

**HONG KONG AIR CADET CORPS**  
**Vocational Qualifications Unit**

**MEMO [Revised]**

<b>From</b> <u>OC VQU</u>	<b>To</b> <u>All OC Units</u>
<b>Ref.</b> <u>VQU/2011</u>	<b>CC</b> <u>CSO, OC A&amp;S Gp &amp; HQ</u>
	<b>Date</b> <u>8 February 2011</u>

**Workshop on Thesis Writing**

The City & Guilds and ILM Senior Awards programme allows individuals to gain recognition of their professional skills and academic ability through the production of a vocationally related Portfolio, Reflective Report or Thesis.

Mr. David Harris, one of the assessors from Cadet Vocational Qualifications Organization (CVQO), UK, is going to visit Hong Kong in March. This workshop is a rare opportunity for us to learn from an assessor from CVQO directly so your participation is highly encouraged!

<b>Date:</b>	<b>9 March 2011 (Wednesday)</b>
<b>Venue:</b>	Gotfield Room, Hong Kong Aviation Club, Kowloon City
<b>Time:</b>	1900-2030hrs
<b>Speaker:</b>	David Harris BSc ARCS FRES, Operations Manager (South West), CVQO ( <a href="http://www.cvqo.org">www.cvqo.org</a> ) (please see the appendix for his brief biography)
<b>Objectives:</b>	This workshop will be an opportunity: 1) to provide some guidance on how best to meet the criteria when writing theses or reports and 2) to exchange knowledge and experience about writing a thesis
<b>Medium of Instruction:</b>	English (Simultaneous interpretation will be provided upon request)
<b>Target:</b>	Priority will be given to the candidates who have already enrolled for the City and Guilds awards though other members are also encouraged to attend.
<b>Dress Code:</b>	Business Attire
<b>Remarks:</b>	Following the workshop, all participants are invited to a dinner with the speaker on a self-paying basis.
<b>Application Method:</b>	Return the attached reply slip in MS Word format by e-mail to VQU at <a href="mailto:hkaccvqu@gmail.com">hkaccvqu@gmail.com</a>
<b>Application deadline:</b>	<b>1800 hrs, 2<sup>nd</sup> March 2011 (Wednesday)</b>

Should you have any queries, please do not hesitate to contact the undersigned.

Winnie S Y Ho  
Fg Off  
OC VQU

**HONG KONG AIR CADET CORPS**  
**Vocational Qualifications Unit**

**Reply Slip**

To: OC VQU

From: \_\_\_\_\_ Unit

Date: \_\_\_\_\_

Please reserve \_\_\_ seat(s) for our Unit and we understand that the final allocation of seats would be subject to the availability and selection result of your unit.

\_\_\_\_\_  
Name in Block                      Rank                      Post                      Signature

Contact Email: \_\_\_\_\_ Contact Tel: \_\_\_\_\_

**List of Application (in descending order of preference)**

No.	Unit	Rank	Name	Serial No.	Mobile Phone No.	I will attend the dinner with the speaker on a self-paying basis. (Please mark a tick).
1						
2						
3						
4						
5						
6						
7						
8						