



Cadets WA Certificate of Recognition, Long Service Medal and Clasp - Application

Please use this form to apply for the Cadets WA Certificate of Recognition, Cadets WA Long Service Medal or the Five-Yearly Service Clasps. The information you provide will be used by the Department of Communities (Communities) to assess your entitlement to the award.

Should you require assistance with completing this form, please telephone Communities on (08) 6217 6888 or toll free for country callers on 1800 176888 or e-mail cadetswa@communities.wa.gov.au

For alternative formats and more information, please visit the Communities website at www.communities.wa.gov.au

Introduction

The Government of Western Australia recognises that the Cadets WA program would not be possible without the support of its volunteer cadet instructors. In recognition of the instructors' commitment and support, the Government has approved the following awards:

- Certificate of Recognition after five years of service.
- Long Service Medal after ten years of service.
- Long Service Medal Clasps for each five years of service thereafter.

Definition of a cadet instructor

Cadet instructors are those adults who attend a cadet unit on a regular basis and assist in the instruction, operation, administration and general supervision of cadets, in a voluntary capacity.

Cadet instructors are registered as volunteer instructors with the Cadets WA program by Communities or, in the case of the Australian Defence Force Cadets, with the relevant Host Service.

Eligibility Criteria

Eligibility for the Certificate

The Cadets WA Certificate of Recognition may be awarded to an instructor if:

- the person has given eligible service as a volunteer instructor in the Cadets WA program for a period that comprises of:
 - i). a single period which totals five years; or
 - ii). periods which, in total, amount to five years
- the service was conducted after 1 January 1996, the date Cadets WA commenced.



Eligibility for the Medal and Clasps

The Cadets WA Long Service Medal may be awarded to an instructor if:

- the person has given eligible service as a volunteer instructor in the Cadets WA program for a period that comprises of:
 - i). a single period which totals 10 years;
 - ii). periods which, in total, amount to 10 years; or
 - iii). successive periods of five years in the case of the Clasp, e.g. 15 years, 20 years etc
- the service was conducted after 1 January 1996, the date Cadets WA commenced.

To be eligible cadet instructors must:

- have maintained a level of training sufficient to fulfil the duties of a cadet instructor for the primary function of the organisation;
- have been ready to perform, or have performed, as required, the duties of a cadet instructor for the primary function of the organisation;
- be a member of one of the following ten cadet types:
 - i). Bush Rangers Western Australia
 - ii). Emergency Services Cadet Corps
 - iii). Police Rangers
 - iv). Surf Life Saving Cadets
 - v). St John Ambulance Cadets (Note: program closed but former service is eligible)
 - vi). Red Cross Cadets (Note: program closed but former service is eligible)
 - vii). River Rangers
 - viii). Australian Navy Cadets
 - ix). Australian Army Cadets
 - x). Australian Air Force Cadets
- have provided service in a voluntary capacity, which is not the cadet instructor's full-time or part-time paid employment.

Calculation of period of service

- The years of service may be consecutive with one organisation or cumulative if the person has served as a cadet instructor in several organisations.
- Non-effective service is not a credit to eligibility. For calculating years of service, any cadet instructor who has taken periods of leave more than three months will not have that period included as eligible service.
- Service prior to the establishment of the Cadets WA program (1 January 1996) will not be included as service.



- Any service for which payment is made as an employee will not be included as eligible service. Please note that the Cadets WA Instructor Recognition Award payment and the Defence Cadet Forces Allowance are not defined as a payment for the purpose of this award.
- The applicant must have been a resident of Western Australia at the time of service.
- Where a member is appointed to a position in the Host Organisation's state or national office, in a voluntary capacity, while remaining a resident in Western Australia, this service will be included as eligible service towards the awarding of a certificate or medal.
- Service performed as a 'cadet participant' in the Cadets WA program will not be included as eligible service towards the awarding of a certificate or medal.

Application Process

A cadet instructor who wishes to be considered for the Cadets WA Long Service Medal or Certificate of Recognition, is required to complete this application form and obtain a signature from the unit leader. The application should then be forwarded to the Host Organisation of the cadet type for endorsement by the state coordinator. When the application form has been completed and signed by the state coordinator, it is then submitted to Cadets WA for consideration.

Applicants will be contacted when the application has been considered. Successful applicants will then be advised of suitable arrangements to be made for the presentation. Certificates will be posted to successful recipients.

The presentation of the Award by an appropriate local member of Parliament will be dependent on their availability and successful applicants will be advised accordingly.

Applications are processed twice a year and all requests should be received by Communities before the following dates:

Award Batch 1	30 May
Award Batch 2	30 September

Application Summary

1. Applicant to complete Section 1 of the Application Form.
2. Applicant to obtain signature from unit leader.
3. Unit leader to forward to applicant's Host Organisation for verification and endorsement.
4. Host Organisation to scan and email completed form to:
cadetswa@communities.wa.gov.au



Cadets WA Service Award Application Form

Section 1

Applicant:

Surname:

Given name(s):

Did you ever
serve under
another name? Yes No

If yes, please
give details

Previous
surname:

Previous given
name:

Cadets Service
ID Number (if
applicable):

Rank (if
applicable):

Residential
address:

Suburb:

Postcode / State:

Telephone:

Cadet unit:

Cadet type:

Name of
cadet unit:

Position held:

Are you currently
a Cadet
instructor? Yes No

Commencement
date in Cadets
WA program

Exit date (if
applicable)



Applying for (please tick):

Cadet WA Certificate of Recognition – Five Years ☐

Cadets WA Long Service Medal – Ten Years ☐

Cadets WA Long Service Medal Clasp (indicate years) 15 yrs. ☐ 20 yrs. ☐ 25 yrs. ☐

Cadet instructor service history

Please provide any supporting documentation that verifies your service and supports your application.

Please note; applicants who do not include documentation to verify service may experience delays in the assessment of their application.

Refer to Eligibility Criteria in the preamble for information to complete this section.

Please note:

- The date of commencement at the unit and date of departure (if applicable) from the unit must be specified. For example: 1 January 1996 to 10 March 2006.
- Periods of leave more than three months must be specified.
For example: 1 March 2015 until 1 July 2015.

Service record (please complete)

Date from	Date to	Title	Host Organisation	Unit

If you require more space, please attach a separate page.

Use and disclosure of personal information

The gathering of personal information is for the purposes of award assessment, correspondence and engraving regarding medal and certificate entitlements only. By signing this application form, you acknowledge this disclosure.

Who can witness my declaration?

The declaration below must be witnessed by a signatory that is authorised under the *Western Australian Oaths, Affidavits and Statutory Declarations Act 2005*. A list of approved witnesses may be downloaded from the following website:

www.courts.dotag.wa.gov.au/w/witnessing_documents.aspx#downloads



Declaration

I sincerely declare that the information regarding my voluntary service in the Cadets WA program provided in this application is true and I understand that it is an offence to make a false declaration. I make this solemn declaration under the *Western Australian Oaths, Affidavits and Statutory Declarations Act 2005* and I am subject to the penalties provided in that Act for the making of false statements in Statutory Declarations.

Signature of person making declaration:

(Signature)

Declared at _____

on the _____

before me (printed name): _____

Signature of person before whom declaration is made:

(Signature)

(Printed address of person before whom the declaration is made)

Please forward to your Cadet unit leader for certification.

Certification of Application

Section 2 – Cadet Unit Leader

I, _____ declare that _____
(Print Your Name) (Applicant's Name)

has rendered diligent and efficient service and has completed the required amount of service at; Click here to enter text. (Name of current Cadet Unit)

Cadet Unit Leader Signature: _____

Date: _____

*If the unit leader is the applicant, please leave blank and forward to the Coordinator of the Host Organisation.

Once signed, please forward the application form and all supporting documentation to the State Coordinator of the Host Organisation.





Office Use Only

Section 3 – State Coordinator of Host Organisation

Application Recommended

(Signature)

State Coordinator Cadet Host Organisation

Once signed, please forward the application form and all supporting documentation by e-mail to Cadets WA.

Cadets WA

Department of Communities

Email: cadetswa@communities.wa.gov.au

Section 4 – Department of Communities

Application Recommended: Yes / No

Program Coordinator Cadets WA Signature _____

Date: _____

Application Approved: Yes / No

If not, why not: _____

Director Community Funding Signature: _____

Date: _____