



# **WHANGANUI CITY COLLEGE**

## **SERVICE ACADEMY**

### **HANDBOOK**



**AIMING FOR A POSITIVE FUTURE**



# Whanganui City College

## SERVICE ACADEMY INDUCTION BOOK

### Introduction Service Academy Director

Kia Ora, I am Corporal Allison Pene, the Whanganui City College Service 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 Signals 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.

I have been lucky enough to be employed as the Service Academy Director for Whanganui City College since July 2019 and in my time have seen the positive outcomes this course has had on the students.

**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.”

## **SERVICE ACADEMY MISSION AND VISION**

### **Mission:**

To provide skills, values and education that enable Service 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.

### **Service 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 minimum of 10 L1 credits in literacy and numeracy and 12 L1 credits in science. From an NCEA standpoint, students are given work at an appropriate level for their achievement. In addition to this there is a focus on testing in the style of the recruit testing for the NZDF. These tests 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 set under 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 AN INDIVIDUAL WHO IS PROUD, ALERT, OBEDIENT AND TO PROVIDE THE 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 and/or Buddy aid,  
Personal presentation, ironing and washing,  
Event planning,  
Sports coaching,  
Health and wellness awareness,  
Tramping and camping,  
Rope and knot work and  
New Zealand Army camps.

### **NCEA unit standards**

A minimum of 27 Level 2 credits or a minimum of 20 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, depending on NCEA exams.

## **Projected programme - 2025\***

10 - 21 March:	x12 day Induction camp, Trentham.
21 March:	Graduation Parade end of induction camp, Trentham.
12 - 16 May:	x5 day Bushcraft Course
April:	25th - ANZAC day
8 - 13 Jun:	x5 day Basic Leaders (selected students)
11 - 15 Augt:	x5 day Advanced Leaders course (selected students)
31 Aug - 5 Sep:	x5 day Adventure challenge
November/December:	Graduation Parade

**\*All dates subject to change**

## Services Academy NCEA /Unit standards

### Level 2

Standard	Credits	Domain	Title	Remarks
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	Participate in a team which has an objective - Scenario given one hour prior for planning, task attempted, evaluation during interview	Induction
US 32843	3	Adventure Based Learning	Whakatipu Tangata/Personal Contribution to an outdoor activity	Adventure Challenge
US 24098	2	Cadet	Demonstrate and apply knowledge of basic foot drill.	Induction
US 3492	3	Humanities - Communication skills - Writing	Write a short report - Review and evaluation of camp	Induction
US 32835	3	Outdoor Education	Demonstrate knowledge of weather information, introductory survival skills and use the maps in the outdoors	Bush craft
US 32840	3	Outdoor Education	Demonstrate knowledge of preparation for an outdoor activity	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 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 1312	3	Communication Skills - Interpersonal communications	Give oral instructions in the work place	Induction / School Based
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
US 1279	3	Communication skills - Writing	Write in Plain English - Complete three pieces of writing, including a news article based on Induction Camp. Each piece to be a minimum of 250 words	Induction / School Based

# Whanganui City College Services Academy Checklist

## Uniform

The following items are clothing required:

- 1x pair of running shoes (Academy running shoes will be provided at a later date)
- 3x Minimum black shorts, (no large logos)
- 2x school physical training shirts (provided by the Academy)
- 3x Minimum White sports socks

**Students will need to have PT kit with them everyday**

- 1x plain black belt
- 1x school summer uniform complete (worn until Academy uniform issued)
- 3x Minimum Black plain socks, suitable for wearing with Boots
- 1x Cargo Pants (provided by the Academy)
- 1x Cargo Shorts (provided by the Academy)
- 1x Tracksuit Complete (provided by the Academy)
- 1x Cold Weather Jacket (provided by the Academy)
- 1x Sun Hat (provided by the Academy)
- 1x Hiking Boots (provided by the Academy)

**All Uniform supplied by the Academy are to be returned at the end of use, less Physical training shirts, Running Shoes and Sun Hat. Any loss/damage to uniforms or issued items are to be replaced at students' cost.**

## Daily requirements

- **Pen, Notebook/Writing paper and chromebook (school or personal issue)**
- 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 90% 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.

I understand that photos and videos will be taken of my child for assessment purposes and/or to promote Whanganui City College Service Academy and that these may be used on social media and other forms of media. I give consent for photos and videos to be used at the Director's discretion.

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

Student Signature.....

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

Parent/Caregivers Signature.....

**PLEASE COMPLETE THE FOLLOWING FORMS AND PRESENT THEM  
BEFORE OR 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 2024

Maths \_\_\_\_\_

English \_\_\_\_\_

Science \_\_\_\_\_

Others \_\_\_\_\_

## Career goals

Main career choice \_\_\_\_\_

Second career choice \_\_\_\_\_

Subjects needed to achieve career goals

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Work experience: \_\_\_\_\_

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Interests: \_\_\_\_\_

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Sportsteams: \_\_\_\_\_

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## 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><b>1. Please tick if the student has any of the following:</b></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><b>2. Medical Alert Number (if applicable)</b></p> <p>.....</p> <p>.....</p> <p><b>3. Date of last tetanus injection?</b></p> <p>...../...../.....</p> <p><b>4. Is the student taking medication?</b></p> <p><input type="checkbox"/> No</p>	<p><b>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?</b></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Please specify</p> <p>.....</p> <p>.....</p> <p><b>7. Is the student allergic to any of the following?</b></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><b>9. Has the student been in contact with any contagious or infectious diseases in the last four weeks?</b></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – please give brief details</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>10. Does the student have any skin conditions or infected wounds? This includes exposure to fleas and/or scabies.</b></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – please give brief details</p> <p>.....</p> <p>.....</p> <p><b>11. Is there any other information that staff should know to ensure the physical and emotional safety of the student?</b> 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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<div><input type="checkbox"/> Yes – Please state illness/s</div> <div></div> <div></div> <div>Name of medication/s</div> <div></div> <div></div> <div>Dosage &amp; time/s to be taken</div> <div></div> <div></div> <div>5. Outline any dietary requirements?</div> <div></div> <div></div>	<div><input type="checkbox"/> Yes – Please specify</div> <div></div> <div></div> <div>Treatment required?</div> <div></div> <div></div> <div>8. What pain/flu medication may the student be given if necessary?</div> <div></div> <div></div>	<div></div> <div></div> <div>12. Does the student have any learning difficulties (e.g. dyslexia) or ADHD?</div> <div><input type="checkbox"/> No</div> <div><input type="checkbox"/> Yes – please give brief details</div> <div></div> <div></div> <div>Student/Parent Name: _____</div> <div>Sign: _____</div> <div>Date: _____</div>
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