

# **Air Cadet League of Canada**

**Alberta Provincial Committee**

**Scholarship Review Boards**

## **Preparation Package for Cadets**

**2016**



## **Acknowledgments**

This manual is originally prepared and by Kevin Robinson in his role as vice – chair of the Alberta Provincial Committee. It was subsequently revised as lessons have been learned and feedback received.

Thank you to all those that have provided feedback throughout 2014/2015. Other sources used in this manual include:

Air Cadet National Course Application, RCSU (A) Narrative Instructions and Guide

[http://www.615aircadets.ca/downloads/Nat\\_Sum\\_Crs/05\\_Narrative\\_Guide\\_2013.pdf](http://www.615aircadets.ca/downloads/Nat_Sum_Crs/05_Narrative_Guide_2013.pdf)

Scholarship Review Board Preparation Package 2015 from the Manitoba Air Cadet League, and special acknowledgement to Capt. Judy Undiks, 220 Red River Squadron

The Air Cadet League of Canada Ontario Provincial Committee 2016 National Courses Cadet and Parent Handbook.

<http://www.aircadetleague.on.ca/wp-content/uploads/2016-National-Courses-HB-for-Cadets.pdf>

## Introduction

In accordance with National policy, cadets who apply for Award and Scholarship Courses are required to sit for a personal interview, called the *Scholarship Review Boards*. The Air Cadet League of Canada (ACL) and the Department of National Defense (DND) are jointly responsible for the identification of Air Cadets to participate in National Summer Training Courses (NSTC). The NSTC that utilize all or portions of this selection process are as follows:

- Advanced Aerospace Course
- Advanced Aviation Technology - Aircraft Maintenance
- Advanced Aviation Technology - Airport Operations
- Glider Pilot
- Power Pilot
- International Air Cadet Exchange

These Boards are organized and staffed by ACL personnel with military officers and will be held in Red Deer on Saturday February 13<sup>th</sup> 2016. All candidates are expected to attend this date. Should there be extenuating circumstances an alternative arrangement can be made. Those requests are to be made through the Commanding Officer to the Wing Director and then on to the Selection Board Coordinator. Pre or Post board interviews will be determined by the Selection Board Coordinator at those are at her discretion.

## Purpose and Principles

The purpose of this document is to provide a general guide for Air Cadets to prepare for the Scholarship Review Boards.

The processes of the ACL were developed to meet two goals:

- 1) To provide a consistent and fair method of selecting cadets; and
- 2) To deliver the maximum objective scoring system to reduce or eliminate inconsistencies.

Selection of Air Cadets to participate in NSTC is a complex process that involves all levels of the ACL and national, regional and local involvement by

the Canadian Forces. The process, despite its complexity, is cooperative and all involved agree to several fundamental principles:

1. An Air Cadet must earn the opportunity to participate on the NSTC;
2. Selection of Air Cadets for participation in the NSTC is based on the individual merit of the Air Cadet; and
3. Excepting instances in which the safety or welfare of the individual Air Cadet, or other *Air Cadets might* be jeopardized and instances where a medical condition would preclude third party licensing upon graduation from a NSTC, every Air Cadet has the opportunity to earn selection to the NSTC that he or she may wish to attend.

Notwithstanding the above mentioned, it is understood that in a country as diverse as Canada, it is neither reasonable nor possible to establish one absolute criteria or formula that can be applied to administer the Selection Process. The critical requirements are that the process be equitable, as it applies to each geographic sub-division of the provincial establishment for each NSTC, and that everyone involved be aware of the process and how it is applied. This manual outlines the Alberta Provincial League process only.

## **Evaluation Criteria**

The six criteria that are utilized in the various portions of the Selection Process are:

### **1) Attitude, Motivation, Knowledge and Interest in Air Cadets**

This portion of the evaluation criteria considers the effort demonstrated by an Air Cadet in participating in Air Cadet activities and the commitment of the Air Cadet to the overall objectives of the organization. The specific items which will be considered in establishing a ranking for an Air Cadet in this element of the evaluation are:

- a) Length of cadet service;
- b) Training level achieved;
- c) Rank achieved;
- d) Summer camps attended; and

- e) Participation in support of his or her home squadron

## **2) Attitude, Motivation, Knowledge and Interest toward the Subject Matter**

This portion of the evaluation considers the effort of the cadet to prepare for the subject matter of the desired NSTC and the Air Cadet's overall level of interest in the subject. The assessment is based upon a narrative that is prepared by the cadet and through the Air Cadet's scheduled interview.

In the narrative it is intended that Air Cadets demonstrate their level of interest and commitment to the subject course. Candidates are expected to present a thoughtful and individual statement expressing their interest in the subject course, their effort to prepare for the course and the manner in which the course will contribute to their future plans. See **appendix A** for an example and instructions on the specific criteria of the narrative.

During the interview process the material covered in the narrative will be discussed in addition to technical aspects of the subject NSTC. The specific items which will be considered in establishing a ranking for an Air Cadet in this element of the evaluation are:

- a) Interest in subject matter;
- b) Efforts to prepare;
- c) Contribute to future plans; and
- d) Technical knowledge

## **3) Education**

In an effort to fairly grade school marks at the Air Cadet Boards the following procedure will be followed. In order to assess the Cadets school performance we require that their last school year's full year final report card be attached to their application. A committee of the Provincial League members and military (ACO's) meet to apply a consistent approach to the assignment of school marks.

There will be no weighting of marks based on the level of academics a Cadet is taking. We will use the core subjects: English; Social Studies; Math and the Sciences (including biology, physics, and chemistry). The majority of Cadets take these subjects within a given year. If not, then the second level of courses we will include are physical education, French and music, as these

are part of the Cadet program. Should there still not be enough courses to fairly apply marks the Cadet's report card will be reviewed by the committee and a fair mark will be applied.

The most common approach is to take the highest 3 of the 4 cores subject areas will be averaged together and that will form the mark for the Cadet.

For example: If a Cadet is taking Social Studies 20(70%); Math 23 (85%); English 20(80%); and Biology 20 (65%), Then  $70+80+85=235$ .

Divide that by 3 = 78.3. Their mark out of 10 is 7.8.

Not all schools use a percentage system. If this is the case and letter grading system is use the following will be applied.

a+=95%	b+=80%	c+= 60%
a =90%	b =75%	c = 55%
a- =85%	b-=70%	c- = 50%

Other anomalies that sometimes are provided are - Meets expectations or Exceeds expectation. In this case we expect that the school has written explanations about what that means to them and the committee will review and apply a percentage mark.

The goal in this is to apply a consistent approach to all marks. All Cadets will be marked fairly and these marks are reviewed at least 2 times in the Selection Board process.

If a Cadet is in post-secondary education their grade 12 high school marks will be used.

If a cadet is home schooled they will require the evaluation marks that the overall program uses to assess the students grade level.

The APC Selection Board Chair may ask for more information should a Cadet's report card not fit within the parameters set out in this guideline. It is the cadets' responsibility to supply the board with the school information required. Education marks are a requirement of the selection process and therefore it is necessary to acquire them and to mark fairly for all cadets. Hence the request for the last school year's final and full report card.

#### **4) General Knowledge**

The General Knowledge portion of the criteria considers an Air Cadet's awareness of current affairs and the respective roles of the ACL and the DND in the Air Cadet movement. The specific items which will be considered in establishing a ranking for an Air Cadet in this element of the evaluation are:

- a) Current affairs – the cadet must be able to describe a current event; talk about the issues or argument in that event; and have an opinion about it. That opinion could be what they think should be done; what a party in the issue is doing, or any other relevant area that shows their ability to assess the situation and have thoughts about it
- b) ACL organization- what is the ACL role and responsibilities at all levels – national, provincial and local.
- c) DND organization- what is their role and responsibility at all levels – national, regional and local.

#### **5) Dress, Deportment and Self Expression**

All Air Cadets who apply for and are nominated for a NSTC are expected to maintain very high standards of dress and deportment. At the squadron level this assessment is based on long term performance. When cadets are interviewed for a NSTC consideration should be limited to the Air Cadet's appearance at the time of the interview board. The specific items which will be considered in establishing a ranking for an Air Cadet in this element of the evaluation are:

- a) Dress
- b) Deportment and self-expression



This portion of the evaluation will be completed at the time of the scheduled interview with the Air Cadet. A uniform inspection will be conducted by one

individual separate from the interview to ensure consistency for all cadets. Attached as **appendix B** is the uniform standards that are required.

## **6) Qualifying Examination**

Air Cadets who wish to participate in the Power Pilot Scholarship (PPS) and Glider Pilot Scholarship (GPS) are required to sit for and pass a national qualification examination that is prepared annually by the Directorate of Cadets. No Air Cadet who has failed to achieve a mark of 50% on the qualification examination may be nominated for either a PPS or GPS.

### **Evaluation Mark**

An Air Cadet must achieve a combined mark of 60% in the evaluation phase of his or her application for a National Summer Training Course (NSTC). No Air Cadet who has failed to achieve a mark of 60% during the evaluation process may be nominated for an NSTC.

### **Scoring Guide**

The scoring sheets that are used are available to be viewed in the 2016 National Summer Training Courses Selection Process.

### **The Process**

The ACL places considerable emphasis on the interview process as a positive developmental experience for the cadet. The Scholarship Selection Board usually consists of three members, two of which are appointed from ACL personnel or other volunteers together with one military officer. The interview usually last for 15-20 minutes (IACE is 30 minutes), and since the awarding of the course is at stake, the process can be very stressful for the cadet. For cadets applying for IACE the selection board is longer. It is about 30 minutes and the depth and detail of the answers to the questions is expected to be at a higher level than other selection boards.

To prepare the cadet for the board, the ACL recommends each Sponsoring Committee organize a "dress rehearsal" for each, and these are referred to as Mock Boards or Pre-Boards. They are intended to replicate the atmosphere the cadet will experience in the actual Board, thereby lowering the stress felt throughout the interview. They are not intended to "teach" cadets the subject matter of the questions, but rather the way in which the questions are asked, and the procedure to expect.

***It is important that cadets supplement this guide with further preparation, as only studying the questions attached will not adequately prepare them for their interview. The questions will be related to general knowledge and appropriate level training that a cadet should have taken.***

### **What do I wear to the Review Boards?**

Unless otherwise instructed, cadets wear C-2 uniform. There will be a formal inspection, and you are being inspected and marked by the Board on your dress and deportment throughout the interview. Shiny boots, fresh haircut and creases are noted; it is important to ensure that you have the correct badges in place (proficiency badges, summer camps, etc.) and that the uniform fits properly.

### **C2 Uniform**

- a) Wedge
- b) Tie
- c) Dress shirt with rank slip-ons
- d) Tunic with name tag (if available) and ribbons (no medals)
- e) Belt
- f) Pants
- g) Grey wool socks
- h) Boots

### **Procedure for the actual interview**

Unless given other instructions, you will enter facing the Board, wearing headdress, and salute. Announce yourself by rank, name and squadron to the Board. You will be invited to come into the room and have a seat. Walk smartly to the side of the single chair sitting in front of the Board and sit down. Remove your wedge and hold it on your lap, sit on it, or tuck it under a leg. Sit patiently until addressed by a member of the Board.

The members of the Board want you to feel comfortable and relaxed. Try to be so, while maintaining respect and decorum. Be prepared to say some initial words about yourself.

You will be asked general knowledge questions about current events, Air Cadets, the Air Cadet League and the Canadian Forces. If you are applying for PPS or GPS, you may be asked about aviation and flight theory, and for the other scholarships you will be asked level appropriate questions that relate

to those specific scholarships. IACE candidates should be prepared to explain how they will be a good ambassador for the program and their country. You will be asked questions to assess your knowledge, interest, motivation and attitude towards the course(s) for which you have applied.

Often at the end of the interview the Board Chair will ask the cadet if they have any questions. If the cadet does then they should ask it. Please do not ask when they will know who is successful as that is not up to the Board. All cadets will be notified of their success within 4 – 6 weeks after the selection boards.

When the interview is completed, stands, replace head dress, go to the door, face the Board members and salute, and smartly depart the room. Some cadets like to shake hands with the Board members and thank them. This is optional and should be done only if the cadet feels comfortable doing so. Some of the points keenly considered by the panel are:

- a) Does the Cadet really want this course?
- b) Does the Cadet understand the course and the mental- and physical-commitment required, if selected?
- c) Course graduates have a responsibility to their Squadron to set an example for junior Cadets, and to provide leadership and instruction. Is the Cadet aware of this obligation?

## **Scoring**

After you depart, the Board members will confer and assign marks for: general knowledge, course knowledge, attitude, motivation, ability to express yourself, Squadron contributions, uniform appearance, and bearing.

## **Subsequently**

A Selection Board will review the complete application and the standardized results of the Interview Board marks, and arrive at a total score out of 100, which will determine your position on the Merit List.

## **Note**

Cadets who are selected for courses must continue good attendance and performance at their Squadron, prior to leaving for summer training. COs

may recommend that a Cadet's application be withdrawn, if his or her performance deteriorates to the point that they are undeserving of the opportunity.

### **Summary of Conduct during the Interview**

#### **1. Entering the Room:**

- a) Come to Attention at the door;
- b) Salute;
- c) Announce yourself;
- d) Walk sharply to the chair; and
- e) Wait for permission to be seated.

#### **2. Seating:**

- a) Remove your wedge and place on your lap;
- b) Sit straight with both feet flat on floor;
- c) Do not slouch or fidget; and
- d) Relax and smile.

#### **3. During the Interview:**

- a) The chairperson will introduce the board to you, give a short preamble and then begin with the questions;
- b) Answer in complete sentences, giving plenty of information;
- c) Avoid using slang terms;
- d) Avoid playing with your uniform;
- e) Speak to all members of the board, maintain eye contact;
- f) Try to use a few seconds after each question to gather your thoughts for an answer;
- g) Try to project an image of maturity and composure;
- h) If you do not understand a question ask "Could you please repeat or rephrase the question, Sir/Ma'am?";
- i) If you don't know the answer to the question, avoid stalling or make up an answer. Simply state "I'm sorry, I don't know";
- j) You can also ask to come back to a question at the end if you remembered more detail on an answer;

- k) Usually at the end of the interview, you will be asked if you have any questions for the board; and
- l) Always use Sir or Ma'am when answering the Board members questions.

#### **4. Leaving the Room**

- a) Stand at attention facing the review board;
- b) Replace headdress;
- c) Thank the Board Members for the interview;
- d) Go to the door;
- e) Salute; and
- f) Walk sharply out of room.

#### **Interview Board Questions**

Board Chairpersons are to ensure that the Cadet candidates are asked questions specific to the course(s) desired. Each Board member is usually assigned a specific area (e.g. education, or aviation, etc.). Remember only about 15-20 minutes is allocated per Cadet, followed by discussion among Board members before scoring.

#### **What to do if you don't know the answer to a question?**

Simple! If you don't know, then state that you don't know. Don't fumble around or beat around the bush. The Board will always appreciate an honest statement. "I do not know the answer to that question." Do not be disturbed when the Board does not reveal the correct answer: they are not permitted to.

#### **Why does the Board want me to answer all these questions?**

Remember that the Board is interviewing you. They are looking for suitability for a particular course. The Board interview is merely a way of assessing how well you have learned the subjects involved in your cadet career. The answering of questions is also a way of seeing how well you prepared for this interview and if you are truly serious about working hard and putting your "all" into the course you have applied for.

Sample Board questions are attached in **Appendix C**

## **Conclusion**

Remember that members sitting on the Board are impressed by individuals who display confidence and self-assurance. Relax and try to enjoy the experience. Don't forget that you have earned the right to appear before this Board by being an outstanding individual. You have accomplished many things during your cadet career. You are already successful in your own right!

A Scholarship Board Interview Training Video can be found at:

<https://www.youtube.com/watch?v=vRxqKpnO5pI>

## **APPENDIX A – Narrative Instructions**

A Cadet's narrative is an important part of the Air Cadet National Training Course Selection Process. The content of the narrative helps selection board members assess a Cadet's aptitude for particular course, interest in the subject matter of the course and the connection between the course and the Cadet's future plans. In addition, during the interview phase of the process it provides board members with an introduction to the cadet in preparation for their meeting. It is therefore very important that squadron personnel assist their cadets with their narrative and ensure they follow the guideline set out in this guide.

Early in the application process, squadron personnel should provide their Cadets with the application. A Narrative Sample for Cadets is included in this guide. Supervisors should ask the Cadets to provide a draft narrative that can be edited prior to producing the final copy to include with their Air Cadet National Training Course Application.

Each narrative should adhere to the following guidelines (see the example):

The narrative must:

- be typed in black with font-size 10 - 12pt and have 1" page margins, Times Roman, Arial or Verdana;
- 1.5 spaced (minimum no single space);
- be a maximum of two letter size pages (8 ½" x 11");
- include a title with the Cadet's rank and name, squadron number and name and the course being applied for;
- include 4-5 paragraphs (introduction, 1; content, 2-3; and conclusion, 1);
- answer the majority of the questions that are indicated in the Application Narrative Guide for Cadets;

- include a date, a signature block and be signed by the Cadet; and
- be free of spelling mistakes and be grammatically sound.

### Opening Paragraph

The opening paragraph of your application narrative should provide a brief overview of you as a Cadet. It should indicate what course you are applying for and why you are interested in attending it. You should include a sentence about why you should be chosen. It should be relatively short but forecast the paper's organization.

Ask yourself the following questions:

- Who am I?
- What I am applying for?
- Why am I interested in attending this course?
- Why I should be chosen to attend?

### Content

The content of the application narrative is where you tell the Selection Board about yourself. Describe in detail who you are, what you do, why you want to attend this course, and how it connects to your Cadet career and future life-plans. It should be two to three paragraphs in length. Should be logical in its progression, have clear and helpful transitions and forecasts.

Ask yourself the following questions:

- Why I am a good candidate for this course?
- How did I learn about this course or subject matter?
- What influenced me to apply for this course?
- What is the connection between this course and my future plans?
- How will attending this course benefit me?

- How will attending this course benefit my squadron?
- How will I use the knowledge that I acquire?
- What are my skills (as a Cadet, as a leader, as a worker)?
- What extra-curricular activities do I do?
- What achievements or awards have I earned?

### Conclusion

This is the final paragraph of the application narrative. This is your final chance to “sell” yourself to the Selection Board. Without repeating, try to sum up what you have written in the previous paragraphs. Finally you should thank the Selection Board for their time.

Ask yourself the following questions:

- Why should I be chosen over other Cadets to attend this course?
- Why and in what ways I am prepared to attend this course?
- What has been your interest and training in order to prepare for this course?

### Signature block

Signature of Cadet

Rank First name Last name

Squadron Number and Name

Example

*Katrina Nevada*

WO2 Katrina Nevada

999 Lancaster Royal Canadian Air Cadet Squadron

**WO2 Katrina Nevada**  
**999 Lancaster Royal Canadian Air Cadet Squadron**  
**Application Narrative: Advanced Aviation Technology Course**  
**(Aircraft Maintenance)**

1 December, 2015

Dear Sir / Ma'am, (or Selection Committee),

My name is WO2 Katrina Nevada and I have been a member of 999 Lancaster RCACS for the past four years. I am writing this letter to express my interest in the Advanced Aviation Technology Course (Aircraft Maintenance). I believe that this course offers Cadets a unique opportunity to explore many aspects of the aviation industry and I believe that I am a perfect candidate to attend. When I was twelve years old, I joined the Air Cadet program hoping that someday I would have the opportunity to become a pilot. When I was fourteen, I began attending ground-school classes and I will write my glider exam next year. For as long as I can remember, I have always been interested in planes and how they worked. My parents used to take me to our local air show every year and I always loved watching the different aircraft demonstrations and visiting the displays that were set-up on the ground. These ground displays are part of the reason that I am also interested in other aspects of aviation such as aircraft maintenance. Often, at the air-show, companies have displays set-up with various plane components and demonstrations of how they work. I thought that this was very interesting and would like the opportunity to learn more about it. In addition, last year my squadron had a guest speaker visit who worked for the military as an aircraft maintenance tech. He told us about many of the different planes that he had worked on and explained to us the importance of having people on the ground to perform regular maintenance.

I am very involved in my squadron and participate in the drill team and our sports program. I also do very well in school and attend activities outside of cadets. I am a team captain for my soccer team and last year I attended the provincial championship for badminton. I think that participating in team activities helps me to be a better leader and to learn how to work with people. Working in the aviation industry is also like being a member of a team. Everyone has to work together. For example, the pilots, the maintenance techs, the airport people and ground crew all need to work together to make sure that everything works properly and that planes fly safely.

As I mentioned earlier, someday I would like to become a pilot. I think that as a pilot it is an important skill to know about the plane you are flying. I believe that this course will help me learn about various aircraft components and understand the overall operation of a plane. In the end, I think that this course will help me along my way to get my pilot's license. In addition, as I am an instructor at my squadron attending this course will help me to understand the aviation classes better when I teach. It will also benefit the other cadets in my squadron because I will be able to pass on some of the experiences that I had and I can encourage other cadets to apply for this and other aviation-related courses.

I am sincerely looking forward to attending this course and I believe that many of my experiences, both extracurricular and in the cadet program have prepared me for the challenge. I believe that my application demonstrates my interest and my ability to be successful. I look forward to meeting with you during the interview portion of this selection process.

Sincerely,

*Katrina Nevada*

WO2 Katrina Nevada  
999 Lancaster Royal Canadian Air Cadet Squadron

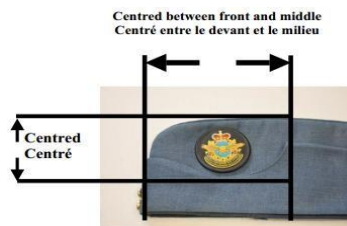
## Appendix B - Uniform Standards

### Order of Dress: C2



## The Air Cadet Uniform Consists of the following items:

### WEDGE



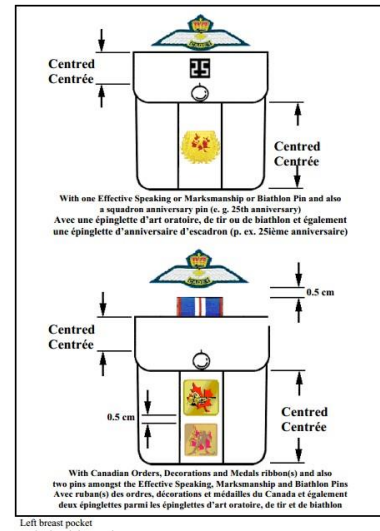
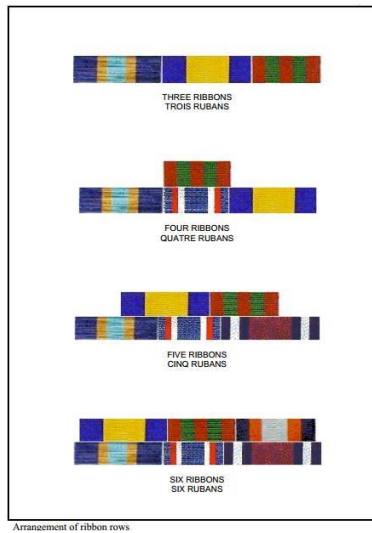
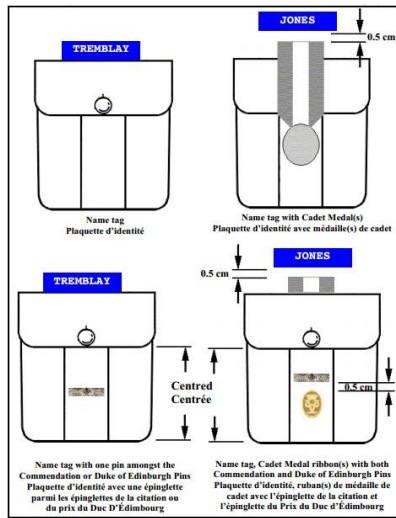
- The wedge shall be worn on the right side of the head, lower point of the front crease in the centre of the forehead and with the front edge of the cap 2.5-cm above the right eyebrow. Two Air Force buttons must be attached in pre-cut holes at the front;  
or
- Wedge – hat badge. A new woven insignia has replaced the metal insignia previously used. The woven insignia shall be sewn on the left side of the wedge by the manufacturing company;

### TUNIC

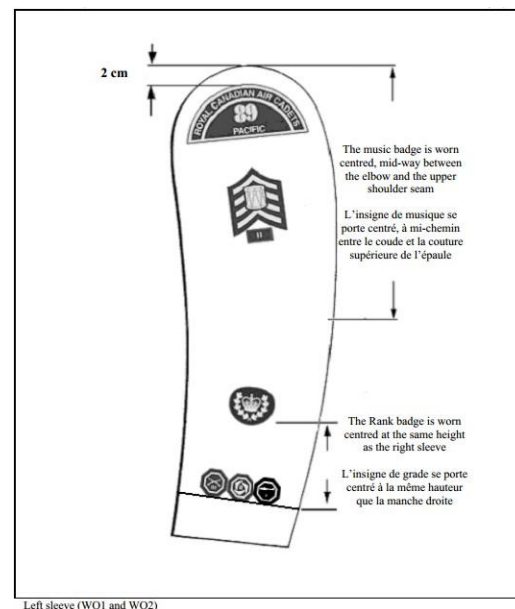
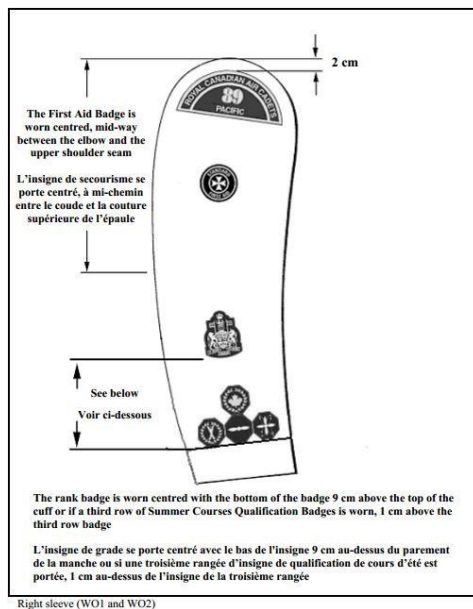


- Tunic with name tag and ribbons. The jacket with cloth belt shall be worn fully buttoned with the exception of the top button.
- The sleeves of the jacket shall be roll-pressed with no creases.
- Only those plastic blue buttons distributed with the uniform jacket may be worn;
- Jacket belt. Shall be worn so as the excess of the belt, once attached, is on the left side of the buckle.
- The buckle shall be adjusted so that the excess of the belt on the left side is not more than 8 cm;

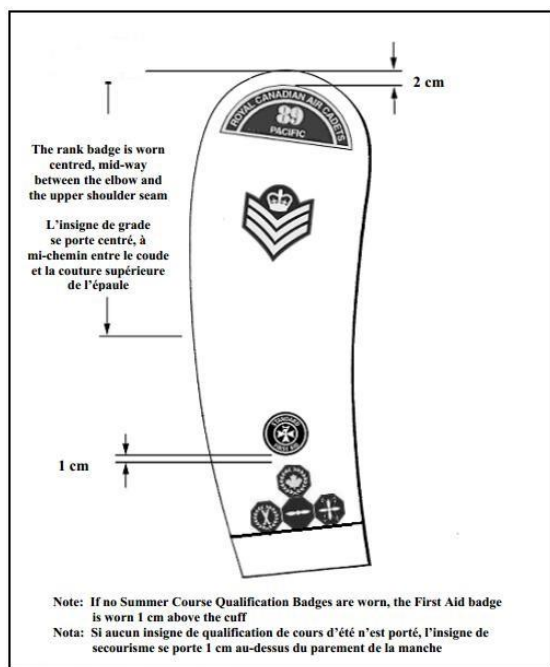
## TUNIC BADGES



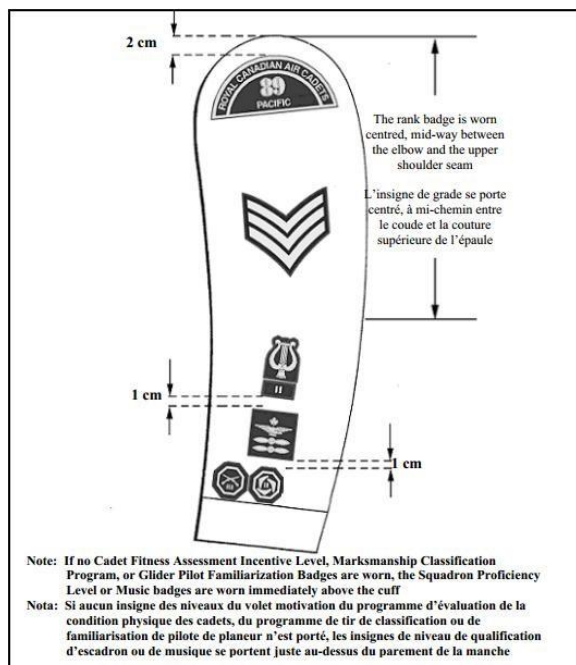
## TUNIC SLEEVE (WARRANT OFFICER FIRST AND SECOND CLASS)



## TUNIC SLEEVES FLIGHT SERGEANT AND BELOW



Right sleeve (other than WO1 and WO2)



Left sleeve (other than WO1 and WO2)

## DRESS SHIRT WITH RANK SLIP-ONS



- Short sleeve shirt for the purposes of the Air Cadet Selection board is to be worn with the tie and with the tunic; also;
- Rank slip-ons. Shall be worn on both shoulders with the short-sleeve shirt.

## •TIE



WINDSOR



HALF WINDSOR



FOUR-IN-HAND

- Shall be knotted neatly using a Windsor or fourin-hand knot and shall be kept tight.
- Plain gold colour tie clips or pins may be used.
- When jacket is removed the tie shall not be tucked into the shirt except for safety reasons.

**Note:** *Half Windsor is not to be used.*

## TROUSERS/SLACKS



- The trousers/slacks shall be steam pressed without starch so as to have creases down the centre of each leg in the front and back.
- Creases shall extend from the top of the leg to the bottom; they shall not be sewn or glued.
- The length should extend to the 3rd eyelet of the ankle boot.

## BELT



- Belt and buckle with Air cadet badge for trousers/slacks. A narrow black web belt with brass buckle.
- Only those buckles with the Air cadet badge or without any badge are allowed with the uniform

## GREY SOCKS



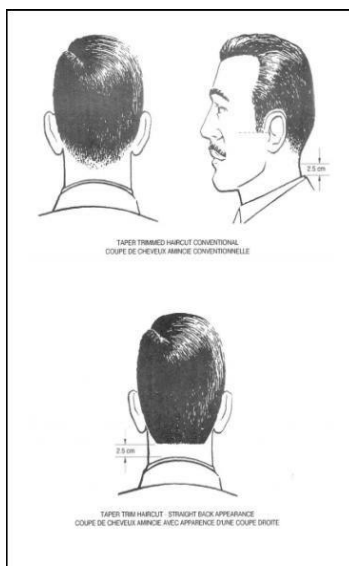
- grey wool socks. Shall be worn with boots.
- A cadet may elect to wear his own personal socks, grey or black,
- Wool, cotton or nylon, in lieu of the grey wool socks received.

## BOOTS



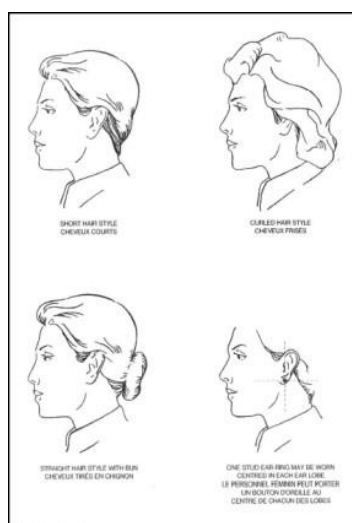
- shall be laced across horizontally from side to side.
- Boots shall not be modified with any type of metal cleats, hobnails or other metal attachments to heel or sole.
- No varnish other than shoe polish can be used to shine the boots

## HAIR



Hair - Male cadets

- Male cadets must always be clean-shaven when attending cadet activities, even when wearing civvies.
- Their hairstyle should reflect the occasion as well as the clothes being worn.
- Moustaches. When moustaches are worn alone, the unshaven portion of the face shall not extend outwards beyond the corners of the mouth.
- Moustaches shall be kept neatly trimmed; not be greater than 2 cm (3/4 in.) in bulk; not extend below the corners of the mouth and not protrude beyond the width of the mouth.
- Beards. Only cadets' adherent of the Sikh religion experiencing recognized medical problems preventing them from shaving may wear the beard. In the latter case, a note from a medical practitioner is required



Hair - Female cadets

- Female cadet hair must be put in a bun or braid when in uniform.
- It must be gathered in a way that prevents it from falling over the face.
- The following additional details apply to female cadets. Hair shall not extend below the lower edge of the shirt collar (see exception below). Exaggerated styles, including those with excessive fullness or extreme height, are not authorized.



Hair - Female cadets (Braids)

- Braids, if worn, shall be styled conservatively and tied tightly; secured at the end by a knot or a small-unadorned fastener.
- A single braid shall be worn in the centre of the back.
- Double braids shall be worn behind the shoulders.
- Hair shall be a maximum length when gathered behind the head and braided which does not extend below the top of the armpit.

- Multiple braids and/or cornrows shall be directed toward the back of the head, pulled tight to the head and secured at the end by a knot or a small-unadorned fastener.
- Multiple braids extending below the lower edge of the collar are to be gathered in a bun. With the permission of the Ssqn CO, a reasonable period may be authorized in order to transition from short to long hairstyles during which time hair may extend below the lower edge of the shirt collar.

## JEWELRY

- Cadets are not permitted to wear body jewellery, including nose or lip piercings, while at cadet activities, whether in or out of uniform.
- The only jewellery that may be worn in uniform shall be a wristwatch, a medical alert bracelet and
- a maximum of two rings, which are not of a costume jewellery nature.
- In addition, female cadets in uniform may wear a single pair of plain gold, silver stud or white pearl earrings in pierced ears. The single stud earring, worn in the centre of each earlobe, shall be spherical in shape and not exceed 0.6 cm in diameter.
- No other type of earring shall be worn except for a gold or silver-healing device of similar shape and size, which may be worn while ears

are healing after piercing. Only a single earring or healing device, worn in the centre of each ear lobe, may be worn at a time.

- Male cadets are not authorized to wear an earring or earrings.
- Cadets shall not acquire visible tattoos that could be deemed to be offensive (e.g. pornographic, blasphemous, racist, etc.) or otherwise reflect discredit on the CCO.
- Cadets in uniform shall not wear visible body piercing adornments (tongue included), with the exception of female cadets earrings.
- Covering the unauthorized piercing with an adhesive bandage (band-aid™) is not acceptable.

## **OVERALL APPEARANCE**

- Cadets in uniform shall be well groomed with footwear cleaned and shone.
- Their uniform shall be clean and properly pressed at all times. In particular, buttons, fasteners and zippers shall be kept closed. Pockets shall not be bulged; items such as glasses, sun-glasses, glasses cases, pens, pencils, key-rings or paper shall not be visibly extended nor protrude from pockets or be suspended from waist belts or pockets.
- Headsets from a radio receiver, tape/CD player or other personal entertainment device shall not be worn.

## **DEPORTMENT**

- Chewing gum, slouching, sauntering, placing hands in pockets, smoking or eating on the street, walking hand in hand, and similar deportment which detracts from a proud and orderly appearance in the eyes of the public is unacceptable for cadets in uniform

## **Appendix C – Sample Questions**

**For General Knowledge of the Air Cadet Program, the Cadet may be asked any of the following questions:**

1. Name the National President of the Air Cadet League of Canada
2. Two Groups act as partners to provide support to the Air Cadet movement. Name these two parties.
3. Name two sources of funds that support your Squadron (Ex: Cadet fundraising, DND, public donations, sponsoring committee)
4. The Air Cadet Service Medal is awarded to cadets who successfully complete 4 years in the program. Who are the providers of these medals?
5. Name 3 of the responsibilities of your Sponsoring Committee
6. Who owns the gliders that are used when your Squadron goes on a Gliding day?

**To assess the attitude and motivation of the Cadet to the Air Cadet Program, the cadet should be prepared to answer any of the following questions:**

1. In addition to regular weekly parades, what activities are you involved in with as a cadet within your squadron and also outside cadets?
2. What skills and abilities have you acquired as a result of belonging to Air Cadets?
3. What do you see as being the greatest advantage of joining Air Cadets for a young person?
4. What has been your biggest challenge you have faced as a result of joining Air Cadets?
5. What has been your greatest accomplishment in Air Cadets?

**To assess the cadet's attitude and motivation towards the course applied for, the cadet should be prepared to answer any of the following questions:**

1. Why did you apply for this course?
2. What have you done to improve your chances of being selected for this course?
3. If you were successful in obtaining this Scholarship course, how will you apply the skills learned on this course to when you return to your squadron? (Cadet may answer how to apply skills within the squadron and their personal life)
4. What skills have you acquired through the Air Cadet Program that would make you a good candidate for this course?

**The following questions may be asked that are course related.**

**Questions relating to Advanced Aviation Technology- Aircraft Maintenance may include:**

1. Name the 4 functions of oil.
2. What is propeller pitch?
3. Name the 3 axis of an aircraft
4. What forces are produced by the flow of air around a propeller?
5. Name the 4 types of propellers?

**Questions relating to Advanced Aviation Technology- Aircraft Operations may include:**

1. What is the purpose of Airside guidance signs?
2. Name 2 types of approach lights.
3. What is the VHF General Distress frequency?
4. What colour are taxiway edge lights?

**Questions relating to Advanced Aerospace may include:**

1. Name the organization responsible for Canada's space program?
2. Name the first Canadian astronaut in space
3. Name the first Canadian woman in space.

4. On December 19, 2012, which Canadian astronaut launched aboard a Soyuz spacecraft to the International Space Station (ISS) and became the first Canadian commander of the ISS?
5. Which 2 locations have the Canadian Space Agency been researching for possible sites for the CSA?

**\*\*Cadets applying for the International Air Cadet Exchange Course should be familiar with the IACE program and its member nations. In addition they should be prepared to answer and of the following questions:**

1. Have you undertaken any research to prepare for this course, such as culture, geography, demographics of the country that you are interested in visiting?
2. Name a country that participates in the IACE program other than the UK and the United States.
3. How would you describe your country, Canada, to a cadet from another IACE participating country?
4. What would be an issue that you would like to discuss with Air Cadets from other countries participating in the IACE program?
5. How would this International Exchange challenge you?
6. How will you be an ambassador for the Air Cadet Program and your country?

Cadets applying for **Power and Gliding Scholarships** should be prepared to answer questions relating to the Ground School portion of the Training activities.

Course related questions are in addition to general cadet knowledge, attitude and motivation questions. All cadet applicants should be ready to answer questions relating to general knowledge, attitude and motivations **in addition to** course related questions.

## General Questions

The following are the type of questions that you can expect during Boards.  
***These questions are representative only; the board will likely have different questions not on this list.***

1. In what year was the Air Cadet League formed?

*April 1941.*

2. What are the aims of the Air Cadet movement?

- a) To develop in youth the attributes of good citizenship and leadership;*
- b) To promote physical fitness; and*
- c) To stimulate the interest of youth in the air element of the Canadian Forces*

3. What are the three levels of the Air Cadet League?

- a) National Level*
- b) Provincial Level*
- c) Local Level (Squadron Sponsoring Committees)*

4. Which two organizations work together to administer the Air Cadet Training program?

- a) Department of National Defense (DND or Canadian Forces); and*
- b) The Air Cadet League (ACL)*

5. What are the responsibilities of the Canadian Forces and the Air Cadet League with the Cadet program?

### *Overall Responsibilities of the Canadian Forces*

The Canadian Forces through the National Defence Headquarters and Regional Commanders, is responsible for the:

- a. supervision and administration of Cadet Squadrons;
- b. material to Cadet Squadrons, in accordance with the scales of issue;
- c. training, pay and allowances for Cadet Instructors;
- d. transportation for mandatory training activities;
- e. facilities and staff for summer training centres and courses approved by the Minister;
- f. syllabi and training aids, in accordance with mandatory training;
- g. medical care as needed;
- h. liaison with cadet squadrons;
- i. Officers or appropriate civilians to carry out formal functions at annual reviews;
- j. policy on the enrolment, appointment, promotion, transfer and
- k. release of Officers of the Cadet Instructor Cadre {CIC};
- l. policy respecting agreements for the employment of Civilian Instructors and the terms of their employment; and
- m. policy on enrolment requirements for Cadets, appointment to Cadet ranks and transfers of cadets between Cadet Squadrons.

### *Overall Responsibilities of the Air Cadet League*

The Air Cadet League of Canada through its League Headquarters, Provincial Committees and sponsoring committees is responsible for:

- a. making recommendations to the Chief of the Defense Staff for the formation, organization or disbandment of Cadet Squadrons;
- b. providing names of possible candidates for enrolment in the Canadian Forces as Cadet Instructor Cadre (CIC) Officers, or for employment as Civilian Instructors;
- c. making comments to the appropriate Region Commander regarding the appointment, promotion, transfer or release of CIC officers and Civilian Instructors;
- d. providing financial support as required;

- e. providing and supervising Squadron Sponsors and Squadron
- f. Sponsoring Committees;
- g. providing advice, training and assistance to Squadron Sponsoring Committees;
- h. overseeing, in cooperation with the CAF , the effective operations of the Air Cadet Squadrons and their Squadron Sponsoring Committees;
- i. administering trust accounts set up for awards to outstanding Cadets;
- j. identifying and providing other appropriate awards to recognize commendable Cadets' and volunteers' performances;
- k. participating in the Cadet selection process for national courses and exchange programs;
- l. establishing policies and procedure for the registration and screening of civilian volunteers; and
- m. Holds the National Effective Speaking competition

### *Provincial Committee*

In addition to all of the above responsibilities the Alberta Provincial Committee also:

- a. owns and operates gliding and tow aircraft ( these are maintained by
- b. DND through a maintenance agreement);
- c. Owns and operate Netook Gliding centre;
- d. Manages two camps – Camp Worthington and Camp Wright, for cadet use throughout the year;
- e. Holds wing and provincial effective speaking competitions; and
- f. Holds Selection Boards for National Scholarship training opportunities

### *The Squadron Sponsor*

A Sponsor (distinguished from an SSC) can be a local organization, service club, parent association or group of people that agrees to provide essential resources (people for the SSC; training, storage and administration facilities; money in the form of donations; gifts in kind) needed to create and/or support a squadron.

### *Responsibilities of the Squadron Sponsoring Committee (SSC)*

The Squadron Sponsoring Committee of an Air Cadet Squadron shall be responsible for:

- a. assisting in recruiting suitable persons to be Cadets in their Squadron;
- b. making comments through their Provincial Committee to the appropriate Region Commander regarding the appointment, promotion, transfer or release of Cadet Instructor Cadre (CIC)

Officers for their Cadet Squadron;

- c. assisting in providing names of possible candidates for replacement Officers and for positions as Civilian Instructors or volunteers;
- d. inviting suitable persons to be members of the Squadron Sponsoring Committee;
- e. liaison with other Cadet unit Squadron Sponsoring Committees;
- f. providing appropriate accommodation for their Squadron's training, administration and stores when it is not provided by the CF;
- g. providing training aids and equipment, including band instruments not supplied by the CF;
- h. arranging Cadet recreational programs;
- i. providing transportation when not available from the CF, for local training exercises;
- j. providing for the financial and administrative needs of the Squadron;
- k. supporting Provincial Committee activities
- l. providing input to Cadets' applications for summer training;
- m. providing such other facilities or assistance as may be mutually agreed between the Squadron Sponsor, the Squadron Sponsoring Committee, and the CF; and
- n. Registering and Screening all volunteers in accordance with League policies

## 6. People of Importance

Prime Minister of Canada	
Leader of the Official Opposition (Federal)	
Governor General and Commander in Chief of Canada	
Minister of National Defence	
Chief of Defence Staff	
Premier of Alberta	
Commanding Officer for Regional Cadet Support Unit (Northwest)	
Regional Cadet Air Operations Officer (RCA Ops O)	
President of the Air Cadet League of Canada	
Chairperson of the Air Cadet League of Alberta	
Air Cadet League Squadron Advisor	
Chairperson of your Squadron Sponsoring Committee	

## General Review Questions

1. What are the aims of the Air Cadet Movement?
2. What is the motto of the Royal Canadian Air Cadets?
3. What is the age limit for Air Cadets?
4. Describe leadership. How are you a good leader?
5. What is citizenship? How are you a good citizen?
6. Who are the partners of the air cadet movement? What do they provide?
7. The Air Cadet League is organized on three administrative levels. What are they?
8. Who is the President of the National Air Cadet League?
9. Who is the Chairman of the Provincial Air Cadet League?
10. Who is the Air Cadet League wing advisor for your Squadron?
11. What name is the local Level of the Air Cadet League normally known as?
12. Who is the Sponsor of your Squadron?
13. Who is the Chairman of the Sponsoring Committee?
14. Who is the Minister of National Defence?
15. Who is the Chief of Defence Staff?
16. Who is the Area Cadet Officer (ACO) and their role?
17. Who is your Commanding Officer?

## **Resources & Links**

Read the newspaper, watch television news, and listen to the radio to gain as much knowledge about your current event.

A review of your drill manual and cadet level books will aid you in answering some questions asked by the Board.

Air Cadet League of Canada: <http://aircadetleague.com/>

Canadian Cadet Organizations: <http://www.cadets.ca/>

[illegible]