

HONG KONG AIR CADET CORPS
Vocational Qualifications Unit

MEMO

From <u>OC VQU</u>	To <u>All OC Units and Trainers</u>
Ref. <u>VQU/6/2015</u>	CC <u>DCO Trg and OC Trg Gp</u>
	Date <u>11 June 2015</u>

Aviation Studies ‘Train the Trainer’ Programme - Joining Instructions

Details of the training programme are shown below:

	Day 1	Day 2
Dates:	21 June (Sunday)	23 June 2015 (Tuesday)
Venue:	Room BC201	Room BC309
	Core C, Hong Kong Polytechnic University, Hung Hom (Near Exit D1, Hung Hom MTR Station – See the attached Appendix 1 for the campus map)	
Time:	1000-1745hrs (Please refer to Appendix 2 for the schedule)	
Medium of Instruction:	English	
List of Participants:	<p style="text-align: center;">See the Appendix 3 for the full list of participants.</p> <p>(Participants will be nominated to attend the free-of-charge Part 2 advanced courses such as “BTEC portfolio building”, “BTEC assignment writing”, “Tailoring BTEC to meet Learner Needs”, “Teaching BTEC as a distance learning programme”, “Delivering a more vocational BTEC”, “Internal Verification and Standardisation” to be conducted during September – December 2015)</p>	
Dress Code:	Name Tag, Corps Polo and Black / Blue Trousers	
Equipment List:	<p>Stationery, A4 size papers and hardcopies of the following documents for an activity:</p> <ul style="list-style-type: none"> ◦ At least one of the modules / units from Unit 1 – 19 (P. 19 – 169) of the specification (http://goo.gl/6z5C7D) you are responsible for or are interested in teaching ◦ Assessment and grading criteria and essential guidance for tutors (P.170 – 176) 	

Should you have any queries, please do not hesitate to email our team or the undersigned at vqu@aircadets.org.hk / hkaccvqu@gmail.com.

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 Flt Lt
 OC VQU

Encl