

PREPARATORY STUDY GUIDE

Exams and Interviews: February 3, 2018



A SUMMER COURSE OR A JOB?

Maybe you are asking yourself this question in your mind right now.

Although a summer job can meet some of your short-term financial needs and expectations, it's important to consider the pros and cons of your decision.

Know that training is priceless. In fact, the knowledge acquired leads to putting it into practice by the exercise of a job. In this sense, investing in your training will be much more profitable in the long term than summer work, since it will allow you to open several doors to the job market.

The priority for a job is that the candidate has the required training for the postulated job.

In addition, the training offered allows you to experience unique experiences with people who share an interest and common career goals.

Do you want to invest in the short or long term?



PREPARE YOUR REQUEST FOR PARTICIPATION

Your request must contain all requested information and all required attachments. It is your request, it must be COMPLETE and CONFORM.

Candidates must be notified that they are responsible for their application and that they meet ALL the prerequisites when they are nominated.

FOREWORD

This guide is intended for Air Cadets who want to participate in the exams and interviews for the following courses/exchange:

- International Air Cadet Exchange;
- Power Pilot Scholarship;
- Glider Pilot Scholarship;
- Advanced Aviation Technology Course - Airport Operations;
- Advanced Aviation Technology Course - Aircraft Maintenance;
- Advanced Aerospace Course.

PRELIMINARY PREPARATION

One can never be too prepared for an interview or an exam. To begin with, **ask yourself** why you want to participate in the course/exchange. If you can't answer this question easily, you are probably not motivated enough. There's no point in continuing until you are fully committed.

Assess your strengths in all of the areas the se-

lection board will assess (personality, knowledge and training).

Identify your weak points and set goals and identify methods for improving in those areas.

Identify available resources: parents, friends, school community, documentation, references, assistance within the squadron, supervision by an officer or civilian instruc-

tor, and cadets who underwent the interview last year.

Do not hesitate to ask for assistance. Keep in mind, however, that you are the one who will be interviewed and you are the one who must be prepared.

Find the time to prepare. The best approach is to get an early start and to set aside time on a regular

Your academic record will be considered, and a low overall average is viewed as an indicator of lack of dedication and achievement. Don't jeopardize your school year by focusing too much on the possibility of participating in a course/exchange.

And keep in mind that you are competing against others, and you won't succeed without making an effort.

A DOOR TO A CAREER IN AVIATION

| LIST OF CIVILIAN OCCUPATIONS | |
|---|--|
| Aircraft Refueller | Electrical and Electronics Technician and Technologist |
| Aviation Mechanical Component Technician | Aviation Electrical/Electronic/Instrument Component Technician |
| Aviation Special Processes Technician | Aircraft Simulator Technician |
| Aviation & Aerospace Drafting Technician and Technologist | Aircraft Structures Technician |
| Aviation Materials Specialist | Aircraft Interior Technician |
| Aviation Non-Destructive Inspection Technician | Aircraft Gas Turbine Engine Repair and Overhaul Technician |
| Aviation Welding Technician | Aviation Painter |
| Industrial Technician and Technologist | Aviation Ground Services Attendant |
| Aircraft Maintenance Technician | Aviation and Aerospace Engineer |
| Avionics Maintenance Technician | Aviation Machinist |
| Aviation and Aerospace Mechanical Technician and Technologist | Aviation Maintenance Inspector |
| Chemical Technician and Technologist | Aircraft Propeller Systems Technician |
| Sheet Metal Worker | Aircraft Reciprocating Engine Technician |

| LIST OF MILITARY OCCUPATIONS – AIR FORCE | |
|--|---|
| OFFICERS | NON-COMMISSIONED MEMBERS |
| Air Combat Systems Officer | Meteorological Technician |
| Pilot | Aerospace Control Operator |
| Aerospace Control | Aerospace Telecommunications and Information Systems Technician |
| Aerospace Engineering | Aviation Systems Technician |
| Airfield Engineering | Avionics Systems Technician |
| Communications and Electronics Engineering | Imagery Structures Technician |
| | Aircraft Structures Technician |
| | Firefighter |



DO YOU HAVE THE BASIC QUALIFICATIONS AND PREREQUISITES?

| PREREQUISITE | IACE | PPS | GPS | AATC-AM | AATC-AO | AASC |
|---|--|---------------------|---------------------|---|---------|--------|
| ¹ Age: Born Between: | Age 17 <small>Minimum during the exchange</small> | ² Age 17 | ² Age 16 | Not have reached 19 years before the end of the course, including travel time to return to home | | |
| ³ Training level underway or completed | 5 | 4 | 3 | 3 | 3 | 3 |
| Education level (school year completed at the time of application for course) | | Sec 4 (10 Ont) | Sec 3 (9 Ont) | | | |
| Language (F: French or E: English) | F or E | F or E | F or E | F or E | F or E | F or E |
| ⁴ Cost | ≈ \$700 | ≈ \$250 | ≈ \$250 | | | |
| Minimum weight | | | 40.82 kg | | | |
| Maximum weight | | 111.13 kg | 90.72 kg | | | |
| Minimum height | | | 152.4 cm | | | |
| Maximum height | | | 190.5 cm | | | |
| Cadets Motivation and Fitness Assessment Program (CATO 14-18) | | X | X | | | |
| Qualifying exam February 3, 2018 | | X Min50% | X Min 50% | | | |
| Admission interview February 3, 2018 | X | X | X | X | X | X |
| Transport Canada Category 3 Medical Certificate | | X | X | | | |

Do not forget that you're competing and you will succeed if you try hard!

¹ Any cadet whose 19th birthday falls during an extension of a training course shall be returned to their unit the day before their birthday.

² Minimum (16 (GPS) and 17 (PPS)) by September 1st of the year the course is taken and not be 19 before the end of the course.

³ **Training Level:** Level completed as of June 30 of the current year. It is essential that the stated current training level of the candidate be achievable taking into account their enrolment date. Note that as per [CATO 51-01](#), only those cadets who have undergone the initial evaluation and joined before March 31 can be enrolled in the training level corresponding to their age. Cadets cannot be enrolled directly in levels 4 and 5. **Cadets who have participated in the Glider Pilot Scholarship program previously but were returned to their unit because of inadequate flight or academic performance or for disciplinary reasons cannot apply for the Power Pilot Scholarship.**

⁴ **Cost:**

- Glider/Power Pilot: licensing fee, Transport Canada examinations, badges and clothing.
- International Exchange: cost of uniform and spending money.

**** **Weight:** During the exam in February, ALL candidates will be weighed and measured. Candidates who do not meet the weight and height requirements will have until June 1, 2018 to demonstrate compliance.

A participant must not turn 19 before the end of a course or while on the way home from the camp.

EXAMS AND INTERVIEWS

| Course | Exam | Interview |
|---------|------|--------------------|
| IACE | No | Yes |
| PPS | Yes | Yes for all cadets |
| GPS | Yes | |
| AATC-AO | No | Yes |
| AATC-AM | No | Yes |
| AASC | No | Yes |

1. EXAMS - POWER PILOT AND GLIDER PILOT SCHOLARSHIPS

Reference: *From the Ground Up* (29th Edition, 2011)

Exam: PPS: 50 questions and GPS: 40 questions.

The written exams are designed to ensure that the candidate will be able to complete the course successfully. The **manual** and the content covered in the exam questions are described in the following pages. The Squadron and its Sponsoring Committee are responsible for obtaining the required reference material. Candidates may also purchase their own copies.

In addition, **self-learning CDs and flying materiel** have been distributed to the squadrons. You can ask your groundschool instructor about them.

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 candidates only)

No questions on jet propulsion

Part II: RULES OF THE AIR

Aerodromes and Airspace: All information in this section

Air Rules and Procedures: All information in this section

Rules of the air: All the contents of the section

Air Traffic Rules and Procedures: All the Content of the Section

Part III: METEOROLOGY

All information in this section

NOTE: 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 on June 1, 1996.

Part IV: NAVIGATION

There will be no questions on the astro compass, finding the sun's true bearing or preparing maps for a flight. In addition, the exam will not include navigation questions requiring the use of maps, flight plans or the physical preparation of track, physical measurement of distance, etc.;

The candidates' basic understanding of navigation will be evaluated, including correction for magnetic variation, deviation, the 1 in 60 rule, etc. Furthermore, candidates competing 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 advanced flight computer use, 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

There will only be questions pertaining to wake turbulence, wind shear and ground effect.



WHAT TO DO THE DAY BEFORE THE EXAM

If you have mastered all the topics, you can do a quick review and then try to rest. You'll need your energy during the exams and interviews and it is not very efficient to restudy things you already know. If you are behind in your studying, then study what you can. However, you should try to avoid staying up all night because you will need to be fully alert during the exams and interviews.

FOR MULTIPLE CHOICE QUESTIONS ...

- think about the correct answer before looking at the available choices. That way you will be less influenced by false choices..
- If you hesitate between two statements, try to find arguments that prove each of them incorrect. It is often enlightening to find which statement seems more wrong than trying to identify which one is more likely...
- Do not rely on patterns of answers, everything is possible (e.g. eight "c" answers in a row).

2. INTERVIEWS

GOALS

The goals of preparing cadets for the interview process are as follows:

- To allow the candidates to better understand the nature of the interview and to prepare themselves accordingly;
- To improve the candidates' general knowledge as well as their knowledge of the Cadet Program; and
- To improve the overall performance of the candidates during the interviews.

INTERVIEW BOARD

The interview is carried out by an interview board composed of at least three members as follows:

- Two regular members of the League, usually directors (members of the sponsoring committees are excluded to prevent conflict of interest allegations);
- A member of the military, preferably an officer who is a pilot (squadron staff are excluded for the reason stated above); and
- Any other individual selected by the person in charge of the interview board.

ROLE OF THE INTERVIEW BOARD

The primary role of the interview board is to rate the candidates and establish an overall ranking based on merit.

Each member of the board is called upon to rate the different candidates interviewed. The ratings of the different board members are combined to obtain the overall interview mark for each candidate.

Trust yourself.

It is quite normal to feel nervous during an interview. However, do not let nervousness take over. Establishing eye contact and speaking in a calm and clear manner, you will show that you have confidence in yourself.

EVALUATION CRITERIA

Board members have the opportunity to comment on a wide variety of points. In general, the board evaluates candidates on their dress and appearance and their responses to questions.

More specifically, the board will assess candidates based on the following:

Dress and deportment. Uniform, appearance, bearing, courtesy, etc.;

Personal qualities. Self-confidence, leadership, communication skills, tact, dynamism, attitude, analytical ability, etc.;

Path and progression. Involvement in squadron activities, studies, career choice, views related to the Air Cadet Movement, future goals, motivation, aspirations, etc.;

General knowledge. Political and military structures in Canada, current affairs (international, national and provincial), world geography and politics, social situations;

Knowledge of the Cadet organization. History and organization, structure and representatives, sponsoring committee, local and regional military organization, and squadron organization, goals of the Air Cadet Movement, local and summer training programs; and

Specialized knowledge. (Depending on the course/exchange) ability to act as an ambassador for the Cadet Program, aptitudes, school performance, academic training, knowledge of aviation and its history, major Canadian achievements, aircraft, foreign countries and cultures, public speaking/communication skills, sense of duty, etc.

Scenarios: Mental arithmetic, multi-management, spatial operation

SUBJECT PREPARATION

Do not neglect anything. It is better to study too much than too little. Keep in mind that each interview board is different, and procedures and perspectives may vary from one board to the next.

Subject preparation is what requires the most time and effort. You should know which areas of knowledge are the most important for your course/exchange and which ones will be assessed in the exam. This will help you avoid covering too broad an area and becoming tired and discouraged.

In this guide you will find a table listing the subject areas that will be assessed. **Read the newspaper and listen to the news: become informed.** Bear in mind that this is merely a guide and the interview board could throw some surprise questions at you.

**PREPARE FOR
THE
UNEXPECTED**

TOPICS IN INTERVIEWS

| Subject Areas | IACE | PPS | GPS | AATC - AM | AATC- AO | AASC |
|-----------------------------------|------|-----|-----|-----------|----------|------|
| History of the Cadet organization | 3 | 2 | 1 | 1 | 1 | 1 |
| History of the squadron | 3 | 2 | 2 | 2 | 2 | 2 |
| History of aviation | 2 | 3 | 2 | 2 | 2 | 2 |
| Structure of the League | 3 | 3 | 2 | 2 | 2 | 2 |
| Structure of the military | 3 | 2 | 2 | 2 | 2 | 2 |
| Structure of the Squadron | 3 | 3 | 3 | 3 | 3 | 3 |
| Squadron Sponsoring Committee | 3 | 3 | 2 | 2 | 2 | 2 |
| Federal government | 3 | 1 | 1 | 1 | 1 | 1 |
| Provincial government | 2 | 1 | 1 | 1 | 1 | 1 |
| Municipal government | 1 | | | | | |
| World events | 3 | 1 | 1 | 1 | 1 | 1 |
| World politics and geography | 2 | 1 | 1 | 1 | 1 | 1 |
| Current political affairs | 2 | 1 | 1 | 1 | 1 | 1 |
| Cadet Program current events | 3 | 1 | 1 | 1 | 1 | 1 |
| Canada's economy and population | 2 | | | | | |
| Foreign countries | 2 | | | | | |
| Cadet Program objectives | 3 | 3 | 3 | 3 | 3 | 3 |
| Citizenship | 3 | 2 | 2 | 2 | 2 | 2 |
| Local training | 3 | 3 | 2 | 2 | 2 | 2 |
| Summer training | 3 | 2 | 1 | 1 | 1 | 1 |
| Canadian aviation industry | 1 | 3 | 2 | 2 | 2 | 2 |
| Civil aviation in Canada | 1 | 3 | 2 | 2 | 2 | 2 |
| ATC Rules | | 3 | 2 | 1 | 1 | 1 |
| Rules of the air | | 3 | 3 | 1 | 1 | 1 |
| Cadet air operations | 2 | 2 | 2 | 2 | 2 | 1 |
| Aerospace industry | 1 | 2 | 1 | 1 | 1 | 2 |
| The environment | 2 | 2 | 1 | 1 | 1 | 1 |
| Flight knowledge | | 3 | 3 | 1 | 1 | 1 |

- 1: Have general knowledge of the subject.
 2: Have more in-depth knowledge of the subject and be able to discuss it.
 3: Have complete knowledge of the subject and be able to discuss it with ease.

There will be scenarios for candidates of PPS and GPS.

BEFORE THE EXAM AND THE INTERVIEW

- Be familiar with all the prerequisites for the course you hope to take.
- Fill out the application form and attach all the required documents. Your squadron administration officer will give you a form to complete; you will be required to append some documents.
- Make sure that all the required documents have been signed and dated. Submit the form and the documents to your CO **by the date requested**.
- **APPLICANTS for power/glider pilot courses.**
 - If you do not have a medical certificate issued by Transport Canada and you pass your exam, you must:
 - **Before the exam (early January) to make an appointment for a medical examination before March 1.** Give the doctor the sheet of instructions you received and make sure the doctor uses the examination form for Cadets. You can find a list of doctors accredited to carry out the required medical examination at this website:
<http://wwwapps.tc.gc.ca/saf-sec-sur/2/come-meac/l.aspx?lang=eng>
 - Pay for the medical examination (\$100 to \$130 plus a \$55 administrative fee to Transport Canada); and
 - Give your CO a photocopy of the medical certificate once you receive it in the mail from Transport Canada. Your CO must forward the copy to:
J5 Plans O (Air Cdts) no later than June 1st.
- Report to your region's test centre on time, to write the examination and/or undergo the interview.
- **Immediately** inform your CO of any change in your health status, your address, your telephone number, etc.

On "D" Day

1. Dress in your C2 uniform, without any decorations or other accessories. (CATO 55-04) :

Wedge cap, jacket, pants, belt, boots, grey wool socks, shirt and tie.

Ribbon(s), if any, are worn on the jacket; and

Name tag is worn only when allowed by the CO.

2. For the exam (Glider and Power Pilot Scholarships):

At least two pencils;

Eraser;

Protractor; and

Flight calculator (e.g., E6B flight computer).

3. When it is time for the interview, introduce yourself in the military manner, which means:

State your name and rank

Identify your squadron

Mention the course you are applying for

Request permission to enter the room



Eat a good breakfast and try to relax!

FINAL EVALUATION

After the examinations and interviews, all candidate files are sent to the provincial selection board. The board compiles all the results and ranks candidates according to merit by assessing them on a 100-point scale using the following criteria:

Examination Results

Power Pilot and Glider Pilot courses.

Interview Results

Dress and bearing, oral expression, conduct, motivation, interest, mastery of the subjects discussed, and academic progression and personal development.

Candidate File

Training level, previous summer camps, Cadets Motivation and Fitness Assessment Program (CATO 14-18), current rank, participation in squadron activities, school and community activities, and narrative.

Academic Level

Student's current academic level and overall average

For each course, the weighting assigned to each criterion is as follows:

| Course | Exam | Interview | File | Academic | Total |
|---------|------|-----------|------|----------|-------|
| IACE | N/A | 45 | 35 | 20 | 100 |
| PPS | 30 | 30 | 20 | 20 | 100 |
| GPS | 30 | 30 | 20 | 20 | 100 |
| AATC-AO | N/A | 45 | 35 | 20 | 100 |
| AATC-AM | N/A | 45 | 35 | 20 | 100 |
| AASC | N/A | 45 | 35 | 20 | 100 |

This chart will give you a good idea of the strength of your candidacy, and show you what you need to work on to improve your chances. Candidates who fail to obtain a minimum of 60 points will be eliminated from the national selection process. For more detailed information, consult the Air Cadet League website.

The courses are considered rewards for candidates who demonstrate exceptional citizenship qualities or have a strong interest in pursuing a career in aviation. These opportunities are awarded to the most deserving candidates. If you need more information or you are unsure how to proceed, **ASK FOR HELP!**

Applicants and their parents should keep in mind that the decision of the selection board is final.