

Air Cadet League of Canada Ontario Provincial Committee



"NEED TO KNOW"

**ESSENTIAL NATIONAL COURSE APPLICATION
INFORMATION FOR AIR CADETS**

2011 Summer Courses

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The Purpose of "Need to Know"

Each year, for the past decade, the OPC has produced a compendium of National Course information, in the *National Courses Handbook*. Each Squadron CO and Sponsoring Committee Chair, as well as all OPC Directors, receives a copy of the Handbook, to serve as a "one-stop" resource on the upcoming summer's Courses.

Although Squadrons have always been welcome to share the Handbook with Cadets who are National Course candidates, this is not always practical. Since we strongly believe, however, that some of the information should receive the widest circulation possible – the OPC is again experimenting with a précis of the Handbook: information that candidates "need to know." We urge Squadrons to photocopy the booklet for any Cadet who applies for a 2011 National Course.

Note for the 2011 Courses

1. There is a **new DND 2226 form** (07-2010), which has been delivered directly to Squadrons. Do not use previous versions of the form.

The DND 2226 permits Cadets to apply for one of: IACE, PPS, and GPS; and up to two of: AATC-AO, AATC-AM, AASC, and the Oshkosh Trip. **(Remember that the OPC is not involved in the selection of candidates for Oshkosh).**

2. **If you print the DND 2226 Form directly from Fortress** – you must staple it and accompanying documentation into the cardstock form (folder) received from DCdts. Complete only the identification (Name, Rank, Squadron) on the left-hand margin of page 1 of the cardstock form. **At the time of Handbook printing, this option was not available due to known issues with Fortress v2.**
3. **Candidates who make multiple applications** for National Courses:
 - a. **Are still subject to Squadron quotas**; e.g., if you have two Cadets already applying for Airport Operations, one of your Glider candidates cannot select it as his/her second choice.
 - b. **Will only be interviewed once.**
 - The "primary" interview will be for Power or Glider Scholarships candidates; PPS or GPS interviews will be extended with additional questions, if the candidate has applied for one or two of the other four courses for which the OPC interviews.
 - For candidates who apply for two of AASC, AATC-AO, or AATC-AM, their interview will be more generic, but will include questions pertaining to both courses.
 - The exception to the single interview rule is that IACE interviews are in addition to those for any other course.
 - c. **Must submit a separate Narrative** for each course selected on the DND 2226.

And Remember!

4. If your candidate is required to **submit a Birth Certificate** (IACE, PPS and GPS) and it is from a country other Canada, proof of Canadian citizenship, a Landed Immigrant card or other proof of legal residency must also be submitted.
5. Candidates applying for PPS, GPS and IACE are required to submit a passport size photo.
6. The **Cadet Service Record** from FORTRESS is now used to substantiate information on the 2226, rather than the DND 1964. Please be certain, however, that you have entered the most current training information and confirmed completion of each Training Level, as well as previous Summer Training courses, before printing a copy.
7. The OPC Office will immediately return incomplete or inaccurate applications which cannot be resolved by telephone conversation or that are missing Narratives or Cadet Service Records. Resubmissions of completed / corrected applications must be received at the OPC Office by the 17 January deadline. In extenuating circumstances with details provided in writing, the OPC office will hold and continue to process applications which are missing documents which must be, but have not yet been, obtained by the Cadet. (e.g. A medical examination report still pending from doctor.)
8. Please pay close attention to the **upper age limit** for courses! A candidate's 19th birthday must now fall after the scheduled travel day home from the course. If a course is extended or dates are changed for any reason, a Cadet who turns 19 before the travel date will be RTU'd the day prior to their 19th birthday. Cadets will not be compensated in any way for training missed/lost as result of any such RTU. **Please read the age qualifications for each course carefully.**
9. A common concern is with **Transport Canada Medical Certificates**. Cadets accepted for PPS or GPS **must** submit their Transport Canada **Category 3** Medical Certificates **no later than 1 June** – which means scheduling a Transport Canada-approved Medical Examiner appointment **no later than March**. Each year, a number of selected candidates are disappointed when they are replaced by stand-by Cadets who have their Certificates ready. Impress upon your Cadets that they must meet this deadline, or risk losing their billet.

Why Do We “Apply” for National Courses?

There are almost 7,500 Air Cadets in Central Region – the area of Ontario Provincial Committee jurisdiction – and only 365 National Course billets available this year. The following table shows the 2009-11 allocations and the number of applicants in 2009 and 2010:

HISTORICAL DATA					
COURSE	2009 QUOTA	2009 APPNS	2010 QUOTA	2010 APPNS	2011 QUOTA
International Air Cadet Exchange	24	41	23	43	25
Power Pilot Scholarship	81	126	76	144	82
Glider Pilot Scholarship	95	144	95	186	96 <small>(subject to change)</small>
Airport Operations	19	62	19	97	19
Aircraft Maintenance	19	104	19	127	19
Advanced Aerospace	<i>Course not offered</i>				19
Oshkosh	14	62	14	110	14

The decision was made many years ago that these important, six-week Courses should not be filled on simply on a quota basis (i.e., according to the size of your Squadron), but given on a merit basis to the most deserving Cadets. Accordingly, a process and criteria were developed for the OPC to create a Merit List, from which DND selects Cadets and loads them on the relevant Course.

The Merit List process is described in more detail in the National Courses Handbook.

What Do I Need to Do?

There are a number of documents that you will have to fill-out, create or obtain to complete your National Course Application. Either the CO or a designated staff member will coordinate the National Course applications for your Squadron, but it is essential that YOU take ownership of your own application and ensure that everything is submitted on time. Missing or late documents could result in scoring penalties that will put you out of the running for selection.

DND 2226

The main document for National Courses is the application form itself: the legal-size, four-page DND 2226 (07-2010). Make sure that you are given the 2010 edition for 2011 Courses; earlier versions of the form will be returned.

The form must be filled-out thoroughly. Fewer than 50% of the forms are complete when received at the OPC Office – and as many as 5% are returned to the Squadron for missing signatures. Here are a few tips, based on our review of over fifteen hundred submitted forms over the past two years:

- Fill out all contact information, including postal code, e-mail and telephone numbers. If you or your parents don't have a business number where you can be reached, write in "N/Ap."
- Fill in your Health Card number AND the expiry date, or tick "Nil" if the card doesn't have one.
- If you do not have any previous Summer Courses – write in "N/Ap."
- Sign the application in INK, not pencil. Remember to date your signature.
- Ensure that a parent or legal guardian signs the last page, with their name printed clearly and their signature dated.
- Be neat. Print legibly.

THE NARRATIVE

Depending on the Course, the Narrative that you write contributes 5 – 15% of your Merit List mark: spend time on it. The document gives the Selection Boards a sense of what you have accomplished as a Cadet, how much you contribute to your Squadron, and your motivation and interest for the Course.

Presentation counts – follow these guidelines:

- Write the narrative by yourself, without assistance.
- Length should be 500-600 words (ignore "page count").
- Use a "business font" like Arial, Tahoma, Courier or Times Roman in 11 pt or 12 pt type.
- Use white or cream-coloured paper.
- Use 1-1/2 or 2 line spacing (not single).
- Include your rank, given name, surname, and Squadron at the top of the page.
- Sign the narrative, in ink, at the end of the narrative.
- Food stains, spelling and grammatical errors do not make a good impression.

The scoring for Narratives is outlined in the National Courses Handbook:

- 25% for accomplishments as a Cadet
- 50% for understanding of the Course content, projecting the value/usefulness of the Course to themselves and their Squadron, and articulating their desire to take the Course

- 20% for extra-curricular activities of the applicant, particularly those that relate to the training and qualifications provided by the Course
- 5% for presentation and special merit factors

If you are applying to IACE, include a few words on why you would be a good “ambassador” for Canada and how you would portray our country with your International hosts.

BIRTH CERTIFICATE AND PROOF OF CITIZENSHIP

You will need photocopies of certain documents, depending upon your Course. Please ensure that the copies are legible: use the darker/lighter or photograph settings on the photocopier.

International Air Cadet Exchange and Flying Scholarships:

- Copy of your birth certificate.
- Proof of citizenship – if your birth certificate was not issued in Canada or if your citizenship is different than the country in which your birth certificate was issued.

HIGH SCHOOL TRANSCRIPTS

You must submit an official transcript of your high school marks (beginning in Grade 9) with your application; a first term or interim report card for your current Grade is not mandatory, but would be to your advantage. If you are in Grade 9, a copy of your Grade 8 final report card will suffice; an interim Grade 9 report card would also be to your advantage.

The transcript must accompany your application; they can be requested from your school as early as September! If you are home-schooled, please refer to the National Courses Handbook.

TRANSPORT CANADA CATEGORY 3 MEDICAL CERTIFICATES

Few application criteria can cause as much confusion and heartache as Transport Canada Medical Certificates, which are required for the Flying Scholarship Courses.

All Flying Scholarship candidates require a Category 3 Medical Certificate from Transport Canada to be selected for Power or Glider Pilot training.

If you already have a Medical Certificate, you may submit a clear photocopy of it with your application: do not submit the original. Certificates are good for five years.

There is a charge for the medical examination and Certificate that is not covered by your Ontario Government Health Coverage. If you are a first-time Flying Scholarship applicant and wish to wait until you've actually been selected for a scholarship, before incurring the expense of the examination fee, this is reasonable.

However, book your medical appointment for no later than 31 March 2011 since you MUST have the Certificate by June 1. Selected Cadets who do not have the Certificate by June 1 will LOSE their Scholarship. The Transport Canada Civil Aviation Medical Examiners are heavily booked – and the Certificate can take several weeks to be issued after your examination.

Interview Boards

The interview is a Merit List process tool for the Board to assess each candidate in person and assign them a score, which is both absolute and relative to other candidates.

The interview is also a development activity for candidates, since not all of you have had to undergo a “business” interview. This will be typical of those you face for employment and other opportunities, both during and after your Cadet careers.

Interview Board members for National Courses are comprised of a mix of OPC Squadron Directors, Gliding Centre CIC Officers, Detachment and RCSU(C) personnel. If there are shortages of Squadron Directors and Officers, exceptions may be made to use SSC Chairs or COs (approved by the OPC Office or by Regional Directors), provided that they do not interview Cadets from their own Squadrons.

All interviews are conducted in person.

You need to prepare and practice for the interview. Those who don’t are invariably at a disadvantage and Interview Board members have repeatedly confirmed that it is obvious as to which candidates have “rehearsed.” Suggested interview questions are provided in the Handbook.

Interview Boards will be held at 4900 Yonge Street for GTA Squadrons and at twelve other sites around the Province for all Courses except IACE, on Saturday, February 5, 2011. IACE interviews will be held at 4900 Yonge Street – and possibly one or two other locations – on Saturday, February 19, 2011. Please do your best to attend on these Interview Board dates: the chance to receive an Interview at any other time is extremely limited.

What You can Expect at an Interview

Who	A two or three-person Interview Board normally comprised of Air Cadet League Squadron Directors. For PPS and GPS Boards, there will be one Gliding Centre CIC Officer. A number of Detachment and RCSU(C) personnel will also participate. For PPS and GPS Boards there will be one Gliding Centre CIC Officer.
How long	Twelve to fifteen minutes; a little longer for candidates with multiple course choices, and IACE applicants.
Procedure	Interviews must be in person. Unless given other instructions, you will enter facing the Board, wearing headdress, and salute. Wait until you are offered a seat. You may remove your headdress, while you are seated with 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 most likely be asked general knowledge questions about current events, the

	<p>World situation, geography, Canada and its government, the Provinces, Air Cadets, the Air Cadet League and the Canadian Forces. If you are applying for PPS or GPS, you will be asked about civil aviation and flight theory.</p> <p>You will also be asked questions to assess your knowledge, interest, motivation and attitude towards the Course for which you have applied. When the interview is completed, stand, replace headdress, salute, and smartly depart the room. The Board members may or may not offer to shake hands: let them decide.</p> <p>Some of the points keenly considered by the panel are:</p> <ul style="list-style-type: none"> • Does the Cadet really want this Course? • Does the Cadet understand the Course and the mental – and physical – commitment required, if selected? • 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?
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Scoring Criteria for the Merit List

The criteria for arriving at a score out of 100, to place each candidate on the Merit List are completely transparent and described in the *National Courses Handbook*.

	SCORING FACTORS	IACE	PPS	GPS	AATC-AM/AO AASC	OSHKOSH
Selection Board Score	Years of Service	6	5	5	8	20
	Summer Training	12	5	5	7	15
	Rank	7	5	5	5	15
	Cadet Narrative	5	5	5	15	30
	CO's Report	5	n/a	n/a	n/a	n/a
	Weighted Total	35	20	20	35	80
Interview Board Score	Attitude, Motivation, Knowledge and Interest	15	15	15	30	n/a
	General Knowledge	15	5	5	10	n/a
	Dress and Deportment	5	5	5	5	n/a
	Self-Expression and Self-Confidence	10	5	5	5	n/a
Qualifying Examination	n/a	30	30	n/a	n/a	
Education Assessment Score	20	20	20	15	20	
Maximum Score: Minimum 60% required for selection	100	100	100	100	100	

Selection Board Scoring by Course:

IACE: Total = 35/100

- 1 point per full year of service to a maximum of 6 points
- 3 points per National Course, 2 points per 2-3 week courses, to a maximum of 12 points
- LAC – 1 pt, Cpl – 2 pts, FCpl – 3 pts, Sgt – 4 pts, FSgt – 5 pts, WO2 – 6 pts, WO1 – 7 pts
- Cadet Narrative – up to 5 points
- CO's Report – up to 5 points

PPS: Total = Weighted to 20/100

- 2 points per full year of service to a maximum of 10 points (Weighted out of 5)
- 3 points per National Course, 2 points per 2-3 week courses, to a maximum of 8 points
- LAC – 1 pt, FCpl – 1pt, Sgt – 2 pts, FSgt – 3 pts, WO2 – 4 pts, WO1 – 5 pts

GPS: Total = Weighted to 20/100

- 2 points per full year of service to a maximum of 5 points
- 3 points per National Course, 2 points per 2-3 week courses, to a max of 5 points (weighted out of 7)
- LAC – 1 pt, FCpl – 1 pt, Sgt – 2 pts, FSgt – 3 pts, WO2 – 4 pts, WO1 – 5 pts
- Cadet Narrative – up to 5 points

AATC – AO /AM, AASC: Total = Weighted to 35/100

- 2 points per full year of service to a maximum of 8 points
- 3 pts per National Course, 2 pts per 2-3 week courses, to a maximum of 5 pts (weighted out of 7 pts)
- LAC – 1 pt, FCpl – 1 pt, Sgt – 2 pts, FSgt – 3 pts, WO2 – 4 pts, WO1 – 5 pts
- Cadet Narrative – up to 15 points

OSHKOSH

- 4 points per full year of service to a maximum of 20 points
- 3 pts per National Course, 2 pts per 2-3 week courses, to a maximum of 10 pts (weighted out of 15 pts)
- LAC – 1 pt, FCpl – 1 pts, Sgt – 2 pts, FSgt – 3 pts, WO2 – 4 pts, WO1 – 5 pts (weighted out of 15 pts)
- Cadet Narrative – up to 30 points
- Educational Assessment Score – up to 20 points

Notes:

1. Each year of service at a Cadet Summer Training Centre as a Staff Cadet = one National Course. Cadets must submit a copy of their Personal Evaluation Report (PER).
2. A Glider Pilot License earned at York Soaring Association, in addition to the CRGS Conversion Course, is equivalent to half of the points for the GPS.

Announcing the Results

Results of the National Courses selection process are announced in several stages.

1. The Merit List and completed applications for IACE candidates are sent to Ottawa for review by the National Selections Committee no later than 1 March, due to the requirement for Cadets (including those travelling to the USA) to obtain passports, and more stringent book regulations by airlines.

IACE selections are, therefore, normally announced via email to SSC Chairs and COs – through their respective chains of command – by mid-March.

2. Flying Scholarship Selection Boards will be held 2-4 March 2011 and completed candidate files are sent to RCSU(C) shortly thereafter. By the end of the first week of March, all other National Course files will be sent to RCSU(C) for final review. When the Merit Lists are confirmed, the selected, pending, and deleted candidates are identified, as well as noting whether their files are complete or incomplete.
3. Selection results for all National Courses are communicated via email to SSC Chairs and COs – through their respective Chains of Command – between late-March or very early April. OPC emails announcing selections are sent to SSC Chairs and copied to: Squadron Directors, Area Vice-Chairs, and Commanding Officers.

Selected Cadets vs CSTC Employment/Staff Cadet Position

Cadets who have applied for a National Summer Training Course will not be offered employment as a Civilian Instructor or a Staff Cadet at a CSTC before the Merit Lists submitted by the Provincial Committees/RCSUs are confirmed as OFFICIAL by the National Selection Committee for the IACE and by the Regional Air Training Officers for all other Courses. After this announcement, Cadets who have been SELECTED for a National Summer Training Course will not be offered an employment as a Civilian Instructor or a Staff Cadet at a CSTC.

Cadets who have not been selected and find themselves on the SPARES lists for National Summer Training Courses may be offered employment as a Civilian Instructor or a Staff Cadet at a CSTC, if they also applied for such opportunities. A Cadet's acceptance of employment as a Civilian Instructor or a Staff Cadet at a CSTC does not affect in any way his chance of obtaining the Course he or she applied for, as he or she remains a spare for that Course. If a position becomes available and he or she is the highest-ranking spare, he or she will have the option of accepting the Course applied for or keep the employment as a Civilian Instructor or Staff Cadet position already offered.



We hope you found this useful. Suggestions for next year's edition will be most appreciated.