students to take a positive role in New Zealand society.

Vision:

Whanganui City College Services Academy initiative is designed to assist Year 12 and 13 students to make informed decisions for their chosen career pathway, learn a number of life skills conducive to their own success and contributing to their long term economic independence and social well being.

Services academy course outline:

During the course, students will cover the following areas:

1. Military Service Skills, marching and military terminology.
2. Physical Training, improving health and wellbeing.
3. Adventure based learning (ABL), teamwork and leadership.
4. Students core subjects of their choice.

With all these, you will acquire the skills needed to obtain the Vision and Mission of the Services Academy here at Whanganui City College.

COURSE OUTLINE

The course draws on several areas of the curriculum. These are:

LITERACY, NUMERACY and SCIENCE

Students are expected to achieve literacy, numeracy and science credits and they will be guided when selecting modules to achieve a min of 10 credits in each. From an NCEA standpoint, students are given work at an appropriate level for their achievement. Those at Level 1 or 2 attend Academy classes. If they already have Level 2 they will attend classes outside the Academy. In addition to this there is a focus on testing in the style of the recruit testing for the NZDF. These tests were developed in the 1960s and 70s and have not changed since. As a result, they are very different to the NCEA style of assessment and there is a need to coach students in how to achieve in this type of testing. For example most questions are multi-choice and in addition they are sat under a very high time constraints.

PHYSICAL TRAINING

Healthy Bodies, Healthy Minds. Demand results, give no Excuses. The aim of physical training is to improve fitness, health and wellbeing; both physically and mentally. The course is comprised of:

Long Aerobic workouts – running,

Resistance training,

Circuit training,

Pack marching,

Beep Test and

Army RFL (required fitness level test) consisting of a 2.4km run, push ups and sit ups. This will be used to gauge physical improvements.

DRILL

The aim of Drill is:

TO PRODUCE A STUDENT WHO IS PROUD, ALERT AND TO PROVIDE A BASIS FOR EFFECTIVE TEAMWORK.

Inspections and drill will take place on a daily basis.

MILITARY HISTORY/LIFE SKILLS/GOAL SETTING/SERVICE PROJECTS/UNIT STANDARDS/ADVENTURE BASED LEARNING.

The above subjects will be conducted throughout the year.

Military History

Students will learn about the New Zealand Army, Navy and Airforce. They will have an understanding of the different trades that are offered and the requirements for entry.

Students will learn about New Zealand's proud involvement in conflicts around the world and participate in ANZAC Day activities both at Whanganui City College and the ANZAC Day commemoration in Whanganui.

Life Skills

First aid,
Budgeting, renting and banking advice,
Personal presentation, ironing and washing,
Interview skills,
Event planning,
Sports coaching,
Health and wellness awareness,
Tramping and camping,
Rope and knot work and
New Zealand Army camps.43``31

NCEA unit standards

A minimum of 29 Level 2 credits or a minimum of 24 Level 3 credits from various unit standards will be available for students to achieve.

Adventure Based Learning

Students will learn to problem solve and work in a team environment. Tasks will start off with close proximity games and then progress to more complex tasks as the group gains confidence and learn to work together in a team situation.

Goal setting

Each student will have their own goal booklet, which will be used to set and record a range of goals including personal, career, physical and education. These goal booklets will be updated monthly to check progress. These booklets will also form part of the recording process to the ministry.

Community Service projects

The service academy will seek to serve our community by offering student labour free of charge for worthy community projects. This can be done during school hours (academy lines) or weekends.

Students will also visit the elderly, local kindergartens and local schools.

YOUTH LIFE SKILLS CELL

Youth Life Skills Cell will offer the following training camps which will be held in various areas within the North Island. These training camps will be conducted with all lower North Island Academies. These include Tairāwhiti (Gisborne), Wairoa, Napier, Tongariro, Masterton, Porirua, Horowhenua, Palmerston North, Naenae, Murupara, Whakatane and Whanganui College.

1x 12 day induction camp. All students.

1x 5 day Military skills course, bush craft skills and basic army field craft. All students.

1x Junior Leadership course, five days for three to six students that display high standards of academy values and ethos.

1x Advanced Leadership course for two students who display high qualities of leadership at all times.

1x 5 day Endurance event to be held between late September to early November, dependant on NCEA exams.

Projected programme - 2020

- March: x12 day Induction camp, Waiouru.
- March: Graduation Parade end of induction camp, Waiouru.
- May: x5 day Basic Leaders (selected students only)
- April: 25th - ANZAC day
- June: x5 day Bushcraft course
- July: x5 day Advanced Leaders course (selected students only)
- September: x5 day Adventure challenge
- November: Graduation Parade
- All dates to be confirmed

Services Academy NCEA /Unit standards

Level 2

Standard	Credits	Domain	Title	Remarks
US 10780	3	Work and Study Skills	Complete a work experience placement	Induction
AS 91334	3	Physical Education	Consistently demonstrate social responsibility through applying a social model in physical activity - PT, ABL, team task and training prior to camp	Induction
AS 91330	4	Physical Education	Perform a physical activity in an applied setting - Cross country	Induction
US 9677	3	Humanities Communication skills Interpersonal communications	Communicate in a team which has an objective - Scenario given one hour prior for planning, task attempted, evaluation during interview	Induction
US 467	3	Adventure Based Learning	Demonstrate personal and social development through participation in adventure based learning	Induction
US 24098	2	Cadet	Demonstrate and apply knowledge of basic foot drill in the NZDF.	Induction
US 3492	3	Humanities - Communication skills - Writing	Write a short report - Review and evaluation of camp	Induction
US 1294	2	Core Generics	Be interviewed in a formal interview - Review team challenge and Hellison's evaluation	School based
US 425	3	Outdoor Education	Experience day tramps	Bush craft
US 426	3	Outdoor Education	Experience camping	Bush craft

Level 3

Standard	Credits	Domain	Title	Remarks
AS 91501	4	Physical Education	Perform a physical activity in an applied setting - Cross country	Induction
US 91505	4	Physical Education	Examine contemporary leadership principles applied in physical activity contexts	Induction
US 9681	3	Humanities - Communication skills - Interpersonal communications	Contribute within a team which has an objective	Induction
US 1307	3	Humanities - Communication skills - Interpersonal communications	Speak to a known audience in a predictable situation (5mins and 3mins) - Possible link to report	School Based
US 1296	3	Core Generics	Interview in an informal situation - Students to interview each other after camp, second interview could be completed after bushcraft	School Based
US 1312	3	Communication Skills - Interpersonal communications	Give oral instructions in the work place	Induction
US 3491	4	Communication skills - Writing	Write a report - the task for this will be based around student feedback from Induction camp. Report needs to be a minimum of 1000 words	Induction / School Based

Whanganui City College Services Academy Checklist

Uniform

The following items are of clothing are required:

- 1x pair of running shoes
- 2x black shorts (no logos)
- 2x school physical training shirts (provided by the Academy)
- White sports socks

Students will need to have PT kit with them everyday

- 1x Black dress pants
- 1x Black skirt (Females only and optional. Females must still have dress pants for parades)
- 1x plain black belt
- 2x short sleeved school shirts (Academy shirts will be provided at a later stage)
- 1x pair Black dress shoes (must be able to be polished)
- 3x pair Black plain socks
- 1x Cargo Pants (provided by the Academy)
- 1x Cargo Shorts (provided by the Academy)
- 1x Tracksuit Jacket (provided by the Academy)
- 1x Hiking Boots (provided by the Academy)

All Uniform supplied by the Academy is to be returned at the end of use, less Physical training shirts.

Daily requirements

- **Pen and Notebook**
- Black polish and brushes

Clothing does not have to be brand new, however they must be clean and serviceable.

A.R. Pene
Director
Services Academy

Services Academy
Course Members Code of Conduct

1. I will be on time for all of my classes, including school activities that are required of me.
2. I will strive to achieve 85% or greater attendance throughout the year.
3. I will be polite and respectful to all staff, students and visitors of Whanganui City College and carry myself with pride in all that I do.
4. My dress, bearing and behaviour will be to the highest of standards and I will wear the Services Academy uniform correctly and with pride, including when off site from school.
5. I will participate in all House Sports/Activities and demonstrate *Esprit de corps*.
6. I will uphold the school values of Whanaungatanga, Empathy, Resilience and Oranga as well as the values of the Services Academy being Commitment, Comradeship, Courage and Integrity.
7. I will take responsibility for my actions and be forthcoming no matter the consequences.
8. I will follow all instructions given to me by any staff member to the best of my ability and respect any decisions made by my team leader and/or class leader.
9. I will give 100% in all that I do as a member of the Services Academy. Nothing more, nothing less.
10. I will ensure that I take the correct equipment to each class/activity and work hard academically in every class.
11. I will communicate any issues or concerns in a timely manner to the Services Academy Director.

I have read the above and I understand all that is in the Code of Conduct. If I am unsure at any time I will ask the Services Director for clarification. I understand that failure to abide by this Code of Conduct that I may be removed from course.

As the caregiver, I have read the above and I understand all that my child is required to follow and that failure to abide by this Code of Conduct may result in the removal of my child.

Student Name.....Date.....

Student Signature.....

Parent/Caregivers Name.....Date.....

Parent/Caregivers Signature.....

**PLEASE COMPLETE THE FOLLOWING FORMS AND PRESENT THEM ON
DAY ONE OF SCHOOL**

**Whanganui City College Services Academy
Personal Details**

Surname: _____

First names _____

Date of birth: ___/___/___ Gender : M/F

Address _____

Telephone: Home _____ **Mobile** _____

Drivers Licence: Learners Restricted Full

Drivers Licence number _____

Next of Kin details (NOK)

NOK Address _____

Relationship: _____

NOK Telephone: Home: _____

Work: _____

Mobile: _____

Whanganui City College Services Academy Education goals

Current NCEA results 2019

Maths _____

English _____

Science _____

Others _____

Career goals

Main career choice _____

Second career choice _____

Subjects needed to achieve career goals

Work experience: _____

Interests: _____

Sportsteams: _____

Services Academy Student Health Questionnaire

This questionnaire is to be completed by the student or their parent/caregiver.

Please return the completed questionnaire to the Services Academy Director at your school. The form will be forwarded to the New Zealand Defence Force (NZDF). The information provided will be used to prepare a student for the programme, and may be used in the event of an emergency.

Student name		Gender	
Student email		Student phone	
Secondary School		Year level	

<p>1. Please tick if the student has any of the following:</p> <p><input type="checkbox"/> Migraine</p> <p><input type="checkbox"/> Epilepsy</p> <p><input type="checkbox"/> Asthma</p> <p><input type="checkbox"/> Diabetes</p> <p><input type="checkbox"/> Travel Sickness</p> <p><input type="checkbox"/> Fits of any type</p> <p><input type="checkbox"/> Recurring nose bleeds</p> <p><input type="checkbox"/> Heart Condition</p> <p><input type="checkbox"/> Dizzy Spells</p> <p><input type="checkbox"/> Colour Blindness</p> <p><input type="checkbox"/> Other – Please specify</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>2. Medical Alert Number (if applicable)</p> <p>.....</p> <p>.....</p> <p>3. Date of last tetanus injection?</p> <p>...../...../.....</p> <p>4. Is the student taking medication?</p> <p><input type="checkbox"/> No</p>	<p>6. Has the student had any major injuries (breaks or strains) or illness (e.g., glandular fever etc.) in the last six months that may limit full participation in any activities?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Please specify</p> <p>.....</p> <p>.....</p> <p>7. Is the student allergic to any of the following?</p> <p>Prescription medication</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Please specify</p> <p>.....</p> <p>.....</p> <p>Food</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Please specify</p> <p>.....</p> <p>.....</p> <p>Insect bites/stings</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Please specify</p> <p>.....</p> <p>.....</p> <p>Other allergies</p> <p><input type="checkbox"/> No</p>	<p>9. Has the student been in contact with any contagious or infectious diseases in the last four weeks?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – please give brief details</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>10. Does the student have any skin conditions or infected wounds? This includes exposure to fleas and/or scabies.</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – please give brief details</p> <p>.....</p> <p>.....</p> <p>11. Is there any other information that staff should know to ensure the physical and emotional safety of the student? Examples: Cultural practices, disability, anxiety about heights/darkness/small places, pregnancy, behavioural, emotional problems, mental health issues (e.g. suicidal behaviours or self-harm).</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – please give brief details</p> <p>.....</p> <p>.....</p>
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<p><input type="checkbox"/> Yes – Please state illness/s</p> <p>.....</p> <p>.....</p> <p>Name of medication/s</p> <p>.....</p> <p>.....</p> <p>Dosage & time/s to be taken</p> <p>.....</p> <p>.....</p> <p>5. Outline any dietary requirements?</p> <p>.....</p> <p>.....</p>	<p><input type="checkbox"/> Yes – Please specify</p> <p>.....</p> <p>.....</p> <p>Treatment required?</p> <p>.....</p> <p>.....</p> <p>8. What pain/flu medication may the student be given if necessary?</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>12. Does the student have any learning difficulties (e.g. dyslexia) or ADHD?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – please give brief details</p> <p>.....</p> <p>.....</p> <p>Student/Parent Name: _____</p> <p>Sign: _____</p> <p>Date: _____</p>
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