

香港航空青年團

HONG KONG AIR CADET CORPS

AVIATION EDUCATION WING

MEMO

From : OC AE Wg

To : All OC Units

Ref : (2) in AE/CDACP2017

Cc : All Major OC Units

Date : 22 November 2016

Cathay Dragon Aviation Certificate Programme 2017– HKACC Stream

Open for Application

The Cathay Dragon Aviation Certificate Programme 2017 (CDACP) HKACC stream is now open for application with details as follows:

| | |
|-----------------------------|---|
| Date | March – December 2017 (see <u>Appendix I</u> for tentative schedule and content the following link for the full schedule: http://cathaydragonyouthaviationacademy.com/en/DACP_2017.pdf) |
| Eligible Members | <ol style="list-style-type: none">1. Senior and cadet members aged 18 to 25 (as of 16 December 2016);2. Have an excellent command of English, both oral and written;3. Possess an intense interest in pursuing a career in the aviation industry;4. Able to attend the Internal Training with full attendance;5. Able to attend the Programme events with full attendance |
| Mode | - Participants will be fed into the CDACP mentorship scheme, under which each mentee is assigned a Cathay Dragon pilot guiding and assisting them in pursuing a career in the aviation industry - The programme will also involve a number of industry visits for mentees' comprehensive exposure |
| Language | English |
| Commitment | - Due to the extreme difficulties involved in the arrangement of scheduled events, mentees are required to attend all events even if an event takes place on a weekday. - Mentees who fail to attend any event will be discontinued from CDACP and thus unable to participate further in the Programme. |
| Application Deadline | 10 December 2016 (Saturday) 2359 hrs |

| | |
|----------------|---|
| Remarks | <ol style="list-style-type: none"> 1. Applicants should submit their application in accordance with the instruction in Appendix III. 2. Applicants are required to dress in business attire, No 1 SD or No 2A / 2B routine working dress uniform during the Programme events. Applicants should ascertain that they will be able to comply with the dress code as instructed. Those members without No 1 SD by February 2017 will not be considered. |
|----------------|---|

2. The tentative schedule for the selection process and training prior to admission is available in [Appendix II](#). **Full participation** in the selection process and training is mandatory.

3. CDACP is well-recognized among the local aviation entities. HKACC members successfully completed the Programme will stand a very good chance of entering the industry. Between 2006 and 2012, 145 participants have graduated from DACP, the predecessor of CDACP and approximately 40% of them have already embarked a career in the aviation industry, including working as air traffic controllers, aircraft engineers, flight attendants and pilots for local airlines.

4. Applicants are advised to visit our facebook page at <http://www.facebook.com/hkacc.aewing> to obtain the latest information on CDACP. Meanwhile, background information is available at CDACP official website: <http://cathaydragonyouthaviationacademy.com/en/index.php>

5. Interested members should submit the application [following the instruction in Appendix II](#) on or before **10 December 2016 (Saturday)** via their OC Unit. Applicants are advised that the deadline for HKACC stream is earlier than public stream. We regret that late applications or applications not following the instruction may not be entertained.

6. For enquiries, please feel free to contact the undersigned at hkacc.aewing@gmail.com.

Charlotte HUNG
Plt Off
for OC AE Wg

Come to our facebook page and obtain the latest information about AE Wg at:
<http://www.facebook.com/hkacc.aewing>

Appendix I – Selection Process and Training prior to Admission

1. Tentative Schedule

| Date | Time | Venue | Event |
|------------------|-------------|------------------------|--|
| 10 Dec 2016 | N/A | N/A | Application Deadline (HKACC stream) |
| 17 Dec 2016 | 0900 – 1800 | TBC | Internal Training Day 1 |
| 19 Dec 2016 | 1900 – 2230 | TBC | Internal Training Day 2 |
| 24 Dec 2016 | 0900 – 1800 | TBC | Internal Training Day 3 |
| 27 Dec 2016 | 0900 – 1800 | TBC | Internal Training Day 4 |
| 31 Dec 2016 | As assigned | HKACC HQ | Internal Interview |
| 5/6/7/8 Jan 2017 | As assigned | Cathay Dragon House | Initial Screening |
| 11 – 12 Feb 2017 | 0815 – 1730 | Cathay City | Aviation BAK Training |
| 18 - 19 Feb 2017 | As assigned | Aviation Club | Flight Simulator Training |
| 25- 26 Feb 2017 | As assigned | Cathay City | Final Screening |

Full participation in the above events is mandatory. Applicants who failed to attend any of the events as shown above will not be considered for further training and selection. This schedule is subject to change. Shortlisted applicants will be notified as soon as any change is made.

2. Initial Screening

Initial screening of the applicants will be jointly conducted by Cathay Dragon and HKACC on 5 /6 /7 /8 January 2017.

It will be beneficial if the applicants have already passed some AAEP subjects and practiced general flying skills on *Microsoft Flight Simulator* (especially on the Airbus A320/A330). An intensive preparatory training course for the finalists will be organized as shown in the schedule above.

3. Final Screening

Finalists will be invited to report at the Cathay City on 25-26 February 2017 for final selection, from whom the mentees will be selected and appointed.

Details of the Final Screening will be made available to shortlisted applicants as the time approaches.

Appendix II – CDACP 2016 Application Process

All applicants are required to comply with the following application process.

Step 1

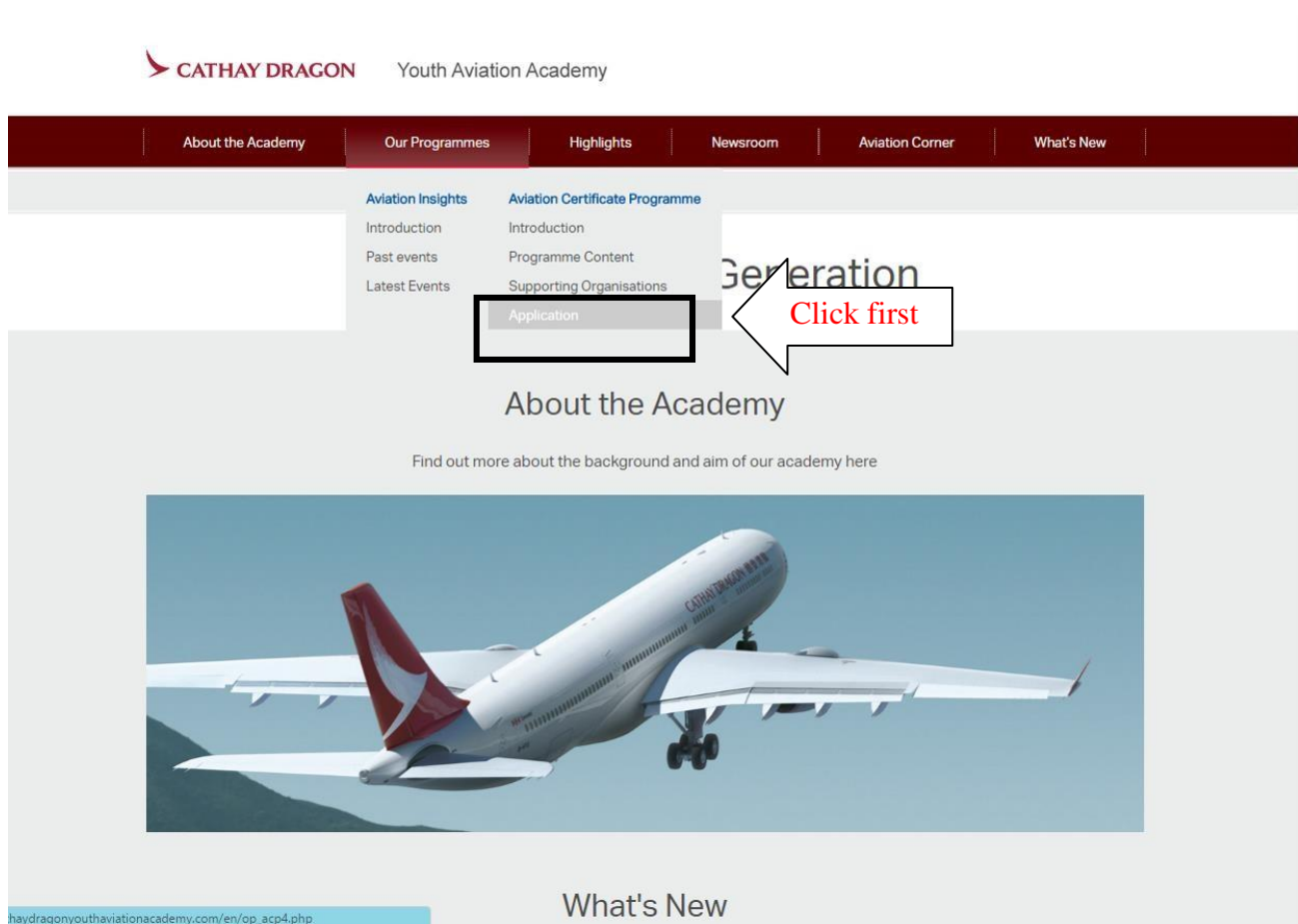
Inform your OC Unit about your wish to apply for CDACP and obtain his/her endorsement in principle.

Step 2

Go to CDACP official website to lodge an electronic application.

Note: Please read the entire instruction carefully before going to CDACP official website.

URL: <http://cathaydragonyouthaviationacademy.com/en/index.php>



The screenshot displays the website for the Cathay Dragon Youth Aviation Academy. At the top, the logo and name 'CATHAY DRAGON Youth Aviation Academy' are visible. A dark red navigation bar contains the following menu items: 'About the Academy', 'Our Programmes', 'Highlights', 'Newsroom', 'Aviation Corner', and 'What's New'. Under the 'Our Programmes' menu, a sub-menu is open, listing 'Aviation Insights', 'Aviation Certificate Programme', 'Introduction', 'Past events', 'Latest Events', 'Programme Content', 'Supporting Organisations', and 'Application'. The 'Application' link is highlighted with a black rectangular box. A white arrow points from the text 'Click first' to this box. Below the navigation, the page title 'About the Academy' is shown, followed by the text 'Find out more about the background and aim of our academy here'. A large image of a Cathay Dragon Airbus A350-900 aircraft in flight is featured. At the bottom, the text 'What's New' is visible. A small URL 'http://cathaydragonyouthaviationacademy.com/en/op_acp4.php' is present in the bottom left corner.

(2b) Click “apply now”.

Our Programmes

Aviation Certificate Programme

- Introduction
- Programme Content
- Supporting Organisations
- Application

Application

Entry Requirement

Candidates should meet the following requirements:

- Hold a Hong Kong Permanent Identity Card
- Have an excellent command of English, both oral and written
- Be aged 18 to 25 (as of application deadline)
- Have the following minimum educational standard: Minimum Level 2 in 5 HKDSE NSS subjects / 5 passes at HKCEE or equivalent public examinations
- Able to attend the Programme with 100% attendance. (Please refer to the draft Programme Schedule that can be found here)

Application

Applications must be made using our [online application form](#) available at www.cathaydragonyouthaviationacademy.com. Applications submitted via other means will not be considered.

APPLY NOW!

Click

Application deadline: 16 December 2016

Short-listed candidates will be invited to attend an interview as part of the selection process. Candidates who do not hear from us by early January 2017 may consider that their application unsuccessful.

Timeline

Screening schedule and some key dates:

(2c) Read the terms and conditions carefully before going to next step

The Organiser shall have the right to cancel the Programme under either these Terms and Conditions at any time without prior notice. Any changes will be posted on cathaydragonyouthaviationacademy.com

- In the event of any dispute regarding these Terms and Conditions, conduct, results, and all other matters relating to the Programme, the decision of the Organiser shall be final and no complaints shall be entertained and no correspondence or discussions shall be entered into.

K. Governing Law

These terms and conditions are governed by the laws of Hong Kong SAR.

L. Publicity

Each Participant's participation in the Programme constitutes permission for the Organiser to use the names and email addresses, audio and/or visual recordings, and any other materials submitted by such Participant in any publicity at its discretion. Participants may be requested to take part in promotional activities. Unless otherwise indicated, the Organiser shall deem the information voluntarily supplied non-confidential, which hereby discharges all obligations of confidentiality.

M. Language

In case of any discrepancy between the English version and any translated version of these Terms and Conditions, the English version shall prevail.

Check "I AGREE" then click submit

I AGREE

Submit

About the Academy

Our Programmes

Aviation Insights
Introduction

Aviation Certificate Programme
Introduction

(2d - i) Fill in the electronic application form. **IMPORTANT:** Before submitting the form, save the form as PDF (or any other format) that can show the typed details.

Application

APPLICATION FORM FOR CATHAY DRAGON AVIATION CERTIFICATE PROGRAMME 2017

Notes: 1. Please fill in the application form in English and ALL sections must be completed (enter N/A if an area is not applicable).
2. The completed application form should be submitted online on or before 16 December 2016. Any application received after this date will not be processed.
3. Shortlisted candidates will be invited to an interview/test normally within two weeks after the closing date for application. You may consider your application unsuccessful if you do not hear from us thereafter. Enquires by telephone or other means regarding the receipt of your application or the progress of the recruitment exercise will not be entertained.
4. Applicants will be required to produce documentary evidence pertaining to their qualifications and working experience (where appropriate) in Sections II, III & IV & V for verification.
5. The information supplied will be used for selection to the Programme by Cathay Dragon. It will be accessible to offices, committees or persons who will process the application. Information on all unsuccessful candidates will be destroyed after the selection exercise when no longer required.

I. Personal Data

| | | |
|---|---|----------|
| English Name in Full (as on HKID) | Chinese Name (if applicable) | |
| <input type="text"/> | <input type="text"/> | |
| Title <input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms. <input type="radio"/> Miss | Hong Kong I.D. Card <input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> | |
| Date of Birth Day <input type="text"/> / Month <input type="text"/> / Year <input type="text"/> | Place of Birth <input type="text"/> | |
| E-mail Address <input type="text"/> | | |
| Contact Phone No. | | |
| (Home) | (Office) | (Mobile) |

(2d – ii) **IMPORTANT:** Answer “Yes” when you see the above question.

VIII. Others

Have you ever applied to the Cathay Dragon Aviation Certificate Programme (DACP) before?

Yes If yes, when?

No

Are you a member of Air Cadet Corps (ACC)?

Yes Please advise your serial number and squadron:

No

Check “YES”

(2d – iii) You may print the form as PDF by the default print function as shown above if you are using Google Chrome,

The image shows a Google Chrome print dialog box on the left, overlaid on a web page. The print dialog has the following settings:

- Print: Total: 8 pages, Save, Cancel buttons.
- Destination: Save as PDF, Change... button.
- Pages: All (selected), e.g. 1-5, 8, 11-13 (input field).
- Layout: Portrait (dropdown).
- Paper size: A4 (dropdown).
- Margins: Default (dropdown).
- Options: Headers and footers (checkbox), Background graphics (checkbox).

The web page in the background is the 'Our Programmes' page for Cathay Dragon Youth Aviation Academy. It features a navigation menu with links: About the Academy, Our Programmes, Highlights, Newsroom, Aviation Corner, and What's New. Below the navigation is a large image of a group of young people in aviation uniforms. The main heading is 'Our Programmes'. Below this is a section titled 'Aviation Certificate Programme' with a sub-heading 'Application'. A table of contents lists: Introduction, Programme Content, Supporting Organisations, and Application. To the right of the table of contents is a section titled 'APPLICATION FORM FOR CATHAY DRAGON AVIATION CERTIFICATE PROGRAMME 2017'. Below this is a box containing 'Notes' with the following text:

Notes: 1. Please fill in the application form in English and ALL sections must be completed (enter N/A if an area is not applicable).
2. The completed application form should be submitted online on or before 16 December 2016. Any application received after this date will not be processed.
3. Shortlisted candidates will be invited to an

(2d – iv) If using Internet Explorer or other browsers, you may print the form as PDF by third party 'PDF printer' e.g. CutePDF (Freeware, downloadable at <http://www.cutepdf.com/>).

(2e) **IMPORTANT:** Make sure you have saved the completed form in a PDF file or file of another type before proceeding. Then you can submit this electronic form to CDACP.

Cathay Dragon Website
 Cathay Dragon Youth Aviation Academy Website
 University promotion
 Referral (Please specify)
 Others (Please specify)

Have you ever been found guilty of any offence in a court of law, in or out of Hong Kong?

Yes If yes, Please give details
 No

IX. Declaration

I declare that the information given above is correct and true to the best of my belief. I will produce the original copies of all identification and qualification documents, as and when required by Hong Kong Cathay Dragon Airlines Limited.

I understand that if I willfully give any false information or withhold any material information in this application form, or fail to notify the Selection Team of any subsequent change to information provided, it will render me liable for disqualification from the Cathay Dragon Aviation Certificate Programme by Hong Kong Cathay Dragon Airlines Limited.

Check "I AGREE"
then click submit

I AGREE

Submit

Step 3

Pass the application form file and the completed record sheet (Appendix III) to your OC Unit and obtain his/her recommendation.

Step 4

OC Unit or his/her delegate should return:

- (i) The application form file; and
- (ii) The completed record sheet (Appendix III) with OC Unit's recommendation to OC AE Wg (Email: hkacc.aewing@gmail.com) by 10 December 2016 2359 hrs. The files should be saved in the applicant's name for ease of reference.

Remarks

1. Applicants who failed to follow the above procedures may not be able to join the CDACP via HKACC stream.
2. Applicants who could not secure recommendation from their respective OC Unit may not join the CDACP via HKACC stream, and the application will be processed through the public stream.
3. Please approach AE Wg at hkacc.aewing@gmail.com if you are not clear about the process.