



## PREPARATION GUIDE

# EXAMS AND INTERVIEWS FOR NATIONAL SUMMER TRAINING COURSES

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Name:

[www.cadets.ca](http://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**

The 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, and they experience private hospitality with families in their own homes. Host countries include: Australia, Belgium, China, France, Hong Kong, Netherlands, New Zealand, South Korea, United Kingdom and the USA.

## **Power Pilot Scholarship (PPS)**

7 Weeks

Various Locations within BC

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)

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. 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
<b>IACE</b>	17	5					
<b>PPS</b>	17	4	10	Cat 3	Min 60 %	Max 111.13 kg (245 lbs)	
<b>GPS</b>	16	3	9	Cat 3	Min 60%	40.82 - 90.72 kg	152.4 - 190.5 cm
<b>AATC-AO</b>		3					
<b>AATC-AM</b>		3					
<b>AASC</b>		3					

- IACE: Must be under **19** by the **end of the last exchange**
- PPS: Minimum **17** by Sept. 1<sup>st</sup> 2019, and be under **19** by **end of course**
- GPS: Minimum **16** by Sept. 1<sup>st</sup> 2019, and be under **19** by **end of course**
- Level completed on **30 June** of the **current year**
- School year completed **by the application deadline** 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](http://www.cadets.ca).

## IMPORTANT DATES

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<b>01 December 2018</b>	<b>Application Due Date to arrive at BCPC Office: BCPC</b> <i>#2-7630 Montreal Street Delta, BC V4K 0A7</i>
<b>05 January 2019</b>	PPS/GPS Qualifying Exam
<b>12 January 2019</b>	Kootenay Wing Review Boards
<b>12 January 2019</b>	Northern Wing Review Boards
<b>19 January 2019</b>	Vancouver Island Wing Review Boards
<b>19 January 2019</b>	Okanagan Wing Review Boards
<b>26/27 January 2019</b>	Lower Mainland Wing Fraser Valley Wing Greater Vancouver Wing Metro Vancouver Wing Review Boards
<b>1 June 2019</b>	Category 3 Medical Certificates due to RCSU (Pac) Air Office
<b>1 June 2019</b>	Selected GPS & PPS cadets must meet height/weight requirements

# NSTC CHECKLISTS FOR ALL COURSES

Complete NSTC applications, including all required documents, must reach the BCPC office at #2 – 7630 Montreal Street, Delta, BC V4K 0A7 by 4:00 PM on December 1<sup>st</sup>, 2018

If cadet is applying for more than one Technical Course (AM, AO, AA) or the Technical Course is a secondary choice to GPS, PPS or IACE a separate application (including Fortress documents and Cover Letter/Resume) are required for each course

## AM/AO/AASC APPLICATIONS

### SCHOOL REPORT CARD

- Copy of **final** Report Card (September 2017 to June 2018)
- Provide final marks for at least eight subjects  
If on a semester system, provide final marks for both semesters (interim, partial or incomplete marks are not acceptable)
- **\*Note:** *An official school transcript is not required.*

### COVER LETTER and RESUME

- Requirements are outlined in this Preparation Guide
- **\*Note:** *In BC, the Cover Letter and Resume replace the Narrative, which is indicated on the NSTC Checklist that prints with Fortress documents.*

### FORTRESS APPLICATION and DOCUMENTS

- Fortress will automatically include the required reports, PERs, forms and Cadet Information Card
  - **Print** the Fortress documents and attach the other required documents
  - **Ensure CO and SSC Chair signatures are on the Fortress application**
-

## GLIDER & POWER PILOT APPLICATIONS

### SCHOOL REPORT CARD

- Copy of **final** Report Card (September 2017 to June 2018)
- Provide final marks for at least eight subjects
  - If on a semester system, provide final marks for both semesters (interim, partial or incomplete marks are not acceptable)
- **\*Note:** *An official school transcript is not required.*

### COVER LETTER and RESUME

- Requirements are outlined in this Preparation Guide
- **\*Note:** *In BC, the Cover Letter and Resume replace the Narrative, which is indicated on the NSTC Checklist that prints with Fortress documents.*

### FORTRESS APPLICATION and DOCUMENTS

- Fortress will automatically include the required reports, PERs, forms and Cadet Information Card
- **Print** the Fortress documents and attach the other required documents
- **Ensure CO and SSC Chair signatures are on the Fortress application**

### CATEGORY 3 MEDICAL CERTIFICATE

- **\*Note:** *Category 4 Medical Certificates will not be accepted*
- Retain original Cat 3 Certificate and submit a copy with your application
- If you do not have a Cat 3 Medical Certificate to submit with your GPS/PPS application, provide the date that you have scheduled your medical exam (with a Transport Canada certified medical examiner)
- **A copy of the Category 3 Medical Certificate, issued by Transport Canada, must reach RCSU PacReg office prior to June 1<sup>st</sup> of the year of the course. Failure to do so will result in the application being declined.**

### HEIGHT & WEIGHT FORM

- *CATO 54 - 26 ANNEX B or CATO 54 - 27 ANNEX B*
  - Prints with Fortress application
  - **Ensure Cadet, Parent and CO signatures are on this document**
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# INTERNATIONAL AIR CADET EXCHANGE (IACE) APPLICATIONS

## ☐ SCHOOL REPORT CARD

- Copy of **final** Report Card (September 2017 to June 2018)
- Provide final marks for at least eight subjects  
If on a semester system, provide final marks for both semesters (interim, partial or incomplete marks are not acceptable)
- **\*Note:** *An official school transcript is not required.*

## ☐ COVER LETTER and RESUME

- Requirements are outlined in this Preparation Guide
- **\*Note:** *In BC, the Cover Letter and Resume replace the Narrative, which is indicated on the NSTC Checklist that prints with Fortress documents.*

## ☐ FORTRESS APPLICATION and DOCUMENTS

- Fortress will automatically include the required reports, PERs, forms and Cadet Information Card
- **Print** the Fortress documents and attach the other required documents
- **Ensure CO and SSC Chair signatures are on the Fortress application**

## ☐ IACE INFORMATION FORM

- Prints with Fortress application, **include 3 copies**

## ☐ THREE (3) COLOUR \*PASSPORT\* PHOTOS

- Attach 1 photo to each of the IACE Information Forms

## ☐ VALID PASSPORT

- Provide a copy of page 2 of passport (*the page with photo and expiry date*)
- If you do not possess a Passport when submitting your IACE application, provide a copy of your Birth Certificate
- **\*Note:** *Cadets selected for IACE require a valid passport.*



### **IMPORTANT NOTE**

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

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



### **IMPORTANT NOTE**

Significant Events' questions have been removed from the interview process for AM/AO/AASC and GPS/PPS courses.

**Only IACE applicants will be asked the Significant Events' questions during their interviews.**

## **NSTC COVER LETTER AND RESUME REQUIREMENTS**

- 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 and 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

Example of a resume outline, with the type of information we are looking for:

Name of Course Applying for Rank and Name	Date Squadron
<b><u>Education</u></b> Name of School and present grade <ul style="list-style-type: none"><li>• Activities ( ie: school teams, clubs, volunteer groups, etc.)</li><li>• Honours and Awards (Honour Roll, bursaries, awards, etc.)</li></ul>	
<b><u>Cadet Activities</u></b> Squadron & current proficiency level <ul style="list-style-type: none"><li>• Summer courses completed</li><li>• Cadet activities - include teams, fundraising, parades, volunteering</li><li>• Honours and Awards</li></ul>	
<b><u>Community/Volunteer Experience</u></b> Date of experience, Name of organization, activity or group <ul style="list-style-type: none"><li>• Your specific duties or type of volunteer work (community volunteering (ie: fundraisers, Relay for Life, officiating or coaching activities, activities not covered at school or cadets)</li><li>• Honours and Awards</li></ul>	
<b><u>Work Experience (if applicable)</u></b> Name of Employer <ul style="list-style-type: none"><li>• Dates of Employment</li><li>• Job Title and your specific duties</li></ul>	
<b><u>Special Skills and Talents</u></b> <ul style="list-style-type: none"><li>• Example – First Aid Certificate, Radio Operators License, etc.</li></ul>	
<b>NOTE: If Cadets are applying for more than one National Course, they must submit a Fortress application and separate cover letter and resume for each course.</b>	

# QUALIFYING EXAMS AND INTERVIEWS

## 1. QUALIFYING EXAMS (for GPS and PPS)

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 (PPS) and Glider Pilot (GPS) Scholarship

- i. Reference: From the Ground Up
- ii. 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.

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. The committee will evaluate each cadet on appearance, and responses to questions, and will form an opinion based on the following points:

- **Attitude & Motivation towards the Cadet Program:** Personal achievements, strengths and challenges, and overall attitude. Be prepared to talk about yourself.
- **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 and motivation towards the course.
- **Significant Events:** (for IACE only) Significant provincial, national and international events that occurred **1 January 2018 to 31 December 2018**.

## E. Supplementary Interview

If 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 knowledge of the course specific material, your attitude and motivation towards the course, and Knowledge of the Cadet Program.

## INTERVIEW PREPARATION

- **Don't hesitate to ask for assistance!** Do not forget that no other person can do the work for you; it is you that must sit the Review Board.
- Identify your weak points and set goals for each as well as methods to achieving them.
- Identify resources (parents, friends, school, community, references, course material, squadron training, mock review boards, etc.)
- 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 in the final evaluation 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.
- You are being rated against your peers and you will not succeed without making an effort.

## 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.
- **IACE candidates:** Read the newspaper and listen to the news; become informed on significant events that have occurred over the past year.

**BE PREPARED!**

## □ **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 PPS/GPS PILOT SCHOLARSHIPS** must acquire a Category 3 medical certificate issued by Transport Canada. If you do not have one to submit with your application, you must:
  - Schedule an appointment with a medical examiner approved by Transport Canada.
  - When attending the medical examination, give the doctor the sheet of instructions you were given and make sure the doctor uses the form designed specifically for cadets. **NOTE:** Cost of the medical examination is the responsibility of the applicant.
  - Provide a copy of the medical certificate you receive from Transport Canada to your CO so that it can be sent and **arrive at RCSU (Pac) office no later than June 1<sup>st</sup>**.
- ➔ 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;
- ➔ Arrive one hour prior to your scheduled interview time. Uniforms will be marked when you check in. GPS/PPS applicants will be weighed and measured.
- ➔ 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!**

## FINAL EVALUATION OF CANDIDATE FILES

After the examination and interviews are complete, all candidate files are reviewed by the Provincial selection committee. This committee compiles all the results and establishes a ranking out of a possible 100 points according to the following criteria:

- **Examination Results**  
*(PPS and GPS only)*
- **Review Board Interview Results**
- **Evaluation of the Candidate File**  
*(Cadet Service, Cover Letter and Resume)*
- **Academic Performance**  
*(School marks)*

## SCORING

### SCORING FACTORS: Points System for Total Merit Score

Scoring Factors	Points Per Factor by Course		
	IACE	PPS GPS	*AM, AO & AA
Cadet File Score	5	5	5
Education - school marks	10	10	10
Cover Letter and Resume	15	15	15
Review Board scoring attitude, motivation, knowledge and interest	45	30	60
General Knowledge (Significant Events)	10	N/A	N/A
Dress, Deportment (Uniform mark)	5	5	5
Self-Expression (Review Board)	10	5	5
Qualifying Examination (minimum 60% required)	N/A	30	N/A
<b>TOTAL</b> (minimum 60% required)	<b>100</b>	<b>100</b>	<b>100</b>

\*AM - Aircraft Maintenance; AO - Airport Operations; AA - Advanced Aerospace

# NOTES

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## 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**

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## IMPORTANT WEBSITES

[www.cadets.ca](http://www.cadets.ca)

<http://bc-aircadetleague.com>

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**IACE candidates refer to the following for Current Events:**

[www.cbc.ca](http://www.cbc.ca)

[www.nationalpost.com](http://www.nationalpost.com)

[www.theglobeandmail.com](http://www.theglobeandmail.com)

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