

Hong Kong Air Cadet Corps

Guidelines on Cadet Project

Introduction

Cadet projects constitute a vital component of the Air Cadet training programme, focusing on cadet development. These distinct activities provide cadets with opportunities to acquire new skills, deepen their specialist knowledge, stimulate interest, and reinforce theoretical concepts.

Participation in these projects also fulfils part of the qualification requirements for progression to the “Leading Cadet Badge” and the “Staff Cadet Lanyard.”

Theme

The scope and nature of these projects are diverse, encompassing a range of activities such as organizing camps, preparing and delivering lectures on selected topics, and constructing model aircraft. The ‘Skills’ section of the AYP Award Handbook outlines various programmes that not only enable cadets to progress towards their AYP Award but may also serve as approved ‘Cadet Projects’.

Requirements

Each cadet is required to complete a minimum of 25 hours of work for this project. Upon conclusion, a final report must be submitted following the format provided in Annex ‘A’. The reflection section should address key learnings, challenges encountered, and the approaches taken to overcome them. Reports should be written in English; use of straightforward language is acceptable.

Composition

If multiple cadets are involved, a team of up to five cadets should be formed, with the most senior member in terms of rank and service designated as the leader. For major projects requiring more cadets, participants should be organized into separate teams, and each team is responsible for submitting its own report.

Supervision

A senior member (adult) is to be designated as the supervising officer, responsible for providing guidance and recommendations regarding each cadet member’s participation and successful completion of the project. A sample is available at Annex ‘B’.

Application Procedures

A concise proposal outlining the project's theme or objective, timetable, self-introduction, individual training objectives for each cadet member, division of responsibilities, and the designated senior member appointed as supervisor and primary contact must be submitted to OC GST Wg no later than eight weeks prior to the project's commencement.

The OC GST Wing will review the proposal, and if it meets all requirements, a reference number (e.g., CP001-2025) will be assigned. All future correspondence regarding this cadet project should include this reference number. Projects must not proceed without an assigned reference number; delays typically result from insufficient information provided in the initial submission. Should an application be rejected, applicants are responsible for resubmitting their documents in accordance with these guidelines and any additional advice provided by OC GST Wing.

Proceeding with the Project

Once the proposal has been endorsed and assigned a reference number, the applicant(s) may commence the approved project under the guidance of the designated senior member. This individual will serve as the primary liaison with OC GST Wg and will address any substantial issues or discrepancies that arise during the course of the project, including notable deviations from the established timetable.

Submission of Report

A final report must be submitted within three months following the completion of the project. If necessary, an extension of up to three additional months may be considered, provided valid reasons are presented. Should the project be unable to meet the original schedule for any reason, OC GST Wg should be notified immediately with a request for an extension, including a realistic revised timeline and supporting justification.

Upon approval of the final report, certificates may be issued to applicants based on overall performance; however, not all applicants are guaranteed to receive a certificate. The decision of OC GST Wg is final.

Remarks

- The project is to be conducted under the supervision of a senior member of HKACC.
- Each cadet is required to complete at least 25 hours of work.
- Cadets are required to articulate their individual training objectives within the proposal for review by OC GST Wing. In the final report, they should present significant insights gained, difficulties faced, and the strategies employed to address these challenges, drawing from self-reflection aligned with their stated objectives.

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Annex “A” – Suggested Report Format

Cover

- Title / Theme of the Project
- Reference Number
- Unit Involved
- Team Member

Content

- Headings with page reference

Team Member (Each Member)

- Personal Information
- Sqn / Rank / Serial Number / Classification
- Name (Chinese and English)
- Date of Birth / Age
- Speciality / Skills
- Role in the Project
- Hobby / Interest
- Email / Phone Number
- A personal photo

Timeline / Schedule

- Date Submitted the Request
- Date of Approval
- Date Commenced
- Date of the Operation
- Date Concluded

Job Allocation

- Role and a brief description of the Job

Time Lot Sheet (Each Member)

Date	Event	Venue	Time	Hours
(yyyy-mm-dd)			hhmm - hhmm	1.5 hours
			Total	

A Minimum of 25 hours each is required.

Minutes of the Meeting (if any)

- Preparation Meeting
- Action Plan / Operation Order
- Any Annexure / Reference etc
- Financial Report

Budget (if any)

Execution of the Project / Event

- Camp Report
- PowerPoint Presentation

Reflection (Each Member)

This is the most important part of the report. Do spend some time and look back on the project of what you had done, what you had gone through, what difficulties you have encountered, how to tackle them. If you are in a team, how do you find working with others, more senior in rank and age vs less junior member with little or no experience etc.

Avoid using meaningless words, such as:

It was '**hard work**', how hard and why they were hard work?

You had learned '**a lot**', what are they?

Consider:

Why you choose this project?

What was your expectation and did they materialize?

How do you solve the problem?

What did you get out of doing this project, as a team and as individual?

Remarks

- Difficulties encountered
- Solution
- Advice to others for similar project

Pictorial Record

- Some photos to show the event or process would be nice addition

Conclusion

- A team effort is preferred

Reference Material / Resources

- Internet
- Books
- Supporting Document
- Advisor

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Annex “B” – Supervising Officers’ Comments / Remarks

Unit	Rank	Name	S/N	Attitude	Initiative	Time Management	Team Work	Recommendation
				V. Good	Good	Bad	Worst	Yes / No to issue a certificate

This is just a template to assist the Supervising Officer in giving a brief comment and most importantly whether the individual cadets should be issued with the certificate for the Cadet Project!

Individual comment of each cadet member is welcomed.