

SQUADRON INFORMATION PACKAGE



59 VANCOUVER ROYAL CANADIAN AIR CADET SQUADRON

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CHAPTER 1 – INTRODUCTION

This document aims to provide an overview of the Cadet Program and information about 59 Vancouver Royal Canadian Air Cadet Squadron.

Special Note for the 2020-2021 Training Year

Due to the Novel Coronavirus COVID-19, there are specific Public Health Measures in place for the 2020-2021 Training Year. As such, some of the programs and activities described in this Information Package may be running in a different format or are temporarily unavailable. These program changes have been made to ensure we adhere to safety guidelines. For up-to-date information, consult the Squadron's Website at <https://www.59vancouver.ca> for details.

1.1) About the Cadet Program

The Cadet Program is the largest federally sponsored youth program in Canada. It is a national program for young Canadians aged 12 to 18 who are interested in participating in a variety of fun, challenging, and rewarding activities while learning valuable life and work skills such as teamwork, leadership, and citizenship.

The Cadet Program is community-based, succeeding through strong community support and involvement. Cadets are encouraged to become active, responsible members of society and make valuable contributions through environmental, citizenship, and community activities. Cadets are not members of the Canadian Armed Forces (CAF). There is no requirement or expectation to join the military after the Cadet Program.

Aims:

- To develop in youth the attributes of good citizenship and leadership
- To promote physical fitness
- To stimulate an interest in the sea, land, and air activities of the CAF

Mission:

- To contribute to the development and preparation of youth for the transition to adulthood, enabling them to meet the challenges of modern society, through a dynamic community-based program

Vision:

- A relevant, credible, and proactive youth development organization, offering the program of choice for Canada's youth, preparing them to become the leaders of tomorrow through a set of fun, challenging, well-organized, and safe activities



1.2) About our Squadron History

59 Vancouver Royal Canadian Air Cadet Squadron (RCACS) began from a study completed by the Regional Cadet Support Unit (Pacific) to find areas where no cadet squadrons were established, which was the case with East Vancouver. Cadets mainly traveled to other squadrons in the Lower Mainland. RCSU (Pac), in collaboration with the Air Cadet League of Canada, BC Provincial Committee, sought local units to create a new squadron in East Vancouver. 759 Falcon RCACS took up the challenge. The Royal Canadian Legion, Branch #179, was approached regarding the potential squadron and they offered resources and support for the venture to begin. In September 2012, the satellite flight opened its doors in East Vancouver. Twelve existing cadets and five staff began to put in place the building blocks of what would become 59 Vancouver RCACS.

Through the efforts of the newly formed Squadron Staff and Squadron Sponsoring Committee (SSC), the satellite flight began increasing its community presence and effective strength. By March 2014, the Squadron Staff and SSC knew the squadron-to-be was ready and applied for their charter with the Air Cadet League of Canada, BC Provincial Committee, and the RCSU (Pac). The use of “59 Vancouver” was intended by the Squadron Staff and SSC to be in reverence to the original squadron established in 1941 and the relationship to 759 Falcon RCACS. Approval was granted and on May 22, 2014, the cadets and Squadron Staff officially became 59 Vancouver RCACS.

1.3) About the Squadron Staff

The Cadet Program is funded by the Department of National Defence (DND) and administered by the Canadian Armed Forces (CAF). The Cadet Instructors Cadre (CIC) is a branch of the CAF, consisting of specially trained part-time members responsible for the safety, supervision, administration, and training of cadets. Locally, the Squadron Staff generally consists of CIC officers, Civilian Instructors, and Civilian Volunteers.

The Air Cadet Program is accomplished through a partnership between the DND and the Air Cadet League of Canada. As such, the Squadron Staff work closely with the local Squadron Sponsoring Committee.

1.4) About the Squadron Sponsoring Committee

The Air Cadet League of Canada and the Department of National Defence (DND) have parallel structures to support the Air Cadet Program. Locally, the Squadron Sponsoring Committee (SSC) generally consists of parents/guardians of the cadets. Since DND funding for optional training is limited, the SSC works with the Squadron Staff by providing training facilities and financing optional activities.

An annual registration fee is collected by the SSC during registration, which is used to



pay an assessment fee to the Air Cadet League of Canada, BC Provincial Committee (\$115 per cadet each year), and to finance optional activities. No cadet will be refused registration or disadvantaged in any way because of an inability to pay the registration fee. All requests of hardship must be submitted to the SSC Chairperson prior to registration and will be kept confidential.

1.5) About the Role of Parents/Guardians

The mission of the Cadet Program is to contribute to the development and preparation of youth for the transition to adulthood. As such, **cadets are expected to take personal responsibility for their participation and performance at cadet activities; parents/guardians should not make regular inquiries on behalf of their cadets.** Cadets have established communication channels which they are expected to follow. Parents/guardians are encouraged to ask their cadet questions to reinforce their awareness of upcoming cadet activities.

At times, parents/guardians may have concerns that are sensitive in nature. Generally, these special inquiries should first be discussed with an Executive Member from the Squadron Sponsoring Committee (SSC) to determine the appropriate action.

Volunteering at our squadron demonstrates your support to the cadets by showing your commitment and interest in their endeavors. There are many and varied opportunities to support our squadron. All parents/guardians may become members of the SSC. **Regardless of membership status, all parents/guardians are expected to contribute time throughout the year in support of the Cadet Program.** Responsibilities may include fund-raising, public affairs, special events, and provision of transportation.

General information may be distributed to parents/guardians via email. Additional information may be distributed at the SSC monthly meetings and the SSC Annual General Meeting that is held in the fall season. We desire that the experience in the Cadet Program to be enjoyable and educational, so do not hesitate to contact the Squadron Staff or SSC if there are questions or concerns.

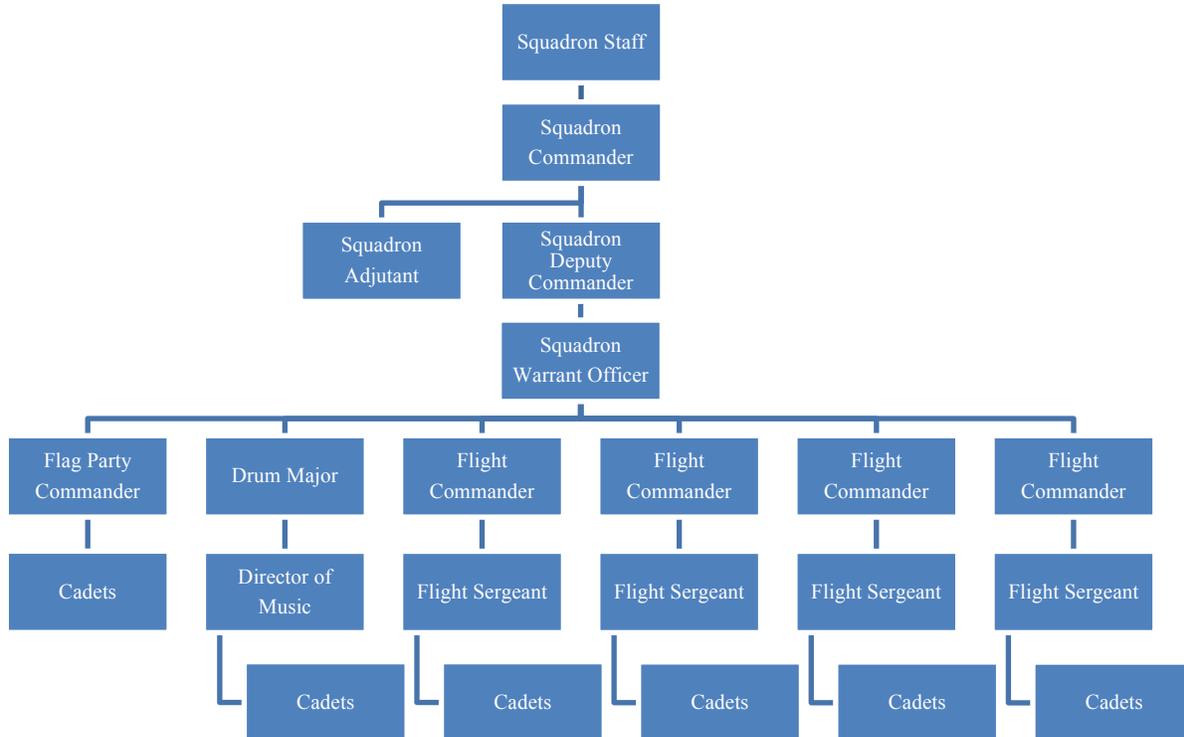
1.6) About the Chain of Command

The Cadet Program relies on an organizational structure described as the Chain of Command. It outlines the seniority of personnel based on position and rank, demonstrates who reports to whom, and is critical for communication and decision-making.



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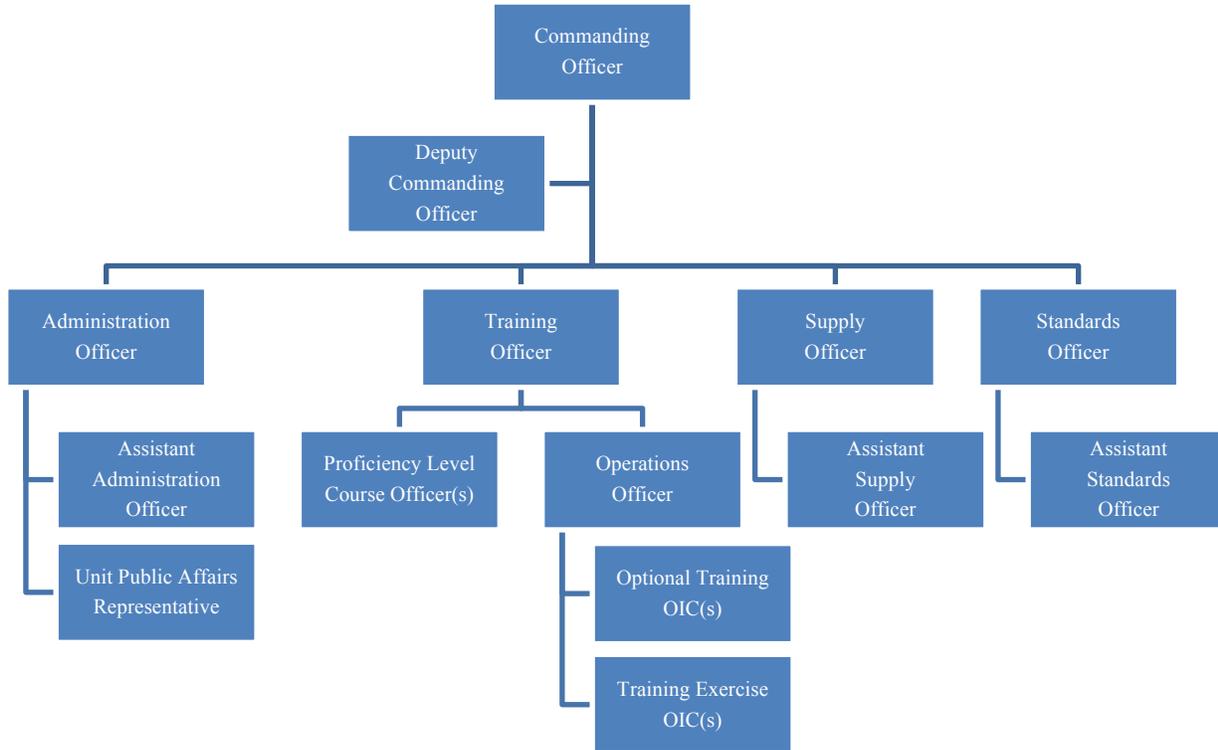
After an orientation period, cadets are assigned into organizational groups (flights) and report to their cadet group leaders (NCOs). In turn, the NCOs report to their supervisors. The most senior cadet is the Squadron Commander, who reports to the Squadron Staff.



More specific Chains of Command are established for each function of our squadron, including the Administration, Training, and Supply Departments. **Cadets are expected to follow the appropriate Chain of Command whenever they have questions or concerns.** Consistent with developing personal responsibility, cadets are expected to resolve their questions or concerns at the lowest level possible.



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Cadets are expected to become acquainted with, and obey, all regulations, orders, and instructions necessary for the performance of their duties and conform to the established customs of our squadron. Discipline in the Cadet Program is used as a learning tool to encourage cadets to develop appropriate conduct, to correct inappropriate personal actions, and to maintain safety, order, and morale.

For emergencies and sensitive matters, cadets do not necessarily need to follow the Chain of Command. Cadets should report to whomever they encounter first during an emergency. For sensitive matters, cadets can report to whomever they trust with the issue.

For the current list of positional appointments, contact the Squadron Staff for the Squadron Information Package addendum.



CHAPTER 2 – ADMINISTRATION

The Administration Department is responsible to the Commanding Officer for supervising all administrative functions of our squadron, including managing squadron communications and maintaining personnel records.

2.1) Squadron Contact Information

Phone	778-994-5959
Email for Squadron Staff	info@59vancouver.ca
Email for SSC	59vancouverssc@gmail.com
Website	www.59vancouver.ca
Local Headquarters	59 Vancouver RCACS 2205 Commercial Drive (Second Floor Auditorium) Vancouver, BC V5N 4B6
Postal Address	

2.2) Enrolment/Transfer/Change of Information

To inquire about joining our squadron, visit our Local Headquarters on a Wednesday evening during the school year between 7:00 pm and 8:30 pm. The Squadron Staff will be able to answer any questions and assist with the required enrolment/transfer documentation, which are available on our website or can be provided in-person.

Eligibility Requirements:

- Must be between 12 and 19 years of age at the time of enrolment
- Must be a Canadian Citizen or a lawful resident of Canada
- Must be medically, physically, and psychologically fit to participate
- Must be covered by a government or private health insurance plan
- Must be of good moral character
- Must be acceptable to the cadet corps or squadron Commanding Officer

Enrolment Forms & Documentation:

See <http://59vancouver.ca/join-air-cadets/> for the list of all Enrolment Forms & Docs.

After enrolment, cadets complete an Annual Validation Form each subsequent year to confirm their information on file. **Cadets are expected to immediately report any change in personal, contact, or medical information to the Administration Department** as applicable during the training year.



2.3) Attendance

The safety of cadets is always our first priority. As such, accurate attendance records are critical. Any absence or tardiness is expected to be reported. While parents/guardians are asked to email the Squadron Staff inbox (info@59vancouver.ca), cadets are expected to report their absence or tardiness through the appropriate Chain of Command.

Attendance to mandatory and complementary training is a requirement to progress in the Cadet Program. Parents/guardians should understand that if a cadet is unable to attend mandatory and complementary training, they may become ineligible for summer training, rank promotions, and/or other privileges. Despite limitations, this does not mean the cadet cannot have a rewarding experience. Under certain conditions, extended leaves of absence may be granted solely at the Commanding Officer's discretion.

From time to time, cadet activities may require sign-ups due to logistical arrangements and/or participant limitations. As applicable, **cadets are expected to complete sign-ups and attend activities in a timely and diligent manner.**

Cadets absent for mandatory or complementary training without a valid reason may be subject to administrative and/or disciplinary action, including, but not limited to:

- Not passing training proficiency level
- Suspension of privileges
- Not recommended for summer training and/or rank promotions
- Suspension
- Termination of membership

2.4) Public Affairs

To promote awareness, interest, and support for the Cadet Program, print and social media regarding cadets may be published from time to time.

All cadets are to ensure that the use of online communications and social media sites, even on personal time, does not reflect negatively on the Cadet Program and/or the Canadian Armed Forces. When using online communications, all cadets are expected to follow the principles of respect, responsibility, and consideration of others.

Our squadron manages unofficial social media pages. All cadets and parents/guardians are encouraged to submit photos and/or suggestions. Any additional questions or concerns that are directly related may also be emailed to the Public Affairs inbox (public.affairs@59vancouver.ca).



CHAPTER 3 – TRAINING

The Training Department is responsible to the Commanding Officer for planning and implementing the training program (Mandatory, Complementary, and Optional Training) and coordinating the application process for Summer Training.

Note: For the 2020/2021 Training Year, some activities described below may be presented in alternative formats (e.g. virtual, outdoors) or unavailable. Please contact your Chain of Command for details.

3.1) Mandatory Training

The Cadet Program is organized into five progressive proficiency levels, which is based on the cadet’s age and development phase. Completion of each proficiency level qualifies cadets for certain summer training courses and/or rank promotions. It is the cadet’s personal responsibility to ensure all required aspects of training are completed.

Mandatory training refers to required activities that cadets must complete to pass their proficiency level. See [Annex A](#) for the mandatory training topics of the Proficiency Level One Course. Our squadron generally delivers mandatory training on Wednesday nights.

Event	Time
Duty Officer and Duty NCOs Arrive	1750 hours
Staff and Senior NCOs Arrive	1800 hours
Senior NCOs Fall-In	1810 – 1825 hours
Cadets Arrive	1815 hours
Cadets Fall-In	1825 – 1840 hours
Opening Parade	1840 – 1850 hours
Move to Training Area	1850 – 1905 hours
Period 1	1905 – 1935 hours
Period 2	1940 – 2010 hours
Period 3	2015 – 2045 hours
Move to LHQ	2045 – 2100 hours
Closing Parade	2100 – 2115 hours
Cadets Dismissed	2115 hours
Staff and Senior NCOs Debrief	2115 – 2130 hours

3.2) Complementary Training

Complementary training refers to the required activities that complement the training objectives. The Training Department has the flexibility to select the specific exercises to satisfy the required training requirements. Although generally scheduled outside of



Wednesday nights, **complementary training is not optional; participation is required.**

Complementary training exercises may include, but are not limited to:

- Annual Ceremonial Review (ACR)
- Field Training Exercises (FTXs)
- Poppy Campaign and Remembrance Day Parade
- Squadron Tag Days

3.3) Optional Training

Our squadron offers a comprehensive array of optional training that cadets may participate, including:

- Band
- Drill Team
- Duke of Edinburgh's International Award Program
- Effective Speaking Program
- First Aid Team
- Ground School (Aviation Theory)
- Marksmanship Team
- Sports Team

Our teams are conducted on different weeknights and are excellent opportunities for cadets to refine their skills and interact with like-minded peers. See [Annex B](#) for more details on our optional training. Consistent with the entire Cadet Program, cadets are expected to attend on a regular basis once they have committed to the training. Should a cadet be unable to meet expectations, they may be asked to leave the team.

3.4) Summer Training

Generally, our squadron is allocated a limited number of positions to attend summer training each year. This training is optional and does not require any additional fees. Selection for summer training positions will largely depend on the cadet's participation and performance throughout the year and the cadet's recommendations from the Squadron Staff.

Due to the different duration of the courses offered, there are different intakes. Each intake begins at a different time each year and our squadron does not have control over which intake cadets are selected to participate in. Cadets are eligible for one course per summer and must be able to attend the entire course.

The application process generally begins in the fall season prior to the summer. First, cadets complete an expression of interest. Next, the Squadron Staff select cadets to match the positions that are allocated to our squadron. Finally, selected cadets accept or decline their offer of participation. Should there be any changes to the cadet's ability to participate during the application process, cadets and their parents/guardians are expected to contact the Training Department immediately.



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Eligibility to participate in the variety of introductory, advanced, and scholarship courses is based on the cadet's proficiency level and any additional requirements. See [Annex C](#) for more details on the summer training courses offered.



CHAPTER 4 – SUPPLY

The Supply Department is responsible to the Commanding Officer for the security and care of all materials issued to or purchased by our squadron, including cadet uniforms, training equipment, public resources, and non-public resources.

4.1) Uniforms

All cadets will be loaned a complete set of uniform at no charge. These uniforms parts are provided by the Department of National Defence, with a complete set of uniform costing approximately \$400. One nametag will be provided at no expense to each new recruit and subsequent nametags may be purchased through the Supply Department. Any requests for uniform parts should follow the appropriate Chain of Command.

Cadets and their parents/guardians are responsible for all items on loan to the cadet. All cadets are instructed on how to wear and maintain their uniforms according to the Cadet and Junior Canadian Rangers (CJCR) Dress Instructions, which is available on our website. **Upon leaving our squadron, all uniform parts must be returned to the Supply Department.** Cadets and their parents/guardians may be held responsible for willful negligence or damage.

4.2) Equipment/Facilities

Our squadron operations may rely on loaned equipment and facility leases. All cadets are expected to take care and be responsible for all materials and equipment loaned to them. Upon leaving our squadron or when appropriate, all equipment must be returned to the Supply Department. As responsible members of the community, cadets are expected to respect the environment and private property. Cadets and their parents/guardians may be held responsible for willful negligence or damage.



CHAPTER 5 – FREQUENTLY ASKED QUESTIONS

How long must I stay in the Cadet Program once I join?

A cadet is able to leave the Cadet Program at any time; however, recruits are encouraged to try the program for at least six months. The Cadet Program is likely a new experience that requires a varied amount of time for each cadet to become comfortable and involved.

What happens if I joined the Cadet Program late and I am 13+ years old?

Upon enrolment, all recruits are registered into the Proficiency Level One Course. After an initial assessment and at the discretion of the Training Department, a cadet may be accelerated into the Proficiency Level Two Course or Proficiency Level Three Course.

What do I wear at cadet activities?

Cadets are issued a complete set of uniform at no charge. Unless otherwise instructed, cadets wear uniform to cadet activities. Cadets without a complete uniform are to wear appropriate civilian attire (white collared shirt, black trousers, conservative footwear).

Who can I speak to if I have questions or concerns?

All cadets are assigned into organizational groups (flights) and are led by cadet group leaders (NCOs). If cadets have questions or concerns, they should first speak to their NCOs and follow the appropriate Chain of Command.

How will I be notified of cadet activities?

Cadets are expected to take personal responsibility for their participation and performance at cadet activities, informing themselves through weekly announcements, the website calendar, and communications with their Chain of Command.

What happens if I need assistance with travel arrangements?

Cadet activities may be conducted at different locations from time to time. Parents/guardians are expected to be punctual when dropping off and picking up their cadets. If parents/guardians need assistance with travel arrangements, they may first discuss with an Executive Member from the Squadron Sponsoring Committee (SSC) to determine the appropriate action. The safety of cadets is always our first priority, but the Squadron Staff are not authorized to drive cadets in their personal motor vehicles.



Where can I find more information?

The Cadet Program is guided by many regulations and policies; a selection of resources and the Squadron Standing Orders are available on our website (<http://59vancouver.ca/>). We hope that this information package has increased your understanding of the Cadet Program and our squadron. If there are any additional questions or concerns, please do not hesitate to contact us. Again, thank you for your interest in the Cadet Program and we welcome you to 59 Vancouver Royal Canadian Air Cadet Squadron.



CHAPTER 6 – ANNEXES

6.1) Annex A – Proficiency Level One Course Performance Objectives

Performance Objectives		Description and Requirements
100	Positive Social Relations for Youth (PSRY)	<ul style="list-style-type: none"> Prepare cadets to interact comfortably within the cadet community, interact positively with others, exercise sound judgement, accept personal responsibility for actions and choices, deal with interpersonal conflict, and seek assistance from available resources when needed <u>Requirement: In-class participation</u>
X01	Citizenship	<ul style="list-style-type: none"> Introduce cadets to various aspects of being a good Canadian citizen through a range of fun, interesting, and challenging activities <u>Requirement: In-class participation</u>
X02	Community Service	<ul style="list-style-type: none"> Encourage cadets to be active citizens through participation in a community service activity as a member of a team <u>Requirement: In-class participation</u> <u>Requirement: Participate in the Poppy Campaign and Remembrance Day Parade</u>
103	Leadership	<ul style="list-style-type: none"> For cadets to embrace the role of a follower while participating in activities as a member of a team <u>Requirement: In-class participation</u>
X04	Personal Fitness and Healthy Living	<ul style="list-style-type: none"> Encourage cadets to live a healthy, active lifestyle by meeting the <i>Canadian Physical Activity Guidelines</i> and <i>Canadian Sedentary Behaviour Guidelines</i> for youth <u>Requirement: Participate in a Cadet Fitness Assessment</u>
X05	Physical Activities	<ul style="list-style-type: none"> For cadets to have fun participating in physical activities <u>Requirement: Participate in a recreational physical activity</u>
106	Air Rifle Marksmanship	<ul style="list-style-type: none"> Familiarize cadets with range operations and the firing of the cadet air rifle <u>Requirement: In-class participation</u>
107	General Cadet Knowledge	<ul style="list-style-type: none"> Provide cadets with information on the opportunities inherent in the Cadet Program, and provide them the basic skills to integrate comfortably as members of the squadron <u>Requirement: In-class participation</u> <u>Requirement: Participate in the Squadron Tag Days</u>



Performance Objectives		Description and Requirements
108	Drill and Ceremonial	<ul style="list-style-type: none">• Provide cadets with the skills required to competently participate in an Annual Ceremonial Review (ACR) parade• <u>Requirement: In-class participation</u>• <u>Requirement: Participate in the ACR parade</u>
X20	CAF Familiarization	<ul style="list-style-type: none">• Stimulate the interest of cadets in the sea, land, and air activities of the CAF• <u>Requirement: In-class participation</u>
121	Canadian Aviation, Aerospace, Aerodrome Operations and Aircraft Manufacturing	<ul style="list-style-type: none">• Give cadets an opportunity to participate in activities within the subject communities• <u>Requirement: In-class participation</u>
129	Radio Communication	<ul style="list-style-type: none">• Have cadets communicate effectively while undergoing training in a survival setting and during familiarization flights using the phonetic alphabets and numbers• <u>Requirement: In-class participation</u>
130	Aviation	<ul style="list-style-type: none">• Introduce cadets to aircraft and their components and aviation history• <u>Requirement: In-class participation</u>
140	Aerospace	<ul style="list-style-type: none">• Introduce cadets to the notions of aerospace through a knowledge framework and supporting activities• <u>Requirement: In-class participation</u>
160	Aerodrome Operations	<ul style="list-style-type: none">• Introduce cadets to aerodrome and airside operations• <u>Requirement: In-class participation</u>
190	Aircrew Survival	<ul style="list-style-type: none">• For cadets to successfully sleep out-of-doors in a supervised simulated aircrew survival group activity• <u>Requirement: In-class participation</u>• <u>Requirement: Participate in a Field Training Exercise (FTX)</u>



6.2) Annex B – Optional Training

Band:

- Performing during training nights and community parades, cadets in the marching band develop in music theory and ensemble performance. Further opportunities include professional workshops, annual competitions, and summer training.

Drill Team:

- The Drill Team upholds the commitment to drill, dress, and deportment. Relying on disciplined teamwork, the team prepares a routine for the annual competition and has been distinguished with the title of Pacific Region champions.

Duke of Edinburgh's International Award Program:

- The Award is an internationally recognized program, encouraging young people to develop skills, get physically active, give service, and experience adventure. Achievement is recognized at the Bronze, Silver, and Gold levels.

Effective Speaking Program:

- Powerful presentation and analytical skills are developed in the program. Workshops for planned addresses and impromptu speeches prepare our cadets for instructor and leadership roles within our squadron and the community.

First Aid Team:

- While building problem-solving and teamwork skills, cadets develop and practice administering first aid in a variety of situations. The training also qualifies for the St. John Ambulance Emergency First Aid or Standard First Aid certifications.

Ground School (Aviation Theory):

- Senior Ground School provides enhanced instruction on aeronautical topics while the Junior Ground School fosters interest in the aviation and aerospace industries. Further opportunities include familiarization flying conducted at regional airports.

Marksmanship Team:

- While all cadets learn how to properly handle and safely fire the cadet air rifle, the marksmanship team trains for the annual competitions. Cadets develop patience, confidence, and self-discipline while learning the techniques of this unique sport.

Sports Team:

- Upholding the aim of the Cadet Program to promote physical fitness, a variety of sports are offered year-round. The team has earned multiple titles in the annual basketball, dodgeball, and volleyball competitions hosted in the Lower Mainland.



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For the current list of optional training supervisors (OICs), scheduled times, and training locations, contact the Squadron Staff for the Squadron Information Package addendum.



6.3) Annex C – Summer Training Courses

Proficiency Level One:

- General Training Course (1 week)

Proficiency Level Two:

- Basic Aviation Course (3 weeks)
- Basic Aviation Technology and Aerospace Course (3 weeks)
- Basic Drill and Ceremonial Course (3 weeks)
- Basic Fitness and Sports Course (3 weeks)
- Basic Survival Course (3 weeks)
- Military Band – Basic Musician Course (3 weeks)
- Pipes Band – Basic Musician Course (3 weeks)

Proficiency Level Three:

- Advanced Aerospace Course (6 weeks) *
- Advanced Aviation Course (3 weeks)
- Advanced Aviation Technology Course – Aircraft Maintenance (6 weeks) *
- Advanced Aviation Technology Course – Airport Operations (6 weeks) *
- Air Rifle Marksmanship Instructor Course (6 weeks)
- Drill and Ceremonial Instructor Course (6 weeks)
- Fitness and Sports Instructor Course (6 weeks)
- Glider Pilot Training Course (7 weeks) *
- Military Band – Advanced Musician Course (6 weeks)
- Military Band – Intermediate Musician Course (6 weeks)
- Pipes Band – Advanced Musician Course (6 weeks)
- Pipes Band – Intermediate Musician Course (6 weeks)
- Survival Instructor Course (6 weeks)

Proficiency Level Four:

- Power Pilot Training Course (7 weeks) *

Proficiency Level Five:

- Advanced Training – Staff Cadet (7 weeks)
- International Air Cadet Exchange (2 – 3 weeks) *

All courses followed by an asterisk (*) are National Summer Training Courses (NSTC). NSTC applicants undergo a rigorous selection process to ensure the most deserving cadets are selected. The application process begins in the fall season prior to the summer. Our squadron is committed to supporting our cadets and offers optional training in preparation for the selection process (Effective Speaking Program, Ground School, and review board practices).