

Headquarters
 RAAF Base
LAVERTON VIC

Mr. R.K. Kingsley
 35 Cranworth Street
GRAFTON NSW

Dear Sir,

1. As you are aware, your son was interviewed during September or October 1963, by a Board of Officers for selection for a radio apprentice in the Royal Australian Air Force. Advice has been received from Headquarters Support Command, RAAF, Melbourne that your son has been selected for training.
 2. I would like to take this opportunity to welcome you as a parent of one of our prospective apprentices, and to assure you that he will receive the best of care and personal attention during his stay at RAAF Base Laverton, Victoria.
 3. You will receive separate advice in regard to the travel arrangements to Laverton for your son, and also details of what he should bring with him for use during the first few days after arrival, until he has been kitted with service clothing and equipment. It would be wise if your son were to bring as little personal clothing as possible.
 4. For your information I am setting out the pay rates for apprentices, and I would suggest that you encourage your son to save by making an allotment from his pay, either to one of his parents or to a savings bank account. Any amount may be allotted provided that a minimum of at least £2 per fortnight remains in the apprentice's pay book to be drawn fortnightly.
 5. The rates of pay per fortnight are as follows:-

(a) First Year Apprentices	£9. 5. 8.
(b) Second Year Apprentices	£10. 6. 3.
(On turning 18 years of age)	£10.13. 8.
(c) Third Year Apprentices	£11.11. 8.
(On turning 18 years of age)	£11.18. 8.
- Additionally, deferred pay to the extent of 5/- per pay is set aside during the first year and 10/- per pay from thereon. This normally results in the apprentices drawing approximately £30 at the completion of their course.

6. The apprentice leave entitlement is four weeks at the end of each year and two weeks mid-year. Normal means of travel is by rail, but in certain circumstances air travel may be approved. Free travel is granted for this leave to the home town or some other place nearer than the

home town. If apprentices are going to other than their own home on leave they require parental approval and an invitation from the host.

7. Some apprentices desire to travel by civil airlines and pay the difference between the rail and air fare. Permission to do this is normally granted without seeking parental authority.

8. Apart from the leave periods of 14 days in May and 4 weeks at Christmas, unit leave is as follows:-

(a) for the first 18 months on Sundays from 10 am to 10.30 pm and shopping times on Saturday mornings once a month;

(b) after the first 18 months, in addition to above, on Friday evenings to mid-night, alternate Saturdays from 8 am to mid-night, other Saturdays 5 pm to mid-night;

(c) third year apprentices, and those promoted to Corporal Apprentice and above, enjoy more liberal leave time tables.

9. Over night leave is granted only to Third Year Apprentices and to NCOs, and then only after written invitation and parental consent is produced.

10. Apprentices are not to wear civilian clothing, other than the blazers and slacks provided, until they have completed 12 months service. All civilian clothing brought by your son to Laverton will be returned to you. This restriction is considered necessary in the early part of the training of apprentices to assist in supervision of their leisure activities. While not being opposed to modern styles of youth's clothing, and haircuts, the School encourages ~~moderation in these matters, and would prefer more conventional~~ styles. Your guidance would help.

11. Apprentices are not permitted to own private firearms. There have been incidents in the past which have made this necessary.

12. Hire purchase of items by apprentices is not encouraged.

13. Analysis of the causes of failure in school studies and of the commission of disciplinary indiscretions, indicates that in numerous cases these are due to the ownership of a motor vehicle. Examination of individual cases has shown that from the date of the arrival of the vehicle at the School, the lad's attitude to study has changed and his results show an immediate deterioration. In some instances, discharge from the Service due to failure in studies or breaches of discipline has been the ultimate result. School policy on this matter prohibits the keeping of a motor vehicle on this Base by any apprentice other than a member of Third Year. The keeping of any such vehicle by a Third Year apprentice is subject to School approval, parental consent, production of a receipt showing payment made in full for the vehicle, a registration and third-party insurance certificate, and a comprehensive insurance policy covering the said vehicle. Vehicles must conform to a safety standard which is maintained by inspections made by Base transport authorities.

14. The part played by religious training in the development of apprentices is fully appreciated by the RAAF School of Radio. It is normal for the Commanding Officer to assume responsibility for your son's appropriate religious instruction. Adequate facilities are available at RAAF Laverton for apprentices of Anglican, Roman Catholic, Methodist, Presbyterian and other protestant denominations, but if you have any objection to the Commanding Officer assuming this responsibility with regard to your son, please inform the Commanding Officer immediately. Air Force Orders and Regulations provide for the observance by Jewish members of the religious requirements of their faith.

15. These restrictions on apprentices are imposed to prepare them for adult status by a gradation of privileges and responsibilities. Restrictions are under constant review and are amended as necessary.

16. Although the RAAF accepts responsibility for training apprentices, it is suggested that a full and active interest by parents in a lad's progress would assist him considerably in this training. In this regard, on receipt of half-yearly and yearly reports, you are requested to discuss the comments with your son, and to take action where School Authorities have recommended it.

17. In addition to the requirement for intensive study, the School recognizes the need for physical fitness. To this end, participation in competitive sport is compulsory, and, in fact, is part of the curriculum.

18. All letters from parents giving approval for leave etc., should be addressed direct to:-

The Commanding Officer
School of Radio
RAAF Base
LAVERTON VIC

(The Commanding Officer's name is Wing Commander W.C. Blakeley, but it is requested that his name not be included when addressing letters.)

19. It is suggested that you retain this letter for future reference.

Yours faithfully,



(J.G. MIERISCH)
Squadron Leader
For Officer Commanding