

**The Hong Kong Girl Guides Association  
Interest Certificate Syllabus  
Ranger Section**

**Sailing Permit**

Ranger who hold the Level 1 Dinghy Certificate issued by the Hong Kong Sailing Federation may apply for Conversion of Sea Activity Qualification through the HKGGA Programme Department.

- I. Learn about and introduce the name of each part of a boat.
- II. Learn about and introduce each nautical term.
- III. Demonstrate the following knots:
  1. Figure-8 Knot
  2. Round Turn & Two Half Hitches
  3. Bowline
  4. Reef Knot
- IV. Introduce different points of sail.
- V. Learn about and introduce how to handle the following manoeuvres with the mainsheet at the stern and in the middle of a boat respectively:
  1. Tacking
  2. Gybing
- VI. Introduce the following methods of stopping a boat:
  1. Pointing the bow upwind
  2. The basic method
- VII. Introduce capsize recovery.

**Hong Kong Award for Young People**

- Holders of this permit are qualified for the Physical Recreation Section at the Bronze (Minors) Level of the HKAYP.
- Candidates who have completed the Physical Recreation Section at the Bronze Level of the HKAYP in the corresponding item are qualified for this permit.

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**Canoeist Permit**

- I. Applicant's Qualifications:
  - Holder of the Water Test Certificate or Swimmer Badge (Stage I)
  - Completed the Canoeist Permit training course
  
- II. Examination Standards:
  - A. Written Test
    - 1. HKGGA's water sports safety regulations and sea activity centre's activity regulations
    - 2. Knowledge on personal equipment and life jackets
    - 3. Knowledge on and maintenance of canoes and paddles
    - 4. Familiarity with the centre's flag signals
    - 5. Knowledge on whistle signals
    - 6. Knowledge on canoe activity safety
    - 7. Effects of different weather conditions
    - 8. Knowledge on rope maintenance and storage
    - 9. Ability to tie the following knots and to brief on their uses in water sports:  
Reef Knot, Bowline, Clove Hitch, Fisherman's Knot, Sheet Bend, Round Turn & Two Half Hitches
  
  - B. Skills Test
    - 1. Wear a life jacket
    - 2. Launch
    - 3. Embark and disembark
    - 4. Paddle forward and emergency stop
    - 5. Paddle backward and emergency stop
    - 6. Sweep stroke
    - 7. Raft up
    - 8. Handle properly after capsize
    - 9. Empty a canoe by two persons on store
    - 10. Empty a canoe by one person on store
    - 11. Stern rudder
    - 12. Effective use of a canoe raft
    - 13. HI-rescue
    - 14. Draw stroke

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**Canoeing (Charge) Permit**

- I. Applicant's Qualifications:
- Aged 16 or above
  - Holder of the Water Test Certificate or Swimmer Badge (Stage I)
  - Practised canoe for at least 12 hours in the past 12 months
  - Completed the Canoe Charge Permit training course
- II. Examination Standards:
- A. Written Test
1. Knowledge on land maps, sea maps and compasses
  2. Equipment for individual and group sea trips
  3. Knowledge on wind, tide and current
  4. Knowledge on emergency repair at sea
  5. Ability to tie the following knots and to brief on their uses in water sports:  
diamond knot, donkey's hitch and monkey's knot
- B. Display of and proper packing of workable equipment for a one-day sea trip, including personal clothing, rubber shoes and the following:
1. Canoe, paddle, spray cover and life jacket
  2. Repair tools
  3. First aid equipment
  4. Emergency bag
  5. Spare clothing
  6. Lunch and drink
  7. Towline (not shorter than 5m)
  8. Emergency food and drink
  9. Whistle
  10. Torch
  11. Map
  12. Compass
  13. Radio receiver
- C. Skills Test
1. Launch by one person
  2. Embark and disembark (pier / beach / slipway)
  3. Empty a canoe by one person on shore
  4. Slap for support (stationary and moving)
  5. Sculling draw
  6. Sculling for support
  7. Low brace turn
  8. X-rescue
  9. Swimmer to canoe rescue
  10. Eskimo rescue
- D. Practice
- Assist in canoe training / activities for a total of 10 hours within 12 months under the instruction of a qualified canoe coach.

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**Remarks**

Ranger who hold the Proficiency Certificate issued by the Canoe Union may apply for Conversion of Sea Activity Qualification through the HKGGA Programme Department.

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**Dragon Boat Helm Permit**

**I. Applicant's Qualifications:**

- Aged 15 or above
- Holder of the Swimmer Badge (Stage I), the Water Test Certificate or the Bronze Medallion issued by the Hong Kong Life Saving Society
- Holder of the Intermediate Dragon Boating Permit or the Intermediate Dragon Boating Training Certificate issued by the Hong Kong China Dragon Boat Association
- Practised dragon boat for at least 12 hours in the past 12 months
- Completed the Dragon Boat Helm Permit training course

**II. Examination Standards:**

**A. Theories**

1. Basic steering techniques
2. Basic knowledge on navigation
3. Knowledge on dragon boat racing
4. Types, structure and basic gears of dragon boats
5. Responsibilities of a helm and other key points to note
6. Knowledge on weather conditions
7. Effects of wind, tide, current and wave
8. Knowledge on water safety for dragon boating

**B. Techniques**

1. General techniques
  - Paddle and control a dragon boat by one person for launching at the beach, pier or pontoon; after use arrangements
  - Basic controls
2. Racing techniques
  - Paddle backwards to the starting point
  - Complete a simulated race of at least 200m during the training period
3. Basic knotting
4. Self-rescue when swamping and capsize recovery
5. Overboard rescue

**III. Assessment:**

The assessment will include a written test and a practical steering test. Participants are required to arrange their own paddlers for the steering test. During the steering test, the speed of the boat should be of no less than 12km per hour.

**Remarks**

Ranger who hold the Level 1 Dragon Boat Helm Certificate issued by the Hong Kong China Dragon Boat Association may apply for Conversion of Sea Activity Qualification through the HKGGA Programme Department.

**Qualification of Assessor**

Holders of the Registered Level 2 Dragon Boat Coach or above qualification appointed by the Hong Kong China Dragon Boat Association

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**Elementary Dragon Boating Permit**

- I. Applicant's Qualifications:
- Aged 12 or above
  - Holder of the Swimmer Badge (Stage I), the Water Test Certificate or the Bronze Medallion issued by the Hong Kong Life Saving Society
  - Completed the Elementary Dragon Boating Permit training course
- II. Examination Standards:
- A. Theories
1. History and development of dragon boating in Hong Kong
  2. Brief introduction to the Hong Kong China Dragon Boat Association
  3. Types, structure and basic gears of dragon boats
  4. Knowledge on water safety for dragon boating
  5. Differences between life jackets and buoyancy aids
- B. Techniques
1. Warm-up exercises
  2. Put on a buoyancy aid or a life jacket
  3. Safety knowledge on embarking and disembarking a dragon boat
  4. Sitting posture and paddle gripping
  5. Embark a boat in deep waters
  6. Basic strokes
    - i) Forward stroke
    - ii) Backward stroke
    - iii) Emergency stop
    - iv) Brace to balance

**Remarks**

Ranger who hold the Elementary Dragon Boat Training Certificate issued by the Hong Kong China Dragon Boat Association may apply for Conversion of Sea Activity Qualification through the HKGGA Programme Department.

**Qualification of Assessor**

Holders of the Registered Level 1 Dragon Boat Coach or above qualification under the Hong Kong China Dragon Boat Association

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**Intermediate Dragon Boating Permit**

- I. Applicant's Qualifications:
- Holder of the Elementary Dragon Boating Permit or the Elementary Dragon Boat Training Certificate issued by the Hong Kong China Dragon Boat Association
  - Holder of the Swimmer Badge (Stage I), the Water Test Certificate or the Bronze Medallion issued by the Hong Kong Life Saving Society
  - Completed the Intermediate Dragon Boating Permit training course
- II. Examination Standards:
- A. Theories
1. Updates on the Hong Kong China Dragon Boat Association
  2. Basic knowledge on first aid
  3. Navigation rules for dragon boating
  4. Brief introduction to the rules and regulations of dragon boat racing
- B. Techniques
1. Warm-up and cool-down exercises
  2. Fitness training
  3. Consolidated sitting posture and paddling skills
  4. Move and adjust positions in a boat
  5. Draw and pry stroke
  6. Race techniques
    - i) Start
    - ii) Endurance
    - iii) Finish
  7. Self-rescue when swamping
  8. Understand what a dragon boat racing is and complete a race of at least 500m

**Remarks**

Ranger who hold the Intermediate Dragon Boat Training Certificate issued by the Hong Kong China Dragon Boat Association may apply for Conversion of Sea Activity Qualification through the HKGGA Programme Department.

**Qualification of Assessor**

Holders of the Registered Level 1 Dragon Boat Coach or above qualification under the Hong Kong China Dragon Boat Association

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**Overnight Hiking Permit**

Recommended and approved by the Executive Committee of the Unit and District Commissioner, with a signed Parent's Consent Form.

- I. List out the personal items that one needs for an overnight hiking in any weather, and demonstrate how to put them in a backpack.
- II. With no less than 3 Rangers, go on an overnight hiking with a distance of no less than 25 km. Design the route, including itinerary plan, route choice, backup routes, where to seek help and backup food. The Assessor will conduct the assessment during the journey. Ranger can stay in a tent or youth hostel at night.
- III. How to respond to emergency and call for help during an overnight stay and hiking (e.g. getting lost, wildfire, bad weather, etc.).
- IV. Safety precautions for hiking and the countryside code.
- V. Share this overnight hiking journey with your Unit and District Commissioner.

**Hong Kong Award for Young People**

- Candidates who have completed the Adventurous Journey Section at the Silver Level of the HKAYP are qualified for this permit.



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**Quartermaster Certificate**

Ranger may apply for the Quartermaster Certificate assessment.

**I. Applying for the test**

Requirements

The applicant must

- Be aged 18 or above.
- Hold the “Overnight Residential Camp Training Course” or “Overnight Outdoor Camp Training Course” Certificate.
- Be recommended by her Unit Guider, District Commissioner and Division Camp / Pack Holiday Consultant.
- Have acted as the Assistant Quartermaster at a Camp or Holiday, or other equivalent experience.

Conditions

The candidate must

- Strictly observe the Safety Rules and Guidelines for Activities – Holiday Camps and Camps of the Association (Policy, Organization and Rules).
- Take the Quartermaster Certificate test at a Camp / Holiday (including a Pack Holiday) or an overnight training camp lasting no less than 2 nights, and the number of participants must not be less than 20.
- Demonstrate that she successfully organises the work and bears the responsibility of a Quartermaster at a Camp or Holiday.
- Refer to Section 3.1 General Requirements of the “Qualification Kit” for other conditions.

Test arrangements

The Deputy Chief Commissioner will appoint a Tester to visit the Camp. This Assessor should be a holder of the Camper’s Licence or Quartermaster Certificate. Refer to the “Qualification Kit” for the procedure on Camp Qualification Test application.

**II. The test**

Standards

1. Menus:
  - Simple dishes                      • Various cooking methods are employed in a meal
  - Enough food for everyone                      • A balanced diet
  - In season                                      • Economical
  - Suitable for Girl Guides to cook                      • Extra food is arranged for backup
2. Finance:
  - Budget: 1) Menus, including: breakfast, lunch, dinner, tea, extra food, etc.  
                    2) Sundries, including: condiments, cleaning materials, etc.  
                    3) Fuels, including: charcoal, gas, etc.
  - The budget and actual expenses are close to each other.
  - Submit the statement of account with receipts on time.
3. Storage of food:
  - Holiday Camps – Proper food storage in the kitchen and refrigerators
  - Camps – Proper food storage in the cooking area, store tent and refrigerators
4. Usage, storage and safety of fuels
5. Usage of kitchen utensils and stoves:

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- A checklist stating the items and quantities in detail
- Camping stoves, gas lamps
- 6. Kitchen / cooking area hygiene:
  - Waste treatment, including: garbage disposal / incineration
  - Clean and tidy stoves and eating utensils
  - Dry kitchen / cooking area
  - Dry and clean stoves
- 7. Kitchen / cooking area arrangements
  - Food, stoves, kitchen utensils
  - Fire prevention equipment, including: fire blankets, fire extinguishers / sand buckets
  - Shelters and gadgets in the cooking area, including: tables, tripods, kitchen shelves (applicable to outdoor camps only)
- 8. Leading the Cooking Patrol
- 9. Instructing Patrols to cook
- 10. Having meals on time

**Preparation**

Content of the plan book:

- Cover
- Index
- List of Camp Staff and their duties
- Candidate's record
- Copy of the Camp Qualification Test application form
- Grouping arrangements of the participants
- Patrol duty list
- Patrol duty roster
- Programme
- Sketch map of the campsite (kitchen / cooking area / fire escape routes arrangements)
- Menus
- Budget – quantity of food, including: extra food for backup
- Sundries, including: condiments, cleaning materials
- Quantity of fuels (if outdoor camps), including: camping stoves, gas
- Storage of food
- Storage of fuels
- Using cooking utensils safely
- Checklist and quantity of equipment (cooking utensils, eating utensils, camping equipment, etc.)

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**Campfire Leader Certificate**

Ranger may apply for the Campfire Leader Certificate assessment after completing the Campfire Leader Training Course.

**I. Applying for the test**

Requirements

The applicant must:

- Be aged 18 or above.
- Have completed the Campfire Leader Training Course organised by the Association.
- Be recommended by her District Commissioner and Division Camp Consultant.

Conditions

The candidate must:

- Strictly observe the Safety Rules and Guidelines for Activities – Holiday Camps and Camps of the Association (Policy, Organization and Rules).
- Take the Campfire Leader Certificate test at a Camp, Holiday or Campfire. Participants of the campfire must come from 2 or more Girl Guide Units, with no more than 5 adult helpers.
- Demonstrate her knowledge of arranging and leading a campfire.
- The number of participants must not be less than 20 nor more than 40 (including Staff).
- Lead an outdoor campfire with wood fire. The duration must not be less than 1 hour nor more than 1.5 hour.
- Refer to the Qualification Kit for more conditions.

Test arrangements

The Deputy Chief Commissioner will appoint a Tester to visit the campfire. This Assessor should be a holder of the Camper's / Pack Holiday Licence or Campfire Leader Certificate.

Refer to the "Qualification Kit" or HKGGA website for the procedure on Camp Qualification Test application.

**II. The test**

Standards

1. Performance
  - Leadership
  - Song leading skills
  - Atmosphere and time control
2. Balanced division of labour, e.g. Fire Controller, Song Leader, Cheer Leader, Patrol duties (including preparation and clearing up the site)

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3. Programme:
  - Theme
  - Opening and closing ceremonies
  - Various kinds of songs
  - Cheers
  - Campfire yarn (that matches the theme)
  - Balanced planning of the programme (including extra programme / songs for backup)
4. Engagement of the participants
5. Design of the campfire woodpile
6. Control of the flame
7. Estimating the quantity of equipment / fuels
8. Fire prevention and first aid arrangements
9. Reasonable income and expenses and accurate statement of account

Preparation

Content of the plan book:

- Cover
- Index
- List of Staff and their duties
- Candidate's record (with a copy of Campfire Leader Training Course Certificate)
- Copy of the Camp Qualification Test application form
- Grouping arrangements of the participants and duty list
- Programme
- Programme content in detail (including: vesper and campfire yarn that matches the theme, extra programme and songs for backup)
- Design of the woodpile and campfire circle
- Equipment checklist, e.g. firewood, kerosene, firelighters, campfire blankets, groundsheets / sit-upons
- Arranging fire prevention and first aid equipment and measures, e.g. sand buckets, fire flappers, emergency drugs, emergency numbers
- Budget
- Notice – Notice to Parents and Parent's Consent Form  
(not applicable to campfires that are held at a Camp / Holiday)

III. Authority

If a candidate passes the test,

1. a Camper Leader Certificate will be issued.
2. she may wear a red bar with "Campfire Leader" in golden on her uniform.
3. she may hold campfires for any Unit.
4. she may act as a Tester for Campfire Leader Certificate tests.

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**Camping Permit**

A Ranger with a Camping Permit may run a Camp or Holiday of 2 days and 1 night for 4 to 7 Ranger. Two holders of the Camper Permit may co-run a Camp of no more than 4 days and 3 nights.

**I. Requirements**

- Attained the age of 17.
- recommended by the Executive Committee and Guider of the Unit; and submitted application to the District Commissioner.
- All participating Ranger should submit the Parent's Consent Form.
- Holds the Campcraft interest certificate, or joined Girl Guides / Ranger Camps of no less than 6 nights, with sufficient camping experience and
- The campsite should be a Registered Local Campsite being approved by the Commissioner and Division Camp Consultant with adults nearby to provide assistance at any time.
- Be a 3-day-2-night Camp.
- No water activities unless being in-charged by a qualified adult with the approval of the Commissioner.

**II. The test**

1. The test takes the form of patrol camping, being organised, prepared and managed by the candidate.
2. The candidate may lead no more than 5 members of her own Unit, one of whom should have camping experience and all of the participants should submit the signed Parent's Consent form prior to the camp.
3. During the camp, the candidate should demonstrate the following abilities:
  - i. Keep the bedding and clothing clean and dry.
  - ii. Deal with emergencies, such as cuts, abrasions, severe bleeding, burns and scalds, and demonstrate the corresponding first aid.
  - iii. Know how to store food and clean up the campsite.
  - iv. Know how to choose and maintain camp equipment.
  - v. Strictly observe the Safety Rules of the Association, and demonstrate all safety measures.
4. When planning the programme, fully utilise the facilities and equipment in the campsite.
5. The Assessor will assess the candidate's leadership, judgement, sense of responsibility, organisational skills, practice of Promise and Law, and whether the camp is up to general standard and a reflection of campcraft.
6. The Unit Guider of the candidate must provide all assistance prior to the assessment, and know each of the participants, the location and condition of the campsite, the transportation to the campsite and all other relevant matters. The Guider should visit the camp once.
7. The test will be assessed by two Assessors. The Assessors should be the Unit Guider and a Camper's Licence Holder.

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**Remarks**

If the candidate passes the test, a Camping Permit will be issued and a green Camping metal pin may be worn on the shoulder badge.

**Qualification of Assessor**

An Appointed Guider who holds the Camper's Licence may assess this certificate for her own Unit.

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**Home Nursing**

Holders of one of the following certificates are qualified for this interest certificate:

- Certificate in Health Worker Training issued by Hong Kong Red Cross
- Home Nursing Course Certificate issued by Hong Kong St. John Ambulance
- certificate issued by other qualified training institutions

The certificate must be submitted to the HKGGA Programme Department for approval and issuance of the interest certificate.

Assessment content includes:

1. Concepts of home nursing
2. Promoting patients' comfort
3. Observing and measuring patients' vital signs
4. Preventing infections
5. Giving medications to patients
6. Personal hygiene
7. Diet and nutrition
8. Observing and handling excrement
9. Encouraging and assisting in patients' activities
10. Handling respiratory disorders
11. Handling wounds
12. Problem-solving techniques

(The above content is for reference only. The scope of assessment is subject to the information provided by the assessment agency.)

**Remarks**

Range Guides must hold a valid certificate in order to apply for this interest certificate. Certificates that are expired will not be accepted.

**Hong Kong Award for Young People**

- Candidates who have completed the Service Section at the Silver Level of the HKAYP in the corresponding item are qualified for this certificate.
- If using the Home Nursing Interest Certificate as the corresponding item for the Service Section at the Gold Level\* of the HKAYP, a proposal must be submitted in advance. After obtaining the relevant certificate, a minimum of 40 hours of practical service related to the training must be completed.

\*For Gold Award activities, you need to submit the proposal at least 1 month before the starting date. After the HKGGAOA review, the proposal will be submitted to the Award Office for Section Panels' approval. The activities can only begin after receiving notification of approval from the Section Panels. Late submissions may not be accepted.

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**First Aid**

Holders of a First Aid Certificate recognised by the Commissioner for Labour, which complies with Cap. 509A Occupational Safety and Health Regulation (<https://bit.ly/3c8harv>), are qualified for this interest certificate.

The certificate must be submitted to the HKGGA Programme Department for approval and issuance of the interest certificate.

Ranger who complete the first aid training course arranged by the First Aid Service Team of the Association and pass the assessment are qualified for this interest certificate.

Assessment content includes:

1. Principles and practices of first aid
2. Actions at an emergency
3. Structure and functions of a body
4. Dressings and bandages
5. Asphyxia
6. Cardio-Pulmonary Resuscitation for adults and infants
7. Managing airway obstruction in adults and infants
8. Wounds, bleeding and circulatory failure
9. Shock and fainting
10. Injuries to bones
11. Injuries to muscles, ligaments and joints
12. The nervous system and unconsciousness
13. Burns and scalds
14. Poisoning
15. Procedures at road accidents
16. Handling and transporting injured persons

(The above content is for reference only. The scope of assessment is subject to the information provided by the assessment agency.)

**Remarks**

Range must hold a valid certificate in order to apply for this interest certificate. Certificates that are expired will not be accepted.



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**Life Saving**

Holders of the Bronze Medallion or above qualification issued by the Hong Kong Life Saving Society are qualified for this interest certificate.

The certificate must be submitted to the HKGGA Programme Department for approval and issuance of the interest certificate.

Assessment content includes:

**I. Written test**

Questions include:

1. History of life saving in Hong Kong
2. Water safety
3. Swimming techniques for life saving
4. Self-help and survival
5. Drowning
6. Rescue procedures
7. Life saving techniques
8. Basic life support techniques
9. Emergency care and first aid

**II. Land practical test**

1. Basic life support skills test
2. Using the “rescue manikin” and “Automated External Defibrillator” approved by the Hong Kong Life Saving Society

**III. In water test**

Candidates must arrange by themselves a companion who is of the same gender, similar body shape, and knows how to swim to play the role of the drowning person. The in water test includes the following 5 items:

1. Rescuing from the land (in 1 minute)
  - i. Use the rescue aid assigned by the Assessor.
  - ii. Rescue a conscious casualty who is 2 to 10 meters away from the bank.
  - iii. Ensure that the casualty returns to the bank safely and land the casualty.
2. In water rescue
  - i. Use the rescue aid assigned by the Assessor.
  - ii. Approach from shallow water and rescue a conscious casualty who is 15 meters away from the bank.
  - iii. Tow the casualty to the bank and land the casualty.
3. Non-contact rescue (in 3 minutes and 15 seconds)
  - i. Put on a long-sleeved shirt and a pair of trousers (or a dress).
  - ii. Enter the deep water (the candidate can choose to take off the aforementioned clothing before entering the water).

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- iii. Swim to a casualty who is 50 meters away from the bank.
  - iv. Perform the “defensive method” assigned by the Assessor.
  - v. Use clothing for “non-contact rescue”, tow the casualty for 50 meters and return to the bank.
  - vi. Use “support position” to hold the casualty (the timer stops at this point).
  - vii. Land the casualty from deep water.
  - viii. Provide “aftercare” for the casualty after landing, as assigned by the Assessor.
4. Contact rescue
- i. Enter the deep water.
  - ii. Swim to a casualty who is 50 meters away.
  - iii. Perform the “release method” assigned by the Assessor.
  - iv. Use the “contact rescue” (chin tow or cross chest tow) assigned by the Assessor; tow the casualty for 50 meters to the bank.
  - v. Perform “towing restraint” on the way to the bank.
  - vi. At the bank, use “support position” to hold the casualty.
  - vii. Land the casualty.
  - viii. Provide “aftercare” for the casualty after landing, as assigned by the Assessor.
5. Emergency resuscitation
- i. Enter the deep water using the “entry method” assigned by the Assessor.
  - ii. Swim 15 meters to where casualty submerged and conduct a search.
  - iii. Dive into 1.5 to 1.8 meters using the “diving method” assigned by the Assessor; search for the target.
  - iv. Tow an unconscious casualty to a safe position; perform 10 cycles of “supported Expired Air Resuscitation (EAR)”.
  - v. Land the casualty.
  - vi. Perform “Expired Air Resuscitation (ERA)” and action for vomit.
  - vii. Place the casualty in the “recovery position”.

(The above content is for reference only. The scope of assessment is subject to the information provided by the assessment agency.)

**Qualification of Assessor**

Holders of a valid Advanced Teacher Certificate issued by the Hong Kong Life Saving Society or an equivalent qualification; An Appointed Guider who holds a valid Advanced Teacher Certificate issued by the Hong Kong Life Saving Society or an equivalent qualification may assess this certificate for her own Unit.

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**Serving People with Special Needs**

- I. Know about the services provided for people with special needs in Hong Kong and the “Disability Discrimination Ordinance”.
- II. Serve one of the following groups of people with special needs for 6 consecutive months, and accumulate 30 hours of services:
  1. Visually impaired people
    - i. Translate Braille (Grade II).
    - ii. Read a text in Braille (by seeing and touching).
    - iii. Teach the blind a handicraft.
  2. Hearing impaired people
    - i. Communicate with a deaf person through lip reading.
    - ii. Translate a conversation conducted in sign language or communicate with a deaf person in sign language.
  3. People with intellectual disabilities
    - i. Lead or assist people with intellectual disabilities to participate in games / singing / storytelling.
    - ii. Make some toys or accessories for children with intellectual disabilities.
  4. Other disabled people (please specify)
    - i. Teach a disabled person a handicraft or skill.
    - ii. Assist the disabled person to keep in touch with the community.
    - iii. Know how to unfold a wheelchair and put on lubricant.
    - iv. Demonstrate how to help a disabled person with a cane, crutch or walker to get on a public transportation.

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the Service Section at the Progressive Silver/ Direct Silver (Minors) Level of the HKAYP.
- Candidates who have completed the Service Section at the Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

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**Community Service**

- I. Participate in a community service project for at least 6 months, and accumulate 30 hours of services. Before participating in the project, consult your Unit Guider and Executive Committee for approval.
- II. Choose one of the following and introduce the scope and rationale of the service:
  1. Medical and nursing service
  2. Elderly and social security assistance
  3. Social Welfare Department
  4. Support service for the elderly
  5. Support service for people with disabilities and special needs
- III. Introduce the content and present situation of one of the following services, and list one outcome of the service and give suggestions for improvement:
  1. Child care service
  2. Probation service
  3. Rehabilitation service
  4. Youth service
  5. Service for the elderly
  6. Service for ethnic minorities
  7. Service for people with disabilities
  8. Service for new immigrants
- IV. Elaborate on one of the following services or facilities provided by the government:
  1. Community center
  2. Cultural and recreational service
  3. Country park
  4. Barrier free facilities
- V. Suggest areas for improvement or items that can be added to the existing facilities and services in the area where you live.

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the Service Section at the Progressive Silver/ Direct Silver (Minors) Level of the HKAYP.
- Candidates who have completed the Service Section at the Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**Fire Prevention**

Ranger who complete the Fire Safety Ambassador Trainer Course recognised by the Hong Kong Fire Services Department with an appointment certificate are qualified for this interest certificate.

The certificate must be submitted to the HKGGA Programme Department for approval and issuance of the interest certificate.

Theories

Present the following information in a logbook and share with the Assessor.

- I. The science of combustion
  1. Fire triangle
  2. Elements of combustion
  3. Basic principles of fire extinguishment
  4. Properties of smoke
  
- II. Introduce the following knowledge about fire prevention:
  1. Know about the objects that can cause fire in a household, e.g. objects that emit heat, gas stoves, fuses, electrical appliances, lights, candles, fireworks and firecrackers.
  2. Outdoor activities that involve lighting a fire or cause vegetation fires, e.g. picnics, barbecues, hiking, etc.
  
- III. Introduce the organisation of the Fire Services Department, ranks and duties of the fire personnel, geographical divisions and their corresponding fire stations and commandants.
  
- IV. Introduce the actions to be taken in case of fire.
  1. Who to call for help
  2. What to report or tell after dialing 999
  3. Actions to be taken before the rescuers arrive
  4. Actions to be taken while the rescuers arrive
  5. How control centres operate (including the categories classifying the seriousness of fires)
  6. Operations of fire stations, including emergency calls, non-emergency calls and special service calls
  
- V. Introduce fire extinguishers and their uses:
  1. What a fire extinguisher is
  2. Categories of fire extinguishers and their uses
  3. The internal structures of fire extinguishers and how to use them
  4. Differences and uses of water type fire extinguishers, foam type fire extinguishers, dry powder type fire extinguishers and carbon dioxide gas fire extinguishers
  5. Recharging and maintenance of fire extinguishers

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

- VI. Introduce fire service equipment and alarm systems:
1. Categories of alarm systems
  2. Categories of fire service equipment
  3. How alarm systems operate and the uses of fire service equipment
  4. Uses of hose reel and fire buckets filled with water
  5. Types of street hydrants
- VII. Elaborate on fire prevention:
1. Work of the Fire Prevention Section of the Fire Services Department
  2. Facilities and maintenance of fire escape routes
  3. Fire hazard
  4. Legal empowerment and enforcement

**Rescue Practice**

1. In a smoky environment, drag an unconscious person out of the fire.
2. How to support someone in a coma out of danger.
3. Simple knots: Bowline, Double Bowline, Fireman's Chair Knot, Overhand Knot, Slip Knot, Highwayman's Hitch, Paracord Knot
4. How to escape from a dark and smoky room
5. How to deal with a person whose clothes are on fire

**Mock Practice**

1. Rescue in a smokey environment
2. Cover with or without fire hoses and fire extinguishers

(The above content is for reference only. The scope of assessment is subject to the information of the Fire Safety Ambassador Trainer Course of the Hong Kong Fire Services Department.)

**Qualification of Assessor**

An Appointed Guider who holds a valid Fire Prevention Instructor Certificate may assess this certificate for her own Unit; Holders of a valid Fire Safety Ambassador Trainer Appointment Certificate; In-service firefighters.

**The Hong Kong Girl Guides Association  
Interest Certificate Syllabus  
Ranger Section**

**Go Green**

- I. Explain to the Assessor what “green living” means, and give examples of how to protect the environment from the aspects of clothing, food, housing, transportation and traveling.
- II. Explain the definition of ecological conservation and the importance of biodiversity.
- III. Participate in ecotourism tour guide training in a government department or environmental protection organisation in Hong Kong, and accumulate at least 30 hours of ecotourism services within a year.
- IV. Write an article in no less than 400 words about your experience as an ecotourism tour guide of an environmental protection organisation.
- V. Search for the policies on promoting ecotourism, green living or conservation in at least 2 countries or cities; compare them with the policies in Hong Kong, and make specific recommendations.

**Qualification of Assessor**

An Appointed Guider who holds a valid Conservation Instructor Certificate may assess this certificate for her own Unit.

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**AIDS Knowledge**

- I. Explain the measures taken by medical organisations in preventing the spread of HIV:
  1. Blood donation
  2. Blood transfusion
- II. Introduce the following government departments and non-governmental organisations:
  1. AIDS Counselling, Red Ribbon Centre and Health Education Services of the Department of Health
  2. Hong Kong AIDS Foundation
  3. AIDS Concern
- III. State the date of World AIDS Day; share the meaning of the Day; introduce an activity related to the Day.
- IV. Design an e-poster that promotes the prevention of AIDS, and with the permission of your Guider, share the poster with your Unit members.
- V. Collect the number of AIDS cases in Hong Kong accumulated since the discovery of AIDS, and show the trend in graphs.
- VI. Know about the meaning of AIDS red ribbon; make some red ribbon pins and share them with Unit members; wear the pins together and take pictures to show your support.
- VII. With positive attitudes and actions, share with Unit members or peers how to achieve zero discrimination and infection.

**Qualification of Assessor**

An Appointed Guider who holds a valid AIDS Knowledge Instructor Certificate may assess this certificate for her own Unit.



**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**Travelling**

- I. Plan a 5-day trip in Hong Kong for an overseas friend. The entire trip should include elements that are appealing to tourists: the itinerary should be mentally and physically manageable; the scenic spots should involve Hong Kong's history, culture, religion, featured architecture, traditional festivals, celebrations such as shopping, entertainment and sports.
- II. Tell the differences in religion and culture of at least 2 countries.
- III. Describe a travel experience of yours, including your preparation and some unforgettable experience during the trip, and list how this travel experience helped you plan the 5-day trip in Hong Kong in item I.
- IV. Discuss the strategies put forward by governmental organisations and groups on the future development of Hong Kong's tourism:
  1. The Government of HKSAR
  2. Local organisations and independent groups
  3. World Tourism Organisation
- V. Discuss the impact of the following 3 aspects on the global tourism industry:
  1. Social culture
  2. Economy
  3. Environment
- VI. Produce a short promotional video for Hong Kong's tourism industry.

**Qualification Assessor**

An Appointed Guider may assess this certificate for her own Unit.

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**Environmental Protection**

- I. Collect information about:  
Two implemented or on-going environmental protection plans by governmental or non-governmental organisations, with detailed description of the content and effectiveness or current status of the plans.
- II. Participate in an environmental protection activity organised by the government, a non-governmental organisation or the Sponsoring Organisation of the Unit.
- III. Organise and implement an environmental protection activity, e.g. a clean-up activity, ecotour, service project in Mai Po, etc. The organiser to participant ratio should be 1:6, and the total number of participants should not be less than 20.
- IV. Discuss with the Assessor the environmental protection issues in Hong Kong (e.g. the impact of reclamation on the environment, how to balance environmental protection and economic development, “sustainable development”, etc.).

**Remarks**

Ranger who complete the Conservation Instructor Course are qualified for this interest certificate.

**Qualification of Assessor**

An Appointed Guider who holds a valid Conservation Instructor Certificate may assess this certificate for her own Unit.

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the Service Section at the Progressive Silver/ Direct Silver (Minors) Level of the HKAYP.
- Candidates who have completed the Service Section at the Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**Use Drugs Wisely**

- I. Explain the meaning of drug abuse.
- II. Explain the consequences of drug abuse.
- III. Explain the types of drugs that are often abused and their impacts on an individual, a family and a society.
- IV. Share the types of people who are at higher risk of drug abuse and explain why.
- V. Introduce methods to prevent drug abuse.
- VI. Brainstorm an activity that can raise people's awareness of anti-drug.
- VII. List the governmental organisations that combat drug abuse and their scope of work:
  - 1. Law enforcement
  - 2. Drug treatment and rehabilitation
  - 3. Education and promotion
  - 4. Research
  - 5. International cooperation
- VIII. Prepare a logbook with news reports and activities related to drug abuse in the past 3 months, and write a piece of discussion and reflection in about 300 words.

**Qualification of Assessor**

An Appointed Guider may assess this certificate for her own Unit.

**The Hong Kong Girl Guides Association  
Interest Certificate Syllabus  
Ranger Section**

**Powerwise Ambassador**

- I. Introduce the measures taken by the government to promote the concept of “energy efficiency and conservation”, and elaborate on the measures’ impact on the ecological environment.
  
- II. Write a proposal with the objective to promote energy efficiency and conservation, detailing the plans and measures to be implemented. The proposal should include:
  - Clear guidelines to implement the energy efficiency and conservation plans, and encourage readers to adopt the best energy conservation methods.
  - The overall approach, procedures, tools and methods of implementing the energy efficiency and conservation plans.
  - Quantitative assessment of the actual outcome of energy conservation.
  - The sustainability of the proposal, ensuring that the proposed plans and methods promote continuous and long-term energy conservation. Instead of having one-off effects, the effort put will cultivate a culture of energy conservation and become standard operating procedures.

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**Health and Physical Fitness**

Present the following information in a logbook:

- I. Express your opinion on a recent piece of health-related news / case / research.
- II. Introduce 2 organisations that promote “healthy living” and the services they provide; compare the similarities and differences in their services.
- III. Collect data on the infectious diseases and chronic diseases diagnosed in Hong Kong in the past year, and analyse the trend of Hong Kong people getting a disease.
- IV. Lead by example, demonstrate how you maintain a healthy lifestyle for your body and mind in your daily life.
- V. Express your opinion on how society perceives eating behaviours and body image in this day and age.
- VI. Discuss with the Assessor your experience of implementing and participating in health and hygiene activities at school or in the community.
- VII. Undertake the following events:
  1. Speed test: 10 times in 27 seconds
  2. Ball speed bounce: 32 times in 30 seconds
  3. Trunk curl test: 28 curls in 1 minute
  4. Bailey bridge: 18 times in 30 seconds
  5. Push up: 18 push-ups in 1 minute (hand/foot version) or 28 push-ups in 1 minute (hand/knee moderated version)
  6. Single leg squat thrust: 65 thrusts in 30 seconds

**Hong Kong Award for Young People**

- Holders of this certificate who participate in activities for a minimum of 6 months **OR** complete recognized training for a minimum of 26 hours, are qualified for the Physical Recreation Section at the Silver (Minors) Level of the HKAYP.
- Candidates who have completed the Physical Recreation Section at the Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**Rock Climbing**

Fulfil one of the following:

I. Holders of the Level 1 Rock Climbing Training Certificate issued by the China Hong Kong Mountaineering and Climbing Union are qualified for this interest certificate. The certificate must be submitted to the HKGGA Programme Department for approval and issuance of the interest certificate.

II. Complete 8 hours of practice, and introduce or demonstrate the following to the Assessor:

Theories

1. Introduction to the history of rock climbing and its development in Hong Kong
2. Introduction to the rock climbing sites in Hong Kong
3. Introduction to the top-roping method
4. Introduction to rock climbing ropes and equipment
5. How to put on, safely use and maintain personal protective equipment (PPE)
6. Knowledge about knots (Single Figure-8 Knot, Double Figure-8 Knot, Figure-8 Follow Through Knot)
7. Environmental awareness (take your litter home)
8. Safety rules for rock climbing
9. Code of conduct for students

Practice

1. Warm-up, slow down and stretching exercises
2. Climbing commands
3. Top rope system setting
4. Basic climbing techniques
5. Basic descending techniques

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the Physical Recreation Section at the Bronze (Minors) Level of the HKAYP.
- Candidates who have completed the Physical Recreation Section at the Bronze Level of the HKAYP in the corresponding item are qualified for this certificate.

**The Hong Kong Girl Guides Association  
Interest Certificate Syllabus  
Ranger Section**

**Archery**

- I. Participate in at least 3 archery activities, training courses and competitions.
- II. Participate in no less than 15 hours of archery training course and pass the assessment; keep a complete record of the learning content and progress; shoot no less than 2,880 arrows within 4 months (excluding the class time with the coach).
- III. Participate in a formal competition – a target archery competition – shooting 36 arrows and scoring at least 270 points.
- IV. During the assessment, demonstrate the safety rules for archery training, such as the precautions when practising shooting and the correct way to control bows and arrows.
- V. Briefly demonstrate how to repair, adjust and maintain archery equipment.
- VI. State the scoring rules of World Archery.

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the Physical Recreation Section at the Bronze/ Progressive Silver/ Direct Silver (Minors) Level of the HKAYP.
- Candidates who have completed the Physical Recreation Section at the Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**Dancing**

- I. Participate in dance classes of any genre for no less than 6 months; record your learning content and progress. Your logbook should be signed by the person in-charge of the class.
- II. Introduce to the Assessor the dance studio you belong to, including:
  1. Its features
  2. The genres of dance that one can learn
  3. Your teacher's background and the genre of dance that your teacher is good at
  4. Classroom procedures
- III. Introduce to the Assessor the information of the above genre of dance:
  1. Historical background
  2. Outfit and accessories
  3. Music and basic steps
- IV. Perform a 5-minute dance which includes at least 4 basic steps.
- V. Prepare proof of your experience of performing or information about your learning, such as videos, programmes, certificates, etc. and share your experience of performing with the Assessor.

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the Physical Recreation Section at the Bronze/ Progressive Silver/ Direct Silver (Minors) Level of the HKAYP.
- Candidates who have completed the Physical Recreation Section at the Silver Level of the HKAYP in the corresponding item are qualified for this certificate.



**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**Sports**

- I. Have been engaged in at least 1 physical activity (excluding the activities under the “Fitness” category, canoeing and dragon boating) within the 3 months prior to the assessment, or have been a member of a sports team and show records of regular practice within the 3 months prior to the assessment.
- II. Explain the rules and safety rules of your choice of sports.
- III. Explain the history and development of your choice of sports.
- IV. Describe the appropriate clothing and items that you wear or use while you are playing the sports.
- V. Discuss with the Assessor the difficulties you encountered while participating in the sports and demonstrate how you overcome them.
- VI. During the assessment, demonstrate your progress in participating in this sports and discuss the goals you want to achieve.
- VII. Discuss with the Assessor how to promote this sports to family, friends and Unit members.

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the Physical Recreation Section at the Bronze (Minors) Level of the HKAYP.
- Candidates who have completed the Physical Recreation Section at the Bronze Level of the HKAYP in the corresponding item are qualified for this certificate. (Must specify the chosen activity)

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**Orienteering**

- I. Complete at least 3 orienteering competitions.
- II. Fulfil one of the following:
  1. Hold the Level 2 Orienteering qualification of the Orienteering Association of Hong Kong.
  2. Introduce or demonstrate the following to the Assessor:
    - i. History of orienteering
    - ii. Orienteering activities in Hong Kong
    - iii. Types of orienteering
    - iv. Equipment for orienteering
    - v. Map reading
      - Scale and magnetic north
      - Set map
      - Meaning and identification of the symbols and colours of the legend
      - Spacing between the contour lines and the landforms represented
    - vi. Global vision and international control description symbols
    - vii. Compass and its use in orienteering
      - Structure of a compass
      - Finding directions and navigation
    - viii. Orienteering techniques
      - Thumbing
      - Hand railing
      - Pacing
      - Route choice
      - Attach point
      - Aiming off
      - Collecting features
      - Basic navigation techniques in orienteering
    - ix. Safety rules
    - x. Orienteering competition rules and procedures
    - xi. Speed control and route choice
    - xii. Practice of orienteering (complete a come and try competition)

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the Physical Recreation Section at the Bronze (Minors) Level of the HKAYP.
- Candidates who have completed the Physical Recreation Section at the Bronze Level of the HKAYP in the corresponding item are qualified for this certificate. (Note: Must hold the Orienteering Level 2 Certificate from the Hong Kong Orienteering Association for equivalence)

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**Mountaineering**

Fulfil one of the following:

- I. Holders of the Level 1 Mountain Craft Training Certificate issued by the China Hong Kong Mountaineering and Climbing Union are qualified for this interest certificate. The certificate must be submitted to the HKGGA Programme Department for approval and issuance of the interest certificate.
- II. Complete 2 practices of day hikes (for each practice, the distance should not be less than 5 km and the duration should not be less than 6 hours), and introduce or demonstrate the following to the Assessor:
  1. Knowledge about mountaineering in Hong Kong
  2. Countryside code of the Agriculture, Fisheries and Conservation Department
  3. Environmental awareness of outdoor activities; brief introduction to the concept of Leave No Trace
    - Take your litter home, waste reduction, Bring Your Own Bottle, Bag, Box (BYO3B)
  4. Knowledge and choice of personal hiking clothing and equipment as well as team hiking equipment
  5. Map reading
    - Knowledge about the maps commonly used in Hong Kong (topographic maps series HM20C and countryside maps)
    - Legend and information on the map
    - Common landform
    - Knowledge about grid north and grid square; knowledge and application of 6-figure grid references of Military Grid Reference System (MGRS)
    - Use of a map romer
  6. Knowledge about leading a navigation
    - Knowledge and use of a baseplate compass
    - Application of bearings: direct bearing and forward bearing
    - Knowledge about setting a map; application of legend / method of calculating distance
    - Collecting features
    - Concept of traffic light (green, yellow, red zones) and the 3S formula (Stop > Set map / bearing > Select)
  7. Hiking skills
    - Formation and division of labour of the team
    - Method, pace and rhythm of walking
    - Maintaining energy level and foot care
    - Going forward and rest
  8. Basic concept of hiking food, backup food and emergency food

**The Hong Kong Girl Guides Association**  
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9. Planning the journey
  - Preparation for the journey; choice of routes and backup routes
  - Estimation of the journey time (Naismith's Rule); knowledge and use of a route card
  - Knowledge about distance posts
10. Mountain safety
  - Safety rules; common mountaineering accidents and how to handle them
  - First aid principles; initial treatments of common injuries (cramps, sprains, bleeding, snake bites, bee stings, heat exhaustion, heatstroke, mild hypothermia)
  - How to call for help in case of accident (emergency call telephones, phoning for help, distress messages, sending someone to seek help, international mountain distress signals)
11. Source of weather forecasts

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**Culinary Arts**

- I. List out the application and maintenance of cooking equipment and tools, including the use and maintenance of cutting boards, the use of knives, stoves and kitchen utensils.
- II. List out the basic principles of food handling, hygiene, and knowledge about food purchasing:
  1. Food storage
  2. Food hygiene
  3. Kitchen hygiene
  4. Food labelling
  5. Diet and nutrition
  6. Seasonal food
- III. Prepare recipes of breakfast, lunch and dinner for 4 people for a week, including the budget and portion size
- IV. Explain the theories of various cooking techniques
  1. Pan fry, stir fry, boil, deep fry, steam, braise, bake
  2. Use of seasonings
  3. Heat control
- V. Cook a dinner for 4 people
  1. Soup
  2. Three main dishes
  3. Staple food
  4. Dessert

**Qualification of Assessor**

An Appointed Guider may assess this certificate for her own Unit.

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the Skills Section at the Bronze/ Progressive Silver/ Direct Silver (Minors) Level of the HKAYP.  
(Continuous participation in the activity for a minimum of 6 months)
- Candidates who have completed the Skills Section at the Bronze/ Progressive Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**Photography**

Group 1

- I. Know how to use a digital camera with the exposure mode and focus mode set to manual.
- II. Describe the operation of a camera, the principle of how images are produced by a camera's image sensor (CMOS), the principle of how colour images are produced with the Bayer filter, or equivalent technique, of CMOS, and the relationship between the size of CMOS and crop factor.
- III.
  1. Explain the relationship among aperture, exposure time and film speed, and know how to choose an appropriate combination in different environments.
  2. Understand the meaning of "depth of field", the relationship between aperture and depth of field, and apply the principle of "depth of field" to shoot photos.
- IV.
  1. Explain the difference between RAW and JPG.
  2. Know how to distinguish different types of memory cards, the standards represented by the capacity and read mechanism stated on the memory cards, and the applicable shooting scenarios.
- V. Explain how to properly use the white balance setting in different lighting environments.
- VI. Explain the application and effects of 2 special filters.
- VII. Know how to use mainstream photography post-processing software, such as changing the white balance, exposure, saturation, and noise reduction, etc. of the original photos.

Group 2

- I. Have 12 months (or more) of experience in using a camera, and try one of the following photography techniques:
  1. Single shot photography (digital photography)  
Prepare an exhibition with more than 10 photos. The photos can be taken during a single Girl Guide event, or multiple events organised by Girl Guides or the Sponsoring Organisation of your Unit. The resolution of the photos should not be less than 24 million pixels. There should be descriptions next to the photos. Half or more of the photos should be dynamic photos. All photos must be taken by you, and developed or printed by you if possible.
  2. Use the following photography techniques in an appropriate way:
    - i. Silhouettes
    - ii. Products
    - iii. Flash light
    - iv. Natural light

**The Hong Kong Girl Guides Association  
Interest Certificate Syllabus  
Ranger Section**

Discuss with the Assessor the photography techniques you adopted, and show your understanding of the techniques that you did not use. The photos should include the following:

Static, Landscape, Portrait, Natural phenomenon, Group, Action

**II. PowerPoint**

1. Hold an exhibition; show a PowerPoint or short video that is suitable for public occasions or annual general meetings. The photos used must be shot by you. There must be transition and voice-over in the PowerPoint or short video.
2. Explain how to mount a lantern slide; explain the pros and cons of mounting with paper or glass, and the protective effect of the two methods on a lantern slide.
3. Explain the key points of saving and storing a PowerPoint or short video; explain the impact of improper storage.

**III. Videography or short video**

1. Explain the difference between videos and photos, the types of cameras used for the videos and photos, the difficulties encountered by a videographer, and the techniques needed to shoot satisfactory videos.
2. Produce a video of 8 to 10 minutes.  
All shooting, editing and production must be done by you. There must be sound effects in the video.

Choose one of the following themes:

- i. A documentary about the Guiding Movement for public screening
  - ii. A video to be screened at the Annual General Meeting; about one or more Guiding activities organised by the District, Division or Region
  - iii. A promotional video recruiting Brownies or Guides to join the Guides or Rangers section
  - iv. A promotional video recruiting groups or members of the public who are interested in joining the Rangers section or volunteering as a Guider
3. The video must include 3 or more of the following techniques:
    - i. Zooming
    - ii. Tilting up and down
    - iii. Close-up
    - iv. Off-screen sound
    - v. Tracking

You must discuss the above techniques with the Assessor.

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the Skills Section at the Bronze/ Progressive Silver/ Direct Silver (Minors) Level of the HKAYP.  
(Continuous participation in the activity for a minimum of 6 months)
- Candidates who have completed the Skills Section at the Bronze/ Progressive Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

**The Hong Kong Girl Guides Association  
Interest Certificate Syllabus  
Ranger Section**

**Flight Attendant**

Ranger are qualified for this interest certificate after participating in the training course jointly organised by HKGGA and Cathay Pacific Airway and passing the assessment.

- I. Introduce the scope of work and responsibilities of a flight attendant.
- II. Introduce and demonstrate the proper makeup, appearance and attitude of a flight attendant.
- III. Demonstrate and introduce basic civil aviation knowledge and aviation safety.
- IV. Demonstrate and introduce cabin services, including getting ready, arranging catering services, inflight announcement, keeping the cabin clean, etc.
- V. Demonstrate and introduce the special meal services provided by an airline.
- VI. Demonstrate what to do for self-care on a long-haul flight.

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the Skills Section at the Bronze/ Progressive Silver/ Direct Silver (Minors) Level of the HKAYP. (Continuous participation in the activity for a minimum of 6 months) **OR** the Skills Section at the Silver (Major) / Gold (Minors)\* Level of the HKAYP (Continuous participation in the activity for a minimum of 52 hours).
- Candidates who have completed the Skills Section at the Bronze/ Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

\*For Gold Award activities, you need to submit the proposal at least 1 month before the starting date. After the HKGGAOA review, the proposal will be submitted to the Award Office for Section Panels' approval. The activities can only begin after receiving notification of approval from the Section Panels. Late submissions may not be accepted.



**The Hong Kong Girl Guides Association  
Interest Certificate Syllabus  
Ranger Section**

**Campcraft**

- I. Went on camps with the Unit or Patrol for 4 days and 3 nights; one of which was 3-day-2-night and half of which were under canvas.
- II. Assemble and disassemble a tent; know how to handle and repair a tent in sunny and rainy conditions and keep the environment clean.
- III. Successfully instruct others to assemble, disassemble and pack a Patrol tent.
- IV. Know how to choose an ideal campsite
- V. Possess basic knowledge about campsite hygiene; understand the importance of keeping the campsite clean and tidy
- VI. Demonstrate how to store food in a store tent and dispose different types of wastes
- VII. Make 2 gadgets that can be used in the campsite
- VIII. Demonstrate the skills of outdoor cooking, including starting a fire in the wild and using camping stoves; prepare a dish and a soup (including 2 kinds of vegetables)
- IX. Possess an in-depth understanding about the safety guidelines for outdoor activities and safety guidelines for outdoor cooking of the HKGGA.
- X. Make a list of personal items that one needs to bring when going on a camp; demonstrate how to pack a backpack.
- XI. Discuss with the Assessor how to choose suitable camping equipment for specific circumstances.

**Qualification of Assessor**

An Appointed Guider who holds the Camper's Licence may assess this certificate for her own Unit.

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the campcraft training of the Adventurous Journey Section at the Silver Level of the HKAYP.
- Candidates who have completed the Adventurous Journey Section at the Silver Level of the HKAYP can be exempted from the Syllabus for items I, II, IV, V, VI, VIII, IX, X, XI of this certificate.

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**Knots and Pioneering**

- I. Know about the characteristics, maintenance and strength of various types of ropes and methods to assess the rope's condition.
- II. Demonstrate the following knots and explain the features and uses of each knot:  
Reef Knot, Overhand Knot, Double Overhand Knot, Clove Hitch, Rolling Hitch, Figure-8 Knot, Packer's Knot, Round Turn & Two Half Hitches, Bowline, Fisherman's Knot, Cat's Paw, Sheet Bend, Double Sheet Bend, West Country Whipping, Simple Whipping, Sail-maker's Whipping, Pole Hitch, Round Lashing, Timber Hitch, Fireman's Chair Knot, Barrel Knot, Sheepshank, Diagonal Lashing, Square Lashing, Snake Lashing, Tripod Lashing, Eye Splicing, Short Splicing, Back Splicing
- III. Demonstrate how to make the following with different types of knots:
  1. Flagpoles (at least 2 types)
  2. A table
  3. An item of your choice
- IV. Make a model for pioneering (choose from item III)  
List the purpose, drawing, production process and tools needed for the pioneering, and make the model in a correct proportion.

**Qualification of Assessor**

An Appointed Guider who holds a valid Knots (II) Training Course Certificate may assess this certificate for her own Unit.

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the Skills Section at the Bronze/ Progressive Silver/ Direct Silver (Minors) Level of the HKAYP.  
(Continuous participation in the activity for a minimum of 6 months)
- Candidates who have completed the Skills Section at the Bronze/ Progressive Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
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**Translation**

- I. Translate an article of your choice (Chinese-to-English translation: no less than 1,000 characters; English-to-Chinese translation: no less than 650 words; if you choose to translate languages other than Chinese and English, please confirm with the Assessor about the requirements of the number of words).
- II. Served as a translator (with proof), and briefly share the difficulties and solutions you had with the Assessor.
- III. During the assessment, translate a newspaper article (if you did Chinese-to-English translation in item I, you should do English-to-Chinese translation in this item, and vice versa)
- IV. Share your thoughts on the topic “The importance of translators in this day and age”.
- V. Share your experience and comments on a translation tool of your choice (e.g. Google Translate or other application).

**Hong Kong Award for Young People**

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(Continuous participation in the activity for a minimum of 6 months)
- Candidates who have completed the Skills Section at the Bronze/ Progressive Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
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**Signalling**

- I. Complete the following with a signal of your choice:
  1. Read the messages prepared by the Assessor.
  2. Demonstrate the correct procedures of sending and receiving signals.
  3. Communicate with the Assessor with no less than 30 letters per minute.
- II. Explain how to use light and sound to send out distress signals.
- III. Present the following information in a logbook and share with the Assessor:
  1. Regulations and legislation of radio use
  2. Radio licences
  3. International radiotelephony spelling alphabet
  4. Discipline in communications

**Hong Kong Award for Young People**

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(Continuous participation in the activity for a minimum of 6 months)
- Candidates who have completed the Skills Section at the Bronze/ Progressive Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

**The Hong Kong Girl Guides Association**  
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**Information Technology**

- I. Be familiar with the use of a computer operating system and related application (e.g. word processing, sending and receiving emails and attaching files, browsing webpages, installing software, etc.).
- II. Know how to use one or more online video conferencing tools or software (e.g. Zoom, Google Meets, etc.).
- III. Complete one of the following
  1. Programming
    - i. Know one computer programming language, and submit at least 5 self-written computer programmes / mobile applications
    - ii. Based on the question assigned by the Assessor, write a computer programme / mobile application with the chosen programming language during the assessment.
    - iii. Discuss with the Assessor the key points and methods of designing and testing programmes
  2. Website creation
    - i. Be familiar with the use of a website creation and image processing software, and submit at least 3 self-created websites with a total of no less than 30 pages
    - ii. Create a website using a website creation software and the information provided by the Assessor
    - iii. Demonstrate to the Assessor the making of animation
    - iv. Discuss with the Assessor the methods of searching for information online and issues about intellectual property
- IV. Discuss with the Assessor how to protect your personal computer and privacy
  1. Using email services
  2. Security rules of using services (e.g. Internet banking, online chat rooms, search engines, etc.)
  3. Security tools (e.g. electronic certificates and Secure Sockets Layer, etc.)
  4. Antivirus and backup software
  5. Preventing Internet fraud
- V. Understand an online tool or electronic / digital product that has been developed rapidly in the past 5 year, and introduce to the Assessor the impact of this tool or product on people's living nowadays

**Hong Kong Award for Young People**

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(Continuous participation in the activity for a minimum of 6 months)
- Candidates who have completed the Skills Section at the Bronze/ Progressive Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

**The Hong Kong Girl Guides Association  
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**Aviation Knowledge (Stage I)**

- I. From the given pictures or images, distinguish 80% of the aircraft types and know about the international symbols on the aircraft's fuselage.
- II. Understand the general safety rules in an airport and those in an aircraft.
- III. Understand the main parts and names of modern aircraft (including civil aircraft, helicopters and military aircraft).
- IV. Understand the basic functions of the control surfaces on a fixed-wing aircraft and a rotary-wing aircraft, the basics of an airfoil, and the basic principles of flight of a fixed-wing aircraft and a rotary-wing aircraft, including:
  - How a fixed-wing aircraft flies
  - How a helicopter flies
  - The relationship between lift and weight and that between thrust and drag
  - Why a lift is produced by the wings and the factors affecting the lift; the causes of a stall
  - Functions and operations of flaps, slats and wing seams
  - The significance of "trimming" and the importance of load and balance
- V. Demonstrate the marshalling signals used during the daytime and nighttime; introduce the signals used at an airport including square signals, light signals and pyrotechnic signals.
- VI. Introduce the importance of "True airspeed" (TAS), "Indicated airspeed" (IAS) and "Calibrated airspeed" (CAS) to navigation.
- VII. Introduce the ICAO Aircraft Registration Prefixes and airline logos of 10 countries; choose one country from the list below and introduce the country's military aircraft insignia and its meaning; describe some military aircraft used by the countries listed below.  
China / UK / USA / France / Russia
- VIII. Introduce 10 jargons used in the aviation industry.

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the Skills Section at the Bronze/ Progressive Silver/ Direct Silver (Minors) Level of the HKAYP. (Continuous participation in the activity for a minimum of 6 months) **OR** the Skills Section at the Silver (Major) / Gold (Minors)\* Level of the HKAYP (Continuous participation in the activity for a minimum of 52 hours).
- Candidates who have completed the Skills Section at the Bronze/ Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

\*For Gold Award activities, you need to submit the proposal at least 1 month before the starting date. After the HKGGAOA review, the proposal will be submitted to the Award Office for Section Panels' approval. The activities can only begin after receiving notification of approval from the Section Panels. Late submissions may not be accepted.

**The Hong Kong Girl Guides Association  
Interest Certificate Syllabus  
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**Aviation Knowledge (Stage II)**

- I. Explain the “Right of Way” rules; demonstrate ground-to-air signals in an emergency.
- II. Know how to determine the flight direction by calculating and taking into account the route, wind speed and wind direction.
- III. Understand the weather conditions of the weather fronts in Hong Kong; explain a weather map and indicate the weather conditions.
- IV. Know about the dangers of thunderstorms, water stagnation and dense fog to an aircraft; state clearly the possible weather under different circumstances.
- V. Indicate the conditions of visual flight (VFR).
- VI. Introduce the main parts and basic principles of a piston engine and a turbine engine.
- VII. Introduce the navigation lights and quadrantal rule.
- VIII. Know about the flight instruments:
  - The use of compasses and pitot-static instruments (altimeters, airspeed indicators / vertical speed indicators)
  - The application and importance of radar in aviation
- IX. Identify at least 30 common aircraft from the pictures provided by the Assessor, including:
  - 12 civil aircraft
  - 8 military aircraft
  - 5 helicopters
  - 5 small private jets

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**The Hong Kong Girl Guides Association  
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**Hong Kong Aviation**

- I. Introduce the areas of work of the Hong Kong International Airport, including ramp handling, cargo and airmail flows, aeronautical engineering and aircraft maintenance, crisis management and contingency planning, air traffic control, aviation security, terminal operations, aviation catering and aviation fuel service.
- II. Choose a civil aviation and a non-civil aviation organisation in Hong Kong, and introduce their background, development, functions and current status.
- III. Visit the Hong Kong International Airport and the company of an airline in Hong Kong; understand the workflow of the departments involved from a passenger's check-in to departure.



**The Hong Kong Girl Guides Association  
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Ranger Section**

**Sailing Logbook**

- I. Actively participate in the maintenance and repair work of a ship in half a year; record the work done during the period in a logbook. Note: The Assessor is responsible for inspecting the ship, accessories and equipment, and paying attention to their condition.
- II. Demonstrate the effective methods of cleaning, painting and decorating a ship.
- III. Pass 3 of the following skill tests:
  1. Close the seam of a ship.
  2. Add copper, lead or zinc coating to a ship.
  3. Add canvas repair tape or woodchips on a ship.
  4. Replace a cable; demonstrate Eye Splicing and Back Splicing, or Whipping, or Pointing.
  5. Make a bumper with ropes or canvas.
  6. Sew leather on a paddle and recondition a ship propeller.
  7. Set up a strop.
  8. Add a brass ring (eyelet) to a canvas.
  9. Sew a sail or canvas.
  10. Perform simple repair of a fiberglass ship.
  11. Make a lead line for a ship and know how to use it.
- IV. Know about the structure and materials used of any 3 types of small ships.

**Hong Kong Award for Young People**

- Holders of this certificate are qualified for the Skills Section at the Bronze/ Progressive Silver/ Direct Silver (Minors) Level of the HKAYP. (Continuous participation in the activity for a minimum of 6 months) **OR** the Skills Section at the Silver (Major) / Gold (Minors)\* Level of the HKAYP (Continuous participation in the activity for a minimum of 52 hours).
- Candidates who have completed the Skills Section at the Bronze/ Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

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**The Hong Kong Girl Guides Association**  
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**Sailing Stories**

- I. Read 2 sailing stories that happened in different eras (one of them must be about sailing adventures), and describe the ships and sailing life in the stories.
- II.
  1. Know about the cargo-carrying principles of the merchant navy.
  2. Describe 4 types of merchant ships; explain their packing, loading and stacking process; state their origin and destination, and the main routes in the world.
- III.
  1. From models or pictures, identify ships from the following eras:
    - Egypt
    - Greece
    - Rome
    - Vikings from the 8<sup>th</sup> to 10<sup>th</sup> centuries
    - The Normans conquering Britain
    - 13<sup>th</sup> century
    - 14<sup>th</sup> century
    - House of Tudor
    - Queen Elizabeth
    - 17<sup>th</sup> century
    - 18<sup>th</sup> century
    - 19<sup>th</sup> century
  2. Identify and describe 6 types of British navy or merchant navy ships.
- IV. Describe 4 types of square-rigged vessels.
- V. Be familiar with the history of 2 of the famous clippers in the 19th century.

## Sailor

- ## Hong Kong Award for Young People

- RG-Syllabus/Sep2021

**The Hong Kong Girl Guides Association**  
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**Ranger Section**

- Candidates who have completed the Skills Section at the Bronze/ Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

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**The Hong Kong Girl Guides Association  
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Ranger Section**

**Helmsman**

- I. Demonstrate the following pipes with a Boatswain's Call: "Still", "Carry On", "Hail" and "Piping the Side".
- II.
  1. Explain the on-board duty schedule.
  2. Demonstrate how to strike the ship's bell.
  3. State the 16 directions of a compass.
  4. Locate directions with a compass.
- III. Identify 6 constellations and find out the designated directions.
- IV. Find out the origins of Royal Navy flag (White Ensign), Navy Reserve Fleet flag (Blue Ensign) and British merchant flag (Red Ensign), and which ships are now eligible to fly these flags.
- V. Know about the special symbols and titles of Royal Navy and Women's Royal Navy.
- VI. Demonstrate Sail-makers Whipping and West Country Whipping.
- VII.
  1. Demonstrate 6 of the following knots:
    - Round Turn & Two Half Hitches
    - Bowline
    - Rolling Hitch
    - Double Sheet Bend
    - Double Bowline
    - Fisherman's Knot
    - Slip Bowline
    - Packer's Knot
    - Highwayman's Hitch
  2. Demonstrate Short Splicing, Back Splicing and Eye Splicing.
  3. Know 8 decorative knots and sinnets, including Diamond Knot; demonstrate at least 6 decorative knots and sinnets with a lanyard.
- VIII. Know about the merchant flags of 15 countries.

**Hong Kong Award for Young People**

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- Candidates who have completed the Skills Section at the Bronze/ Silver Level of the HKAYP in the corresponding item are qualified for this certificate.

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**The Hong Kong Girl Guides Association  
Interest Certificate Syllabus  
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**Drill and Ceremony**

- I. Elaborate to the Assessor on the objectives of foot drills and the components of a command (introductory, cautionary and executive).
- II. Elaborate on a memorable Guiding ceremony experience of yours (e.g. World Thinking Day, Fly up, Enrolment)
- III. Demonstrate the following drills and commands:
  1. Atten–SHUN
  2. Stand–at–EASE
  3. Left–TURN
  4. Right–TURN
  5. About–TURN
  6. Mark–TIME
  7. Quick/Forward–MARCH
  8. HALT
  9. Fall–IN
  10. Fall–OUT
  11. Dis–MISS
  12. The Guide Sign & Salute
  13. Award Presentation
- IV. As a commander, lead your Unit members to demonstrate the following:
  1. Horseshoe Formation
  2. V Formation or Bows Formation
  3. Squad
- V. As a flag bearer, demonstrate the following:
  1. Hoisting and Lowering of Colours
  2. Breaking of Colours (including folding of the flag)
  3. Holding of Colours (Flag at the Order, Flag at the Carry)
  4. Horseshoe Formation Presentation
- VI. In a logbook, introduce the uses and meaning of the following:
  1. Unit Flag
  2. World Flag
  3. National Flag of PRC
  4. HKGGA Flag
  5. Regional Flag of HKSAR
- VII. Write a prayer.

**Qualification of Assessor**

An Appointed Guider who

1. is appointed before September 2009,
  2. completed the Drill & Ceremonies Workshop, or
  3. is an appointed Drill and Ceremony Instructor
- may assess this certificate for her own Unit.

**The Hong Kong Girl Guides Association**  
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**Ballroom Dance**

- I. Solo or with a partner, perform 3 ballroom dances with suitable dancewear.
- II. Introduce 2 types of ballroom dances to the Assessor (e.g. Waltz, Tango).
- III. Perform the steps assigned by the Assessor.
- IV. When you start to work for the certificate, with your coach or teacher, set yourself targets for improvement over the next 2 months.
- V. Explain the benefits and your personal gains of learning ballroom dance.
- VI. Prepare proof of your experience of performing or information about your learning, such as videos, programmes, certificates, etc. and share your experience of performing with the Assessor.

**Remarks**

- 1. Please bring your own music.
- 2. Holders of the Adult One Dance Tests Certificate issued by the National Association of Teachers of Dancing (NATD) are qualified for this interest certificate.  
The certificate must be submitted to the HKGGA Programme Department for approval and issuance of the interest certificate.

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**Craft**

- I. Record your observations of the surroundings in a sketch book for 6 months or more (e.g. composition of different backgrounds, objects, plants, architectural details, scenery, sky, etc.); use different materials (e.g. pencils, brushes, crayons, paintbrushes, paints, etc.) and different methods to express 3D effects (e.g. using pencils, crayons or light-painting to enhance the effects of shadow); try to present different textures (e.g. shells, glass, etc., experiment with the effects of colouring).
- II. With the sketch book mentioned in item I, show that you have made progress and find your own artistic technique through the process.
- III. Choose one of the following:
  1. Painting: watercolor painting, acrylic painting, oil painting, ink wash painting, pastel painting, etc.
  2. Sketch: pencil sketch, brush sketch, charcoal pencil sketch, Conte crayon sketch, pyrography sketch, etc.
- IV. Complete the following:
  1. Printing: engraving, etching or lithography using “natural form of” materials (e.g. ropes, polystyrene, cork)
  2. Weaving: manual or machine embroidery, intarsia weaving, embroidered blanket (tapestry) weaving, batik, crochet, etc.
  3. Modeling: clay, low-fire clay, paper carving, stone carving, wood carving, soap carving, etc.

Bring along all the sketches and notes with you to the assessment; display them in a neat and tidy way.

Folders and products should be properly mounted and displayed, striving for perfection.
- V. While completing the “Painting” or “Sketch” in item 3, experiment with different materials and techniques; keep your notes about these materials and techniques, including various materials, samples, research data, copies and reference pictures; be prepared to discuss with the Assessor.
- VI. Choose a form of expression and a piece of art from it. It would be best if you choose a piece that you can find first-hand information from an art gallery or museum. Try to understanding the background, works and period of the artist and other famous people at that time. Be prepared to discuss with the Assessor the work you choose and explain your reasons for choosing the work.
- VII. Based on the form of expression you choose, create a piece of art by yourself. Choosing a topic that you are familiar with and referring to the original work, sketch and organise the work / design in a comprehensive way. Record the information about the work during your experiment. Bring along your notes and product to the assessment; display them in an exquisite and beautiful way.



**The Hong Kong Girl Guides Association  
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Ranger Section**

**Music**

Complete Part 1 or Part 2:

Part 1

Be a member of a music group, symphony orchestra, band or choir, and actively participate in the activities for at least 6 months; participate in regular instrument performances or vocal courses, record the process in a journal and be verified by the group or course instructor in-charge's signature.

Solo or ensemble, perform a piece of music you learnt from the group. You can also show the Assessor your achievements, such as playing the accompaniment at a concert or music examination certificates.

Part 2

Choose 3 pieces of music you created by yourself and perform each of them with different instruments to show different styles and characteristics. The scores can be expressed in different ways, such as traditional musical notes or pictures. You can also record supplementary music. During the assessment, you will need to answer questions about the music, demonstrate your understanding of them, such as the theme, where the inspiration was from and your views on becoming a composer.

**Remarks**

Holders of the Grade 8, or above, Certificate issued by the Associated Board of the Royal Schools of Music or Central Conservatory of Music (Beijing) with a proof of public performance experience using the same instrument are qualified for this interest certificate.

The certificate must be submitted to the HKGGA Programme Department for approval and issuance of the interest certificate.

**The Hong Kong Girl Guides Association  
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**Animal Protection**

- I. Take care of your pet and record its condition for at least 6 months.
- II. Explain how you raise your pet, the difficulties encountered, solutions, and general knowledge about keeping it healthy.
- III. Compare the pet services provided by veterinarians and other organisations.
- IV. Collect information about infectious diseases in animals; explain how to observe the symptoms of sick animals, how to take care of them and other points to note, etc.
- V. Explain the meaning of “zoonoses”, and state some common types of zoonoses and their prevention.
- VI. Understand the definition of animal cruelty; present and explain relevant information.
- VII. Explain the meaning of animal euthanasia, and share your view on it.
- VIII. Discuss with the Assessor the appearance and habits of 2 family pets other than your own.
- IX. Participate in services / activities that promote animal protection; introduce the programme, target audience, significance, participants’ response and effectiveness to the Assessor.

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**Child Care**

Choose one of the following age groups as your service target:

1. Babies under 2 years old
2. 2-year-old toddlers to 5-year-old children
3. Children from 5 to 7 years old

**I. Theories**

Based on the service target you choose, present the following information in a logbook and discuss with the Assessor:

1. Their daily habits
2. The importance of proper clothing, hygienic environment, fresh air, parenting style, rest time, games and activities to them
3. The nutrients they should have every day and a balanced diet for them
4. At least 3 common diseases and their symptoms, prevention and treatment
5. At least 3 types of household accidents and their prevention
6. Child welfare services in the community

**II. Practice**

Organise and lead a Happy Bee Unit meeting.

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**Catering Knowledge**

- I. Introduce the following types of food:
  - 1. Beef, Veal
  - 2. Lamb, Mutton
  - 3. Pork, Bacon, Ham, Sweetbread, Sausages, Pate, Terrine
  - 4. Poultry, Partridge, Pheasant, Hare, Venison
  - 5. Crustacean, Fish, Mollusc
  - 6. Barley, Quinoa, Corn, Millet, Oats, Rice, Wild Rice, Rye, Wheat
  - 7. Batter, Bread, Biscuit, Cake, Choux, Custard, Dough, Pasta, Pancake, Puff, Puff Pastry
  - 8. Scones, Waffles
  - 9. Butter, Cream, Yoghurt, Cheese, Margarine
  
- II. Introduce the following types of beverages:
  - 1. Fresh milk, Condensed / Evaporated milk, UHT milk, Skimmed milk
  - 2. Beer, Spirits
  - 3. Sparkling wine, Champagne
  - 4. Ice wine, Red wine, White wine, Fortified wine
  - 5. Brandy, Whisky
  - 6. Black tea, Green tea, Oolong tea, Masala chai, Cold brew tea, Pouring from height
  
- III. Demonstrate the conventional Western and Chinese table manners, including where the utensils are placed and the sequence for multicourse meals.
  
- IV. Introduce 3 combinations of table wine and food.
  
- V. Prepare a mocktail.

**The Hong Kong Girl Guides Association  
Interest Certificate Syllabus  
Ranger Section**

**Against Corruption**

- I. Discuss the following with the Assessor:
  1. Definition of crime: what bribery and accepting bribes are, and their differences from theft
  2. Rules that civil servants and employees of industrial and commercial organisations should abide by when receiving benefits
  3. The importance of a clean and fair society
  4. Your views on materials and money
- II. Explain to the Assessor what you know about ICAC:
  1. Why ICAC was set up and its recent development
  2. The 3 functional departments of ICAC and their duties
  3. How to report corruption
- III. In a logbook,
  1. Collect and comment on recent news about corruption and fraud cases in government departments and industrial and commercial organisations in Hong Kong.
  2. Design a poster or film a short video with the theme “fighting corruption and advocating integrity”.
  3. Participate in an anti-corruption event or provide services for such event, such as joining the “ICAC Club” (reference: <https://www.icac.org.hk/icac/club/en/p5.html>)
- IV. Write an article, story or play script with the theme “Beyond Money”, “Clean and Fair” or “All for Integrity” (reference: <https://reurl.cc/kVaV7K> Chinese materials)
- V. Interview other people and write a report about their opinions on the recent commercials, promotional videos, drama series, posters or other productions of ICAC (reference: “ICAC Channel” <https://ichannel.icac.hk/tc/categorylist.aspx?type=8>)

**Qualification of Assessor**

An Appointed Guider may assess this certificate for her own Unit.

**The Hong Kong Girl Guides Association**  
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**Personal Image and Etiquette**

- I. Introduce good personal hygiene, including hair, body, clothes, hands and feet and oral hygiene.
- II. Explain the impact of eating habits and exercise on one's image; demonstrate simple relaxation exercise that can be done indoors
- III. Describe good and appropriate postures for sitting, standing, walking, and getting on and off a vehicle.
- IV. Explain the significance of uniform in HKGGA and other organisations.
- V. Introduce the following with pictures:
  - 1. Formal
  - 2. Black Tie
  - 3. Business Casual
  - 4. Smart Casual
  - 5. Casual
  - 6. Cocktail Attire
- VI. Explain to the Assessor how to improve face shape with proper makeup techniques; introduce the use of different types of skin care products
- VII. During the assessment, choose an occasion and demonstrate a suitable makeup for that occasion.
- VIII. Briefly explain the preparation, clothing, manner, etiquette as well as other points to note for interviews; share an interview experience.

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**Interpersonal Communication**

Share with the Assessor:

- I. The importance of interpersonal communication.
- II. Demonstrate how to improve interpersonal relationship through effective communication, including verbal and non-verbal skills.
- III. List at least 3 communication barriers and their solutions
- IV. Share some words and body language that can help develop good interpersonal relationships
- V. List the cultural and ethnic differences of at least 5 countries, and explain the impact of the differences on how people get along
- VI. A personal experience related to interpersonal relationship; analyse it using some theories of interpersonal relationship.
- VII. Explore how to effectively use current technology, such as instant messaging software, email, etc., as communication tools; analyse its pros and cons.

**The Hong Kong Girl Guides Association  
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**WAGGGS Knowledge**

- I. Be in touch with an overseas Guiding member. Introduce this Guiding friend to the Assessor, show your communication records and share the fun you have. Introduce her Guiding Unit, and the history and customs of her country.
- II. Introduce the World Association of Girl Guides and Girl Scouts (WAGGGS), including its history, organisational structure, functions, etc. On a world map, point out the distribution of the 5 Regions of WAGGGS.
- III. List the names and locations of all World Centers. Introduce them one by one in a creative way.
- IV. Find out the Guide Promise and Law as well as the badge system of 8 WAGGGS Member Organisations (including one from each of the 5 Regions), discuss with the Assessor their differences and similarities as well as the reasons behind.
- V. Understand WAGGGS' direction and rationale of "Youth Participation"; explain how you can put the rationale into practice.
- VI. Choose one WAGGGS Global Programme. Understand and write a report on the programme's mission, background, partnering organisation (if any), mode of implementation, impacts on society and women, and an example of an MO implementing it. The report should be written in no less than 500 Chinese characters or no less than 350 English words.
- VII. As a Ranger, participate in one international sharing or exchange event organised by HKGGA, WAGGGS, World Center or another WAGGGS MO, such as Let Us Share, international exchange tour or seminar. Share the learnings with photos in no less than 500 Chinese characters (or 350 English words).



**The Hong Kong Girl Guides Association**  
**Interest Certificate Syllabus**  
**Ranger Section**

**Home Management**

- I. Discuss with the Assessor knowledge about home management, including housework arrangements, time allocation, and how to deal with receipts / simple accounts.
- II. Know about household and personal hygiene:
  - Knowledge and safe use of detergents
  - Demonstrate how to remove different types of stains
  - Demonstrate how to remove stains on the ground
  - Demonstrate how to make a bed
- III. Collect information about how to handle clothes:
  - Introduce the methods to handle and care for different types of fabrics, clothing labels, use of detergents, knowledge and skills of hand washing and machine washing
  - How to care for dry cleaned clothes, and the use and maintenance of irons
  - Demonstrate how to iron, fold and store clothes
- IV. Collect information about basic knowledge and skills of cooking:
  - Knowledge and skills of using kitchenware
  - Skills of buying seasonal ingredients
  - Knowledge about food pairing, meal arrangements and balanced diets
  - Cooking principles, knowledge and basic skills of cooking
  - Knowledge about food labelling, spoilage and storage
- V. Introduce the basic nursing techniques, common diseases and dietary knowledge for of following groups of people:
  - Pregnant women
  - Babies
  - Toddlers
  - Elderly
- VI. Discuss with the Assessor the use and maintenance of household electrical appliances, knowledge and practices for a safe household, simple first aid, responses to accidents and emergencies, and household electrical appliances menus.

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**Flower Arranging**

- I. Discuss with the Assessor
  - 1. How to handle flowers
  - 2. The matching of containers, flowers, forms and colours
  
- II. Decorate for 3 of the following occasions with flowers:
  - 1. During the assessment, demonstrate an arrangement with no less than 3 different types of flowers
  - 2. A dining table at a party
  - 3. A Guiding event
  - 4. A traditional flower arrangement using a candlestick or bottle as the container
  - 5. A mini flower arrangement smaller than 10 cm<sup>3</sup>
  
- III. While showcasing the products, explain the meaning and target audience of the flower arrangement. You can prepare the containers used for item II in advanced or choose them during the assessment.