

Fall 2023 - 0438K

Aviation Management Student Handbook

Version 2.0



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Amendments

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Preamble

The Student Hand book has been compiled for the use and guidance of students and operational personnel conducting flight training at the Flight Training Service Providers through the Aviation Management-General Arts and Sciences program offered by Algonquin College.

This manual is intended to supplement the policies and directives set by Algonquin College for the purposes of the Flight Training Service Provider training which is provided as part of the Aviation Management – General Arts and Science program and nothing in this manual shall override or replace student policies or directives set by Algonquin College or Transport Canada.

College policies are available online at <http://www.algonquincollege.com/policies/> and all Aviation Management Program students are encouraged to become familiar with the directives set by the college.

This manual, or applicable part(s) thereof, will be distributed to all students and personnel concerned with flight training programs at the Flight Training Service Providers (FTUs). All holders of this manual will be responsible for its safe custody and amendments as required.

This Student Handbook is to be read by all full-time students. Once the Student Handbook is read in full, students must sign the Student Handbook Acknowledgement Form (Appendix, page 33), which is acknowledgement and agreement of all policies, rules, regulations and conditions of this manual.

The Flight Training Service Providers are authorized by the Ministry of Training Colleges and Universities and Transport Canada to conduct:

1. Single and multi-engine flight training.
2. Group 1 and 3 Instrument Rating(s)
3. Flight Instructor Rating

1.0 General Information

1.1 Calendar/Phase Target Dates

Outlined below is a generic schedule of training events.

Specific dates for each year of the program may vary depending on course start dates.

• Week 1 Orientation
• Week 2 Radio Exam
• Week 3 PSTAR
• Week 4 Pre-Solo Exam
• Week 5 Student Pilot Permit
• Week 6-8 Dual/Solo
• Week 9-10 Advanced Dual
• Week 10-12 Solo Practice Area, Instrument, Dual Cross Country
• Week 13 Solo Cross Country
• Week 14 FTU Private Pilot Ground School Exam – End of 1st Semester
• Week 15 Transport Canada PPL Exam
• Week 16-19 Pre Flight test (prep) and Flight test
• Week 20-22 Night Rating
• Week 23-29 Commercial Build up time
• Week 23-29 Instrument Time
• Week 30-33 Advanced Dual and Commercial Pre-Flight
• Week 35 FTU Commercial Ground School Exam – End of 2nd Semester
• Week 35-42 Transport Canada Commercial Exam
• Week 35-42 Commercial Flight Test

- Please note that holidays are not included in the above schedule

1.2 Dress Code

All students are required to adhere to the Aviation Management Program dress code while attending classes at the college and while on the FTU premises for Ground School briefings, Simulator sessions, or flying activities. The dress code includes:

- Tie (Black)
- Name Tag
- White Pilot's Shirt (clean and pressed)
- Epaulettes (1 bar – private license, 2 bars- Private/Commercial, 3 bars- Commercial, 4 bars-Instructor)
- Black Dress Pants (clean and pressed; i.e. no jeans, jogging pants, etc.)
- Appropriate footwear (no running shoes, sandals or flip-flops)

Flights will not be authorized if pilot and passengers are not suitably dressed: Seasonally appropriate clothing i.e. Jackets, Gloves, and hats/toques. A no-show fee will be charged for non-adherence.

1.3 Hours of Operation

Normal hours of operation at the FTUs include the following:

- Dispatch and administration services from 07:00 to 21:00, 7 days a week.
- Flight operations from 07:00 to 24:00 (Subject to noise abatement procedures weather and bookings)

1.4 Pilot Supplies

The FTUs carry a number of charts, books and other pilot supplies. For any items required that are not in stock, can be ordered through their dispatch desk.

1.5 Ramp Safety

The FTU airside ramp has a number of inherent dangers. **STOP LOOK and LISTEN.** Whenever possible, walk behind the aircraft and avoid looking into propeller blast. However, when this is not possible, always establish eye contact with the Pilot-In-Command (PIC) to get a “thumbs-up” to ensure that you can safely walk in front of the aircraft. Ramp Safety briefings will be conducted at each FTU. **CELL PHONE USE is PROHIBITED on the ramp.**

1.6 Flight College/Club House Rules

The Flight Training Service Providers use “mixed use” buildings. These are public places of business, so please treat them as such. The lounge areas are meant for staff, students and general public. Use the dedicated rooms provided for flight planning and briefings. Garbage is to be cleaned up and disposed of using the containers provided. **Beverages and food are allowed in the briefing rooms, these areas must be kept tidy, failure to do so will result in a suspension of these privileges.**

1.7 FTU Closures

The FTU is open seven days a week except for major weather events and major holidays; please refer to the respective FTU website calendars for specific dates.

1.8 Student/Staff Relationship

Each new student will be introduced to the FTU’s Chief Flight Instructor (CFI), Assistant CFI (ACFI)/Program Manager and Flight Instructors during the orientation on the first day of school. During orientation the CFI will assign students to a Primary and Secondary Instructor who will oversee the student’s progress throughout the training period and will be responsible for the student’s success. The FTUs make every effort to maintain a high degree of professionalism within their staff. Students are encouraged to emulate that quality.

1.9 Cell Phones

Students are to refrain from cell phone use during FTU briefings and class room time. Cellular phones and other communication devices must be in silent mode or switched off during class room sessions to avoid disturbing others. Such devices are not permitted in the room during exams. Please review the Algonquin College directive E39 on the use of electronic devices while on the Algonquin campus(es). Further, these devices are NOT allowed to be activated in any FTU aircraft. Any person caught using a cell phone, pager, GoPro’s IPOD etc., may have their flight privileges suspended.

2.0 Health and Safety Guidelines

2.1 Introduction

The Canadian Aviation Regulations are the primary governing rules applying to civil aviation. The FTU rules and Flying Orders are issued under the direction of the Safety Officer and the CFI and can be found in various documents.

Every effort has been made in preparing these regulations to promote a safe, efficient flight training unit without reducing the enjoyment of flying or increasing the cost to students.

These rules and Flying orders apply to all students of the Flight Training Service Providers.

2.2 Accident & Incident Reports

All students must report all accidents/incidents that occur at or away from the FTU's to the CFI, Safety Officer or appropriate Staff member. An accident resulting in personal injury should be reported to the FTU's Safety Officer so that proper documentation may be completed. Hard landings or any unusual problems with the aircraft are to be reported to any FTU staff first.

2.3 Fire Regulations

At Algonquin College, the sounding of any fire alarm signals that all classes/activities are to cease, all equipment is to be shut down and all windows are to be closed. At the FTUs, the Staff will assure that all students are to evacuate to an exit that is *not* airside in an orderly manner, and remain outside the building as a group until the "all clear" is given by authorized personnel to enter the building.

NOTE: Consider any activated alarm to be the signal of an actual fire/emergency and all shall leave the building immediately.

3.0 Harassment Policy - Workplace and Academic Environment

The Flight Training Service Providers are firmly committed to fostering a work and academic environment free of personal and sexual harassment, where human rights are respected and where working and academic relationships can develop in an atmosphere of mutual respect and dignity. Harassment of any kind is considered a serious offence subject to disciplinary and/or legal action.

What is Harassment?

For the purposes of this policy, workplace and academic environment, harassment includes personal and sexual harassment, poisoned work environment and abuse of authority.

- 1) Personal Harassment means any behavior by an employee or student that is directed at, and offensive to another employee or student and which that person ought reasonably to have known would be unwelcome. It includes objectionable conduct, comments or displays made on either a one-time or continuous basis that demeans, belittles, humiliates or embarrasses.

Without limiting the above, personal harassment also includes harassment within the scope of the Ontario Human Rights Act and on the basis of the following prohibited grounds of discrimination; race, colour, religion, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, sexual orientation or sex.

- 2) Sexual Harassment is generally comprised of offensive sexual comments, gestures, physical contact or demands for sexual favors occurring either on a one-time basis or as continuous, persistent conduct.

Examples:

- Unwanted touching, patting, or leering;
- Inquiries or comments about a person's sex life;
- Making comments with sexual overtones;
- Gender based insults or jokes causing embarrassment or humiliation;
- Repeated unwanted social or sexual invitations;
- Inappropriate and unwelcome focus or comments on a person's physical attributes or appearance.

- 3) Poisoned Work & Academic Environment harassment is characterized by activities or behaviors, not necessarily directed at anyone in particular, that create a hostile or offensive environment; graffiti; sexual, racial or religious insults or jokes, abusive, treatment of an employee or student and the display of pornographic or other offensive and derogatory material.
- 4) Abuse of Authority is a form of harassment whereby an employee improperly uses the power and authority inherent in a position to endanger an employee's job or a student's academic plans, undermines their performance or interferes in any way in his/her career or academic plans. Examples of abuse of authority include but are not limited to such acts, misuse, or power as intimidation, threats, blackmail or coercion.

Harassment is serious...

All forms of harassment are illegal.

Harassment in the workplace and academic environment may have serious consequences for both the victim and the person against whom a complaint is filed and may find his/her career or academic future in jeopardy and liable to sanctions and legal proceedings.

Who is in danger of being harassed?

Harassment can happen to anyone in the workplace and/or academic environment. Harassment of any kind can create a stressful, hostile work environment that may be detrimental to morale and productivity.

3.1 Responsibilities

Employers and managers have a responsibility to it is the responsibility, of the employer for taking appropriate action if that employer is aware of any forms of harassment.

If the employer is aware of harassment and does nothing, he or she becomes an accomplice. It is the employer's responsible to provide a harassment-free environment.

3.2 Preventing harassment

What can I do to prevent harassment in the Workplace and Academic Environment?

Be aware of your own gestures and remarks as others may interpret them in ways different from what you would have intended.

When in doubt, ask the person concerned whether your behavior makes him/her feel uncomfortable.

Avoid using language with sexist connotations.

Understand and accept that "NO" means "NO". Advances are a type of harassment. Speak out against all forms of harassment in your environment.

Become familiar with the policy and procedures for dealing with harassment issues.

What should I do if I am being harassed?

If possible, tell the person harassing you that you find his/her behaviour offensive and ask him/her to stop. You can do this verbally or in writing.

Talk to someone you trust and ask for his/her advice.

If the Harassment takes place at the FTU inform your Program Manager or the Chief Flight Instructor. By talking to them, you can clarify the facts and obtain information about your options. They can help you even if you do not want to file a complaint.

What happens if I file a complaint?

If the Harassment takes place at one of the FTUs, you're Program Manager or the Chief Flight Instructor will listen to you and provide you with assistance and advice. They will explain the reporting procedures and your options. A person of your choice can accompany you at any time.

Complaints will be dealt with in a strictly confidential manner. You alone will decide what action you want to take, and your decision will be respected.

3.3 Health Care

Allergies or any existing medical condition that could affect your safety or the safety of others must be disclosed to the Program Manager and the CFI. The wearing of a medical alert bracelet is encouraged and recommended. The FTUs requires that students should leave any emergency contact information on file.

3.4 Smoking Regulations (Marijuana/Cannabis)

Smoking is prohibited anywhere on the main ramp or field. Smoking is allowed only in the parking lot at least 15 feet from the main entrance or in designated smoking areas. Smoking material must be disposed of into approved containers and not left on the ground. **Failure to keep the smoking area clear will result in a suspension of this privilege.**

Marijuana has been legalized in Canada since October 2018. The effects of this drug, however, remain in the body for a long time and the active ingredients would be exposed on a drug test even months later. Pilots in the workplace are subject to random drug tests. Like Alcohol, the CARs describe a **zero tolerance** for anyone operating an aircraft with any trace of Alcohol or Marijuana in the blood or breath sample. This is a major safety and regulatory breach which will result in immediate suspension of flight privileges.

FTU's may also have their own requirements or policies related to Cannabis use that are more restrictive than those imposed by Transport Canada.

4.0 Regulations

4.1 Academic Integrity

Academic integrity demands responsible use of the work of others. This integrity is compromised by practices, which include plagiarism, falsification of data, cheating, or the uttering of false statements in order to obtain unjustified concessions. Plagiarism **means** presenting work, in whole or in part, which is done by someone else and is presented as if it were one's own.

Forms of Academic Dishonesty

Forms of academic dishonesty include, but are not limited to, the following:

Exams and Tests

- Impersonating a student in an exam or test.
- Copying from another student or making information available to other students, knowing that this is to be submitted as the borrower's own work.
- Submitting a take-home examination written in whole or in part by someone else.

Laboratories, Work terms, Clinical situations, etcetera

- Copying a report or allowing someone else to copy one's reports.
- Using another student's data without the instructor's permission.
- Allowing someone else to do assigned work.
- Using direct quotations or large sections of paraphrased material without acknowledgement in a report.
- Presenting and/or using false data.

Essays and Assignments

- Submitting essays, assignments, computer programs, etc., written in whole or in part by some else.
- Preparing essays, assignments, computer programs, etc., for submission by another student.
- Using direct quotations or large section of paraphrased materials without acknowledgement.
- Buying or selling term papers.
- Submitting the same piece of work in more than one subject, without permission of the instructors.

Plagiarism should be distinguished from co-operation and collaboration. Often students may be permitted or expected to work on assignments collectively and to present the results either collectively or separately. This is not a problem as long as it is clearly understood whose work is being presented. Individual Instructors may point out areas of specific concerns not covered above. Students are encouraged to consult Instructors in case of doubt.

5.0 Academic Guidelines

Students are expected to attend all lectures, laboratories, tutorial and other activities required for each subject designated as part of their program. All assignments are to be completed and submitted on time. Students not completing major assignments may be assigned a final grade of zero at the discretion of the Instructor and the approval of the Program Manager. Major assignments will be identified to the student within the first two weeks of the program. It is the responsibility, of the student who is absent during this period to determine the program requirements.

A period of one week from the first day of the Phase is allowed for the addition of credits for subjects in a student's program. It is the responsibility of the student to determine the requirements of the subject and to complete them.

If the student does not submit subject work by the date set by the instructor, the instructor must submit a final grade based on the work completed except where the student falls under the incomplete designation, as listed below.

An incomplete designation will appear on the transcript of marks for the following reason:

- A subject is not completed due to illness, compassionate reasons, or other extenuating circumstances. Absence due to illness must be substantiated by a doctor's certificate. The Program Manager must approve other reasons in writing. The incomplete designation will stand if the incomplete subjects are not cleared within the first four weeks of the next semester.

Students must have a minimum pass mark of 60% in all Transport Canada subjects (70% in the Flight Dispatcher course) to successfully complete the program and graduate. 70% is the required passing grade for the commercial flight test and the instrument-rating exam.

Students absent from class for any reason are expected to report their absence to the Program Manager on the first day of their absence. If absent due to illness, suitable documentation may be required. Lack of attendance can be cause for dismissal from all FTU programs.

5.1 Administrative Procedures

In order to establish an individual file, new students will be required to present the necessary documents. This list includes their Medical Certificate, proof of citizenship and their age and in the case of foreign students, their visa and passport.

Any time a student's status changes, i.e.; change of address, phone number, email addresses, or is issued a new Medical Certificate, etc., a copy of the applicable change must be presented to the FTU Management/CFI.

5.2 Alcoholic Beverages and Drugs

The FTUs maintain a zero tolerance policy for alcohol or non-medical drugs. Individuals violating this regulation will be suspended from flying privileges and cancellation of flight training will result. FTU will also report the occurrence to proper Transport Canada authorities and to the Program Manager with Algonquin College.

5.3 Attendance Regulations

Each student must maintain a good attendance record. To ensure that the progress of individual students is not impeded by poor attendance, the following guidelines are adopted:

Absenteeism may only be authorized for instances of.

- Personal illness
- Serious illness or death of an immediate family member
- Causes over which the student is unable to exercise control

Students are required to attend ground school class with their respective group. Any variation from their assigned schedule has to be approved by the Program Manager 24 hours prior to the class.

Due to progress delays during flying hours caused by poor weather, any student requesting a leave of absence, either 1 day or several days, including statutory holidays, must have prior permission from the Program Manager and from the appropriate FTU CFI.

A cancellation or a no-show of a booked flight will be subjected to a no-show fee, see the dispatch desk for rates applicable. Periods of illness extending for three days or more are to be supported by satisfactory medical evidence.

5.4 Calculators / Flight Computers

Students will be responsible for having a calculator, both for work periods and for tests. Sharing a calculator during testing is not permitted.

The use of electronic flight computers will be prohibited during any class course work, quizzes, tests and/or when prohibited by the Instructor. Approved electronic flight computers can only be used during preparatory exams (primers) or Transport Canada written exams. Students will not share flight computers when writing tests. The flight computers memory will need to be cleared before writing tests

5.5 Course Termination (supplemental information to Academic Affairs Policy AA39)

Students may be course terminated or directed to cease training at any time under any of the following circumstances;

- Two failed courses in any one term
- Three failed courses in total.
- Academic Probation in any two terms.
- Flight hours below 50% of the required cumulative flight time.
- Repeated safety violations as documented by Flight Training Unit (FTU)
- Intentional, willful or malicious acts.

Course Termination (CT) means that a student will be withdrawn from the program of study in the current semester and would be required to re-apply to return to the program in any future terms subject to meeting additional academic requirements which will be reviewed on a case by case basis. The assigned FTU is under no obligation to continue training for any student that has been course terminated.

6.0 Course Structure

Your flight training courses consist of classroom instruction, individual ground instruction (briefings) as well as in flight dual instruction and solo flights. This flight-training program provides maximum exposure to the aircraft environment.

Commencing each semester, you will be assigned to a Primary and Secondary Instructor who will be sharing responsibility for ensuring the overall progress of your training; you are also responsible for your own progress and success. Throughout your course you may fly with other Instructors but your assigned Instructors will handle any problems that might develop.

As you work through the flight-training exercises, you will notice that each lesson and solo practice flight has been carefully designed to provide you with a well-structured training schedule. The air exercises are divided into three sections, each concluding with a progress check flight. This check flight must be successfully passed before advancing to the next level. Upon completion of all the lessons you will enter a stage commonly referred to as "Review." In this final segment you will work closely with your assigned Instructor in preparation for the Flight Test.

Your academic training (ground school) is conducted in a similar fashion. The cycle of classes will cover the required sections of study and upon completion of all the classes, you will write the Pre-Solo and FTU Private Pilot written exams. These provide a detailed review and prepare you for the Transport Canada (TC) final exam. We recommend that you begin studying for the TC written tests early, as they are demanding exams.

You will be issued a Pilot Training Record (PTR) in order to keep an account of all solo, dual, briefings and classroom training. There will be periodic authorizations required in the PTR by the Licensing Department and will become the property of 'Transport Canada' upon completion of the Private License, and Commercial License. Be sure to review the PTR with your Instructor to ensure that you understand its proper use.

Although not FTU's property, the PTR must remain at the FTU at all times. Your primary instructor will need it on a weekly basis to update student training files and verify its content.

When both the flight test and written exam are completed satisfactorily, you will be issued a temporary license which is valid for 90 days.

7.0 Disciplinary Action Policy

It should come as no surprise that flying is a very serious business. The aviation industry expects graduates from flight schools to realize this very important reality. Therefore, with the goal of graduating the best pilots from our training programs, the Flight Training Service Providers through Algonquin College expect that all students will behave in a professional manner and will take their training seriously. The students shall at all times follow the FTU's rules and procedures. Students who do not follow rules and procedures and do not take their training seriously will be subject to FTU disciplinary action.

Disciplinary Action will begin when a student displays unsatisfactory progress due to lack of effort on the student's part, excessive absenteeism, or shows questionable behaviour (Unsatisfactory Performance). The student's Instructor, Program Manager, and the CFI, will initiate this disciplinary action.

One or more of the following scenarios determines Unsatisfactory Performance.

Unsatisfactory progress in a training program is evident when:

1. Student fails to maintain a 60 percent on Transport Canada Exams and 50% on Algonquin courses
2. Student has a partial or full fail of any Transport Canada written exam or flight test.
3. Student fails to demonstrate the necessary performance levels throughout their training.
4. Student fails to meet the Phase target dates.
5. Student fails to meet the Phase targets within the allotted flying hours.
6. Student fails to submit required assignments.
7. Students that fail 3 courses in any one semester will be Course Terminated (CT) from the program and would be required to reapply to return to the program in a future intake.

Excessive Absenteeism is evident when the student:

1. Misses more than 5% of the total hours in a course of ground instruction.
2. Is absent for an extended period of time, three consecutive scheduled training days without notifying the college.

3. Misses classes or cancels flights without a valid reason, demonstrating a lack of commitment to the program (An example would be cancelling on days approaching the weekend).

Questionable Behavior is evident when the student:

1. Is uncooperative with FTU staff.
2. Disobeys any reasonable instruction of an FTU staff member.
3. Is caught cheating or participating in any form of academic dishonesty
4. Demonstrates unsafe or reckless flight operations.
5. Breaks a rule or fails to follow the established FTU procedures.
6. Establishes a trend of cancelling bookings (more than two in a row) or missing classes for no apparent good reason. If this trend indicates a lack of commitment on the student's part because a higher priority is being placed on social and other activities outside the flight-training program, then the student has demonstrated questionable behavior.
7. Shows up for a flight late, unprepared or fatigued.
8. Shows a consistent trend of being disruptive or inattentive in class. See directive E27.

7.1 FTU Flight Training Suspension

A review committee meeting will be called by the CFI and the Program Manager to discuss the cancellation of a student's training and to make that recommendation to the College Dean. The college review committee will be made up of the CFI, Program Manager and the student's Instructor. A review committee meeting will be called for any of the following reasons:

- Gross negligence
- Academic dishonesty
- Unsafe/Reckless flight operation
- Intentional violation of any CAR's, FTU rules and/or, SOP's
- Under influence or usage of alcohol or drugs on school/FTU property
- Failure to maintain required flight training syllabus, consistently requiring additional flights

- Unsatisfactory progress, repeated failure of flight and written exams
- Excessive absenteeism
- Repeated air sickness
- Inability to maintain a 60% average in ground school classes
- Repeatedly late or 'no-shows' for flights and classes
- Repeated failure of the Transport Canada English language proficiency test.

The student will receive written notification of a review committee meeting at least seven days in advance. Failure to attend the review committee meeting will result in immediate dismissal for the student. A student called to appear before a review committee meeting may be accompanied by an advisor, an advocate, a representative of the sponsoring agency. After all concerns have been considered, the committee will make a recommendation to the Program Manager.

7.1.1 Overview of Disciplinary Action

1st offence: The FTU staff member shall give the student both a verbal and a written warning regarding; unsatisfactory progress due to lack of effort in the student's part, excessive absenteeism, and/or questionable behavior (unsatisfactory performance). This verbal warning shall be documented in the student's PTR. A Disciplinary Action Form will be drafted and signed by the student. The form will be given to the CFI and placed into their student file.

2nd offence: A Student Misconduct Report filed with Algonquin College (as per E27 appendix 2) and a meeting with the CFI. A second Disciplinary Action Form will be drafted and signed by the student. The form will be given to the CFI and placed into their student file.

3rd offence: A review committee meeting will be called by the CFI and the Program Manager. Possible recommendations include but are not limited to: Termination from the program, additional training, suspension from flying, demonstrating competence through testing, receiving a final warning and any other recommendation the review committee deems fit.

7.2 English Language Requirements

All students must be able to pass the Transport Canada language proficiency test.

7.3 Fees and Cancellation Policy (Administration Fees)

Administration Fees may be applied subject to the FTU's guidelines to the following paperwork related services;

SPP, PPL, CPL, Multi, Night, Float, any rating, testing etc.

A charge of .2 of an hour total will be applied to the normal pre and post flight briefings.

Membership Fees are included with your paid Algonquin General Arts and Sciences Aviation Management tuition.

Late Fees

Any missed booking will be subject to a No-Show or Late Cancellation Charge if not cancelled within 24 Hours of the booking time slot:

No-Show/Late Cancel Fees are assessed based on each FTU's respective policy which shall be applied fairly and consistently for all students including those that are not enrolled in the program of study.

Fuel Surcharge is a variable rate that fluctuates per plane according to the gas prices.

All students must supply a valid credit card account and or carry a balance on which the FTU can charge their flight training fees. No students are allowed to carry an amount owing to the FTU. If at any time a student has an amount owing his account will automatically be suspended until the time he/she pays the fee owing in full. In addition, he/she will be responsible for making up lost bookings. In some cases, students may be charged an administration fee if payment is not received at the end of the flight.

Algonquin Students with a student pilot permit do not have cancellation privileges. Algonquin students with a private pilot license may have cancellation privileges based on FTU policy. If a student without cancellation privileges must cancel a booking; that cancellation must be made to the instructor they are booked with, either by phone or in person. If the instructor is not available, they may call Dispatch to cancel but also leave a message for the instructor. Students are responsible for making sure both the plane and the instructor are cancelled. Under no circumstances are bookings to be cancelled by e-mailing the schedulers. If a student does not cancel within the appropriate time period or 'No Shows', they will be charged a fee depending on how many hours they had booked. See previous page for details.

Student Name _____ Date _____

Student Signature _____

7.4 Individual Progress Review

The Program Manager, CFI, Flight Instructors and Administration Staff at the FTU are dedicated to the success of every student and will work together toward that common goal. Students will be subject to an individual progress review after the completion of each phase of their training. The Program Manager and the primary flight instructor will evaluate each student's academic performance, flying status and progress, and attendance records. There will also be assessments at 20 hours of flight and 30 hours of flight to assess whether the student will be allowed to continue with their flight training curriculum. At this stage the assessment will be reviewed by the CFI and the Program Manager and a decision made on the student's capability to complete the training. The CFI will recommend one of two items:

Training to continue

Training to continue is subject to however the student has demonstrated that he or she may or may not be able to complete the required training in the required time frame. The CFI will advise the student on estimated time that may be required to cover the minimum criteria.

Unable to continue

At which time the student will be ceased from training.

7.5 Regulations Governing Examinations /Tests

The following are a list of regulations that govern examinations and tests at FTU.

- Students are not permitted access to an examination that have arrived fifteen (15) minutes after it began.
- Students will not be permitted to leave an examination within thirty minutes after the distribution of the examination papers, except as indicated by an instructor.
- Only authorized articles will be allowed in the examination room.
- Talking and/or communications of any kind are prohibited, except with the exam supervisor.
- If absent, students must submit information about illness or other circumstances affecting their work, assignments and tests, etc., within twenty-four hours after returning to college.
- Note: Class attendance is important since notification of upcoming tests or quizzes are not required of Instructors.

8.0 Exams and Flight Tests

8.1 Recommendation Letter

Students that are preparing for the Transport Canada flight tests and written exams are required to have a letter of recommendation from an authorized delegate and under no circumstances are to be arranged by the student. In all cases, flight tests will be arranged by the student's primary Instructor. Written exams and English Language proficiency tests are arranged by the CFI.

8.2 Transport Canada Exams and Flight Tests

To formalize the skill requirements at each level of training (PPL, CPL, etc.), you must be evaluated by a government inspector or one of their designated examiners. The air portion of the flight test will cover all the exercises and take approximately 3 hours. To complete the knowledge requirements, a written test of 100 questions must be passed for the private and commercial licenses, and 50 questions for the instrument exam.

8.3 Failure of a Transport Canada Exam or Flight Test

An assessment by the Program Manager will be conducted and a recommendation will be made to the Review Committee as to whether or not progression continues if a student fails either:

- A Transport Canada written exam
- Flight-test.

A student may be granted a rewrite or second flight test providing the review of the student training record is satisfactory as per the CFI.

Note: The cost of the re-write and/or flight test will be at the student's own expense and there will only be one (1) reattempt for each before a review committee is required.

9.0 Completion of Training

9.1 Documentation

On completion of training, all your aviation related documentation will be forwarded to Algonquin College.

9.2 Closing of Accounts

On the completion of training all accounts must be settled. You will be required to pay in full any outstanding balance on your account with the FTU of any and all expenses. It is critical you do this as your documentation will be retained by the FTU until this has been done.

9.3 Account Balance

Students are not permitted to carry an outstanding balance on their account. All flight training must be paid upon completion of the flight. A credit card must be authorized as part of the student account and the FTU at its discretion can charge outstanding balances to this credit card without a signature from the student/card holder

10.0 Flight Training Service Provider Student Training Contract

This is to certify that I, _____ have read and understood the Flight Training Service Provider Student Handbook. By signing this document I understand that the rules and regulations stated in the above document are binding on my performance throughout the entire training period at the Flight Training Service Provider, including any extended period beyond the specified period, for whatever reason.

This training agreement will be between the named student on this form, and the Flight Training Service Provider.

This agreement in no way overrides or replaces any Algonquin College Policies or Directives and I understand that I am responsible to review all college directives in addition to the FTU Policies.

This agreement shall be in force from the date of signing to the completion of training or training ceases for reasons indicated in the document.

Student's Signature

Date:

FTU: _____

Flight Training Service Provider Representative Signature

Date:

Appendix

DISCIPLINARY ACTION FORM

TO BE COMPLETED BY THE MEMBER OF THE FTU COMMUNITY

For a detailed list of acts of student misconduct, please refer to the FTU Aviation Management Student Handbook Section 7.0

Name of Student(s): _____

Student File Number(s): _____

Date: _____

Program Year: _____

Name of FTU Staff Member: _____

Description of alleged act of student misconduct:

Signature of FTU Staff Member

Please forward the completed form to the CFI and place a copy into their student file(s).

E27 – Student Misconduct Page 13

Appendix 2:

STUDENT MISCONDUCT REPORT

TO BE COMPLETED BY THE MEMBER OF THE COLLEGE COMMUNITY

Directive E27 – Student Misconduct. For a detailed list of acts of student misconduct, please refer to the directive.

Name of Student(s): _____

Student Number(s): _____

Date: _____

Program: _____

Name of College Member: _____

Description of alleged act of student misconduct:

Signature of College Member

Please forward the completed form to the Chair, Mechanical Transportation Technology, Room T204, Woodroffe campus

Student Flight Training Progress Report

Student # _____ Student Name: _____

Program 0438K – Aviation Management Date _____, 20____

Instructor Primary _____ Secondary _____

Phase:

AVI8811

- | | | | |
|---|-----------|--------------------|--------------------|
| 1 | Pre- Solo | Date _____, 20____ | Complete / Planned |
| 2 | Post Solo | Date _____, 20____ | Complete / Planned |
| 3 | Dual X/C | Date _____, 20____ | Complete / Planned |

AVI8821

- | | | | |
|---|---------------------------|--------------------|--------------------|
| 4 | Solo X/C, PPL Flight Test | Date _____, 20____ | Complete / Planned |
| 5 | Night Training | Date _____, 20____ | Complete / Planned |
| 6 | 300NM X/C | Date _____, 20____ | Complete / Planned |

AVI8831

- | | | | |
|---|-------------------------------|--------------------|--------------------|
| 7 | Initial Multi-Engine | Date _____, 20____ | Complete / Planned |
| 8 | Instrument Training, 20 hours | Date _____, 20____ | Complete / Planned |
| 9 | Group 1 or 3 IFR | Date _____, 20____ | Complete / Planned |

AVI8841

- | | | | |
|-----|--------------------------|--------------------|--------------------|
| 10A | Initial Instructor | Date _____, 20____ | Complete / Planned |
| 10B | Float Training | Date _____, 20____ | Complete / Planned |
| 10C | 250 hours (toward IATRA) | Date _____, 20____ | Complete / Planned |
| 11 | Prep for CPL Flight Test | Date _____, 20____ | Complete / Planned |

Plan of Action:

Student Signature: _____ Date: _____, 20____

Instructor Signature: _____ Date: _____, 20____

CFI/Coordinator Comments:

Course/Phase	Phase Description	Learning Outcomes	Flight Hours
AVI8811	Flight Training I		40
Phase 0 Week 1-2	Pre-Flight Simulation (to be conducted in an approved flight training device with a certified Flight Instructor) NOTE: Students should have completed introductory flight at any flight school prior to starting phase 0.	Taxi, use of Ancillary Controls, aircraft familiarization, take-off, landing, attitudes & movements, climbing & descending in a simulator. These training events must be recorded in the student PTR including duration.	3
Phase 1 Week 2-12	Pre- Solo (to be conducted as dual training in a suitable flight aircraft)	Take-off, landing, climbs, descents, turns, upper air work, circuits, emergency procedures, in preparation for students first solo flight	25
Phase 2 Week 12 – 16	Post-Solo (to be conducted as both dual and solo training as required in an aircraft or approved flight training device (FTD) provided this time is logged in the student PTR and contributing toward hours required for the PPL.)	Emergency Procedures, Precautionary Landings, Forced Landings, Flight Planning, Departure Procedures, Navigation, Diversions, enroute procedures	12
AAL02			
AVI8821	Flight Training II		80
Phase 3 Week 1-10	Solo X/C, Prep for PPL flight test (completed in aircraft)	Complete 2 different routes cross country with one intermediate stop. Flight review of all lessons and demonstrate proficiency to a flight Instructor on a pre-flight test to receive a letter of recommendation	20
Phase 4 Week 10 – 15	Night Rating (may be a combination of in aircraft and approved FTD provided this time is logged in the student PTR.)	5 hours of instrument time 5 hours of night circuits 1 dual cross Country Flight (2hrs)	12
Phase 5 Summer Term	Build up time, PIC X/C, Instrument (may be a combination of in aircraft and approved FTD provided this time is logged in the student PTR and contributing toward hours required for the CPL.) complete 300NM X/C.	Weekly updates with Flight Instructor to be recorded in PTR. Dual flight, Ground Brief, or flight review to ensure that the student is progressing towards completion of the course objectives	48
AAL03		Students should have completed 120 hours at this point.	
AVI8831	Flight Training III		40
Phase 6 Week 1 – 8	Instrument Time (may be a combination of in aircraft and approved FTD provided this time is logged in the student PTR and contributing toward hours required for the CPL.)	Up to 10 hours in aircraft, Up to 10 hours in Simulator provided Transport Canada maximum allowable simulator hours are not exceeded.	20

Phase 7 Week 8 – 12	Preparation for CPL Flight Test	Flight review of all lessons and demonstrate proficiency to a flight instructor on a pre-flight test to receive a letter of recommendation.	10
Phase 8 Week 12 – 15	Initial Multi Rating (completed in a Multi-Engine airplane)	Emergency procedures and demonstrate proficiency in operation of multi-engine aircraft	10
AAL04			
AVI8841	Flight Training IV		40
Phase 9 Week 1 - 8	Group 1 – IFR or Group 3 IFR (may be a combination of in aircraft and approved FTD provided this time is logged in the student PTR and contributing toward hours required for the CPL.)	Proficient in instrument conditions on Approach, Departure and enroute including holds, precision and non-precision approaches and amended clearances.	20
Phase 10A Week 8 – 15	Instructor rating (completed in aircraft) NOTE: Students will require additional time building to 200 hours prior to commencing flight training towards Instructor rating.	Deliver required PGI'S to a class 1 Instructor and complete each lesson in the Flight Instructors guide in order to be recommended for a flight test.	30+
Phase 10B Week 8 - 15	Float rating (completed in aircraft) NOTE: Students may require additional time building to complete 200 hours required for graduation after completing Float Rating.	sailing, glassy and rough water take-off and landing, beaching, dock handling procedures solo flight including 5 take offs and landings. May also be done in summer between AAL 02 and AAL03	7+
Phase 10C Week 8 - 15	Time building – IATRA Additional simulation or in-flight training as required to introduce multi crew concepts and LOFT (completed in aircraft or an approved FTD) NOTE: Students may require additional time building to 250 hours. Students will graduate with 200hrs total time.	Total of 250 hours are required by TC to be eligible to apply for IATRA.	50+

Student Request to Transfer Flight Training Units

Student # _____ Student Name: _____ Date _____

I would like to transfer from: _____ to _____

Total hours flown to date _____ Hours flown in last 30 Days _____

License currently held ___ PPL ___ CPL Currently Registered in level _____

Ratings Completed to date _____

Flight Training to be Completed _____

Flight Hours YTD _____ Planned Hours YTD _____ Variance _____

My Flight Training account is in good standing (no outstanding balance)? _____

Started this program on (date mm/yy) _____ Plan to graduate by (date mm/yy) _____

Please describe the reason for this request (Attach blank page if required)

Please explain how this transfer will help you to complete your program of study within the required time (Attach blank page if required)

Student's Signature: _____

CFI Signature 1: _____

CFI Signature 2: _____

Program Coordinator Signature : _____

Student Handbook Acknowledgement Form

This is to certify that I, _____ have received a copy of the Algonquin College Aviation Management Program Student Handbook.

The Algonquin College Aviation Management Program Student Handbook was created for the purpose of facilitating my success in the Aviation Management Program as it will assist me to establish procedures intended to keep me safe, and develop behaviours that will help me in my career. It is my responsibility to read and abide by the Student Handbook throughout the duration of my time in the Algonquin College Aviation Management Program. It is also my responsibility to keep my copy of the Algonquin College Aviation Management Program Student Handbook up to date by replacing outdated pages with the amendments provided to me by the staff, and to abide by any new rules or procedures otherwise communicated.

I acknowledge that I have read and understood the information and, agree to abide by the Algonquin College Aviation Management Program Student Handbook throughout the duration of my enrollment in the Aviation Management Program at Algonquin College. Failure to abide by the Algonquin College Aviation Management Program Student Handbook may result in my removal from the Aviation Management Program at Algonquin College.

By signing this document, I understand that the rules and regulations stated in the Algonquin College Aviation Management Program Student Handbook are binding on my performance throughout the entire training period at Algonquin College and the Flight Training Service Provider to which I am assigned, including any extended period beyond the specified period, for whatever reason.

This agreement in no way overrides or replaces any Algonquin College Policies or Directives and I understand that I am responsible to review all college directives in addition to the respective Flight Training Unit (FTU) Policies.

This training agreement will be between the named student on this form, and the Algonquin College Aviation Management Program.

This agreement shall be in force from the date of signing to the completion of training or training ceases for reasons indicated in the document.

Dated at Ottawa this _____ day of _____ 20__

(Student's signature)

Algonquin College Aviation Management Program Representative:

Algonquin College Aviation Management Program Representative's Signature