

**Air Cadet League of Canada
Alberta Provincial Committee**

Scholarship Review Boards

Preparation Package for Cadets

2019



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Acknowledgments

This manual was originally prepared by Kevin Robinson in his role as Vice Chair of the Alberta Provincial Committee. It has been subsequently revised as lessons have been learned and feedback received. Other sources used in this manual include:

- Air Cadet National Course Application, RCSU (A) Narrative Instructions and Guide
- Scholarship Review Board Preparation Package 2015 from the Manitoba Air Cadet League, with 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.

Introduction

In accordance with national policy, cadets who apply for certain Scholarship Courses are required to sit for a personal interview, called the *Scholarship Review Board (Boards)*. The Air Cadet League of Canada (ACL) and the Department of National Defence (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 (AAS)
- Glider Pilot (GPS)
- Power Pilot (PPS)
- Exchange (IACE) International Air Cadet

This selection process is currently also used for:

- Advanced Aviation Technology Course - Airport Operations (AO)
- Advanced Aviation Technology Course - Aircraft Maintenance (AM)

Inclusion of AO and AM in the Scholarship Review Board process will be reviewed for future years and maybe changed by DND.

Boards are organized and staffed by ACL personnel with military officers and will be held on February 16, 2019, in Innisfail Alberta. All candidates are expected to attend the announced date. Should there be extenuating circumstances; an alternative arrangement can be made. Those requests must be made through the Squadron Commanding Officer to the Selection Board Coordinator as soon as possible and no later than February 1, 2019. Pre-board interviews will be determined by the Selection Board Coordinator at their discretion.

A cadet may only apply for one of IACE, PPS or GPS. If recommended by their Squadron, they may also Board for AAS, AO, or AM. The number of billets available to Alberta for 2019 will be announced when it becomes available.

Purpose and Principles

The purpose of this document is to provide a general guide for Air Cadets to prepare for 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 Armed Forces. The process, despite its complexity, is cooperative and all involved agree to these 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. Except in situations where the safety or welfare of an individual Air Cadet or other Air Cadets may 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 training attended; and
- e) Participation in support of his or her home squadron

2) Attitude, Motivation, Knowledge and Interest in 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 Board.

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

3) Education

To fairly and consistently assess school grades at the Boards, the following procedure is followed. All applications must include the Cadet's last **full year final school report card**, usually issued at the end of June in the prior year. A committee consisting of Alberta Provincial Committee (APC) League members and military members from the northern and southern areas of Alberta meet to apply a consistent approach to the assignment of school marks.

There is no weighting of marks based on the level of academics a cadet is taking. Grades for the core subjects: English or French – if the school is a French school; Social Studies; Math and the Sciences (including science, biology, physics, and chemistry), are used. Most Cadets take these subjects within a given year. If not, then the second level of courses included is physical education, French language and music, as these are part of the Cadet program. Should there still not be sufficient courses to fairly apply marks, the Cadet's report card will be reviewed by the committee and a fair mark will be applied to the Cadet's application.

When sufficient core courses are provided, grades are assessed by choosing the highest three of the four cores subjects and averaging them together to form the school mark.

Where grades are provided as "Meets expectations" or "Exceeds expectations", the committee reviews the definition provided by the school to explain what this means and will provide an average numeric percentage. It may be to the Cadet's advantage if they request from their school a mark conversion to either a percentage or letter grade.

The overall goal is to apply a consistent approach to all grades. All Cadets will be marked fairly and mark calculations are reviewed at least twice in the Selection Board process to ensure accuracy.

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

If a cadet is home schooled the committee requires the evaluation marks that the program uses to assess the student's grade level.

The APC Selection Board Chair may ask for more information should a Cadet's report card not meet the parameters set out in this manual. It is the Cadet's responsibility to supply the school information required. Education marks are a requirement under the National Directive of the selection process and must be provided to ensure assessment is fair for all Cadets. Overall, school marks make up 20% of the Cadet's total score. See **Appendix B** for Marking Sheet for School Marks.

4) General Knowledge

The General Knowledge portion assesses an Air Cadet's awareness of the Air Cadet program, current affairs and the respective roles of the ACL and the DND in the Air Cadet movement. The specific items 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 role and responsibilities at all levels of the ACL – 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 a high standard of dress and deportment. At the squadron level, this assessment is based on long term performance. When cadets are interviewed for a NSTC their appearance is marked at the time of the Board. The specific items which will be considered in establishing a mark for the Air Cadet in this element of the evaluation are:

- a) Dress in accordance with CATO 55-04, Air Cadet Dress Instructions - A uniform inspection will be conducted by individual/s separate from the interview to ensure consistency for all cadets. Attached as **Appendix C** are the dress instructions and badge placement, in accordance with CATO 55-04, that are required.
- b) Deportment and self-expression - This portion of the evaluation will be completed at the time of the Board with the Air Cadet.



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. **The APC has determined that a pass mark for our scholarship process is 60%.** An Air Cadet must achieve this mark in order to be considered for a Board interview.

An Air Cadet can write the exam for both gliding and power but may only apply for one of these scholarships.

Overall 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

The score sheets are derived from the National Directive. See **Appendix E**.

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 the Cadet's 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.

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.

To prepare the cadet for the board, the ACL recommends each Sponsoring Committee organizes several opportunities for "dress rehearsal", referred to as Mock Boards or Pre-Boards. These are intended to replicate the atmosphere the cadet will experience in the actual Board, thereby lowering the stress felt throughout the interview by helping the Air Cadet to feel prepared. 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.

Some of the points 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?

Interview Board Questions

Board Chairpersons ensure that the Cadet candidates are asked questions specific to the course(s) desired. Each year a specific list of questions is established for each Board and every candidate is asked the same questions. Each Board member is usually assigned a specific number of these questions. Each interview is about 15-20 minutes, followed by discussion among Board members before scoring.

After the Air Cadet leaves the interview, the Board members will confer and assign marks for: general knowledge, course knowledge, attitude, motivation, ability to express themselves, squadron contributions, uniform appearance, and bearing. The 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 the Air Cadet's position on the Merit List.

It is critical that Air 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.

Available National Training Cadet Scholarships (NTCS)

International Air Cadet Exchange (IACE)

IACE is an annual program designed to promote character, good-will, and cooperation among the world's civilian auxiliary aviation programs. Participants come from organizations such as the Air Training Corps, Girls Venture Corps Air Cadets, Australian Air Force Cadets, United States Civil Air Patrol, German Society for Aeronautics and Astronautics, Royal Canadian Air Cadets, Turkish Aeronautical Association, Hong Kong Air Cadet Corps, Singapore National Cadet Corps, along with fifteen other equivalent groups in other nations.

The IACE tour is coordinated through the IACE Association (IACEA) which is a separate organization from the ACL. Canada is a founding partner with the UK of this organization. The aim of IACEA is to foster international understanding, goodwill and friendship among young people who have an interest in aviation.

The mission of IACEA is to serve member nations, organizations, and participating cadets by conducting top quality exchanges of aerospace-minded young people that:

- Foster international understanding, goodwill, and friendship among young people who have an interest in aviation
- Promote an interest in aviation and space, including highlighting career opportunities
- Introduce cadets to the global nature of aerospace manufacturing
- Provide cadets an insight into the essential interdependence of nations
- Share the values of cultural diversity, character development, and the potential of all young people to better themselves.

Cadets spend a week in Ottawa at the beginning of their trip and then two weeks with their foreign counterparts during July/August.

During the exchange, cadets are provided housing by volunteer families and on military installations in their host nation. Scheduled activities vary depending on the host nation, but include tours of famous landmarks and cultural institutions, tours of local aviation facilities or factories, lectures with local aviation figures and visits to military units. Financially, each nation is responsible for its own cadets, and funding comes from governments, civilian aviation enthusiasts, or aerospace industry.

Duration: 3 weeks; Maximum number of candidates: One per sqn; Minimum age: MUST BE 17 years old during the exchange. The UK requires Cadets to be 18 at the time of travel. Sqn proficiency level: Level 4 successfully completed by the application date. One-Time Participation: An air cadet can only participate in the IACE once.

For more information see:

https://en.wikipedia.org/wiki/International_Air_Cadet_Exchange and
<http://www.iacea.com>

Power Pilot Scholarship (PPS) and Glider Pilot Scholarship (GPS)

PPS and GPS candidates must meet all established requirements, including age, medical standards and Canadian Armed Forces (CAF) qualifying exam. Candidates must demonstrate a sincere motivation and interest in learning to fly and that they are prepared to commit to the demanding study time required to become a pilot.

Duration: 6 weeks; Location: GPS - Gimli CFTC, Gimli, MB; PPS – TBD; Minimum age: PPS: Must be 17 years old by September 1st of the year the course is taken, and GPS: 16 years old by September 1st of the year the course is taken; Sqn proficiency level: PPS: level 4 successfully completed by the end of the current training year, and GPS: level 3 successfully completed by the end of the current training year; Must attain a minimum of 60% on CAF Qualifying Exam. Education: PPS: Grade 10 or equivalent completed by nomination deadline, and GPS: Grade 9 or equivalent completed by the Squadron's nomination deadline; Minimum medical standards: ***Applicant must provide a valid Category 3 Medical Certificate from Transport Canada by 1 June of the application year.*** It is recommended that Cadets obtain their Medical Certificate early in the process as it takes time and it is good for five years from issue date.

Physical limitations: Air cadet gliders and training aircraft used for PPS impose certain physical limitations regarding weight and size of the pilot. A person's size must be such that one can sit, comfortably positioned, with good visibility in all directions as well as being able to reach the controls for full movement. In accordance with CATOs 54-26 and 54-27, the mandatory physical limitations are:

- Glider: Minimum: height 152.4 cm (no shoes/boots, socks only), weight 40.82 kg, and Maximum: height 190.5 cm, weight 90.72 kg
- Power: Maximum Weight: 111.13 kg.

CATO 54-26 Annex B or CATO54-27 Annex B Form must be submitted with the application package. ***Cadets will not be weighed and measured at Boards.***

NOTE regarding previous licences:

- For GPS: Cadets who hold any Transport Canada pilot licence or permit are not eligible for the GPS
- For PPS: Cadets who hold any Transport Canada pilot licence or permit other than a glider pilot licence are not eligible for the PPS

NOTE: A Cadet may apply for only one of IACE, PPS or GPS in a given year

Advanced Aerospace Course (AASC)

The aim of the AASC training is to develop a specialist with the skills and subject matter knowledge required to be an instructor and team leader for aerospace activities within the Air cadet program.

Duration: 6 weeks; Location: St-Jean CFTC, St-Jean, QC; Maximum number of candidates: One per squadron. Proficiency level: Level 3 successfully completed by the end of the current training year.

Regional Cadet Summer Training Courses Requiring a Selection Board

Advanced Aviation Technology Course-Airport Operations (AATC-AO):

The aim of AO is to introduce cadets to programming specific to airport operations. The aim will be accomplished through practical, hands-on learning modules that will reinforce theoretical notions. By establishing a dynamic learning environment and exposing the cadets to a variety of airport operations, they will be inspired to further pursue learning in this program area.

Duration: 6 weeks; Location: Canadore College, North Bay, ON; Maximum number of candidates: One per sqn; Sqn proficiency level: Level 3 successfully completed by the end of the current training year.

Advanced Aviation Technology Course-Aircraft Maintenance (AATC-AM)

The aim of AM is to introduce cadets to aircraft construction and maintenance. The aim will be accomplished through practical, hands-on learning modules that will reinforce theoretical notions. By establishing a dynamic learning environment and exposing the cadets to a variety of aircraft construction and maintenance functions, they will be inspired to further pursue learning in this program area.

Duration: 6 weeks; Location: Canadore College, North Bay, ON; Maximum number of candidates: One per sqn; Sqn proficiency level: Level 3 successfully completed by the end of the current training year.

Frequently Asked Questions

What do I wear to the Review Boards?

Unless otherwise instructed, cadets wear C-2 uniform, as shown in Section 5 and appendix C.

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. There is a video describing and showing the process, found at:

<https://www.youtube.com/watch?v=vRxqKpnO5pI>, and on the APC website

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 Armed 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. You will be asked questions to assess your knowledge, interest, motivation and attitude towards the course(s) for which you have applied. Examples of questions that may or may not be asked are attached.

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 8 weeks of selection boards.

When the interview is finished, the Air Cadet stands, replaces head dress, advances to the door, faces the Board members and salutes, and smartly depart the room. Some cadets like to shake hands with the Board members and thank them. This is optional and can be done if the cadet feels comfortable doing so.

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. If you wish you may shake hands with the Board members but it is not a requirement;
- d) Go to the door;
- e) Salute; and
- f) Walk sharply out of room.

What do I do if I 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." You may also request the Board go back to that question at the end of the interview in case you have thought of the response. Do not be disturbed when the Board does not reveal the correct answer as they are not permitted to do so.

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 D**

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>

There is another video available on the website that helps Cadets to prepare - what to think about when preparing for questions from the selection board.

https://www.youtube.com/watch?v=D47_hIl4aHE

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 suitability for selection on the scholarship course. In addition, it serves as an introduction of the cadet to the board members who will be conducting the interview phase of the selection process. It is therefore very important that, early in the application process, Squadron personnel assist their cadets with their narrative and ensure they follow the guidelines set out below.

Supervisors should ask the Cadet to provide a draft narrative so that they may give suggestions as to how the narrative could be more successful. The cadet may then edit the narrative prior to producing the final copy to include with their Air Cadet National Training Course Application. Supervisors are cautioned that, in providing assistance, the narrative must still be a product that accurately reflects the cadet's own ability to express themselves.

Content:

The narrative shall be structured in the following manner, containing a minimum of five paragraphs as follows:

- **Introduction** - A brief summary of the cadet to allow the board members to clearly understand who the cadet is. Note: Do not write a list of accomplishments, awards, or other information that is easily found in the cadet's file. *(One Paragraph)*
- **Body - Using the Air Cadet Motto as a guide**, inform the board *(Three Paragraphs)*:
 - **Learn:** what have you done to prepare for the course?
 - **Serve:** why you believe that you should be chosen?
 - **Advance:** why are you interested in the course?
- **Conclusion** - The cadet should "sell" themselves to the Selection Board one last time without repeating what has already been written and

thank the board for their time in reviewing their application. (*One Paragraph*)

General Formatting

The narrative should follow the standard Military Writing Guide, for a public, non-DND communication, with the following requirements:

- It should be **no longer than 2 letter sized pages**.
- The letter shall be addressed to:
Alberta Provincial Committee
Air Cadet League of Canada
P.O. Box 38120
#725, 500 Country Hills Blvd. NE
Calgary, AB T3K 5G9
- No Annexes, Appendices or Enclosures shall be used.

Formatting Style Required:

- **Font**: Use Times New Roman size 12
- **Justification**: Left justify the document
- **Margins**: Make all margins – left, right, top and bottom - one (1) inch each
- **Punctuation**: Use a single space following colons (:), question marks (?), exclamation marks (!) and periods (.) at the end of a sentence and after commas (,) and semi-colons (;) in a sentence.
- **Spelling**: Ensure your narrative is free of spelling mistakes; use a Canadian dictionary for reference as required (Oxford or Gage are good references)>
- **Grammar**: Ensure your narrative is free of grammar errors; Use the “The Canadian Style” as a reference if required.
- **Paragraphs Indentation**: Your narrative should be prepared in block style, with no indentations at the beginning of paragraphs.
- **Spacing**: Ensure 1.5 space between lines of text; add an additional line between paragraphs, salutation and closing.

- **Capitalization**: See the following for examples of proper capitalization within DND correspondence:
 - a. Governments and Government Bodies;
 - i. the Government of Canada
 - ii. the House of Commons.
 - b. Titles of Office or Rank;
 - i. The Right Honourable Justin Trudeau, Prime Minister of Canada,
 - ii. Colonel Theriault
 - c. Languages and People;
 - i. Francophone
 - ii. English
 - d. Military Terms;
 - i. the Canadian Forces,
 - ii. Canadian Forces Base Borden,
 - iii. the Canadian Decoration,
 - iv. EXERCISE RAPIER THRUST,
 - v. A Boeing 747, and
 - vi. Her Majesty's Canadian Ship (HMCS) HALIFAX.
 - e. The Salutation and Complimentary Close:
 - i. Dear Madam, and
 - ii. Yours truly

- **Signature Block**: A handwritten signature must always appear at the end of the narrative, followed by the Cadet's name and rank
- **Page Numbers**: The narrative should have page numbers using Arabic numerals at the bottom left hand side of each page.

Sample Narrative: Two Pages Maximum Length

Your Squadron or
Your home Address here

Date

**Alberta Provincial Committee
Air Cadet League of Canada
P.O. Box 38120
#725, 500 Country Hills Blvd NE
Calgary, AB T3K 5G9**

Dear XXXXX: *(use Sir, Madam, Selection Committee or salutation of your choice)*

Paragraph One: Introduce Yourself

Paragraph Two: How does “To Learn” apply to you in application for this scholarship?

Paragraph Three: How does “To Serve” apply to your application?

Paragraph Four: How does “To Advance” apply to your application?

Paragraph Five: Summarize your fit to the scholarship, sell yourself, conclusion

Complimentary Close: *(Use “Yours truly,” or close of your choice)*

Your Signature

Marking Matrix for Narrative

	0 - Not Present Nil	1 - Major Error(s) Below Average	2 - Minor Error(s) Average	3 - No Errors Above Average
1. Introduction	There was no introduction of the cadet	There was an introduction but was extremely brief and/or lacked substance or clarity	The introduction was clear and concise but did not contain sufficient substance to provide adequate understanding of the cadet	The introduction provided a clear and concise understanding of who the cadet is
2. Formatting	There was no attempt at accurate formatting	Formatting was attempted but present with many errors	Formatting was mostly accurate but not perfect	Formatting contained no errors
3. Grammar		Grammar was Poor - Many errors	Grammar was good but not perfect	There were no grammar errors
4. Degree of referencing Motto	Did not include any reference to motto	Only 1 portion of the motto was referenced	2 portions of the motto were referenced	All 3 portions of the motto were referenced
5. What they have done to prepare themselves for the course	No preparation was mentioned	Preparation was basic and no personal initiatives were made	Initiative was taken to prepare but was limited in scope	Preparation was comprehensive and took a high level of initiative
6. Why they believe they should be chosen for the course	No mention of why they should be chosen for the course was referenced	Answer was purely selfish	Answer was selfless but was weak	Answer was selfless and was strong
7. Why they are interested in the course	Had no interest	Displayed some interest	Was interested but not very detailed or enthusiastic	Was enthusiastic, displaying lots of interest and details
8. Conclusion	There was no conclusion	Conclusion was present but either too long or short, repeated information or did not thank the board.	Board was thanked and final "sell" was somewhat convincing.	Board was thanked and final "sell" was inspiring and confident.

APPENDIX B – Education Marks Calculation

2019 Education Marks Calculation

(School marks calculated by the APC marking committee)

Cadet Name: _____

Squadron: _____

Subject _____ Mark _____

Subject _____ Mark _____

Subject _____ Mark _____

Total of all 3 Marks _____

Divide by 3 _____

Score out of 20 (divide above number by 5) _____/20

2019 Education Marking Guidelines

The committee selects the highest 3 of the 4 core subject final marks, adds them together then divides them by three to form the education 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 provided a definition of what the grade means, 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 a minimum of two times in the Selection Board process.

APPENDIX C – Air Cadet Dress Instructions

The Order of Dress for Scholarship Review Boards is C2, per CATO 55-04 Annex A. Cadets are expected to review CATO 55-04 and the 2017 Badge Placement direction to ensure their uniform complies with current standards.



For your reference, the 2017 Badge Placement and CATO 55-04 with all Annexes can be found at the following locations:

<https://aircadetleague.ab.ca/honours-awards/#scholarship-review>

<https://portal-portail.cadets.gc.ca>

Sample: Matrix used to mark the Cadet's uniform on the day of Scholarship Review Boards

Cadet Name: _____ Rank: _____ Cadet Squadron _____

Headdress (3 Points)		
Wedge	Yes (1)	No (0)
Clean/Lint Free	Yes (1)	No (0)
Buttons Straight	Yes (5)	No (0)
Brass Straight	Yes (5)	No (0)
Total	/3	

Hair (6 Points)		
Above Collar (M)	Yes (3)	No (0)
Above Ears (M)	Yes (3)	No (0)
Above Collar (F)	Yes (3)	No (0)
Neat/Groomed (F)	Yes (3)	No (0)
Total	/6	

Tie (1 Point)		
Tie	Yes (1)	No (0)
Total	/1	

Tunic (10 Points)		
Wrinkle Free	Yes (2)	No (0)
Clean/Lint Free	Yes (2)	No (0)
Pockets Buttoned	Yes (1)	No (0)
Badges Correct	All (4)	Some (2)
Ribbons Correct	Yes (1)	No (0)
Total	/10	

Shirt (5 Points)		
Wrinkle Free	Yes (2)	No (0)
Clean	Yes (2)	No (0)
Buttoned	Yes (1)	No (0)
Total	/5	

Pants (9 Points)			
Wrinkle Free?	Yes (2)		No (0)
Clean/Lint Free	Yes (2)		No (0)
Pant Crease	Sharp (3)	Med (2)	No (0)
Issued Belts	Yes (2)		No (0)
Total	/9		

Boots (16 Points)				
Dust Free/Scuff Free	Yes (2)	No (0)		
Blackened Welts	Yes (2)	No (0)		
Toe Polished	Hi Gloss (5)	Medium Gloss (3)	Polished - Some Gloss (1)	Not Polished (0)
Side/Heel Polished	Hi Gloss (5)	Medium Gloss (3)	Polished - Some Gloss (1)	Not Polished (0)
Grey/Black Socks	Yes (2)	No (0)		
Total	/16			

Notes

Headdress	Hair	Tie	Tunic	Shirt	Pants	Boots	Total	Divided by 10	Final Score
							/50		

Note: Per CATO referencing hair, braids are permitted for females and Indigenous Males

Appendix D – Sample 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.

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

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 Armed Forces*
3. What is the motto of the Royal Canadian Air Cadets?
To Learn, To Serve, To Advance
4. What is the age limit for Air Cadets?
12 – 19th birthday
5. Tell the board about a current event you have been studying. Why is it of interest? What is it about? Do you have an opinion about the issue?

(There will always be a question about current events; make sure you are prepared for this question)

6. The Air Cadet Service Medal is awarded to cadets who successfully complete 4 years in the program. Who are the providers of these medals?
Air Cadet League
7. Who owns the gliders that are used when your Squadron goes on a Gliding day?
The provincial Air Cadet League
8. In addition to regular weekly parades, what activities are you involved in with as a cadet within your squadron and also outside cadets?
9. What skills and abilities have you acquired as a result of belonging to Air Cadets?
10. What do you see as being the greatest advantage of joining Air Cadets for a young person?
11. What has been your biggest challenge you have faced as a result of joining Air Cadets?
12. 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?

Citizenship

1. How would you define a good citizen?
2. What attributes would you think a good citizen should have?
3. What makes you a good citizen?
4. What achievements are you involved with outside of the cadet corps/squadron setting? (e.g. at school, in the community, sports teams, extracurricular activities, etc.)
5. How does the community benefit from a good citizen?

Leadership

1. How would you define leadership? How would you display leadership?
2. Explain previous positions of leadership you have held (at cadets, school, etc.) and how they performed in related situations
3. What will you bring to your unit if given this scholarship? Yourself?
4. Have you created any leadership goals for yourself? As a cadet leader, do you have any unit goals at your Squadron?
5. Why should your subordinates respect you? What have you done to earn their respect?
6. As a leader, how do you prioritize tasks at hand?
7. Why do you deserve this position, over the other candidates?
8. Do you have someone you think is a good leader? Why do you think this individual is a good leader?

Roles and Responsibilities ACL and DND

1. What are the three levels of the Air Cadet League?
 - a. *National Level*
 - b. *Provincial Level*
 - c. *Local Level (Squadron Sponsoring Committees)*

2. Which two partners work together to support the Air Cadet program?
 - i. *Department of National Defence (DND); and*
 - ii. *The Air Cadet League (ACL)*
3. Name two sources of funds that support your Squadron?
4. *(Cadet fundraising, DND, public donations, sponsoring committee)*
5. Name 3 of the responsibilities of your Sponsoring Committee?
6. See list below
7. Who is the Sponsor of your Squadron?
8. Who owns the gliders that are used when you Squadron go on a gliding day?
9. What are the responsibilities of the DND to the Air Cadet program?
See list below

Overall Responsibilities of the Canadian Armed Forces (DND)

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

- a. supervision and administration of Cadet Squadrons;
- b. uniforms, boots and other apparel 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.

10. What are the responsibilities of the Air Cadet League to the Air Cadet Program?

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 Defence 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 recommendations 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 DND, 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 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. own 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; storage and administration facilities; money in the form of donations; gifts in kind) needed to create and/or support a squadron.

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 DND; (see role of sponsor)
- g. providing training aids and equipment, including band instruments not supplied by the DND;
- h. in collaboration with the commanding officer, arranging Cadet recreational programs;
- i. providing transportation when not available from the DND, 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 DND; and
- n. Registering and Screening all volunteers in accordance with League policies

The following questions may or may not be asked that are course related, in addition to general Air Cadet Knowledge, current events, attitude and motivation questions.

For the technical courses (AASC, AO, AM) cadets should study all relevant information for that course up to and including the completion of level 3 training.

Questions relating to AASC may include:

1. Name the organization responsible for Canada's space program?

Canadian Space Agency

2. Name the first Canadian astronaut in space

Marc Garneau

3. Name the first Canadian woman in space.

Roberta Bonadar

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?

Chris Hadfield

5. Which 2 locations have the Canadian Space Agency been researching for possible sites for the CSA?

Cape Breton, Nova Scotia and Fort Churchill, Manitoba

6. What is a satellite?

An artificial body placed in orbit around the earth or moon or another planet in order to collect information or for communication

7. What are constellations?

A group of stars forming a recognizable pattern that is traditionally named after its apparent form or identified with a mythological figure. Modern Astronomers divide the sky into eighty-eight constellations with defined boundaries

8. Name five of Canada astronauts? (Current or retired)?

Active: Jeremy Hansen, Joshua Kutryk, Jennifer Sidey, David St. Jacques

Retired: Roberta Bondar, Marc Garneau, Steve MacLean, Ken Money, Robert Thirsk, Bjarni Tryggvason, Chris Hadfield, Mike McKay, Julie Payette, Dave Williams

Questions relating to AATC-AO may include:

1. What is the difference between a MAYDAY call and a PAN PAN call?

MAYDAY is used to signal a life threatening emergency and is always given three times to ensure no confusion; Pan Pan is declaring an urgent situation but not posing an immediate danger to any persons or the vessel

2. Basic operations at a civilian aerodrome are generally divided into three categories, what are they?

Air Traffic Control, Ground Control, Airport Maintenance

3. What is one instances where it is mandatory for a pilot to file a flight plan?

IFR; more than 25NM from a departure Aerodrome; between Canada and a foreign state

4. What to the numbers on a runway indicate?

All runways are numbered based on the magnetic azimuth (compass bearing) in which a runway is oriented. There are 360 degrees on a compass rose. Runway numbers are determined by rounding the compass bearing of one runway end to the nearest 10 degrees and truncating the last digit, meaning runways are numbered from 1 to 36

5. Name two physical weather instruments that are found/used at an aerodrome?

Anemometer, barometer, ceilometer, runway visual range, precipitation gauge, Stevenson Screen, Wet/Dry bulb thermometer, weather radar, windsock

Questions relating to AATC-AM may include:

1. Define aircraft maintenance?

The overhaul, repair, inspection or modification of an aircraft or aircraft component; may include such tasks as ensuring compliance with airworthiness directives.

2. Name the five major components of an airplane

Fuselage, wings, Empennage, landing gear, powerplant

3. Name two aircraft manufactures of light aircraft?

Cessna, Piper, Maul, Beechcraft, Mooney, Aviat, Husky, American Champion, ACA, Bellanca, Cirrus, Diamond, CubCrafters, Extra, Pallye, Slingsby, Socata, Taylorcraft, Grumman

4. Name three metals used in Aircraft construction?

Aluminum, Magnesium, Titanium, Composite, Carbon Fibre

5. What does the acronym CARs mean in Canadian aviation?

Canadian Air regulations

6. A maintenance release signed by an AME (aircraft maintenance engineer) is required for activities such as?

Engine repair or replacement, propeller repair or replacement, airframe repair, fabric repair or replacement, structural repair, scheduled and unscheduled inspections, airworthiness directives, service bulletins, parts replacement, instrument and radio repair or replacement, weight and balance, equipment installation

Questions relating to PPS & GPS may include:

1. Are Air Cadet Pilots allowed to carry Air Cadet passengers, if they get the proper training?

Yes – ACGP or Power IAW CATO 52-07

2. When a cadet pilot is in their uniform, how can you tell whether they are glider or power pilots?

Glider Wings have a "G" in the centre, Power Wings have a maple leave

3. If you are awarded a Scholarship, name three subjects you will study in ground school while on course?

Meteorology, theory of flight, air law and procedures, navigation, radio theory, radio aids, airframes, engines, systems, flight instruments, flight operations, ground and air signals, human factors

4. If you are awarded this Scholarship and pass the course, what licence will you be given?

If GPS – Glider Pilot License, If PPS – Private Pilot License - Aeroplane

5. What federal government department will examine your knowledge prior to granting your licence?

Transport Canada

6. What agency operates Air Traffic Control towers?

Nav Canada

7. Where is your Squadron's local Gliding Site?

One or two of Vulcan, Netook, Villeneuve, Josephburg, Grande Prairie

8. What does ACGP stand for?

Air Cadet Gliding Program

9. What type of glider does the ACGP fly?

Schweizer 2-33, 2-33A or 2-33AK

Questions relating to IACE may include:

****Cadets applying for IACE should be familiar with the IACE program (see IACE website) and its member nations, in addition to 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.

Albania, Australia, Belgium, China, Czech Republic, France, Germany, Ghana, Hong Kong, Israel, Japan, Kosovo, Luxembourg, Netherlands, New Zealand, Phillippines, Singapore, South Korea, Switzerland, Turkey

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?
7. Name some RCAF bases in Canada.

CFB Cold Lake, CFB Winnipeg, CFB Summerside, CFB Trenton, CFB Comox

8. Name some aircraft currently flown by the RCAF.

CC-115 Buffalo, CC-130 Hercules, CC-130J Hercules, CC-138 Twin Otter, CC-144 Challenger, CF-140 Aurora, CH-148 Cyclone, CC-150 Polaris, CC-177 Globemaster III, CF-188 Hornet, CH-149 Cormorant, CH-146 Griffon, CT-146 Outlaw, CH-147F Chinook, CH-124 Sea King, CT-114 Tutor, CT-142 Dash-8, CT-155 Hawk, CT-156 Harvard II, CH-139 JetRanger, CT-145 Beech KingAir C90B, CT-145D Beech KingAir 350, CT-102 Grob G120A

9. Where is the RCAF deployed around the world? What kind of missions are they on?

- *On Aug 15, 2018 **Operation Presence-Mali** reached full operational capability meaning personnel and equipment are prepared to conduct secondary tasks if the United Nations request them such as the transportation of troops, equipment, supplies and logistics support*

- **Operation Reassurance** is the CAF contribution to NATO assurance and deterrence measures in Central and Eastern Europe
- The Canadian led NATO enhanced forward presence battlegroup Latvia participated in exercise **NAMEJS 2018** from Aug 20 to Sept 2, 2018. The exercise was the culmination of the Latvian National Armed Forces four-year joint military training cycle and the largest exercise conducted by Latvia's Ministry of Defence and National Armed Forces. The exercise marked the completion of the integration training and served as the Integrated Capstone Exercise
- As of Sept 3, 2018, **the CAF Joint Task Force-Ukraine (JTF-U)** has trained more than 8,760 Ukraine soldiers. There have been 184 course serials that covered all types of training
- In the month of Aug, 2018, a CC-177 Globemaster aircraft conducted an airlift flight between the Sahel region of Africa and France. About 29,000 Kg of cargo was delivered to France
- The CAF supports the **French Operation Barkhane** by moving military equipment and personnel. The operation Frequence flights support global efforts in the region against terrorism. Doing so helps make the region more secure and stable. It also helps with security and stability across the globe.
- **Operation Impact** began as the Canadian Armed Forces (CAF) support to the Global Coalition to degrade and ultimately defeat Daesh in Iraq and Syria.

APPENDIX E - Scoring Sheet

Scoring and Merit Listing

Cadets who meet all of the course pre-requisites and who complete all required elements of the selection process will be merit listed with all other qualified applicants from Alberta. Ranking on this merit list is determined on the basis of a numerical score out of 100 points. In order to be merit listed, you ***must have a combined total score of 60 points or higher.***

The merit list score consists of the following components:

Qualifying Exam Mark (for PPS & GPS)	30 points
Education (School Marks)	20 points
Self-Expression (Narrative)	5 points
Attitude & Motivation towards Air Cadets (from Board) possible	20 points
Attitude & Motivation towards the Course (from Board) possible	15 points
General Knowledge (from Board) possible	5 points
Dress and Deportment (from Board) possible	5 points
Total Possible Score	100 points possible

APPENDIX F - 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]