

HONG KONG ADVENTURE CORPS

Entrant Requirement, Promotion Criteria and Procedure For Officer, Instructor & Cadet

1. Entrant Requirement and Promotion Criteria for Cadet

Recruit Entrants	Entrant Criteria
Recruit (Rect)	<i>Requirements :</i> 1. Age between 11 to 17 years. 2. Parent's or Guardian's consent. 3. In primary 6 or secondary education with a recognized institute.
Promotion To	Promotion Criteria
Cadet (Cdt)	<i>Requirements :</i> 1. Passed the 6 - 9 months Basic Recruit Training Course (BRTC).
Cadet Lance Corporal (C/LCpl)	<i>Requirements :</i> 1. At least 6 months of active service in the rank of Cdt. 2. Passed the Cadet Junior Non-Commissioned Officers Course (CJNCOC). 3. Completed at least 24 community service hours previously as a Cdt. 4. Excellent service record. 5. Unit Commander's Recommendation.
Cadet Corporal (C/Cpl)	<i>Requirements :</i> 1. At least 9 months of active service in the rank of C/LCpl. 2. Passed the Basic Drill Course (BDC). 3. Completed at least 24 community service hours previously as a C/LCpl. 4. Excellent service record. 5. Unit Commander's Recommendation.
Cadet Sergeant (C/Sgt)	<i>Requirements :</i> 1. At least 9 months of active service in the rank of C/Cpl. 2. Passed the Cadet Senior Non-Commissioned Officers Course (CSNCOC) . 3. Passed the Arms Drill Course (ADC). 4. Good leadership skills and service record. 5. Completed at least 32 community service hours previously as a C/Cpl. 6. Unit Commander's Recommendation.
Cadet Staff Sergeant (C/SSgt)	<i>Requirements :</i> 1. At least 9 months of active service in the rank of C/Sgt. 2. Passed the Drill Instructor Course (DIC). 3. Good leadership skills and service record. 4. Completed at least 32 community service hours previously as a C/Sgt 5. Excellent service record and Unit Commander's Recommendation.

2. Entrant Requirement and Promotion Criteria for Instructor

Recruit Entrants	Entrant Criteria
Potential Instructors (PI)	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. Must be above the age of 18 years and a permanent resident of the Hong Kong Special Administrative Region. 2. Be able to read and write Chinese / English and speak fluent Cantonese. 3. Mature personality. 4. Good physical fitness. 5. Self Confidence
Promotion To	Promotion Criteria
Instructor (Instr)	<p><i>Requirement :</i></p> <p>Passed the Potential Instructors Course (PIC) or the Potential Instructors Familiarization Course (PIF).</p> <p>Potential Instructors Familiarization Course (PIF) For applicants who met the following criteria may be considered to attend the Potential Instructors Familiarization Course (PIF).</p> <ol style="list-style-type: none"> 1. Previous / Current Military or Disciplinary Forces experience as an Adult SNCO. 2. Previous / current Local / Overseas Uniformed Groups experience as an Adult SNCO. 3. Previous experience as a Cadet SNCO in a Local / Overseas Unit / Corps for no less than 4 years continuous service.
Corporal (Cpl)	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. At least 9 months of active service in the rank of Instr. 2. Passed the Adult Junior Non-Commissioned Officers Course (AJNCOC). 3. Passed the Basic Drill Course (BDC). 4. Qualified First Aider (Adult First Aid Certificate Course (AFA) of St. John Ambulance Association, or equivalent). 5. Completed at least 24 community service hours previously as an Instr. 6. Good service record. 7. Unit Commander's Recommendation.
Sergeant (Sgt)	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. At least 12 months of active service in the rank of Cpl. 2. Passed the Adult Senior Non-Commissioned Officers Course (ASNCOC). 3. Passed the Arms Drill Course (ADC). 4. Qualified First Aider (Adult First Aid Certificate Course (AFA) of St. John Ambulance Association, or equivalent). 5. Good leadership skills. 6. Completed at least 32 community service hours previously as an Cpl. 7. Good service record. 8. Unit Commander's Recommendation.

2. Entrant Requirement and Promotion Criteria for Instructor (Cont'd)

Promotion To	Promotion Criteria
Staff Sergeant (SSgt)	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. At least 12 months of active service in the rank of Sgt. 2. Passed the Drill Instructor Course (DIC). 3. Qualified First Aider (Adult First Aid Certificate Course (AFA) of St. John Ambulance Association, or equivalent). 4. Good leadership skills. 5. Completed at least 32 community service hours previously as a Sgt. 6. Excellent service record. 7. Unit Commander's Recommendation.
Warrant Officer Class 2 (WO2)	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. At least 18 months of active service in the rank of SSgt. 2. Passed the Warrant Officers Management Course (WOMC). 3. Qualified Senior Drill Instructor (SDI). 4. Qualified First Aider (Adult First Aid Certificate Course (AFA) of St. John Ambulance Association, or equivalent). 5. Completed at least 48 community service hours previously as a SSgt. 6. Outstanding service record and proven leadership quality. 7. Unit Commander's Recommendation. 8. Successful appearance before a Promotion Board.
Warrant Officer Class 1 (WO1)	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. At least 18 months of active service as a WO2. 2. Qualified Senior Drill Instructor (SDI). 3. Qualified First Aider (Adult First Aid Certificate Course (AFA) of St. John Ambulance Association, or equivalent). 4. Exceptional leadership quality and man management skills. 5. Excellent service record. 6. Successful appearance before a Promotion Board. 7. Commandant's Recommendation.

3. Entrant Requirement and Promotion Criteria for Officer (General Duties)

Recruit Entrants	Entrant Criteria
<p>Officer Cadet (OCdt)</p>	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. <u>Residence Status</u> Must be above the age of 18 years and a permanent resident of the Hong Kong Special Administrative Region. 2. <u>Academic Requirements</u> A Hong Kong University Degree, or equivalent; or An accredited Associate Degree from Hong Kong tertiary institution / a Higher Diploma from a Hong Kong polytechnic / polytechnic university, or a Diploma from a registered post-secondary college awarded after the date of its registration, or equivalent; or A pass in two subjects at Advanced Level in the Hong Kong Advanced Level Examination (2A) plus three other subjects at grade C or above in the HKCEE (3O), or equivalent. or Five subjects, including Chinese Language and English Language (Syllabus B), at grade E or above in the HKCEE, or equivalent; and Be able to read and write Chinese / English and speak fluent Cantonese. 3. <u>Physique</u> Good physique, be able to pass a physical fitness test during the selection process. 4. <u>Essential Attributes</u> Mature personality. Good physical fitness. Self Confidence. Effective communication skills. 5. <u>Corps Qualification</u> Passed the Potential Instructors Course (PIC) or the Potential Instructors Familiarization Course (PIF). Passed the Basic Drill Course (BDC). At least 6 months of active service in the rank of Instr or above

3. Entrant Requirement and Promotion Criteria for Officer (General Duties)
(Cont'd)

Recruit Entrants	Entrant Criteria
Officer Cadet (OCdt) (Cont'd)	<p>Officer Familiarization Course (OFC) For applicants who met the following criteria may be considered to attend the Officer Familiarization Course (OFC).</p> <ol style="list-style-type: none"> 1. Previous / Current Military or Disciplinary Forces experience as a Commissioned Officer. 2. Previous / Current Local / Overseas Uniformed Groups experience as a Commissioned Officer. 3. Corps Qualification <ol style="list-style-type: none"> 3.1 Passed the Potential Instructors Course (PIC) or the Potential Instructors Familiarization Course (PIF). 3.2 Passed the Basic Drill Course (BDC). 3.3 At least 6 months of active service in the rank of Instr or above. <p>Applicant will hold the rank of OCdt during training and upon completion of course, previous or equivalent rank of the applicant's last rank held will be awarded at the discretion of the Commandant.</p>
Promotion To	Promotion Criteria
Second Lieutenant (2Lt)	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. Passed the Officer Training Course (OTC) or the Officer Familiarization Course (OFC).
Lieutenant (Lt)	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. At least 18 months of active service as a 2Lt. 2. Passed the Sword Drill Course (SDC). 3. Good service record.
Captain (Capt)	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. At least 18 months of active service as a Lt. 2. Passed the Officer Command Course (OCC) 3. Completion of at least one tour of duty as a Tp Ldr. 4. Outstanding Service record. 5. High leadership and management quality.
Major (Maj)	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. At least 4 years of active service as a Capt. 2. Excellent leadership ability and management skill. 3. Completion of at least one year as Sqn 2IC. 4. Excellent Service Record. 5. Successful appearance before a Promotion Board.

Notes :

1. A WO2 who has at least 3 years of service in that rank may, subject to the Commandant's approval, and in respect of personal service record, be commissioned in either the rank of Lt, without having to undergo the full Officer Training Course.
2. A WO1 who has at least 3 years of service in that rank may, subject to the Commandant's approval, and in respect of personal service record, be commissioned in the rank of Capt direct, without having to undergo the full Officer Training Course.
3. Subalterns comprise of two ranks, 2Lt and Lt, Field Officers are Capt and above. In the HKAC the Lt rank is reached by advancement (automatic promotion once criteria are met) and is functionally equivalent to the 2Lt rank. The rank of Capt is reached by competitive promotion from Lt. Promotion of Captain and below should be approved by the Commandant on the recommendations of their respective OCs. Promotion to Senior Officer ranks (Major and above) should be approved by the Council.
4. At each promotion step, all requirements must be fulfilled before promotion is considered, whereas certain requirements may be excused subject to waiver given at the discretion of the Commandant / Council.

1. Procedures for the Promotion Application of Cadets, Adult Instructors, and Officers

Unit Commander will submit promotion recommendations on the *Officer / Instructor / Cadet Promotion Recommendation Form* for their respective members to the Commandant via the Chain of Command*, Unit Commander should forward the form to CHQ with written evaluation of the individual, the Adjt and the CSM will screen the application and an interview will be held as necessary on behalf of the Commandant. Only those individuals meeting the prescribed criteria will be considered for promotion by the Commandant. When the Commandant has approved the promotion the Corps will publish the promotion list and issue orders through the Adjt accordingly.

The admin and screening process will take at least 4 weeks and the selection for promotion is based on the needs of the Corps and individual performance. The promotion system is to be credible and meaningful, promotion recommendations must be based on performance, leadership, and contributions to the Corps and not longevity or friendship.

Savio WON

Capt

Adjt

* Through the Adjt for Officer application and the CSM for Instructor & Cadet.