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6.1 MINISTRY OF EDUCATION CREDIT PROGRAMS

6.1.1 EXTERNAL COURSE CREDITS

6.1.1.1 Introduction

In 1997, the BC Ministry of Education gave formal recognition to certain courses within the Air Cadet program to qualify for Educational credits. The Minister of Education approved a revision to the Graduation Credits Order to include credits for training received in Cadets. Cadets may obtain up to eight (8) credits towards Secondary School graduation. Four (4) credits may be obtained at Grade 11 by successfully completing Level Four squadron training, or an approved six-week summer training course, and four (4) credits may be earned at Grade 12 for successfully completing Level Five squadron training, or an approved six-week summer training course. Of course, where credit has been granted at Grade 11 on the basis of a summer training course then a second approved summer training course must be submitted for credit at Grade 12. Employment as a Staff Cadet may be used as an alternative to a summer training course. Specific course information may be found in the External Youth Development Course Codes Section, page 134, of the Course Information for Graduation Guide on the BC Ministry of Education website at:

[BC Ministry of Education - Provincial Exams - Handbook of Procedures](#)

6.1.1.2 What is an External Course?

A Ministry-accepted External Course is a Ministry-Authorized course which is an organized set of learning activities developed or offered outside the British Columbia School System and set out in Schedule 4 of the *Graduation Requirements Order*. Students receive graduation credit for successfully completing an External Course. These courses are of an equivalent standard to other Ministry-Authorized senior secondary courses.

6.1.1.3 Questions Concerning External Courses

If you have questions not addressed in this section concerning the curriculum or course documentation required for external courses, the Curriculum and Resources Branch. Phone: 250-356-7690

6.1.1.4 How to Report an External Course to the Ministry

When reporting an External Course to the Ministry, the school must use the designated course code and indicate a school mark. In order to provide a school mark, the school must first examine course documentation from the external institution. It is the student's responsibility to present this documentation as proof of successfully completing the course. The only External Courses which apply towards graduation are those which have been reviewed and approved by the Ministry and listed in the *Graduation Requirements Order*.

After examining the documentation from the external institution, the school must decide whether to report the student's level of achievement as a school percent and letter grade or as a Transfer Standing (TS) letter grade. TS has no negative or positive impact on a student's Grade Point Average (GPA).

6.1.1.5 Air Cadet Ministry Authorized Training Levels, Courses and Codes Level Three: Course Code UXCA 10

Recognizes the cadet's achievements over previous training years, and provides further training and leadership, citizenship, physical fitness and aviation subjects. Cadets are eligible to be recommended for promotion to the rank of Flight Sergeant upon completion of Level Three, and preferably successful completion of an Introductory Specialty Summer Course.

Level Four: Course Code UXCA 11

Advanced coverage expands Cadet knowledge. Cadets are eligible to be recommended for promotion to the rank of Warrant Officer Second Class upon completion of Level Four, and preferably completion of an Advanced Specialty Summer course.

Level Five: Course Code UXCA 12

Provides senior Air Cadets with opportunities to gain experience and to expand their knowledge/skills to carry out their duties effectively and to better support the Squadron Officer staff. A cadet may be recommended for promotion to the rank of Warrant Officer First Class upon completion of Level Five training, and preferably completion of an Advanced Specialty Summer course.

6.1.1.6 Qualifying Air Cadet Introductory Specialty Courses

- Basic Aviation
- Basic Aviation Technology Aerospace
- Basic Fitness & Sports
- Basic Leadership
- Basic Survival
- Military Band – Basic Musician
- Military Band Basic Musician – Pipe Band

6.1.1.7 Qualifying Air Cadet Advanced Specialty Courses

All courses noted are of six weeks or more duration. Cadets are not eligible to enroll until the third or fourth level or ranking is reached.

- Advanced Aerospace
- Advanced Aviation
- Advanced Aviation Technology - Air Craft Maintenance
- Advanced Aviation Technology – Airport Operations
- Air Rifle Marksmanship Instructor
- Fitness Sports Instructor
- Leadership Ceremonial Instructor
- Military Band – Intermediate Musician
- Advanced Training – Staff Cadet
- Glider Pilot Scholarship
- Military Band-Advanced Musician
- Pipe Band – Advanced Musician
- International Exchange
- Power Pilot Scholarship

6.1.1.8 Course Description and Instruction Hours Required

COURSE CHANGES		CONTENT		HOURS OF INSTRUCTION		EFFECTIVE
Formerly:	Now:	Formerly:	Now:	Formerly:	Now:	
Introduction to Aviation	Basic Aviation	Drill Physical Education and Recreational Sports Sensible Living Principles of Flight Aero Engines Propulsion Meterology Air Navigation Radio Procedures Airmanship	Operate a Radio For an Aviation Transmission Discuss Aviation Activities Demonstrate Principles of Flight Compare Aero Engines Participate in a Familiarization Flight Apply Elements of Airmanship Evaluate Meteorological Information in Aviation Develop Air Navigation Skills Fly an Experimental 'Round The Pole' Aircraft	88 hrs	96 hrs	June 2010
Introduction to Leadership	Basic Leadership	Drill General Cadet Knowledge Physical Education and Recreational Sports Sensible Living First Aid Leadership Effective Speaking Air Crew Survival Range Courses Swimming	Perform the Role of a Peer Leader Lead Team-Building Activities Communicate Effectively within a Leadership Team Command a Squad Execute Rifle Drill as a Member of a Squad Execute Flag Drill as a Member of a Flag Party Participate in Recreational Marksmanship and Summer Biathlon Activities Participate in a Community Service Activity	88 hrs	96 hrs	June 2010
Introduction to Physical Education and Recreational Training	Basic Fitness and Sports	Drill Sensible Living First Aid Swimming General Physical Education Minor Team Games Organization of schedules and conduct of meets Basketball Softball Soccer Volleyball Personal Physical Fitness Physical Education and Recreational Sports	Perform the Duties of a Fitness and Sports Assistant Follow a Personal Fitness Routine Lead a Warm-Up and Cool-Down Session Assist with the Cadet Fitness Assessment Assist with Recreational Sports	88 hrs	96 hrs	June 2010

COURSE CHANGES		CONTENT		HOURS OF INSTRUCTION		EFFECTIVE
Formerly:	Now:	Formerly:	Now:	Formerly:	Now:	
Introduction to Survival Training	Basic Survival	Drill Physical Education and Recreational Sports Sensible Living First Aid Air Crew Survival Swimming Canoeing	Perform Survival Skills Assist with a Field Exercise Assist with a Ground Search and Rescue Exercise Participate in Ground Navigation	58.6 hrs	96 hrs	June 2010
NIL	Advanced Aviation	NIL	Instruct Two 15-Minute Lessons on Aviation Subjects Obtain the Industry Canada Restricted Operator Certificate with Aeronautical Qualification Participate in Aviation Activities Explain Principles of Flight Describe Aero Engines Explain Elements of Airmanship Identify Aeronautical Rules and Facilities Explain Aspects of Meteorology Explain Aspects of Air Navigation Develop a Personal Study Plan	NIL	96 hrs	June 2011
Athletic Instructor	Fitness and Sports Instructor	Drill Leadership Instructional Techniques Swimming/Water Safety Canoeing Philosophy of Physical Education at the Unit Level Minor Team Games Tabloid Sports Meet Basketball Softball Soccer Volleyball Personal Physical Fitness Physical Education and Recreational Sports Fitness Training and Award Programs Physical Training Displays National Coaching Certification Program Art of Officiating	Perform the Duties of a Fitness and Sports Instructor Follow a Personal Fitness and Healthy Living Routine Advise an Individual on Personal Fitness and Healthy Living Conduct the Cadet Fitness Assessment Lead Recreational Sports On-The-Job Training	176 hrs	192 hrs	June 2011

COURSE CHANGES		CONTENT		HOURS OF INSTRUCTION		EFFECTIVE
Formerly:	Now:	Formerly:	Now:	Formerly:	Now:	
Senior Leaders	Leadership and Ceremonial Instructor	Drill Physical Education and Recreational Sports Leadership Training Instructional Techniques Effective Speaking Air Crew Survival (Map & Compass Use) NCO Duties & Leadership Assessment Swimming Canoeing	Participate in a Community Service Activity Simulate a Squadron Parade Night Assist Cadets in Preparation for a Drill Competition Instruct a Drill Lesson Attain a Standard First Aid Qualification Participate in Aviation Activities Perform in a Parade Appointment Execute Drill as a Member of a Squad Execute Lee Enfield Rifle Drill as a Member of a Squad Command a Flag Party Participate in a Drill Competition Participate in Ceremonial Activities On-The-Job Training	176 hrs	192 hrs	June 2011
Survival Instructor	Survival Instructor	First Aid Leadership Instructional Techniques Radio Communications Air Crew Survival Canoeing Map and Compass Orienteering Ground Search Field Exercise Organization and Planning Cold Water Survival/Small Craft Safety Campcraft/Fieldcraft	Instruct Two Lessons on Aircrew Survival Subjects Attain Standard First Aid Qualification Apply Survival Skills During an Aircrew Survival Exercise Practice Field Exercise Skills Manoeuvre a Canoe on Flatwater Participate in a Ground Search and Rescue Exercise Participate in Ground Navigation On-The-Job Training	176 hrs	192 hrs	June 2011
Introduction to Rifle Coaching	Air Rifle Marksmanship Instructor	Drill General Cadet Knowledge Physical Education and Recreational Sports Sensible Living Instructional Techniques Firearm Handling Range Duties Apply Safety Regulations Swimming National Coaching Certification Program	Attain Standard First Aid Qualification Describe the Duties of an Air Rifle Marksmanship Instructor Apply the Principles of Air Rifle Marksmanship Lead an Air Rifle Marksmanship Activity Assist a Range Safety Officer Coach Cadets During an Air Rifle Marksmanship and a Competitive Summer Biathlon Activity Assist with a Summer Biathlon Activity Instruct a 20-Minute Air Rifle Marksmanship Lesson On-The-Job Training	88 hrs	192 hrs	June 2011

COURSE CHANGES		CONTENT		HOURS OF INSTRUCTION		EFFECTIVE
Formerly:	Now:	Formerly:	Now:	Formerly:	Now:	
Cadet Musician (Level 2 and 3)	Military Band - Intermediate Musician	Theory Ensemble Drum Major Skills Conducting Lead Cadet Musician Sectionals Ensemble Elective	Maintain a Primary Woodwind Instrument Maintain a Primary Brass Instrument Maintain a Primary Percussion Instrument Apply Music Theory Demonstrate Rhythm and Aural Skills Play Scales Please Scales and Rudiments Sight-Read Music Perform Music Proficiency Level Repertoire Perform the Leadership Role of an Intermediate Musician Execute Drill as a Member of a Military Band Participate in Military Band Elective Training Activities Attain Standard First Aid Qualification On-The-Job Training	176 hrs	192 hrs	June 2011
Pipes & Drums (Level 2 and 3)	Pipe Band - Intermediate Musician	Maintenance Technique/Rhythms Tunes and Toning Prepared Music Pipe Band Training History & Highland Dress Aural Recognition Music Theory Pipe Band Drill Musical Leadership Individual Practice	Maintain a Primary Instrument Produce Tone On and Tone a Primary Instrument Apply Music Theory Demonstrate Rhythm and Aural Skills Play Technique Sight-Read Music Perform Music Proficiency Level Repertoire Perform the Leadership Role of an Intermediate Musician Execute Drill as a Member of a Pipe Band Describe Pipe Band History and Traditions Participate in Military Highland Dancinc Participate in Pipe Band Elective Training Activities Attain Standard First Aid Qualification On-The-Job Training	176 hrs	192 hrs	June 2011

COURSE CHANGES		CONTENT		HOURS OF INSTRUCTION		EFFECTIVE
Formerly:	Now:	Formerly:	Now:	Formerly:	Now:	
Cadet Musician (Level 2 and 3)	Military Band - Intermediate Musician	Theory Ensemble Drum Major Skills Conducting Lead Cadet Musician Sectionals Ensemble Elective	Maintain a Primary Woodwind Instrument Maintain a Primary Brass Instrument Maintain a Primary Percussion Instrument Apply Music Theory Demonstrate Rhythm and Aural Skills Play Scales Please Scales and Rudiments Sight-Read Music Perform Music Proficiency Level Repertoire Perform the Leadership Role of an Intermediate Musician Execute Drill as a Member of a Military Band Participate in Military Band Elective Training Activities Attain Standard First Aid Qualification On-The-Job Training	176 hrs	192 hrs	June 2011
Pipes & Drums (Level 2 and 3)	Pipe Band - Intermediate Musician	Maintenance Technique/Rhythms Tunes and Toning Prepared Music Pipe Band Training History & Highland Dress Aural Recognition Music Theory Pipe Band Drill Musical Leadership Individual Practice	Maintain a Primary Instrument Produce Tone On and Tone a Primary Instrument Apply Music Theory Demonstrate Rhythm and Aural Skills Play Technique Sight-Read Music Perform Music Proficiency Level Repertoire Perform the Leadership Role of an Intermediate Musician Execute Drill as a Member of a Pipe Band Describe Pipe Band History and Traditions Participate in Military Highland Dancinc Participate in Pipe Band Elective Training Activities Attain Standard First Aid Qualification On-The-Job Training	176 hrs	192 hrs	June 2011

COURSE CHANGES		CONTENT		HOURS OF INSTRUCTION		EFFECTIVE
Formerly:	Now:	Formerly:	Now:	Formerly:	Now:	
Cadet Musician (Level 4 and 5)	Military Band - Advanced Musician	Theory Ensemble Drum Major Skills Conducting Lead Cadet Musician Sectionals Ensemble Elective	TO BE CONFIRMED - FALL 2011	176 hrs	192 hrs	June 2012
Pipes & Drums (Level 4 and 5)	Pipe Band - Advanced Musician	Maintenance Technique/Rhythms Tunes and Toning Prepared Music Pipe Band Training History & Highland Dress Aural Recognition Music Theory Pipe Band Drill Musical Leadership Individual Practice	TO BE CONFIRMED - FALL 2011	176 hrs	192 hrs	June 2012

COURSE CHANGES		CONTENT		HOURS OF INSTRUCTION		EFFECTIVE
<i>Formerly:</i>	<i>Now:</i>	<i>Formerly:</i>	<i>Now:</i>	<i>Formerly:</i>	<i>Now:</i>	
Introduction to Aerospace	Advanced Aerospace	Drill Physical Education and Recreational Sports Sensible Living Astronomy Methodology of Work High Technology Micro-Computers Project Management Space Law Space Materials Orbital Mechanics Space Systems	Instruct Two Lessons on Aerospace Subjects Attain Standard First Aid Qualification Identify Elements of the Night Sky Describe Space Systems Discuss Orbital Mechanics Launch Model Rockets Fabricate a Scale Model of an Aerospace Component Simulate Life in Space Control a Robot Present an Aerospace Mission Proposal	88 hrs	192 hrs	June 2011
Advanced Aviation Technology - Aircraft Maintenance	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE	NIL
Advanced Aviation Technology - Airport Operations	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE	NIL
Glider Pilot Scholarship	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE	NIL
Power Pilot Scholarship	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE	NIL
International Air Cadet Exchange	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE	NIL
Staff Cadet	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE	NIL

COURSE CHANGES		CONTENT		HOURS OF INSTRUCTION		EFFECTIVE
<i>Formerly:</i>	<i>Now:</i>	<i>Formerly:</i>	<i>Now:</i>	<i>Formerly:</i>	<i>Now:</i>	
Introduction to Instruction	NO REPLACEMENT	CANCELLED	NO REPLACEMENT	CANCELLED	NIL	NIL
Technical Training - Aircraft Servicing	NO REPLACEMENT	CANCELLED	NO REPLACEMENT	CANCELLED	NIL	NIL
Technical Training - Electrical	NO REPLACEMENT	CANCELLED	NO REPLACEMENT	CANCELLED	NIL	NIL
Technical Training - Photography Tech	NO REPLACEMENT	CANCELLED	NO REPLACEMENT	CANCELLED	NIL	NIL
Air Traffic Control	NO REPLACEMENT	CANCELLED	NO REPLACEMENT	CANCELLED	NIL	NIL

6.1.1.9 Documentation

Each qualified Air Cadet will be provided with a National Defence Cadet Certificate of Qualification (CF558) signed and dated by his or her Commanding Officer. This certificate displays the Cadet red, navy and gold crest and identifies personal and course data. The grading systems vary depending upon the course or cadet program completed. Some certificates will indicate a grade or percentage, pass or fail, or a class rank. For a staff Cadet program, a level of performance will be indicated.

It is the school's responsibility to verify the authenticity of the documents. Schools will contact the Regional Cadet Support Unit (Pacific), Staff Officer (Air) at 250.363.0814 should the documents provided for school use appear not to be genuine or not to belong to the student who presents it.

6.1.2 GRADUATION TRANSITION CREDIT (WORK EXPERIENCE)

6.1.2.1 Introduction

The Ministry Of Education requires all students complete a Graduation Transition Credit for grade 12 graduation. To obtain this credit, grade 11 and 12 students are required to complete a mandatory 30 hours of work experience and/or community service. Work experience is defined in legislation as “that part of an education program that provides a student with an opportunity to participate in, observe or learn about the performance of tasks and responsibilities related to an occupation or career.”

6.1.2.2 Air Cadet Work Experience

The Air Cadets/BCPC in partnership with our Aviation/Aerospace Industry partners offers a 40 hour work experience program to selected senior cadets that will provide them with the opportunity to work in an aerospace environment under the direct supervision of a certified engineer/technician and fulfil their Graduation Transitions work experience requirement. The program is designed to provide those cadets who are contemplating a career in the aerospace industry with an opportunity to gain some experience actually working in that environment.

6.1.2.3 Cadet Qualification Requirements

To qualify for the program the Cadet must:

- be a resident of BC,
- be a grade 11 or 12 high school student,
- be eligible for enrolment in the provincial work experience program,
- be excused from school for the period of the one week work experience,
- have successfully completed a criminal record check, and
- have a demonstrated technical interest.

6.1.2.4 Current Program Guidelines and Applications

Due to the dynamic nature of the Aerospace Industry long range forecasts for aircraft maintenance schedules and support requirements are constantly changing. To ensure that the information provided for the Cadet Work Experience Programs reflected these changes, the current program guidelines and applications are maintained on and maybe downloaded from the BC League Web Site under Cadet Programs.

6.2 EFFECTIVE SPEAKING PROGRAM

6.2.1 Aims of the Program

The Effective Speaking program is an Air Cadet League sponsored activity and is in addition to the cadet training program as prescribed by DND. The Air Cadet League believes that this program provides an important skill, which will benefit cadets in their future endeavors.

For additional information follow the link to the National Policy and Procedure manual Section 5.5.6 and to References.

<http://www.aircadetleague.com/en/infoforcadetsandsquadron/contestcompetitions/>

6.3 AIR CADETS AND THE DUKE OF EDINBURGH AWARDS PROGRAM

6.3.1 Overview

In setting up a Duke of Edinburgh (D of E) Awards Program in a squadron, enthusiastic and dedicated leaders are a prime requirement. One person should be given the responsibility for supervising the entire activity. This program should be his/her main contribution to the squadron or his/her only contribution if the squadron has a large number of candidates. The task of leading a D of E Awards Program is too demanding to be considered as a secondary duty.

Follow this link for more information regarding the Duke of Edinburgh Program; National Policy & Procedure Manual Section 5.8.2.3 and under References.

http://www.aircadetleague.com/en/documents/duke_of_ed.pdf

6.5 TRUST FUNDS FOR PILOT TRAINING ACHIEVEMENT AWARDS

Follow this link for more information; National Policy and Procedure 5.8.3.2.1

<http://www.aircadetleague.com/common/documents/images/ppm/ppm2009-08.pdf>

Application Forms:

<http://www.aircadetleague.com/common/documents/images/ppm-20forms/acc59.pdf>

6.6 TROPHIES - CADETS

6.6.1 Trophies

Each year, the BCPC awards Trophies to deserving Cadets. The individual cadet awards are selected by the military through evaluation of course reports. These awards are presented to the Squadron representatives attending the BCPC AGM.

NOTE: * Indicates that a small “keeper trophy” is also awarded to each recipient

* **Captain Geoff Richards Trophy - Top Senior Leader**

The BC Air Cadet who was overall the highest on the Senior Leaders course, as notified by the Cadets Senior Leaders course Report.

* **Chuck Sixsmith Trophy - Top Flying Training (Power)**

The BC Air Cadet who places first on the BC Flying Scholarship Course (Power), as notified by reports from the Flying Scholarship Course.

- * **Billy Bishop Trophy - Runner-Up-Flying Training (Power)**
The BC Air Cadet who places second on the BC Flying Scholarship Course (Power), as notified by reports from the Flying Scholarship Course.
- * **Ivan R. Quinn Trophy - Top Flying Training (Glider)**
The BC Air Cadet who places First on BC Gliding Scholarship, as notified by reports from the Gliding School.
- * **Cherie Hall Trophy - Runner-Up Flying Training (Glider)**
The BC Air Cadet who places Second on BC Gliding Scholarship as notified by reports from the Gliding School.
- * **Beatrice Large I.A.C.E. Trophy - Top Exchange Cadet**
The BC Air Cadet who places first on the Merit List.
- * **B.O. Mayne Trophy - Top NCM**
This award will be selected at a combined meeting of both the BCPC Awards and Evaluation Committee and ACO's Staff. Selection will be based on the results of a standard form sent to each Squadron.
- * **Chairman's Trophy - Top Athletic Award**
As selected from Course Reports.
- * **Peter Wing Trophy - Top Technical Training**
As selected from Course Reports.
- * **Ex Air Gunners's Trophy - Top Air Controller**
As Selected from Course Reports.
- A.D. Bell-Irving Trophy - Large Team Drill**
This trophy is awarded to the winner of the Large Drill Team Competition.
- A.W. Carter - Small Team Drill**
This trophy is awarded to the winner of the Small Drill Team Competition.
- BC Band Trophy - Top Band**
The Air Cadet Band that places highest in the Tri-Service Band Competition. A band in Division "A" would place higher in Division "B" regardless of marks. A tie in the standing mark would be in the following priority: Military Trumpet, The pipes and drums.
- Clarke Rosebowl - Top First Aid Team**
The Air Cadet Squadron that places highest in the Tri-Service First Aid Competition.
- SO Cadet Trophy - Achievement**
As selected by the ACO's Staff on outstanding effort and accomplishment.
- D'Easum Trophy - Citizenship**
Citizenship activities as reported by the Sponsoring Committee Chairs in the Annual Report to the BCPC. **(Not always awarded annually.)**
- Nancy Tsangaris Effective Speaking Trophy**
To winner of Provincial Effective Speaking Competition

6.7 NATIONAL SUMMER SCHOLARSHIP AWARD COURSES

Details for the Scholarship Courses can be found on the National Air Cadet League Website

<http://www.aircadetleague.com/common/documents/images/summer%20training%20descriptions.pdf>

RCSU (Pacific) Summer Training Course Information:

[Home Page Cadets Canada](#)

National Summer Training Course Selections

6.8 SCHOLARSHIP REVIEW BOARD

6.8.1 Procedure and Instructions

The following are the criteria and procedure followed by the Interviewers at the Scholarship Review Boards. It is the intent of the committee to make this process as fair and equitable as possible for all the candidates. This is achieved by:

- The same questions for each course are asked of all cadets throughout the province.
- Attempting to use the same interviewers for each course, wherever possible.
- Following the same procedure and guidelines for all Boards throughout the province.

6.8.2 Procedure

In accordance with National policy, cadets who apply for Award and Scholarship Courses are required to sit for a personal interview at the Scholarship Boards. The Boards are organized and staffed by the BCPC with Personnel from Pacific Region Military. The boards are held in each Wing prior to the 28th of February. All cadets applying for scholarship courses will be boarded with the exception of Oshkosh.

British Columbia places considerable emphasis on the interview process as a positive developmental experience for the cadet. The use of uniform question banks and marking guides is part of the commitment to provide this training experience.

One of the important features of any Scholarship process is consistency, the greater the effort put into making the interview and assessment process the same for every participant, the greater the validity of results. To facilitate this process, the following procedure shall be followed by all Board participants.

6.8.3 Board Composition

A Scholarship Review Board shall consist of not less than two and not more than three members. A Chair will be appointed for each board by the BCPC Executive. The Chair of each Board will then record the names of each Board member who participates, and these names shall remain on file for two competition years.

6.8.4 Requirements to Conduct the Interview

Each Board will be provided with the following materials:

- **Booklets** containing instructions and the questions to ask each cadet who appears before the Board;
- A supply of **Marking Sheets** for that particular Board;
- The cadet Application Forms (DND2226). Contained in each Application Form will be a summary **Scoring Sheet** with information about the cadet, including the scores for the appropriate sections which have been entered.

6.8.5 Time Allocated for the Interview Process

The amount of time spent on each cadet interview is limited to 1/2 hour in total, which includes the review of the file, the interview and the summarizing of the marks after the interview has been completed.

6.8.6 Chair's Introduction to the Cadet

The Board members will review the file before the cadet enters the room. After mutual introductions, the Board Chair shall explain the objectives of the interview. These should include:

- That the purpose is not to find fault or to try to prevent his/her participation on the course applied for;
- That the Board wants to use the time allotted to provide a fair assessment of the cadet's knowledge and experience of the course for which they are applying; and,
- That notes will be taken throughout the interview (this will prevent note taking from becoming a distraction).

6.8.7 The Interview

There will be no interruptions or noise disruptions from any local source. The interview process is a stressful experience for the cadet; therefore, all unnecessary stress factors are to be eliminated such as:

- Board members "Lecturing" or "Reprimanding" cadets over issues that the cadet has no control over; or,
- Having observers present in the interview room; this is not permitted.

6.8.8 Marking

Each Board member will use a **Marking Sheet** to record the points awarded the cadet for their answers to each of the questions asked. The sections on the Marking Sheet correspond to the Questions in the booklet for each particular Board. ALL questions in the booklet will be asked of ALL cadets.

6.8.9 Dismissal of the Cadet

At the conclusion of the interview, the cadet will be asked if he/she has any questions for the Board. The Board will then advise the cadet that the results of the Boards will be provided to the Commanding Officer of the squadron and the Chair of the SSC by mid March.

The cadet must be advised that final Scholarship often involves a difference of only one-half point between candidates; therefore, the cadet should not divulge any of the questions to their colleagues as this would provide an unfair advantage and might very well result in the loss of the course to the cadet.

The Board should also provide the Power and Glider Scholarship candidates with instructions on obtaining their Medical Certificate. The cadet should then be complimented for participation and given permission to be excused.

6.8.10 Finalizing the Marks

Once the cadet has left the room, the Board Members shall compare and discuss the marks for each section and agree on the final mark to be awarded for that particular section.

Enter the agreed-upon mark in the appropriate box on the pre-printed **Scoring Sheet**. **Interviewers are not required to total the marks** as they will be entered into the database and will automatically calculate.

The Board Chair will then sign the Scoring Sheet, and place it inside the Application along with all the Marking Sheets before proceeding with the next cadet. Once the Board is completed, the marking sheets and all relevant material will be handed to the Chief Administrative Officer for the BC Provincial Committee.

6.8.11 Summary

The preceding paragraphs describe the interview process that each scholarship candidate will experience when attending the Scholarship Review Boards. As indicated previously, it is the cadet who determines whether he or she will be successful in obtaining a scholarship camp.