

CHAPTER 2

ADF CADETS OVERSEAS ACTIVITIES

INTRODUCTION

3.2.1 Participation in the ADF Cadets, including the Australian Navy Cadets (ANC), the Australian Army Cadets (AAC) and the Australian Air Force Cadets (AAFC), provides young people with opportunities to develop skills and behaviours that cultivate a socially responsible attitude towards Defence and the Australian community.

3.2.2 Defence supports the ADF Cadets in delivering coordinated, coherent and well governed activities that offer a safe and positive experience for youth. These include exchanges between ADF Cadets and like-minded international cadet organisations, and independent overseas activities that encourage understanding, cooperation, goodwill and friendship among young people from different international, ethnic and cultural backgrounds.

POLICY INTENT

3.2.3 The purpose of this policy is to outline opportunities that may be available to ADF Cadets Adults and Youth to participate in international exchange programs and independent overseas activities and to provide direction on how ADF Cadets support and facilitate these activities.

INTERNATIONAL CADET ASSOCIATIONS

3.2.4 International cadet associations have existed for many years and include the [International Sea Cadets Association \(ISCA\)](#), the Army Cadet Exchange (ACE) Association and the [International Air Cadet Exchange \(IACE\)](#) Association.

3.2.5 ADF Cadets have long been members of these international cadet associations and have benefitted from the opportunities they provide to Australian youth. ADF Cadets Adults and Youth have travelled overseas on a regular basis to participate in international exchange programs, and have also hosted visits of international cadet organisations to Australia in return. Exchanges are conducted with a variety of countries including the United States, Canada, United Kingdom, Hong Kong, Singapore, Japan, New Zealand, France, South Korea, Turkey and the Netherlands.

3.2.6 International exchange programs provide young people with different cultural experiences. The programs concentrate on promoting goodwill, social interaction, trust and friendship, while learning about foreign places and observing how cadet units from other countries operate.

3.2.7 **Memorandum of Understanding (MOU).** Involvement in the international cadet associations is typically facilitated through an MOU between participating nations.

3.2.8 Further information on the three international cadet associations is provided in Annex A.

REQUIREMENTS FOR INTERNATIONAL EXCHANGE PROGRAMS

3.2.9 **Escorts.** All cadets participating in international exchange programs are to be accompanied by a sufficient number of Cadet Officers and Instructors, of mixed rank and gender where possible, to ensure adequate supervision of cadet participants.

3.2.10 **Fees and charges.** Each international exchange program has associated costs which are normally shared between the host country, visiting nations and participating cadets.

3.2.11 **Logistics support.** Financial and logistic support is normally provided by the host country for inbound international exchanges, subject to funding availability, and should include suitable accommodation, meals, internal transport and the costs of activities conducted during the exchange.

3.2.12 **Travel costs.** For outbound international exchanges, the sending nation is responsible for the cost of travel to and from the host country. Dependent on the type of activity, travel costs may be fully funded by Defence, partially funded by Defence or fully funded by participants. Additionally, sponsorship from external sources may contribute to travel costs. ADF Cadets will ensure the funding of travel costs for each activity is clearly defined for all participants.

3.2.13 **Annual Planning Conference.** An annual planning conference is normally held by each international cadet association, hosted by one of the participating countries. At these conferences, each participating country will have a one-to-one debrief opportunity to discuss any changes/recommendations that may be relevant following the completed exchange programs from that year. Details of the exchange program dates for the following year are also discussed and approved, and action is subsequently taken to implement the agreed program. International cadet exchanges are scheduled around Australian school holidays as far as possible.

ADF CADETS SUPPORT TO INTERNATIONAL EXCHANGE PROGRAMS

3.2.14 As a general principle, ADF Cadets are to proactively engage with international cadet associations and seek opportunities for adult and youth participants to become involved with inbound and outbound international exchange programs.

3.2.15 **International Liaison Officer.** ADF Cadets are encouraged to appoint an International Liaison Officer (ILO) who will be responsible for communicating with participating countries through the international cadet associations and advising on all

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matters relating to international exchange programs both inbound and outbound. Where possible, the ILO should attend the respective international cadet association's annual planning conference to assist with planning and coordination of the exchange program. Attendance at the Annual Planning Conference is at the discretion of Director General Australian Navy Cadets (DGANC), the Commander Australian Army Cadets (COMD AAC) and the Director General Cadets – Air Force (DGCADETS-AF).

3.2.16 Selection criteria. Each ADF Cadets program should develop appropriate selection criteria and a selection process to ensure that only the most suitable, best performing and committed cadets and escort officers are chosen to participate in international exchange programs. Successful candidates should be highly recommended in order to avoid any potential incidents of unacceptable behaviour or poor conduct during the exchange program.

3.2.17 Selection criteria should include consideration of the candidate's:

- a. age, gender, rank, position and time enrolled
- b. health and medical status
- c. physical fitness
- d. dietary restrictions
- e. court orders preventing travel outside Australia
- f. willingness to participate in any media / promotional activities
- g. overall contribution to their cadet unit.

3.2.18 Applications to participate in international exchange programs are managed in accordance with ANC, AAC and AAFC procedures.

3.2.19 Final approval of applications must be sought and obtained from the DGANC, COMD AAC and DGCADETS-AF, or their delegates, prior to expenditure of Defence funds for all inbound and outbound international exchanges.

INDEPENDENT OVERSEAS ACTIVITIES

3.2.20 Individual ADF Cadets units may arrange independent overseas tours to battlefields and other locations of significant military history (for example, Kokoda, Hellfire Pass) or to other international destinations to experience military type activities (for example, Nijmegen March, Edinburgh Military Tattoo). These overseas activities are not associated with international exchange programs and are approved, funded and managed in accordance with the ANC, AAC and AAFC overseas activities policy.

3.2.21 When conducting independent overseas activities, cadets and the escorting officers are personally responsible for all travel costs including fees and charges, although in some cases sponsorship from external sources may be available to some participants. Commonwealth funds are not to be used for independent overseas activities.

GENERAL REQUIREMENTS FOR OVERSEAS ACTIVITIES

3.2.22 **Parental/Guardian consent.** Applications for cadets to attend international exchange programs or independent overseas activities should be accompanied by signed parental/guardian consent forms which provide permission for their child to travel overseas. Respective ADF Cadets programs should develop appropriate consent forms for signature by parents or guardians to facilitate this requirement.

3.2.23 **Passports.** Each participant of an overseas activity should hold an Australian passport valid for a minimum period of six months upon their return to Australia. The costs associated with obtaining the passport should normally be at the participants own expense.

3.2.24 **Withdrawal.** Applicants should be made aware that approval to participate in international exchange programs or independent overseas activities may be withdrawn at any time should circumstances dictate.

3.2.25 **Travel Insurance.** ADF Cadets must ensure that those who participate in non-Defence funded overseas activities take out appropriate travel insurance covering at a minimum the activities being conducted, medical costs and airfares. Proof of insurance cover may be requested prior to travel.

3.2.26 **Smart Traveller.** ADF Cadets must ensure that travel information and advice promulgated by the Department of Foreign Affairs and Trade (DFAT) is complied with for all outbound overseas activities.

3.2.27 **Approval.** Approval documentation for an overseas activity is to be submitted in accordance with Defence, Service and individual ADF Cadets organisation policy and procedures.

3.2.28 **Management of Overseas Incidents.** Unacceptable Behaviour in the Defence Youth Protection context is behaviour that, having regard to all the circumstances, would be considered - unlawful, offensive, belittling, abusive or threatening to youth and/or adverse to their morale, health, safety and wellbeing or otherwise not in the interests of Defence. Incidents that occur during overseas activities may be subject to the laws of the overseas country. Although DFAT may provide assistance in circumstances involving potentially unlawful behaviour, ADF Cadets must ensure that any Youth Protection event/incidents that occur during overseas activities are reported and managed in accordance with Part 1, Section 3, Chapter 3. Where an incident necessitates an unscheduled return to Australia of an ADF Cadets Adult or Youth participant, associated travel costs will normally be attributable according to the travel

funding arrangements of the activity, dependent on whether the activity is funded by Defence or self-funded by the participant. Consideration of the impact of returning a person to Australia on the continued viability of the activity (normally youth supervisory ratios) should be addressed within planning and applicable contingency arrangements.

PRIVACY

3.2.29 Privacy matters relevant to this policy are to be managed in accordance with Part 1, Section 1, Chapter 2 and the Defence Privacy Policy.

Annex:

A. International Exchange Programs

Accountable Officer: Chief of Personnel

Policy Owner: Head Reserve and Cadet Support Division