

AIR CADET LEAGUE OF CANADA ATLANTIC REGION PROVINCIAL COMMITTEES



AIR CADET NATIONAL COURSE APPLICATION REFERENCE AND INSTRUCTION GUIDE 2018

**INTERNATIONAL EXCHANGE (IACE)
POWER PILOT SCHOLARSHIP COURSE (PPS)
GLIDER PILOT SCHOLARSHIP COURSE (GPS)
ADVANCED AEROSPACE COURSE (AASC)
ADVANCE AVIATION TECHNOLOGY COURSE – AIR MAINTENANCE (AATC-AM)
ADVANCE AVIATION TECHNOLOGY COURSE – AIRPORT OPERATIONS (AATC-AO)**

DEADLINE FOR SUBMISSION

December 10th, 2017

**THIS BOOKLET MUST BE PROVIDED TO ALL APPLICANTS AND
REVIEWED WITH EACH APPLICANT THOROUGHLY**

AIR CADET NATIONAL COURSE INSTRUCTIONS FOR APPLICATION & SUBMISSION

Reference(s):

- A. Air Cadets 2016 National Course Summer Training Courses Selection Process
- B. CATO 51-01, Annex C CSTC Program
- C. <http://www.cadets.gc.ca/en/summer-opportunities/training-advanced.page>
- D. <http://www.cadets.gc.ca/en/summer-opportunities/training-exchanges.page> (note, Oshkosh Exchange is no longer offered).

1. **General Information:** In cooperation with the RCSU(A), the Provincial Committee of the Air Cadet League of Canada holds primary responsibility for the selection of National Courses in your province. National courses, detailed in Ref B - D, include:
 - a. Power Pilot Scholarship (PPS)
 - b. Glider Pilot Scholarship (GPS)
 - c. International Air Cadet Exchange (IACE)
 - d. Advanced Aviation Technology Course – Aircraft Maintenance (AATC – AO)
 - e. Advanced Aviation Technology Course – Airport Operations (AATC – AO)
 - f. Advanced Aerospace Course (AASC)
2. **The applications process is outlined in para 6. All supporting documents shall be forwarded in one package to Capt Williams, the RCSU(A) J5 Plans Officer (Air Cadets).**

Contact Information: J5 – Air Cadet Training Plans	
Captain Lisa Williams RCSU(A) PO Box 5000 Stn Main Shearwater, NS B0J 3A0	Lisa.Williams2@forces.gc.ca Phone: (902) 720 - 4121

3. **Handling Documents:** To ensure efficiency in communications and the correct submission of documents, each squadron should appoint a designated supervisor to take care of the entire national course application process for their cadets.
4. **Applications:** Cadets can apply for up to 4 courses. One of GPS / PPS / IACE and one for each of AATC-AO, AATC-AM and AASC.
 - a. A cadet cannot apply for both GPS and PPS.
 - b. As applications are due prior to the release of entrance exam marks for GPS / PPS, a cadet can initially apply for one of GPS / PPS and also apply for IACE (provided they meet the prerequisites). However, once exam marks are released the cadet will be asked to withdraw one application. Only one application for GPS / PPS / IACE will move forward. **Note: The squadron quota for IACE applications is 1.** This must be considered when cadets are submitting applications. See para 5 for more details.
 - c. **Note: It is essential that cadets meet all course prerequisites before applying.**

- d. **Medical Limitations: Please review medical limitations prior to submitting applications.** If there are questions, please take time to verify with RCSU(A) staff if a cadet will be eligible to attend a course (for example, a cadet with a 30 minute medical restriction is unlikely to be able to participate in the IACE program).

5. **Squadron Applications:** Squadrons can submit:

- a. IACE - 1 application
- b. AATC-AO, AATC-AM, and AASC – up to 2 applications for each course
- c. GPS / PPS - As applications are due prior to the release of exam marks for GPS / PPS, all cadets registered to write the exam can initially submit an application. **However, note the quotas for applications per squadron for GPS / PPS.** Thus, once exam marks are released, squadrons may need to withdraw applications to ensure they are within the quota. Cadets who are unsuccessful in the exam will have their applications automatically deleted.

- (1) **GPS/PPS Quotas:** For each of GPS / PPS, squadrons with a quota of 80 or less can have a maximum of 2 cadets selected; squadrons with a quota of 81 – 120 can have a maximum of 3 cadets selected; and squadrons with a quota of 121 – 160 can have a maximum of 4 cadets selected.
- (2) Each squadron is entitled to submit 1 additional application for each of GPS / PPS. **Thus, maximum applications with quota of 80 or less is 3; 81 – 120 is 4; 121 – 160 is 5.**
- (3) **GPS/PPS Spares:** If a unit submits the maximum number of applications for either GPS or PPS (para 5c(2)), the lowest scoring candidate will be considered as pending. **This is determined by the cadet's overall file score, not by the CO.** A cadet designated as pending cannot be selected unless a previously selected candidate from the same squadron withdraws and that cadet is the next highest scoring applicant on the provincial spares list.

6. **Application Process:** There are two parts to the application process: **The Fortress Participation Application and Supporting Documents:** The participation application is completed and submitted electronically in Fortress. The electronic application compiles a number of documents: the Fortress application document, Cadet Information Card, height and weight forms for GPS/PPS, IACE info form, etc. (slight differences depending on course). **These must be printed and delivered with the additional supporting documents.** The documents are generated by clicking on the print button when the cadet's participation application is open (see below).

Note: It is very important for scoring purposes that page 2 of the printed Fortress Application Document, Optional Activities, is completed by / with the cadet. It is also important for scoring purposes that the CO's recommendation on page 3 of the printed document is completed. See Annex A on scoring for details on completing these sections. **Please do not submit blank Fortress application documents.**

Printing National Course Application Documents

Information for This Participation Application

Save and Close Close Delete Print Actions

Selection Status: None **National Selections Application Documents**

Fulfillment of Criteria: Fulfills eligibility criteria

Current Applications:

Participation Application

Personal Information

CIN	09332	Training Program	Level 5
Last Name	Currie	Provincial Committee	NS
First Name	Robyn	Was Ever RTU?	No
Rank	WO1	Legal Court Order?	No
Age	17		

Medical Information

Is this cadet's medical condition valid?

Does the cadet have participation limitations? Yes

Requested Courses, Positions or Activities

Type of Course/Activity	NDA	Order of Cadet's Preferences	
Course/Activity	International Air Cadet Exchange (138900)		
Language	English and French		
Unit in Charge	Centre D Cdts & JCR		
Start Date	2015-07-18		

7. **Supporting Documents: PLEASE PRINT THIS CHART FROM ANNEX E AND ATTACH IN THIS CHART TO THE FRONT OF THE APPLICATION PACKAGE, INDICATING WHAT ITEMS ARE INCLUDED.**

Supporting Documents Course Checklist	IACE	PPS (GPS done)	PPS (No GPS)	GPS	AATC AO	AATC AM	AAS
COMPLETED FV2 Course Application Document							
Cadet Information Card (Printed with FV2 participation application)							
Cadet Attendance Summary Dated 1 Dec (FV2 pie chart with percentages)							
Narrative(s) signed and dated by the candidate (1 per course)							
School report dated June 2017							
Passport Page 3 (photocopy)							
3 passport-sized photos (attach to IACE information form)							
IACE Information Form (3 copies with photos attached) (Printed with FV2 participation application)							
Sqn Commanding Officer's Recommendation IACE (see 8c)							
Copy of GPS license (pg. 1 – 2 & medical portion)							
Proof of age (Birth Certificate, baptismal certificate, citizenship certificate or passport (photocopy, original to CTC)							
Proof of citizenship (Canadian birth certificate, Canadian passport, Permanent Resident Card, or Canadian Citizenship Card) (copy, original to CTC)							
Government Issued Photo ID (Prov ID, driver's license, or passport (copy, original to CTC)							
2 Passport photos, stamped & dated by studio. Do not write on or sign. NLT 1 Jun.							
Category 3 Medical Certificate (photocopy) original to CTC NLT 1 Jun							
CATO 54-27 Annex B signed by cadet, parent and CO (Printed with FV2 participation application)							
CATO 54-26 Annex B signed by cadet, parent and CO (Printed with FV2 participation application)							

8. Notes on Supporting Documents:

- a. With the exception of the narrative, **only one copy of each document is required per cadet. A separate narrative is required for each course.** The “RCSU(A) Narrative Guide” Annex C offers details on what should be included in each narrative.
 - b. The **Commanding Officer’s Recommendation for IACE is a memo** written by the cadet’s CO outlining the reasons why the cadet should be considered for the IACE program (this is not a standardized form, it is a properly formatted military memo or letter).
 - c. For cadets selected for IACE, staff may submit a claim for passports, not previously held, on behalf of the cadet. Cadets are required to purchase IACE clothing, are responsible for spending money and the cost of the passport-sized photos submitted with the application.
 - d. **School report must reflect a FULL SCHOOL YEAR and be dated JUNE 2017.**
 - e. **GPS / PPS specific - see Annex B, Information for GPS/PPS Candidates.**
 - f. **Please staple / bind all documents together in order with the Annex E checklist attached to the front.**
9. **National Course Application Scoring Breakdown:** National Course scoring is based on factors, with pre-determined percentages, that have been set at the national level of the Air Cadet League of Canada. The Atlantic Region Provincial Committees have agreed on a common method for assessing each of these factors. The breakdown is listed below.

ASSESSED FACTORS		IACE	PPS / GPS	AATC / AASC
1	ATTITUDE, MOTIVATION, KNOWLEDGE AND INTEREST IN AIR CADETS AND EXTRA-CURRICULAR ACTIVITIES	35% Cadet File Review	20% Cadet File Review	70% Cadet File Review
2	ATTITUDE, MOTIVATION, KNOWLEDGE AND INTEREST TOWARD SUBJECT MATTER	5% Narrative	5% Narrative	10% Narrative
		10% Interview - Course Specific Questions	10% Interview - Course Specific Questions	
3	EDUCATION	20% June Report Card	20% June Report Card	20% June Report Card
4	GENERAL KNOWLEDGE ABOUT CANADA AND WORLD AFFAIRS	15% Common Interview Questions	5% Common Interview Questions	N/A
5	DRESS AND DEPORTMENT	5% Assessed During Interview	5% Assessed During Interview	N/A
6	SELF-EXPRESSION	10% Assessed During Interview	5% Assessed During Interview	N/A
7	QUALIFYING EXAM	N/A	30%	N/A

10. **Cadet File Review:** See Annex A for details on scoring.
11. **Narrative:** See Annex C for guidelines on how to prepare and details on scoring.
12. **National Course Interviews:** Interviews will be held between the last week in February and the first week in March. Interviews will be held for the following courses only: GPS / PPS / IACE. Other courses will be selected through a file review process. See Annex D for details on National Course Interviews.

Only cadets applying for Glider Pilot Scholarship, Power Pilot Scholarship and International Air Cadet Exchange will be interviewed.

13. In order to be considered for a course, a cadet's overall score must be 60% or higher. Cadets are ranked based on overall score, and, with squadron and provincial quotas considered, the highest ranking cadets are awarded the course. The only exception is an **optional** 90/10 rule that can be applied for GPS / PPS only. In this case, 90% of the provincial vacancies are awarded to highest ranking cadets. The remaining 10% of the vacancies available can be awarded to cadets from sqns who did not have a selected cadet on that specific course for the last two years. These cadets are ranked lower and they would not have been selected in the initial selection process. There is no obligation to implement this rule, and if it were to be considered it would be done so prudently and through consultation between the league and RCSU(A).
14. Cadets not selected are placed on a spares list.
15. Rankings and / or positions on the spares list will not be communicated.
16. Please contact the undersigned with questions or concerns on the process described in this document.

L. Williams
Captain
RCSU(A) J5 Plans Officer (Air Cadets)
902-720-4121
Lisa.Williams2@forces.gc.ca
Lisa.Williams@cadets.gc.ca

Annexes:

Annex A – Cadet File Scoring
Annex B – Information for GPS / PPS Candidates
Annex C – Narrative Guide
Annex D – Interview Guide
Annex E – Supporting Documents Checklist

CADET FILE SCORE

1. The cadet's file score is worth a substantial portion of the cadet's overall mark for a course.

IACE	PPS / GPS	AATC / AASC
35% Cadet File Review	20% Cadet File Review	70% Cadet File Review

2. The file score is obtained through a review of the Cadet Information Card (CIC), the completed printed Fortress National Course Application and Cadet Attendance Record. Please ensure these documents are accurate for maximum point allocation.
3. The following is a breakdown of items scored during the file review and maximum point allocation for each.
- Rank: Max 9 pts, obtained from CIC
 - Current year in cadets (not current level): Max 9 pts, obtained from CIC
 - Attendance: Max 7 pts. Scored on mandatory activities only from start of cadet training in fall 2017 until 1 Dec 17. Cadets must have been present to obtain points (not excused). Determined from Cadet Attendance Record. **Note: If unit send applications prior to 1 Dec, cadet's attendance will be reviewed at RCSU(A).**
 - Squadron Activities: Max 9 pts. This refers to optional training activities that the cadet is presently participating in. Obtained from CIC & from printed Fortress National Course Application, page 2.
 - Commanding Officer's Recommendation: Max 3 pts. Obtained from page 3 of printed Fortress National Course Application. One point per sqn activity not captured on the CIC. (E.g., fundraising event, citizenship event, volunteer activity).
 - Qualifications, Awards and Recognition: Max 15 pts. Obtained from CIC. Cadets receive points for awards, qualifications and involvement in Regional Directed Activities and/or National Directed Activities to include:
 - Cadet Fitness Level
 - Music Level
 - Marksmanship Classification
 - Duke of Edinburgh Award Level (completed)
 - Glider Pilot Familiarization Rating
 - Current Sqn Position (Sqn Cmdr, Sqn Dep, SWO, Flag/Band Cmdr / 2IC, Flt Cmdr)
 - Marksmanship at Zone / Prov / Natl level
 - Biathlon Team at Zone / Prov / Natl level
 - Additional RDAs/NDAs participated in
 - Medals / Awards – National / Regional / Local

- g. School and Community Participation: Max 6 pts. This refers to school and / community activities that the cadet is presently participating in (or did so no more than 3 months ago). Obtained from page 2 of the printed Fortress National Course Application.
- h. CTC Participation: Max 12 pts. Completed training only. Obtained from CIC. Points based on level of training completed.

INFORMATION FOR PPS AND GPS APPLICATIONS

1. **Qualifying Exam** – Cadets must achieve a minimum 50% on this exam to be considered for the course.
2. **Height and Weight** – (CATO 54-26 Annex B / CATO 54-27 Annex B). The height and weight restrictions are based on safety regulations. Cadets who do not meet height requirements cannot submit an application. Cadets who do not meet weight requirements have until June 1st to reach them. At this time, a doctor's note with the cadet's weight must be provided to RCSU(A).
3. **Documentation** - Upon arrival at CTC cadets **must have with them the following ORIGINAL documents (copies submitted with application)**. Failure to arrive with these items may result in serious training delays and / or RTU.
 - a. **Proof of Age with Full Name** – Birth, Baptismal or Citizenship Certificate or Passport
 - b. **Proof of Citizenship** – Any of the previous listed, however if born outside of Canada a citizenship card, permanent resident card or Canadian Passport is required.
 - c. **Photo Identification** – this could be provincial ID, driver's licence, passport or other document, with registration number and expiry date.
 - d. **Category 3 Aviation Medical Certificate**
 - e. **Passport Photos** – due to RCSU(A) by 1 Jun. Two photos stamped by the photo studio with date of issue. Any other type of photograph are not acceptable. Please do not write on or sign photos.
4. **Category 3 Medical Certificates:**
 - a. Must be obtained through a Civil Aviation Medical Examiner (CAME). It cannot be done through a family doctor. **The letter provided on the next page should be given to the medical examiner to help ensure that the cadet receives the proper exam.**
 - b. Medical examiners can be located by contacting Transport Canada by phone or online. Transport Canada provides an online search function on their website <http://wwwapps.tc.gc.ca/saf-sec-sur/2/come-meac/l.aspx?lang=eng>
 - c. Cadets are encouraged to obtain their medical ASAP once they decide to apply. At a minimum, if cadets wish to wait to do their medical until exam marks are released (1 Feb), they should make an appointment with their CAME as soon as they apply. Waiting until selections are completed is not advised as this may not leave sufficient time for the CAME to send the results to Transport Canada for processing and issuance of a certificate. The wait time for appointments can be substantial and the wait time for issuance of a certificate can be quite substantial. The firm deadline for a copy of the CAT 3 Medical certificate to remain eligible for training is 1 Jun.
 - d. Spares with no medical on file after 1 Jun will not be considered.
5. **Costs** - The cost for the following items shall be paid by the cadet, squadron sponsor or shared between both. Costs are approx.: \$20 passport photos, \$55.00- License, \$105.00 Transport Canada Exam Fee. License and exam fees are paid at the CTC.

Regional Cadet Support Unit (Atlantic)
PO Box 5000 Stn Main
Shearwater, NS B0J 3A0

25 Oct 2017

Transport Canada Civil Aviation Medical Examiners

AIR CADET NATIONAL COURSES
GLIDER PILOT / POWER PILOT SCHOLARSHIP CATEGORY 3 MEDICAL CERTIFICATE

This letter is being given to you today by a member of the Royal Canadian Air Cadets who has applied to the Glider or Power Pilot Scholarship program.

The minimum Medical Certificate requirement for all cadet pilots (both glider and power) is CAT 3. As you are aware, the minimum Transport Canada Medical Certificate Category for a Glider Pilot License is CAT 4. However, within the Air Cadet program a CAT 4 Medical Certificate will be considered only on a case-by-case basis in the circumstance where a cadet is unable to obtain a CAT 3 medical certificate. Accordingly, it is requested that your patient be assessed for a CAT 3 Medical Certificate regardless of what course they are attending during the upcoming summer.

Cadets must receive their exam in sufficient time so that the certificate can be processed by Transport Canada and delivered to the applicant for submission to program supervisors no later than June 1st.

Should you have any questions regarding this letter please contact the undersigned at Lisa.Williams2@forces.gc.ca or 902-720-4121.

Regards,

Lisa Williams
Capt
J5 – Air Cadet Training Plans

NARRATIVE INSTRUCTIONS AND GUIDE

1. The narrative is an important part of the selection process. The content of the narrative helps selection board members assess a cadet's aptitude for particular course, interest in the subject matter of the course and the connection between the course and the cadet's future plans. In addition, during the interview phase of the process it provides board members with an introduction to the cadet in preparation for their meeting.
2. Squadron staff are advised to review this section of the application process with the cadets. They are also advised to request a draft copy of the narrative from the cadets for editing.
3. Each narrative should adhere to the following formatting instructions:
 - a. Must be course specific (one narrative per course);
 - b. Must be typed in black with font-size 10 - 12pt and have 1" page margins;
 - c. Must include a date and be signed by the cadet;
 - d. Must be a maximum of one letter size page (8 ½" " x 11");
 - e. Must be free of spelling mistakes and be grammatically sound.
4. Narratives are scored as a part of the cadet's overall mark. For scoring purposes, the board will assess (using a scale of no, yes, some) whether the narrative:
 - a. follows formatting instructions (as indicated above);
 - b. states the cadet's reason for applying (interest in the course subject matter);
 - c. demonstrates the cadet's interest and participation in the Air Cadet Program;
 - d. connects the subject matter to the cadet's future plans (in the cadet program or in their life plans/career); and
 - e. indicates how the training will benefit the cadet's squadron.
5. The following are pointers to assist cadets in developing their narrative and a sample narrative to assist.
 - a. **Part 1: Title:** The title of your application narrative should include the following:
 - (1) Your rank and name.
 - (2) Your squadron number and name.
 - (3) The course name.
 - (4) The date the narrative was written.
 - (5) Salutation (Dear Sir / Ma'am)
 - b. **Part 2: The Introduction:** This should provide a brief overview of you as a cadet. It should indicate what course you are applying for and why you are interested in attending it. You should include a sentence about why you should be chosen. It should be relatively short.
 - c. **Part 3: The Body:** The body of the narrative is where you tell the selection board about yourself. It should be two to three paragraphs in length. To assist in developing this portion, ask yourself the following questions:

- (1) Why I am a good candidate for this course?
- (2) How did I learn about this course or subject matter?
- (3) What influenced me to apply for this course?
- (4) What is the connection between this course and my future plans?
- (5) How will attending this course benefit me?
- (6) How will attending this course benefit my squadron?
- (7) How will I use the knowledge that I acquire?
- (8) What are my skills (as a cadet, as a leader, as a worker)?
- (9) What activities do I do that are relevant to my application?
- (10) What do I do that demonstrates my interest in the Air Cadet Program?

- d. **Part 4: Conclusion:** This is the final paragraph of the application narrative and your final chance to “sell” yourself to the selection board. Without repeating, try to sum up what you have written in the previous paragraphs. Finally you should thank the selection board for their time.

6. The following page has a narrative sample to assist the cadets in preparing.

Application Narrative Sample for Cadets

Sgt Jonathan MacDonald

999 Argus Royal Canadian Air Cadet Squadron

Application Narrative: Advanced Aviation Technology Course - Aircraft Maintenance

30 October 2017

Dear Sir / Ma'am,

My name is Sergeant Jonathan MacDonald and I have been a member of 999 Argus RCACS for the past four years. I am writing this letter to express my interest in the Advanced Aviation Technology Course - Aircraft Maintenance. I believe that this course offers cadets a unique opportunity to explore many aspects of the aviation industry and I believe that I am a perfect candidate to attend.

When I was twelve years old, I joined the Air Cadet program hoping that someday I would have the opportunity to become a pilot. When I was fourteen, I began attending ground-school classes and I will write my glider exam next year. For as long as I can remember, I have always been interested in planes and how they worked. My parents used to take me to our local air show every year and I always loved watching the different aircraft demonstrations and visiting the displays that were set-up on the ground. These ground displays are part of the reason that I am also interested in other aspects of aviation such as aircraft maintenance. Often, at the air-show, companies have displays set-up with various plane components and demonstrations of how they work. I thought that this was very interesting and would like the opportunity to learn more about it. In addition, last year my squadron had a guest speaker visit who worked for the military as an aircraft maintenance technician. He told us about many of the different planes that he had worked on and explained to us the importance of having people on the ground to perform regular maintenance.

I am very involved in my squadron and participate in the drill team and our sports program. I also do very well in school and attend activities outside of cadets. I am a team captain for my soccer team and last year I attended the provincial championship for wrestling. I think that participating in team activities helps me to be a better leader and to learn how to work with people. Working in the aviation industry is also like being a member of a team. Everyone has to work together. For example, the pilots, the maintenance techs, the airport people and ground crew all need to work together to make sure that everything works properly and that planes fly safely.

As I mentioned earlier, someday, I would like to become a pilot. I think that as a pilot it is an important skill to know about the plane you are flying. I believe that this course will help me learn about various aircraft components and understand the overall operation of a plane. In the end, I think that this course will help me along my way to get my pilot's licence. In addition, soon I will be an instructor at my squadron. Attending this course will help me to understand the aviation classes better when I teach. It will also benefit the other cadets in my squadron because I will be able to pass on some of the experiences that I had and I can encourage other cadets to apply for this and other aviation-related courses.

I am sincerely looking forward to attending this course and I believe that many of my experiences, both extracurricular and in the cadet program have prepared me for the challenge. I believe that my application demonstrates my interest and my ability to be successful. I look forward to meeting with you during the interview portion of this selection process.

Sincerely,

Jonathan MacDonald

National Course Instructions
17 Oct 2017

NATIONAL COURSE INTERVIEWS – GPS / PPS / IACE ONLY

1. National Course Interviews will be held during the month of February into early March. This is a very important part of the application process for the cadet. It is worth a large percentage of the overall score (40% for IACE and 25% for PPS/GPS).
2. The interviews are largely based on pre-determined questions that will be asked to each cadet. Cadets are scored on their answers to each question. The board consists of 2 – 3 people, comprised of Air Cadet League, Canadian Armed Forces, and Civilian representatives.
3. Cadets should keep in mind that dress and demeanour are also assessed during the interview. Cadet's should ensure that their uniform is complete and worn properly, all articles ironed, boots are shone and hair is cut / styled properly. Dress will be C-2 (full uniform with ribbons).
4. Each squadron **must hold practice sessions for cadets who are attending an interview.** During the session, cadets should be critiqued on their performance and given points to consider during their actual interview.
5. **Process for the Selection Board Interview**
 - a. Entering the Room:
 - (1) Come to Attention at the door;
 - (2) Salute;
 - (3) Announce yourself, wait for permission to enter;
 - (4) Walk sharply to the chair; and
 - (5) Wait for permission to be seated.
 - b. Seating:
 - (1) Remove your wedge and place on your lap;
 - (2) Sit straight with both feet flat on floor;
 - (3) Do not slouch; and
 - (4) Relax and smile.
 - c. During the Interview
 - (1) The chairperson will introduce the board to you, give a short preamble and then begin with the questions.
 - (2) Answer in complete sentences, giving plenty of information.
 - (3) Speak to all members of the board, maintain eye contact.
 - (4) When addressing a board member do not forget to say Sir or Ma'am.
 - (5) Take a few seconds after each question to gather your thoughts for an answer.
 - (6) Try to project an image of maturity and composure.
 - (7) If you do not understand a question ask, "Could you please rephrase the question Sir or Ma'am?"
 - (8) If you don't know the answer to the question, avoid stalling or making up an answer. Simply state, "I'm sorry, I don't know Sir or Ma'am."
 - (9) Usually at the end of the interview, you will be asked if you have any questions for the board.

- d. Leaving the Room:
- (1) Stand at attention facing the review board;
 - (2) Replace headdress;
 - (3) Thank the board members for the interview;
 - (4) Salute;
 - (5) Turn Right or Left; and
 - (6) Walk sharply out of room.

6. Interview Study Guide

Note that the sample questions are designed to get the cadet thinking and help in preparation. They are not all-encompassing. Pay attention to the information on what to prepare.

- a. **For GPS, PPS and IACE**, cadets should have knowledge of the Air Cadet Program, the Air Cadet League, the role of the Canadian Forces, and important community, provincial and national news and events. Below are some sample questions to assist in preparation.

Questions about Canada

- Who is the Prime Minister of Canada? What is his / her role in the government?
- Who is the Minister of National Defense? What is his / her role in the government?
- What are the major political parties in Canada?
- How many political parties are currently represented in the House of Commons?
- What political party is in power in Canada?
- What political party is the Official Opposition in Canada?
- Who is the leader of the Official Opposition in Canada? What is his / her role?
- Who is the Governor General of Canada? What is his / her role?
- What current events are happening in Canada / around the world?

Questions about Your Province

- Who is the Premier of your province? What is his / her role?
- What are the major political parties in your province?
- How many political parties are currently represented in your provincial legislature?
- What party is in power in your province?
- What party is the Official Opposition in your province?
- Who is the leader of the Official Opposition in your province? What is his / her role?
- Who is the Lieutenant Governor of your province? What is his / her role?
- What current events are happening in your province?

Questions about Your Community

- Who is the Mayor of your town / city?
- Who is your town / city counsellor?
- What current events are happening in your town / city?

Questions about the Air Cadet Program

- What is the Air Cadet Motto?
- What are the aims of the Air Cadet Program?
- What have you learned in your training level this year?
- What courses have you already attended?
- Where is the course you are applying for held?
- What is something important that is happening in your Squadron this year?
- How will attending this course benefit your squadron?

Questions about the Air Cadet League

- Who is the President of the Air Cadet League of Canada?
- Who is the President of the Air Cadet League Provincial Committee?
- Who is your Squadron League Director / Representative?
- Who is your squadrons' sponsor?
- Who is your sponsoring committee representative?
- Explain the responsibilities of a sponsoring committee.
- Explain in your own words the meaning of the "partnership" between the league and the Canadian Forces.
- How does the Air Cadet League support the Air Cadet program?

Questions about DND

- Can you identify Canadian military aircraft?
 - What is the role of the Canadian Armed Forces?
 - What operations are the CAF involved in?
 - How does DND support the cadet program?
- b. For **IACE**, cadets should have knowledge of Canada and the Canadian Government and information from the Air Cadet Program, POs 101, 201, 301. Cadets should make an effort to do basic research about Canada and think about what it means to be a Canadian Citizen. Below are some sample questions for IACE to help cadets prepare:

General Exchange Questions

- Why are you interested in attending this exchange?
- Tell us about a country on the IACE list that you like to visit? Describe why visiting this country would be a good experience for you.
- What will you do to represent Air Cadets and Canada when you travel?
- Tell us the importance of community service and your contributions to your community.
- Why is it important for you to go on this exchange and how will it benefit you?
- Why do you think exchanges are valuable to air cadets?

GPS / PPS

- c. For PPS, cadets should have knowledge of Theory of Flight, Aerodromes, Canadian Airspace, Air Rules and Procedures, Air Traffic Rules and Procedures, Meteorology, Icing, Turbulence, Weather Information, Radio, Procedures, some basic Navigation, Airmanship including Weight and Balance, Airplane Performance, Wake Turbulence, Flight Preparations, Emergency Procedures as well as Human Factors and Air Safety. Technical questions were derived using *From the Ground Up* (FTGU), and general questions are based on cadet's experience and POs related to flying in the air cadet program.
- d. For GPS, Cadets should have knowledge of Theory of Flight, Aero Engines, Aerodromes, Canadian Airspace, Air Rules and Procedures, Air Traffic Rules and Procedures, Meteorology, Icing, Turbulence, Weather Information, Radio, Procedures, some basic Navigation, Airmanship including Weight and Balance, Airplane Performance, Wake Turbulence, Flight Preparations, Emergency Procedures and the Gliders section as well as Human Factors and Air Safety. Technical questions were derived using *From the Ground Up* (FTGU), and general questions are based on cadet's experience and POs related to flying in the air cadet program.

Sample Questions for PPS/GPS

- How did you feel during your Sqn's familiarization flight?
- What are the three principal properties of the atmosphere?
- Name two types of fog?
- How would you describe a gliding familiarization day for a new Cadet to the squadron?
- Describe the categories of clouds?
- What are the four forces acting on an airplane in flight? Explain each force in detail.
- What is drag? What are the types of drag?
- What are the three axis of an aircraft?
- Can you explain what flaps do to an aircraft?
- Describe how lift is created
- Describe the types of combustion engines (PPS preparation specific)
- Describe the 4 functions of oil (PPS preparation specific)

Supporting Documents Checklist

Cadets Name:

Squadron:

Province:

Courses:

Supporting Documents Course Checklist	IACE	PPS (GPS done)	PPS (No GPS)	GPS	AATC AO	AATC AM	AAS
COMPLETED FV2 Course Application Document							
Cadet Information Card (Printed with FV2 participation application)							
Cadet Attendance Summary Dated 1 Dec (FV2 pie chart with percentages)							
Narrative(s) signed and dated by the candidate (1 per course)							
School report dated June 2017							
Passport Page 3 (photocopy)							
3 passport-sized photos (attach to IACE information form)							
IACE Information Form (3 copies with photos attached) (Printed with FV2 participation application)							
Sqn Commanding Officer's Recommendation IACE (see 8c)							
Copy of GPS license (pg. 1 – 2 & medical portion)							
Proof of age (Birth Certificate, baptismal certificate, citizenship certificate or passport (photocopy, original to CTC)							
Proof of citizenship (Canadian birth certificate, Canadian passport, Permanent Resident Card, or Canadian Citizenship Card) (copy, original to CTC)							
Government Issued Photo ID (Prov ID, driver's license, or passport (copy, original to CTC)							
2 Passport photos, stamped & dated by studio. Do not write on or sign. NLT 1 Jun.							
Category 3 Medical Certificate (photocopy) original to CTC NLT 1 Jun							
CATO 54-27 Annex B signed by cadet, parent and CO (Printed with FV2 participation application)							
CATO 54-26 Annex B signed by cadet, parent and CO (Printed with FV2 participation application)							