



PREPARATION GUIDE

EXAMS AND INTERVIEWS FOR NATIONAL SUMMER TRAINING COURSES

Edited NOV 2017

Name:

www.cadets.ca

A SUMMER COURSE OR A JOB?

Training is priceless. The experience and knowledge acquired during a summer course will be an asset when applying for employment. Lesser qualifications often lead to a less interesting or important position.

Perhaps you are thinking that a summer job will help you attain your financial needs. Take the time to consider that these wages will be earned by sacrificing a solid training foundation, which could lead to more interesting and rewarding options in the future.

Having the required qualifications for a position you will be applying for is a priority. All advanced training summer courses are very important and can lead to better compensated positions in the future.

FORWARD

This preparation guide has been created for Air Cadets who wish to participate in the exams and interviews for selection of the following courses/exchanges:

International Air Cadet Exchange (IACE)

2 or 3-Weeks

Various Countries

The purpose of the IACE is to promote friendship and goodwill among Air Cadets, to encourage participants to develop an interest in international affairs and to reward those Air cadets who have rendered outstanding services to their squadrons over a period of years. The IACE is intended only for outstanding senior cadets who will represent Canada with distinction. Exchange cadets visit air bases, centres of industry, world landmarks, universities, cultural centres and museums, plus they experience private hospitality with families in their own homes. Host countries include: Australia, China, France, Hong Kong, Netherlands, New Zealand, South Korea, Switzerland, UK, and the USA.

Power Pilot Scholarship (PPS)

7-Weeks

Various Locations within BC

The PPS is an intensive program of ground school and in-flight pilot training. Cadets who successfully complete a flight test and Transport Canada written exam qualify for a Private Pilot Licence and are awarded Air Cadet Pilot Wings.

Glider Pilot Scholarship (GPS)

6-Weeks

Comox Cadet Flying Training Centre (Comox, BC)

The GPS is an intensive program of ground school and in-flight glider pilot training. Cadets who successfully complete a flight test and Transport Canada written exam qualify for a Glider Pilot Licence and are awarded Air Cadet Glider Pilot Wings. The GPS includes daily intensive physical exertion, such as running and pushing gliders. Cadets should be prepared accordingly.

Advanced Aviation Technology Courses

6-Weeks

Canadore College (North Bay, ON)

These two Advanced Aviation Technology courses are designed to further develop instructional ability in technical skills as well as introduce background knowledge required in the aircraft maintenance and airport operations fields. The courses are delivered by Canadore College, though cadets are supervised by Cadet Instructor Cadre staff. There are two distinct courses:

Airport Operations (AATC-AO)

The AATC-AO provides training in the area of airport operations. Cadets receive training in aerodrome operations, flight safety, and air traffic services.

Aircraft Maintenance (AATC-AM)

The AATC-AM provides training in aircraft construction and maintenance. Cadets receive training in aircraft components, construction and assembly.

Advanced Aerospace Course (AASC)

6-Weeks

St Jean Cadet Flying Training Centre (St Jean, QC)

AASC simulates a space mission project. Cadets should show interest/ability for math and physics. Cadets will learn about the night sky, aerospace components, orbital mechanics, space systems, rocketry, robotics and life in space.

The selection committee has the responsibility to determine the most deserving candidates. The selection of candidates is determined by an interview or a combination of an exam and an interview, focused on evaluating the capabilities of the candidate. You are responsible for your own application and success.

DO YOU HAVE THE BASIC QUALIFICATIONS?

	↗ Minimum Age	↗ Training Level	↗ Education	Transport Canada	Qualifying Exam	Weight	Height
IACE	17	5					
PPS	17	4	10	Cat 3	Min 60 %	Max 111.13 kg (245 lbs)	
GPS	16	3	9	Cat 3	Min 60%	40.82 - 90.72 kg	152.4 – 190.5 cm
AATC-AO		3					
AATC-AM		3					
AASC		3					

- ↗ IACE: Must be under **19** by the **end of the last exchange**
- ↗ PPS: Minimum **17** by Sep 1st 2018 and be under **19** by **the end of the course**
- ↗ GPS: Minimum **16** by Sep 1st 2018 and be under **19** by **the end of the course**
- ↗↗ Level completed on **30 June** of the **current year**
- ↗↗↗ School year completed **at time of application** for the course

For both PPS and GPS, cadet's size must promote comfortable positioning in the cockpit with good visibility in all directions as well as being able to reach the controls for full movement.

All details concerning prerequisites and selection procedures can be found under CATO 51-01 Annex B Air Cadet Summer Training Centre Program. These orders are available in the file repository at www.cadets.ca

IMPORTANT DATES

14 December 2017	<i>Applications Due Date to BCPC Office</i> <i>(#2-7630 Montreal Street, Delta, BC V4K 0A7)</i>
13 January 2018	PPS/GPS Qualifying Exam
10 February 2018	Kootenay Wing Review Boards
10 February 2018	Northern Wing Review Boards
17 February 2018	Lower Mainland/Fraser Valley
18 February 2018	Greater Vancouver/Metro Vancouver Wing Review Boards
24 February 2018	Vancouver Island Wing Review Boards
03 March 2018	Okanagan Wing Review Boards
1 June 2018	Category 3 Medical Certificates due to RCSU (Pac) Air Office
1 June 2018	Selected GPS & PPS cadets must meet height/weight requirements

REQUIREMENTS FOR THE NSTC APPLICATION PROCESS

Cadet – Discuss National Summer Training Course opportunities with your Training Officer or Commanding Officer

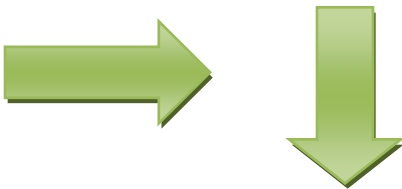
Cadet – Obtain a PHOTOCOPY of the final report card (Sept 2016 to Jun 2017)

Cadet – Write a Resume and Cover letter. Guidelines have been included in this booklet.

Cadets – GPS & PPS – obtain a Category 3 Transport Canada Medical Certificate. If you do not have a certificate, provide your booked appointment date.

Squadron CO – submit a participation application in Fortress, and print a hard copy for submission, ensuring all the information is accurate and all required documents are included and necessary signatures obtained.

SSC Chair & Squadron CO – review, recommend and sign the application.



NATIONAL SUMMER TRAINING COURSE APPLICATIONS ARE DUE AT THE BCPC OFFICE NO LATER THAN 14 December 2017

REQUIRED SUPPORTING DOCUMENTS

ALL COURSES

- SCHOOL REPORT CARD. Final report card (Sept 2016 to June 2017).
- RESUME & COVER LETTER
- FORTRESS APPLICATION & DOCUMENTS. Fortress will automatically include required reports, PERs, forms, and Cadet Information Card

GLIDER & POWER PILOT SCHOLARSHIP

- CATEGORY 3 MEDICAL CERTIFICATE. Provide a photocopy and retain the original. (Category 4 Medical Certificates will not be accepted.)
- HEIGHT & WEIGHT FORM (CATO 54-26 ANNEX B or CATO 54-27 ANNEX B)

INTERNATIONAL AIR CADET EXCHANGE

- IACE INFORMATION FORM. In triplicate.
- 3 COLOUR *PASSPORT* PHOTOS (actual passport photos)

NSTC COVER LETTER AND RESUME REQUIREMENTS

“For examples” Google ‘How to write a Cover Letter and Resume.

Cover Letter:

- Typed, using a 12-point standard font on plain white paper (no cardstock)
- Approximately 200 to 300 words, one-page maximum.
- Include: Name/Squadron/Date/Signature
- Briefly explain why you are applying for a National Summer Training Course and why you would be a good candidate for the course.

- Tell us how you will utilize the knowledge gained from this course in your future endeavours

Below is an example of a Resume outline which includes the type of information we are looking for:

Name of Course Applying for	Date
Rank & Name	Squadron
<u>Education</u>	
Name of School & present grade	
<ul style="list-style-type: none"> • Activities (i.e.: school teams, clubs, volunteer groups) • Honours & Awards (Honour Roll, bursaries, awards, etc.) 	
<u>Cadet Activities</u>	
Squadron & current proficiency level	
<ul style="list-style-type: none"> • Summer courses completed • Cadet activities - include teams, fundraising, parades, volunteering • Honours & Awards 	
<u>Community / Volunteer Experience</u>	
Date of experience, Name of organization, activity or group	
<ul style="list-style-type: none"> • Your specific duties or type of volunteer work (community volunteering i.e.: fundraisers, Relay for Life, officiating or coaching activities, activities not covered at school or cadets) • Honours & Awards 	
<u>Work Experience</u> (if applicable)	
Name of Employer	
<ul style="list-style-type: none"> • Dates of Employment • Job Title and your specific duties 	
<u>Special Skills and Talents</u>	
<ul style="list-style-type: none"> • Example – First Aid Certificate, Radio Operators License, etc. 	

NOTE: If Cadets are applying for more than one National Course, they must submit a separate cover letter & resume for each course.

INTERVIEW PREPARATION

One can never be too prepared for an interview. To begin, **interview yourself!** To what extent do you desire the course/exchange? If you are unable to develop an opinion, you may have to re-evaluate your reasoning for applying for this course and may decide not to continue with your application.

Consider the points upon which the interviewing committee will focus (your character, knowledge and training) and **evaluate your capabilities** in each.

Identify your weak points and set goals for each as well as methods to achieving them. Identify resources (parents, friends, school, community, documentation, references, and assistance from the squadron, supervision by an Officer or Civilian Instructor). **Do not hesitate to ask for assistance**, but do not forget that no other person can do the work for you and that it is you that must sit the review board.

Find the time to prepare. The best method is to begin early and work regularly. Do not neglect your schoolwork. Your grades will be considered and poor averages are not strong indicators of the success and dedication of the individual. None of the courses/exchanges are worth a school year that could be lost.

Do not forget that you are being rated against your peers and that you will not succeed without making an effort.

QUALIFYING EXAMS AND INTERVIEWS

COURSE	EXAM	INTERVIEW
International Exchange	No	Yes
Power Pilot Scholarship	Yes	Yes
Glider Pilot Scholarship	Yes	Yes
Advanced Aviation Technology – Airport Operations	No	Yes
Advanced Aviation Technology – Aircraft Maintenance	No	Yes
Advanced Aerospace	No	Yes



1. QUALIFYING EXAMS

The qualifying exams are to ensure the candidate's potential to complete the course with success. The reference material and information regarding the content of the exams will be delivered to you during your squadron's ground school training.

The exam reference can be found in CATO 54-26 Annex A and 54-27 Annex A.

A) Power and Glider Pilot Scholarship

1. Reference: From the Ground Up
2. Exam Power Pilot 50 questions
 Glider Pilot 40 questions

Part I: AIRCRAFT OPERATIONS

The Airplane: All information in this section
Theory of Flight: All information in this section
Aero Engines: For Power Pilot scholarship only. No questions about jet propulsion.

Part II: AIR LAW

Aerodrome: All information in this section
Rules of the Air: “Right of Way” & “Rules of the Air” sections only

Part III: METEOROLOGY

Questions relating to weather reports and forecasts will be based on the ICAO, METAR, and TAF aviation weather codes which came into effect in Canada 01 June 1996.

Part IV: NAVIGATION

No questions on the astro compass, finding the sun’s true bearing and preparing the map for flight. Navigation questions requiring the use of maps, flight plans, and the physical measurement of distance will not be asked in the exam.

The basic understanding of navigation will be evaluated using the application of variations, deviation, and the “1 in 60” rule, etc.

Candidates for the Power Pilot Scholarship should expect to answer questions requiring the use of manual flight computers to compute track, heading, airspeed etc.

No questions will be asked on the advanced usage of the flight computer such as the calculation of radius of action, the point of no return, the critical point, climb and descent, airspeed and altitude corrections; and

No questions will be asked on radio navigation.

Part V: GENERAL AIRMANSHIP

Only questions pertaining to wake turbulence, wind shear and ground effect will be asked.

2. INTERVIEWS

A) **Mock Review Board**

Undergoing a mock review board will assist you in the following ways:

- ➔ Gives you a better understanding of the nature of the interview and to prepare yourself accordingly;
- ➔ Improves your general knowledge as well as your knowledge of the Cadet Movement; and
- ➔ Improves your overall performance during the interview(s).

B) Review Board

The interviewing committee consist of three members based on the following representation

- Two members of the Air Cadet League, BCPC (members of Squadron Sponsoring Committees are excluded to prevent any conflicts of interest); and
- A member of the military (staff members of Squadrons are excluded to prevent any conflicts of interest).

C) Role of the Review Board

The primary role of the review board is to rank the candidates amongst their peers. An overall score achieved, beginning with the highest ranked candidate.

Each member of the board is called upon to voice their score for each question regarding the cadets presented before them. By compiling the input of the entire panel, an overall interview mark is obtained for each cadet.

D) Evaluation Criteria

The observations of the review board will be numerous and diverse. In general, the committee will evaluate each cadet on appearance and responses to questions.

To be more precise, the committee will attempt to form an opinion based on the following points:

- **Attitude & Motivation towards the Cadet Program.** Personal achievements, strengths & challenges, and overall attitude.

- **Knowledge of the Cadet Program.** History and organization, structure, Air Cadet League, regional and squadron military organization, goals of the Cadet Movement, local, summer and other training programmes.
- **Course Material.** Specific course subject material from Air Cadet Proficiency Level training, From the Ground Up, and your attitude & motivation towards the course.
- **General Knowledge.** Significant provincial, national and international events that occurred ***1 January 2017 to 31 December 2017.***
- **Self-Expression.** Be prepared to talk about yourself

E) Supplementary Interview

If you are applying for more than one course, you will sit a complete interview for your first choice course. For your second (and third, if applicable) choice course(s), you will answer questions about your knowledge of the course specific material, your attitude and motivation towards the course, and Knowledge of the Cadet Program.

HOW MUCH EFFORT SHOULD I PUT IN?

As much as this course/exchange is worth in your eyes!

Do not neglect anything. It's better to be over prepared than not prepared enough.

SUBJECT PREPARATION

Subject preparation is what requires the most time and effort. It is important to know the fields of knowledge that are the most pertinent to your course/exchange and those upon which your evaluation will be based, This will prevent you from examining a field of knowledge that is far too vast, which only leads to frustration. Review the partnership and roles within the cadet organization, but **DO NOT** focus on memorizing names. Read the newspaper and listen to the news, become informed on significant events that have occurred over the past year.

BE PREPARED!



FINAL EVALUATION OF CANDIDATE FILES

After the examination and interviews, all candidate files are sent to the provincial selection committee. This committee compiles all the results and establishes a ranking out of a possible 100 points in order to identify the most deserving candidates, according to the following criteria:

Examination Results

Power Pilot and Glider Pilot

Interview Results

Dress, deportment & self expression;

General knowledge (significant events)

Attitude, motivation, knowledge and interest towards subject matter

Interest in Air Cadets and extra curricular activities

Evaluation of the Candidate File

Cadet Service, Resume & Cover letter

Academic Performance

Cadet's overall grades from the previous school year.

A PHOTOCOPY of the final report card received by student in June.

IMPORTANT NOTE: GPS/ PPS cadets will be required to pay for their Medical exam, and the Transport Canada licencing fees.

International Exchange cadets will be required to purchase standard IACE kit for their trip.

SCORING

SCORING FACTORS: Points System for Total Merit Score

Scoring Factors	Points Per Factor by Course		
	PPS, GPS	IACE	*AM, AO, AAC
Cadet File Score	5	5	5
Education – school marks	10	10	10
Cover letter/Resume	10	10	10
Review Board scoring attitude, motivation, knowledge and interest	30	45	60
General Knowledge (Significant Events)	5	15	5
Dress, Deportment (UNIFORM mark)	5	5	5
Self-Expression (Review Board)	5	10	5
Qualifying Examination Minimum 60% is required	30	Not Applicable	Not Applicable
TOTAL Minimum 60% is required	100	100	100

- *AM – Aircraft Maintenance
- AO – Airport Operations
- AAC – Advanced Aerospace Course

☑ BEFORE THE INTERVIEW

- ➔ Know all the prerequisites for the course you plan on taking (Ref CATO 51-01 Annex C).
- ➔ Ensure the Fortress application(s) is complete and enclose all the required documents.
- ➔ Make sure that all the papers that need to be signed have been signed and dated.
- ➔ Deliver the application and all the required documents to your CO no later than the deadline specified by your CO.
- ➔ **APPLICANTS FOR POWER/GLIDER PILOT SCHOLARSHIPS** must acquire a medical certificate issued by Transport Canada. If you do not have one, you must:
 1. Make an appointment with a medical examiner approved by Transport Canada;
 2. Obtain the medical examination, giving the doctor the sheet of instructions you were given and make sure the doctor uses the form designed specifically for cadets;
 3. Pay the cost of the medical examination
 4. Deliver to your CO a photocopy of the medical certificate you receive from Transport Canada.
- ➔ Report to your review board location for the interview.
- ➔ Inform your CO of any change in medical condition, address, telephone number, etc.

ON THE BIG DAY

- ➔ Have **BREAKFAST!**
- ➔ Dress in your C2 uniform, (ribbons only, no medals or whites)
 - Wedge cap, tunic, pants, belt, grey wool socks, shirt, tie and boots;
 - Ribbon(s), if any, are worn on the tunic;
- ➔ You will be assigned a time block for your interview. Make sure you arrive early to check in, as the order within that time block is first come, first served.
- ➔ When you check in for your interview, you will be weighed and measured (for GPS & PPS applicants).
- ➔ When the time comes for the interview, remember to introduce yourself in a military manner, that means you must state:
 - Your rank and name;
 - Your home squadron;
 - The course you are applying for; and
 - Ask permission to enter the room.

Don't forget to **RELAX.**



REFERENCES

**CATO 51-01 ANNEX C
Air CSTC Program**

**CATO 54-25
International Air Cadet Exchange**

**CATO 54-26
Glider Pilot Scholarship**

**CATO 54-27
Power Pilot Scholarship**

IMPORTANT WEBSITES

www.cbc.ca

www.nationalpost.com

www.theglobeandmail.com

www.cadets.ca/regions/pac

<http://bc.aircadetleagueofcanada.ca>

Produced by the Air Office

October 2012

Updated NOV 2017

This booklet may be reproduced locally.