

COMMON TRAINING

PROFICIENCY LEVEL THREE

INSTRUCTIONAL GUIDE

SECTION 4

EO C307.04 – IDENTIFY THE APPLICATION PROCEDURE FOR THE GLIDER AND POWER PILOT SCHOLARSHIPS

Total Time: 60 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-803/PG-001, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Complete Annex H prior to photocopying.

Photocopy Annexes G, H, I and J for each cadet.

PRE-LESSON ASSIGNMENT

N/A.

APPROACH

An interactive lecture was chosen for this lesson to orient the cadets to the application procedure for the flying scholarship courses.

INTRODUCTION

REVIEW

N/A.

OBJECTIVES

By the end of this lesson the cadet shall have identified the application procedures for the glider and power pilot scholarships.

IMPORTANCE

It is important for cadets to identify the application procedures for the glider and power pilot scholarships to ensure that prospective applicants are fully aware and prepared for the process.

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Teaching point 1 **Describe the Learning Resources Available**

Time: 10 min Method: Interactive Lecture

There are many learning resources available for prospective applicants. These are divided into two categories:

- instructor-led resources, and
- self-study resources.



Distribute the handout located at Annex G.

INSTRUCTOR-LED RESOURCES

Many squadrons are able to provide an instructor who will deliver a ground school program, whether at their squadron or at another squadron. Normally this instructor will have an aviation background. The resources available for an instructor to use, include:

- **Ground School Master Lesson Plans.** A series of master lesson plans originally published by Region Cadet Support Unit (RCSU) (Atlantic). These plans cover the major subject areas needed in order to prepare for the qualifying exam. Included with the lesson plans are visual aids to be used with an overhead projector. Electronic copies of this document are available online at the resources page of the RCSU (Prairie) Air Operations website. Click on the search button, then scroll until you find the particular .zip file needed.
- **Pultz Private Pilot Study Guide.** A study guide produced by the Canadian company Pultz. This document is divided into sections for use either by an instructor or a student. It includes practice exams for each section as well as threshold knowledge exams for all subject areas. These are available through flight training centres or pilot supply shops (eg, Calgary Pilot Supply).
- **Culhane Private Ground School Study Guide.** A study guide designed for the private pilot licence, sections of it can also be used for glider pilot applicants. While the guide covers all necessary subject areas, there is an emphasis on the air law section.

SELF-STUDY RESOURCES

Many of the air cadet squadrons in Canada are not located near a large centre and may be unable to provide an instructor for a ground school program. Many cadets from these squadrons must rely on Cadet Summer Training Centre (CSTC) opportunities as well as programmed squadron training in order to prepare for the qualifying exam. There are resources available for cadets to use, including:

- **Ground School Self-Study CD.** This CD is a PowerPoint®-based program. The squadrons should make a copy of the program for each cadet. The program is divided into sections based on the subject areas needed to prepare for the qualifying exam. This program is available through RCSU(Prairie) Air Operations section.
- **Transport Canada Study Guides.** Available online through Transport Canada's website. There are many study guides available therefore care must be taken in which document is downloaded. The two most useful documents will be the GLIDE study guide and the Private Pilot Licence study guide. These documents will illustrate areas of study and references for research.

Preparing for the qualifying exam can be daunting. Regardless of whether an instructor is available, it is absolutely necessary for the applicant to have a copy of the most recent edition of MacDonald, A. F., & Peppler,

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I. L., *From the Ground Up*, Aviation Publishers Co. Limited. This is the main reference from which the qualifying exam is created. The *From the Ground Up* workbook is also a useful tool.



There are three ways that a cadet can normally obtain a copy of the MacDonald, A. F., & Peppler, I. L., *From the Ground Up*, Aviation Publishers Co. Limited:

- from RCSU through the squadron,
- through a book store (eg, Chapters), and
- direct from Aviation Publishers at www.aviationpublishers.com.

CONFIRMATION OF TEACHING POINT 1

QUESTIONS

Q1. Name three documents that can be used by an instructor to deliver a squadron ground school program.

Q2. Name two sources where cadets can find resources for self-study.

Q3. Which text is the basis of all questions in the qualifying exam?

ANTICIPATED ANSWERS

A1. Ground school master lesson plans, Pultz Private Pilot Study Guide, and Culhane Private Ground School Study Guide.

A2. Ground School Self-Study CD and Transport Canada Study Guides.

A3. MacDonald, A. F., & Peppler, I. L., *From the Ground Up*, Aviation Publishers Co. Limited.

Teaching point 2 **Describe the Application Procedure**

Time: 25 min Method: Interactive Lecture

The application procedure for the Glider Pilot Scholarship (GPS) and the Power Pilot Scholarship (PPS) are the same. There are some differences in the minimum requirements, restrictions, and questions that will be asked during the exam and at the scholarship review boards.

PREREQUISITES

Age. There is a minimum age for each course, based on Transport Canada licensing standards. The minimum age for the GPS is 16 years, while the minimum age of the PPS is 17 years. IAW Cadet Administration and Training Order (CATO) 54-20, *Summer Training Directive – Royal Canadian Air Cadets*, the cadet must specifically meet this requirement by September 1 of the course year.

Cadet Proficiency Level. Applicants must meet a minimum level of cadet proficiency level training to ensure that they have had the opportunity to develop life skills and elemental knowledge necessary for flight training. For GPS, cadets must have completed proficiency level three training by June 30 of the scholarship course year. For PPS, cadets must have completed proficiency level four training by June 30 of the scholarship course year.

Secondary Education. Applicants must meet a minimum level of secondary education to ensure the cadet will be able to handle the scholarship course material and workload. For GPS cadets must have completed the equivalent of Grade 9 or Secondary 3 in Quebec. For PPS, cadets must have completed the equivalent

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of Grade 10 or Secondary 4 in Quebec. This requirement must be met by the nomination deadline; normally this will be mid-January prior to the course.

PHYSICAL RESTRICTIONS FOR THE GLIDER PILOT SCHOLARSHIP

The gliders used for the GPS have certain height and weight restrictions that must be met. A person's size must be such that one can sit comfortably, reach the controls, and have full movement of the controls. Cadets who have been accepted for the GPS, but exceed these restrictions by the time they get to the Region Gliding School may be returned to unit.

Height	minimum: 137.16 cm (4 feet 6 inches)
	maximum: 190.5 cm (6 feet 3 inches)
Weight	minimum: 40.82 kg (90 pounds)
	maximum: 90.72 kg (200 pounds)



Note that there are no height or weight restrictions for the PPS. The aircraft used for training on this course are larger and have a higher tolerance for weight.

A ONE-PAGE NARRATIVE

Each applicant must submit a one-page narrative as part of their application package. This narrative must describe why the cadet would like to participate in the GPS or PPS. This is an opportunity for the cadet to communicate their reasons for applying. Particular attention should be given to spelling and grammar. The cadet must sign and date the narrative.

APPLICATION FORMS

For national summer training courses there are two application forms which must be filled out. These are:

- **CF-51.** The Application and Approval - Cadet Activities (Employment - Course - Exchange) is the standard application form for activities, summer training, and staff cadet employment.
- **DND 2226.** The Air Cadet Summer Training Application is the form to be completed when applying for a national summer training course. In Eastern Region, form CAD NO 115 is to be used instead.

QUALIFYING EXAM

Each applicant for the GPS and PPS is required to write a qualifying examination on aviation subject material. The purpose of this exam is to assist in the selection of the most suitable candidates for each of the two scholarships. While the results of the exam do not encompass the entire selection process, cadets who score higher on the exam will have an increased chance of being selected.

The Director Cadets and Junior Canadian Rangers (D Cdts & JCR) produces the qualifying exam every year. The exam will be invigilated and scored by each RCSU.

MEDICAL CERTIFICATE

Cadets are responsible for attaining a Transport Canada Category 3 Aviation Medical Certification. This is to be done at no expense to the public. A photocopy of the Medical Certificate (commonly referred to as a Licence Validation Certificate or LVC) should be attached to the DND 2226 or CAD NO 115. A photocopy of the LVC must be forwarded to the Region Cadet Air Operations Officer (RCA Ops O) no later than June 1 of the year of application. Failure to do this may result in a forfeiture of the scholarship.

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There are three categories of aviation medical certificates available. The Category 3 is the only one required. A Category 1 medical is only required for holders of a Commercial Pilot's Licence. Category 1 medicals must be renewed annually, while a Category 3 medical is renewed every five years. Ensure that cadets only attain the Category 3 medical as there is no immediate benefit in attaining a Category 1 medical.



Distribute the completed copy of Annex H and review. Ensure the information is accurate.

THE ASSESSMENT AND SELECTION COMMITTEE

Once all applications have been received by the Air Cadet League of Canada (ACLC) Provincial Committee, each cadet's file will be scored. Once all applications have been scored, including the narrative and the qualifying exam, the ACLC Provincial Committee will then convene a scholarship assessment committee.

The assessment committee will conduct interviews. Members of the committee may vary but usually include one member of the ACLC, one member of the RCSU, and one member from a third party. The applicant will be asked questions based on general cadet knowledge, aviation-specific knowledge, and current events. The cadet will be scored based on the answers given. This score will then be added to the overall assessment score.



The actual format of the interviews has varied over the years, ranging from formal affairs to informal sessions. Variations may also occur between ACLC Provincial Committees. Ensure that cadets are given the most recent information on the format used by the respective ACLC Provincial Committee.



Distribute the handout located at Annex I if a package is not available from the ACLC Provincial Committee.

CONFIRMATION OF TEACHING POINT 2

QUESTIONS

Q1. How old must a cadet be in order to apply for the GPS?

Q2. What forms must a cadet complete to apply for the GPS or PPS?

Q3. What is the deadline for a cadet to forward a copy of their medical certificate to the RCA Ops O?

ANTICIPATED ANSWERS

A1. 16.

A2. CF-51 and DND 2226 (or CAD NO 115 in Eastern Region).

A3. June 1 of the application year.

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Teaching point 3 **Describe the Qualifying Exam**

Time: 20 min Method: Interactive Lecture

THE QUALIFYING EXAM

The qualifying exam is to be written by all prospective applicants for the GPS and PPS. Guidelines for the qualifying exam can be found in CATO 54-20, *Summer Training Directive – Royal Canadian Air Cadets*, CATO 54-26, *Glider Pilot Scholarship Program*, and CATO 54-27, *Power Pilot Scholarship Program*. There is a quota for each squadron for the number of applicants that may write the qualifying exam.

Format

The qualifying exam is a multiple choice exam. Each question has four possible answers. There is only one correct answer per question.

Cadets will have two hours to complete the exam without assistance. There are a total of 50 questions on the exam. The first 40 questions are for all applicants to complete. These questions are based on subject areas such as principles of flight, meteorology, and navigation. Once complete, the applicants for the GPS are finished. Applicants for the PPS will remain and complete the last 10 questions, which are based primarily on the subject of aero engines.

A study guide for the exam can be found at CATO 54-26, *Glider Pilot Scholarship Program* Annex A for GPS applicants, or CATO 54-27, *Power Pilot Scholarship Program* Annex A for PPS applicants.

Pass Mark

The minimum pass mark for the qualifying exam is 50 percent. However, simply passing the exam will not ensure a successful application. The higher a cadet scores, the higher the overall assessment score will be on the application.

Preparation



Distribute the handout located at Annex J and review.

Preparation for the qualifying exam will vary depending on the individual. Regardless of whether an organized ground school program is available, there is a certain amount of self-study that will be necessary. A major factor in preparation for this exam may be the timing. While it is the responsibility of each RCSU to set the dates for the exam, it must be written prior to the application deadline. This normally means that the exam is scheduled in mid-January; shortly after the Christmas break and for many students this is at the same time as semester exams.

Studying MacDonald, A. F., & Peppler, I.L., *From the Ground Up*, Aviation Publishers Co. Limited, is the best method of preparation available to all applicants. In particular, the questions in the back of the text are very useful. The complementary workbook is also useful for studying.

Many squadrons with established ground school programs will have practice exams that are available to cadets. Depending on the resources available (reference TP 1), practice questions may be reproduced for use by the cadets. Practice exams are also available online from RCSU (Pacific) and RCSU (Atlantic).

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It is recommended that cadets who are preparing for the qualifying exam be given CATO 54-26, *Glider Pilot Scholarship Program* Annex A or CATO 54-27, *Power Pilot Scholarship Program* Annex A depending on the scholarship course for which they are applying. The cadet will be able to use this as a study guide.

CONFIRMATION OF TEACHING POINT 3

QUESTIONS

Q1. How long does a cadet have to write the qualifying exam?

Q2. What is the pass mark of the qualifying exam?

Q3. What is the best resource to use as a study guide for the qualifying exam?

ANTICIPATED ANSWERS

A1. Two hours.

A2. Fifty percent.

A3. CATO 54-26, *Glider Pilot Scholarship Program* Annex A or CATO 54-27, *Power Pilot Scholarship Program* Annex A.

END OF LESSON CONFIRMATION

QUESTIONS

Q1. On which book is the qualifying exam based?

Q2. What forms must a cadet fill out in order to apply for the GPS or PPS?

Q3. What is the best resource to use as a study guide for the qualifying exam?

ANTICIPATED ANSWERS

A1. *From the Ground Up*.

A2. CF-51 and DND 2226 (or CAD NO 115 in Eastern Region).

A3. CATO 54-26, *Glider Pilot Scholarship Program* Annex A or CATO 54-27, *Power Pilot Scholarship Program* Annex A.

CONCLUSION

HOMEWORK/READING/PRACTICE

N/A.

METHOD OF EVALUATION

N/A.

CLOSING STATEMENT

Awareness of the application procedures for the GPS and PPS will assist cadets in preparing for the application process.

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INSTRUCTOR NOTES/REMARKS

This EO should be scheduled in conjunction with EO M307.02 (Identify Year Three CSTC Training Opportunities, Section 2).

The learning resources and medical examiner's handouts for this lesson will have to be adapted to reflect local availability.

REFERENCES

A3-060 Director Cadets 4. (2007). CATO 54-26, *Glider Pilot Scholarship Program*. Ottawa, ON: Department of National Defence.

A3-061 Director Cadets 4. (2007). CATO 54-27, *Power Pilot Scholarship Program*. Ottawa, ON: Department of National Defence.

A3-062 Director Cadets 4. (2007). CATO 54-20, *Summer Training Directive – Royal Canadian Air Cadets*. Ottawa, ON: Department of National Defence.

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