

# HONG KONG AIR CADET CORPS

## MEMO

From : OIC of No 103 JNCOTC  
Ref : 103JNCOTC\_Adm\_M01\_Invitation  
Date : 11 July 2022  
Email : 103jncotc.hkacc@gmail.com

To : All OC Sqn in Ops Gp  
cc :  
Your Ref :  
Total Pages : 2

### NO 103 JUNIOR NON-COMMISSIONED OFFICER TRAINING COURSE Invitation for Application

No 4 (Kowloon West) Wing would like to announce that No 103 JNCOTC will be held in July and August 2022. Please refer to the following details.

<b>Date &amp; Time</b>	Course:	0815 to 1800 hrs on 31 July 2022 (Sunday)
		0815 to 1830 hrs on 06 August 2022 (Saturday)
		0815 to 1330 hrs on 07 August 2022 (Sunday)
<b>Venue</b>	Day 1	V&G Business Centre, 23 Hillwood Road, TST
	Day 2	V&G Business Centre, 23 Hillwood Road, TST (AM session)
		The HKYG Jockey Club Sai Kung Outdoor Training Camp (PM session)
Day 3	Youth Outreach Jockey Club Building, 2 Holy Cross Path, Sai Wan Ho	
<b>Course Size</b>	Minimum 15 to maximum 30	
<b>Course Fee</b>	HK\$250 including the following items: - Course notes and handouts - Lunchbox at Sai Kung Campsite (Day 2 only) - Transportation & Half Day Camp Fees	
<b>Dress Code</b>	No 3 Uniform and/or Corps T-Shirt as ordered	
<b>Pre-requisite</b>	<ol style="list-style-type: none"><li>Admission to JNCOTC is for Basic Cadet or above who have served at the present rank for at least 12 months at the time of application submission.</li><li>Preference will be given to those who have passed HKACC, C&amp;C and Basic Foot drill.</li><li>Participants must be fully vaccinated with COVID-19 vaccine.</li></ol> <p>The committee reserve the right to amend or impose any further entry requirement in view of application status.</p>	
<b>Nomination</b>	OC Sqn please nominate applicants by completing the Application Form and email to 103jncotc.hkacc@gmail.com	
<b>Deadline</b>	<b>2359 hrs on 18 July 2022 (Monday)</b>	
<b>Course Outline</b>	Role of JNCO / Basic Instructional Techniques / Communication Skills / Elementary Leadership / Revision on HKACC, C&C and Dress Regulations / Foot drill / Physical Achievement	
<b>Examination</b>	Written:	HKACC and C&C
	Assessment:	Leadership, Foot drill, Physical Achievement and continuous assessment on discipline and uniform

**Remarks**

1. Priority will be given to cadet members from No 4 Wing. For applications from other units, places will first be allocated to First Class Cadets.
2. 100% attendance is mandatory unless pre-approved special circumstances
3. Shortlisted candidates will be announced by 20 July 2022 (Wednesday).
4. Individual Application Form will be provided with the shortlisted memo.
5. Completed Application Form, Health Declaration, PAR-Q Form and course fees will be collected **on the first day of the course.**
6. CTRB must be shown during the whole Course.
7. Course fee will not be refunded once paid.
8. Failure to comply with any instructions will be considered fail in the course.

Should there be any questions, please contact the undersigned by email at [103jncotc.hkacc@gmail.com](mailto:103jncotc.hkacc@gmail.com).

Carol K N LUI  
Flight Lieutenant  
Officer-in-charge  
No 103 JNCOTC