



Welcome to Southern Interior Flight Centre and the Okanagan College Commercial Aviation Diploma Program!

We are proud that you have selected our school to train you in the professional aviation industry. The program you have signed up for is quite intense and will require a high amount of dedication to complete.

We have graduates flying aircraft around the world, and our program is supported directly by many of the smaller carriers and major airlines. We have a strong reputation in the industry, but that means we also place high demands on our students. Some of our policies and procedures may seem to extend beyond the scope of flight training, but it is this additional learning and student development in various life skills areas that has set us apart from other schools.

Just remember that you are investing significant finances and time to complete this program. We expect you to have fun, but you also need to stay focused on your goal of becoming a professional Pilot. Aviation is a wonderful industry and we will do our best to provide you with the tools to succeed and enjoy your career.

Cheers!

A handwritten signature in purple ink, appearing to read "Marc Vanderaegen", is written in a cursive style.

Marc Vanderaegen
Flight School Director



Commercial Aviation Diploma Program

Enhanced Training Policies

Name: _____

** Please consult the online version of this document for any amendments, as these policies will be amended from time to time while enrolled in the program in order to remain consistent with industry practices. Acceptance of the policies at the time of enrollment also deems acceptance to the policies as they are amended from time to time to stay current with industry trends and industry partner requirements.*

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Commercial Aviation Diploma Enhanced Training Policies - Overview

These policies are designed to maintain a professional image and assist you in developing the skills necessary to succeed in aviation. Many of these policies mimic commercial aviation operations across Canada and abroad.

Adherence to these policies is mandatory and are in addition to standard Okanagan College and general SIFC policies. By virtue of acceptance into the program, you agree to be bound by all SIFC, Okanagan College and Commercial Aviation Diploma policies as they stand, and as may be amended from time to time.

Consult the policy breach consequences at the end of this document to understand the result of breach of any of these policies

NOTE: Instructors are NOT permitted to 'bend the rules' for students, so please don't ask them to circumvent any policies.

Safety Management System Program

Although not required by the Canadian Aviation Regulations, Southern Interior Flight Centre and the Carson Group have established a full Safety Management System (SMS) Program. As a student, you also become part of our SMS program. You are required to fill out Incident Forms whenever you witness something abnormal (skid a tire, get incorrect or unsafe instructions from ATC, rough running engine, etc.) or you have a suggestion that would enhance safety.

This program is proactive and is designed to be as non-punitive as is reasonable. Similar to airline SMS programs, acts which are deliberate, repeat offences, or contravene the Canadian Aviation Regulations or Flight Training Operations Manual, or other SIFC or OC Policies, may preclude the ability to keep the event non-punitive or anonymous.

If an event/occurrence has been hidden, or has been attempted to be hidden by the offending person, a punitive result is likely and may be quite severe, up to and including dismissal and charges under the *Aeronautics Act*.

The aim is to make sure all students come forward on their own with any incidents or hazardous occurrences in a proactive manner, before these occurrences are reported by outside sources. Some incidents may have student costs associated (skidding tires, damaging windows, etc.), but we will do our best to help and support students who are forthcoming.

Who to Contact

Should you have any questions, or need to contact SIFC regarding any item listed in this document, you must contact the Office Administrator. The only exceptions are those indicated in this document that state otherwise (ie. contact your scheduling instructor regarding scheduling conflicts, etc.).

Contact with Instructors

You may contact instructors during regular business hours through the main school phone line. Should an instructor provide you with their Cell Phone contact information, this is to be considered a privilege and must be used accordingly.

Students shall not initiate contact with instructors from 1800 to 0800 unless booked for flights with the instructor between those times. In any case, do not call to confirm/cancel a booking (due only to weather or maintenance) until within 1 hour of booking commencement time, unless the instructor has advised you to contact them at a different time.

Failure to follow these contact policies will be considered harassment and will be dealt with according to SIFC harassment policies.

Aviation Medicals

From this day forward in your career you will be required to maintain a Category 1 Medical. Please ensure your medical is consistently valid throughout all training. Students who have their Category 1 Medical lapse will not be able to continue in the CAD program.

For those wearing contact lenses or glasses, these are the additional requirements according to Transport Canada:

Glasses

"The applicant must have a spare pair of suitable correcting glasses available for immediate use when exercising the privileges of the licence."

Contact Lenses

"All contact lens wearers shall have replacement spectacles available for immediate use in the event the contact lens(es) become dislodged or are required to be removed in flight; and Hard contact lens wearers shall be required to have two pairs of spectacles available to overcome the frequent phenomenon of spectacle blur. In such cases, one pair of spectacles shall correct the

vision immediately following removal of the lens(es), the second pair shall correct the vision after the eye is stabilized."

NOTE 1: In the cases above, prescription sun lenses (sun glasses) shall not be deemed to meet these requirements for flight at night.

NOTE 2: Contact lenses may NOT be used as the spare pair of corrective lenses at any time.

NOTE 3: In order to use Contact Lenses, you MUST have them listed on your medical.

General Program Structure - CAD PPL

Students who commence the Commercial Aviation Diploma Program without a PPL, can expect to attend two AVIA classes, each two times per week, typically at the SIFC facility at the Kelowna International Airport. These Academic courses are scheduled to complete in the month of April, with the PPAER (Private Pilot Written Exam - Aeroplane) being challenged as one of the final exams.

The goal for the months of January through April is to fly at least 10 hours to ensure the student meets the flight time requirements to complete the written exam. After April, weekly flight times are expected to increase with a goal to complete the Private Pilot Flight Test by the end of June. ***Weather, maintenance and other events beyond control can however, extend the flight training time, so students should have plans in place to allow them to stay through the months of July and even August to complete their training.*** Students who do not complete their PPL prior to the start of the September Semester, cannot likely continue in the program.

However, if granted access to enter the Post-PPL / CAD1 training prior to completion of the PPL, and this occurs only in extreme circumstances when scheduling and other factors permit, the responsibility falls mainly on your own shoulders. You still have to pay all regular tuition fees per the Okanagan College Schedule, and take all necessary classes in the CAD program, while still finishing your private licence. Funds paid to the college cannot be used towards completion of the Private Pilot Licence.

While you must still attend all AVIA courses from the beginning of the first semester in the Post-PPL / CAD1 year, you should realize that only the attendance tracked in these classes after you have received your Private Pilot Licence will be counted towards your Commercial Pilot Licence ground school. It is solely your responsibility to ensure completion of the PPL in a timely fashion. In cases of extreme delays completing the PPL, you may be required to pay for one-on-one tutoring for the CPL, or complete an online ground school, to make up for the ground school time missed as credit towards the CPL.

General Program Structure - POST-PPL / CAD1

From September through April, students will attend AVIA Ground School Courses delivered by SIFC at least 5 times per week, and two BUAD courses delivered by Okanagan College. Students will write the CPAER (Commercial Pilot - Aeroplane Written Exam) as one of the required final exams for their AVIA Academic courses.

Flight training will consist of the Transport Canada aircraft and simulator instruction required to obtain the commercial licence, as well as additional PIC build time. Students must successfully complete their CPAER and Commercial Flight Test prior to leaving after the first year. The aim is to have all students complete the necessary training by the end of June, however ***weather and other events beyond control can greatly influence completion timeframes; students should have plans in place to allow them to stay through the months of July and even August to complete their training.***

General Program Structure - CAD2

The academic schedule for year two of the program (CAD2) is similar to CAD1 above. Students will be required to successfully pass the INRAT (Instrument Rating Written Exam) at the end of the first semester, usually in December, and the IATRA (Type Rating Written Exam) in April, both of which are considered final exams for AVIA classes.

Flight and simulator training in CAD2 will be focused towards Multi-Engine and Instrument flying. September through February will have a heavy focus on completing the simulator sessions, possibly with some aircraft flying in those months. However, the majority of the multi-engine and instrument flying will take place once weather improves, typically starting in March, with a goal to have all flights completed by the end of June. ***However, as with the CAD PPL and CAD1 flying, students should have plans in place to allow them to stay through the months of July and even August to complete their training due to weather and other unforeseen delays.***

Scheduling

You must provide the Office Administrator with a copy of your semester class schedule on the first day of class. If you hold a part-time job, you must also provide your work schedule (in hard-copy or via email only - NOT texts or verbal) for the entire month by noon on the last Friday of the current month. If this information is not provided, you will continue to be booked based on your previous month's availability and will be subject to all penalties for no-shows as applicable.

The Flight and Simulator scheduling window is seven days a week for the hours between 6 am and midnight at any time you are not scheduled to be in school or at work. In the second year some

simulator sessions or flights may be scheduled between midnight and 0600 to simulate real-world simulator times at major airlines.

During periods of good weather, aircraft and simulator bookings are generally booked up to two weeks in advance, and during poor weather seasons bookings are made 3 days in advance. Occasionally, bookings may be made with as little as 1 hour advance notice to simulate working in the charter world; students are required to respond to these short-notice bookings as they are considered a normal part of the program.

Bookings made with 24 hrs, or greater, notice will only be booked through the online system. If a booking is made with less than 24 hrs notice, SIFC staff are obliged to contact the student directly, via telephone, text or email, and the booking may not show up in the online system.

Students are encouraged to check their online schedules every morning and every evening to ensure they are not charged no-show fees or assessed attendance penalties for lack of attendance to a training flight (dual or solo). DO NOT rely on email notifications, as some email services are unreliable.

The aircraft, simulator and instructor resources are extremely valuable for all of our students, not just the CAD; students who 'no-show' are removing access to the resources that other students could be using.

Students are required to attend scheduled solo simulator and aircraft bookings. Even though basic simulator fees are included in your tuition, they do not cover no-show fees. Penalties for arriving late, or not at all, still apply for all bookings, even solo simulator lessons that you book yourself for extra practice.

If you notice you are not being scheduled as often as other students, or you have increased availability for empty flight spots, please contact your scheduling instructor to ensure bookings are made to ensure you advance appropriately.

Scheduling Order - Flight Syllabus

Students will be booked following the order of the Flight Syllabus for their semester. Instructors are not permitted to change the order of bookings unless dictated by weather or maintenance. Instructors are required to ensure flights or simulator sessions are repeated by the student if the aim of the lesson has not been met. The instructor may assign remedial solo or dual lessons as necessary, and these must be completed before the next scheduled flight or simulator lesson. The original schedule MUST be maintained, so if you request or require a remedial lesson, you must complete it prior to your next normally scheduled lesson.

Flightschedulepro.com is used for scheduling and to circulate memos and changes/updates to program policies and procedures. **You are required to stay up to date with the memo information posted on the Flightschedulepro.com home page.**

NOTE: The FSPRO App does NOT show company memos, so you must use the full online version daily to ensure that you do not miss any posted memos.

Simulators at SIFC are generally available after hours for practice, with prior notice. Take advantage of this opportunity to sharpen your skills without additional cost.

Student Training Priority

Student training priority will generally follow the guidelines outlined in the *SIFC Flight Training Operations Manual*.

Additionally, SIFC reserves the right to group students into smaller cohorts to help ensure students can fly as consistently as possible from a scheduling standpoint. For example:

- we may decide to split up the student group for the multi or IFR training into smaller groups (ie. 5 or more) so that each student trains more consistently during periods of poor weather, or
- we may increase priority for students who have presented evidence of jobs arranged for the end of training, in an effort to have them advance as quickly as possible

Note: In the second example above, the students must make a formal request via email to the Flight School Director in order to receive the application package for enhanced training priority.

Flight / Simulator Lesson Preparedness

Aside from the general policies in this manual and requirements of the SIFC Flight Training Operations Manual, the individual Flight Syllabus outlines the required study material and prep for each flight. Upon receipt of the Syllabus, you are deemed to have knowledge of the study material and preparation required for each lesson.

The Flight Data sheet page of each Lesson must be filled in completely prior to each Aircraft and Simulator session, regardless of whether dual, solo or mutual.

The Flight Syllabus cannot be taken off-site from SIFC, however a generic set of Syllabi is uploaded each semester on the flysifc.ca web site.

Monthly Flight Time Sheets

Students will be required to hand in a completed copy of the CPL/IFR timesheets each month during the first Thursday evening flight lab class. These are required in order to track your progress and continue your scheduling.

Time-Building Flights

We are required to protect your funds to ensure you can complete the syllabus flights as a priority, before we release funds for additional build time. Unless you require build time to meet flight test requirements, you will not normally be permitted to use your funds for conducting build time flights until you have started your flight test review and we have verified you have adequate funds to do so.

Sightseeing Flights

Sightseeing flights using your CAD account will not be permitted. If you wish to conduct sightseeing flights, you must pay for them directly through your private user account.

Passengers on CAD Flights

When approved in advance and in writing by the CFI, passengers may be carried on cross country CAD flights that do not require the student to complete upper air or forced/precautionary maneuvers. To obtain this approval, students must have accounts in good standing and have no current issues regarding their professionalism or training progress.

When approved to carry passengers on CAD flights, you must ensure you meet all of the passenger-carrying requirements in the FTOM. This includes, but is not limited to, survival equipment, proper attire, etc.

Mid-Semester / End Semester Flight Tests

Mid-Semester and End-Semester flight / simulator tests must be completed as initially scheduled. If you require additional practice prior to the test, this must be completed without interrupting the original date for the test. Instructors are available for extra lessons, but you must provide adequate notice that you wish to have assistance.

Re-Tests

SIFC follows the Okanagan College grading system. At the sole discretion of the instructor responsible for the course, a student who does not meet the 60% minimum to pass a test, may be granted the option for one re-test. If a re-test is granted, the maximum recorded score for the student's grades will be 60%, as long as the grade is 60% or better.

For Flight Lab (Aircraft and Simulator) bookings, only the CFI or Flight School Director have authority for granting re-tests.

Attendance - Ground Classes

Students registered in this course are expected to attend all scheduled classes, including the non-aviation courses. Students who miss a class or a portion of a class, for any reason, must make arrangements with the course instructor to review and complete all missed instruction, activities and assignments. At SIFC, students arriving late will be locked out of the classroom and early departures from class will not be permitted.

As all ground school MUST be attended in order to be considered complete for the purposes of being recommended for a Transport Canada Written Exam, there will be an additional cost to students who require personal tutoring from instructors outside of regularly scheduled classes to make up missed class time.

Poor attendance and student conduct that is reported as unbecoming of a professional member of society or the aviation industry will be reported back to the Flight School Director by all College Business Instructors and will form part of the professionalism assessment in the AVIA Flight Lab courses.

Attendance - Flight /Simulator Labs

Students registered in this course are expected to arrive in advance of all flight and simulator bookings to ensure they are fully prepared for their lesson and ready for engine start no later than 30 minutes into the booking time. Failure to comply will result in cancellation of the flight or simulator session and issuance of the full penalty as indicated near the end of this document.

Missed flight or simulator bookings, and/or lessons cancelled due to a lack of preparation, may be recorded as a failure and will have to be re-booked prior to the next lesson.

Holidays / Time Off Requests

Students will not be booked for aircraft or simulator flights during the specific dates listed as holidays recognized in the *Okanagan College Calendar*. If you are available and wish to be booked on these dates, you may contact the scheduling instructor directly to arrange your lesson so you can advance more quickly.

As aviation is a 24/7/365 industry, any date not specifically included as a holiday in the Okanagan College Calendar is considered a regular day of operation.

Students wishing to have days off from training outside of the scheduled holidays on the Okanagan College Calendar must apply in writing to the Office Administrator. If a sudden emergency arises (emergent family issues, i.e. death or severe illness in the family), notify the Office Administrator as soon as possible. Students who do receive approval for absences will still be required to make up any missed work or lessons on their own time and at their own additional cost.

NOTE: Requests for time off outside of the posted Okanagan College Calendar days off will only be considered for emergency or unforeseen circumstances that are beyond the control of the student (unreliable transportation is not an uncontrollable event), and will require proof of the situation. All requests for time off must be made directly by the student. Requests to the school made by family or friends on the student's behalf will simply be ignored.

The following are common absence requests that will NOT be approved:

- Early departure or late return dates around scheduled holidays
- Requests for absences due to family or friends purchasing trips for the student

Students who miss an exam or quiz due to an unapproved absence will be assessed the appropriate penalty indicated near the end of the document.

Written Test Preparation

In aviation you need to stand on your own two feet to survive. We have provided you with many tools to excel in your training and career. One such set of tools is the Flight Lab handbook, which includes the various Flight and Written Test Guides for the Transport Canada Exams you will need to study.

It is expected that you will make yourself aware of the contents of these guides and become familiar with the information you need in order to succeed. For example, each Flight Test Guide explains exactly what you need to do to prepare for the ground briefing session; there should be no surprise what is needed at flight test time.

Various other tools for your success are provided through class lectures and on the flysifc.ca web site. Pay attention - these tips, tricks and tools can save you a lot of money in training.

Third Party Study Guides

You have been assigned specific study handbooks to complement your training (Aerocourse, Culhane, Sharper Edge, etc.).

Question areas from those handbooks will form part of the class tests, and you will periodically be asked to provide evidence of the questions you have completed on your own time in order to maintain high professionalism marks.

You are also required to show completion of these study guides and handbooks prior to receiving your recommendation to write the associated Transport Canada exam. **Students who do not provide the proof of completion of the appropriate study guide by the date provided by their instructor, will not be recommended for the appropriate written exam and will not complete their program.**

Transport Canada Written Tests

It is expected that CAD students will pass their Transport Canada tests on the first attempt. If a student does not pass on the first time, he/she will face the applicable penalty and MUST prepare him/herself to be ready to re-write the exam at the earliest date provided on the Transport Canada Feedback letter. The onus is on the student to ensure he/she makes the required arrangements to prepare for and receive any required recommendations prior to the date of the re-write. All costs for additional ground school and or preparation required to receive the recommendation are the sole responsibility of the student and must be paid for using his/her personal account.

It is also a requirement to submit a copy of all pages of your exam results for every Transport Canada Written Exam to the Flight School Director, IMMEDIATELY after the exam has been completed. The exams form part of your Diploma Program grades; failure to submit the exam results will create a mark of zero (0) for that portion of the program.

In general, only two SIFC practice exams for each TC exam are included in the CAD fee structure; all additional practice exams will be billed to the account at standard company rates.

The Commercial Pilot Written Exam MUST be completed (with a PASS in all sections) prior to leaving Kelowna at the end of the first year.

Transport Canada Flight Tests

It is expected that CAD students will pass their Transport Canada flight tests on the first attempt. If a student does not pass on the first time, he/she will face the applicable penalty and **MUST** prepare him/herself to be ready to challenge the test again **within the next 48 hours**. The onus is on the student to ensure he/she makes the required arrangements to prepare for and receive any required recommendations prior to the date of the re-test. All costs for additional flight training and ground school for preparation required to receive the recommendation is the sole responsibility of the student and must be paid for using his/her personal account.

Only one pre-flight is included in the standard fee structure for the CAD program, including a maximum of one hour of ground time; all additional ground and flight time will be billed directly to the account based on actual time.

The Commercial Pilot Flight Test MUST be completed (with a Full PASS in all areas) with the SIFC-designated examiner prior to leaving Kelowna at the end of the first year.

Applications for Licences and Ratings

It is required (SIFC Policy) that the student applies for the Rating immediately following the required flight test (same day) if all of the licencing requirements have been met.

Expiration of Transport Canada Written and Flight Tests

Transport Canada written exams expire 24 months after the exact date of writing the exam.

Transport Canada flight tests expire 12 months after the exact date of the test.

Students must ensure they have met the time requirements and have applied for the appropriate licence or rating prior to the expiry of any written test or flight test required to hold the licence or rating. Students who are within 60 days of having any of the required written or flight tests expire, must notify the CFI so a plan can be formulated to provide the best opportunity to complete the specific licencing requirements prior to expiry of the tests.

After a flight test has expired, the student has to re-complete all necessary recommendation items and another flight test before applying for their licence.

Training Credits for Previous Experience

Night Rating

Students entering the program with a night rating may be credited for their night experience, but will still need to undergo our standard night checkout procedures before being released. Application may be made in writing to the Office Administrator to have the night rating training flights removed from the individual's schedule.

Regardless, you must be aware of the following points:

- You must still pay the full tuition for each semester when it is due, with no reduction for the flight experience you already have. Any unused funds will be refunded after your final semester, in accordance with our refund policies.
- All of our standard policies and proficiency requirements must still be met, and
- You must still attend all required ground classes - there is no exception or experience credit for ground school already taken.

As the program is specifically tailored to provide certain learning outcomes, credits will not be given for any experience other than the night rating from other institutions.

Flights in Non-SIFC Aircraft

You must report all flying performed in non-SIFC aircraft to the SIFC Office Administrator. At the sole discretion of the CFI or Flight School Director, you may be subject to additional dual review flights prior to any solo flight in SIFC aircraft if you have flown a non-SIFC aircraft, regardless of the type flown.

Additionally, flights conducted in non-SIFC aircraft will only count as build-time and are done so without any endorsement or oversight from SIFC. You must still pay the full tuition for each semester when it is due, with no reduction. Any unused funds will be refunded after your final semester, in accordance with our refund policies.

NOTE: All Syllabus flights MUST be completed in SIFC aircraft. Requests to complete flight or simulator training at other training units or institutions to expedite your program completion, will not be granted.

Professionalism Grades

Professionalism grades are calculated for each AVIA class based on attendance, teamwork skills, and other items that relate to the professional conduct of a pilot. These grades can count for up to 25% of your final grade for the class and will be indicated in your class outline.

Willingness to help other students is an example of positive professionalism. Mocking classmates, sleeping in class, or posting inappropriate photos and write-ups on your personal Facebook page are examples of negative professional conduct and are some of the ways you will lose professionalism grades.

Importance of BUAD Grades

We understand you enjoy flight training and the associated aviation ground school, so you put a greater effort into doing it well. However, you may need to perform at your highest level for the BUAD courses as well, as they relate to your overall academic success in the program. This is important regarding various awards and also future employment opportunities.

The business courses you have been assigned all have a connection and use in aviation.

Uniform Standards

Students are expected to maintain a neat and professional appearance, wearing the uniform of a typical pilot whenever attending class at Okanagan College, whenever at SIFC (for any reason), and when on tours or other scheduled class events.

The required uniform includes:

- white pilot style shirt,
- black pattern-less tie
- black dress pants (no shorts or skirts)
- black socks
- black dress shoes

Jackets or sweaters must be professional in appearance and cannot have large logos, pictures monograms, other than a single small manufacturer's logo or monogram.

The entire uniform must be clean and in good repair.

On Fridays, students may wear a 'fancy' tie with logos or pictures, as long as nothing of 'poor taste' or 'offensive nature' is worn.

In addition to your 'uniform', you must wear clothing suited to the season if flying: ie. winter jacket for fall/winter/spring months, gloves, etc.

Accessory and Grooming Standards

The following specific accessory and grooming standards must be adhered to at all times while attending class at Okanagan College, whenever at SIFC (for any reason), and when on tours or other scheduled class events.

Facial hair

Conservative sideburns, mustaches, short goatees and beards are permitted. Beards and goatees must not exceed 0.25" in length. All facial hair must be trimmed and groomed, conservative in style, and must be grown out on days off (this means you cannot be in the process of growing the facial hair while in attendance). Sideburns cannot extend beyond the corner of your mouth. Mustaches cannot extend beyond the corner of the mouth. If no facial hair is worn, you must be clean-shaven. Soul patches are not permitted.

Mustaches may be grown while in uniform during Movember, from November 1 to 30.

Hair grooming and accessories

Restrained or loose hair is permitted. Hair must be kept clean, manageable, well-maintained, well-groomed and professional. Sections or pieces of hair falling from the sides, and bangs that extend below the bottom of the eyebrow, must be swept off the face and firmly held in place by hair product or accessories.

Permitted restrained hairstyles are centre and low-sitting side ponytails; top, centre and low-sitting side, ballet-style buns; neatly groomed braids and French braids; French twists; cornrows; locks; braids; and twists.

Pigtails, top ponytails, beads, foil accents, excessive amounts of hair products or gels, wet hair, drastic or dramatic hairstyles such as mohawks, fauxhawks, half-shaved or shaved designs are not permitted. Hair colour must be natural (i.e. black, brown, grey, blonde or red) and professional. Multiple colours are permitted provided they are subtly blended and complement your natural hair colour.

Hair accessories such as barrettes, clips, bobby pins, headbands and elastics must be black, brown, tortoise shell, or grey, or match your hair colour, and must be free of adornments, logos or attachments. Headbands must be no wider than one inch.

Oversized costume or trendy accessories such as hair sticks, banana clips, claw clips, suede, leather or scrunchies are not permitted.

Synthetic hair that appears natural, matches your hair colour and meets the hair grooming standards is permitted.

Head pieces

Black or navy hijabs or turbans are permitted.

Necklaces

One necklace, with up to one small pendant, is permitted under the shirt. The pendant must be tasteful and professional.

Personal hygiene

Deodorant or antiperspirant must always be worn.

Teeth and breath must always be clean and fresh.

Lightly-scented perfume, cologne, or aftershave is permitted. Excessive amounts of scented products are not permitted, as many people have sensitivities to fragrances, and excessive use can cause mild to severe allergic reactions.

Piercings

No visible body piercings are permitted except earrings as outlined below.

One matching gold, rose gold, silver, pearl, black, diamond or crystal stud or hoop earring is permitted per ear, anywhere in your ear. Studs must be no larger than a dime in diameter. Hoops and dangle or drop earrings must be no larger than ½" in diameter or length. Plugs are permitted in lieu of a stretched ear and must be no larger than a dime in diameter. Stretchers, tunnels, spacers, bars, coloured gemstones, beach or trendy jewellery are not permitted.

Rings

Two rings per hand are permitted. Rings must be gold, rose gold, silver, black, diamond or crystal, and must be tasteful and professional. Engagement and wedding ring sets are considered one ring. Costume jewellery is not permitted.

Tattoos

Tattoos must be completely covered with a uniform piece and not visible, at all times while in uniform.

Alcohol / Drugs / Performance Drinks/Gum/Food/Smoking

The use of alcohol, drugs or performance enhancing drinks is strictly prohibited during any class or lesson of the CAD program, including seminars, tours, and other events scheduled as part of the program.

Students in the possession of Alcohol or Drugs on any SIFC property (this even includes the parking lot) will be reported to the RCMP and banned permanently from all premises. Students under the influence of Drugs or Alcohol, including related illness afterwards (hangover) will face removal from the program and may face charges under the *Aeronautics Act*.

Cannabis may not be consumed at any time while enrolled in the Commercial Aviation Diploma program. Consistent with SIFC Policies, any proof of cannabis use at any point while enrolled in the Commercial Aviation Program term will result in permanent removal of all flight privileges at SIFC and forfeiture of completion of the program.

Chewing gum is not professional and is strictly prohibited in any CAD class, lesson or on any SIFC property. This extends to all facilities and aircraft.

Food is not to be consumed during class, and not generally in any SIFC aircraft or Simulator. However, you may eat a light snack and drink to rehydrate on long cross-country flights. Any spills are the responsibility of the PIC to clean up to the sole satisfaction of SIFC.

Smoking is not permitted on or near SIFC property, or when using SIFC equipment at any location. Smoking is also prohibited when airside at any airport.

Use of Cell Phones, Tablets and other Wi-Fi Enabled Devices

As cell phones, tablets and other Wi-Fi enabled devices are not permitted to be used during Transport Canada Exams, they are banned for use during class time, even as a calculator, unless specifically authorized by the instructor.

These devices will never be permitted for use during a written exam for any of the AVIA courses. Refer to the Okanagan College guidelines regarding the use of these devices for BUAD classes.

Cell phones and tablets may only be used in aircraft following the guidelines in the Southern Interior Flight Centre Flight Training Operations Manual.

Ground School Kits

You are provided with ground school books and learning aids at the beginning of your semester. You are **REQUIRED** to bring the complete kit to each SIFC class and lesson, including the evening Flight Lab. Failure to do so will lead to a no-show. Spot checks will be conducted at random in the classes.

Students are responsible to attend all classes and bookings with all required equipment. This also includes: basic calculator (cell phone does not qualify), pens, pencils, current VNCs, flashlight for night flights (cell phone does not qualify) and spare batteries for any necessary electronic device. SIFC will not provide any of these items; you will be no-showed if you do not have them with you.

To prevent students from arriving unprepared, as of the last Friday of July each year, all required materials (books / tools) will be ordered for your program year. You will be required to pay for these kits on the first day of class and are encouraged to do so earlier if you are able to come in to SIFC.

If you are purchasing any of your own books or tools, you must contact the SIFC Office Administrator no later than noon on the last Friday of July to ensure we do not order you the same books that you will be responsible to pay for upon arrival.

You may contact the Office Administrator after July 1 for a list of required books, etc.

Note: Students who do not have the required items at the start of class for the semester will face the associated penalties. All items must be the most current and updated versions as approved by SIFC. Study guides, workbooks and aircraft flight manuals must be in new condition without any previous writing in them.

Survival Kits

You must bring your required cross-country survival kits each time you come to SIFC, as we sometimes switch lessons to cross country exercises last-minute if the weather and other conditions are favorable. Unfortunately we don't have the space to store them, so please carry them in your vehicle.

Aeronautical Information Manual

You will receive one fresh copy of this document as part of your book package each September. You must access the current electronic version through the Transport Canada web site each time they are updated.

Canada Air Pilot / CAP Gen / LO Charts / T Charts

Second year aviation students are expected to arrive at the first day of classes with proof of ordering a one-year subscription for the following documents

- Canada Air Pilot 2 (CAP 2 British Columbia)
- Canada Air Pilot Gen (CAP GEN)
- Enroute Low Altitude Chart 1/2 (LO 1/2)
- Terminal Area Chart (TAC)

NOTE: These must be purchased as a SUBSCRIPTION to ensure you receive updated documents as they are issued.

Subscriptions may be purchased through the NavCanada web site.

Counseling

Okanagan College can provide counseling assistance for everything from personal issues to study techniques. The Office Administrator can also refer you to help when needed.

Tutors

Tutors are available and easy to access through Okanagan College for any of their Business courses. SIFC staff are also available for tutoring for the aviation theory topics.

The Thursday evening Flight Lab is also a good way to share information or discuss weak areas of understanding. Please speak to the Flight Lab instructor if you want to see a review of a specific topic.

Group Studying

Networking is key in obtaining future employment. Studying as a group not only shares knowledge, but also starts to build a network of potential employment connections. Study rooms are available at the Okanagan College Campus and at SIFC.

Monthly Account Statements and Income Tax Deductions

Upon the student's request, SIFC will issue students monthly statements for their lesson expenses in the first week of each month following their training.

Okanagan College provides your annual Education and Tuition Receipts through your MyOkanagan account. Aviation students have eligible tuition from any classes they take through Okanagan College (Business, Art etc.) as well as the Aviation tuition delivered through SIFC which includes dual and solo flight times, ground school and flight simulation. CRA guidelines prevent build time from being included on the Education and Tuition Receipts.

Fees and Accounts

The CAD account is set up like a trust account and can only be accessed for your basic tuition and flight/simulator lessons.

Students are required to have a second, private use account, complete with credit card on file for all fees not billable to the CAD account. Fees for the private use account include, but are not limited to, books, headset rentals/purchases, TC written exam fees, flight test fees, etc.

Industry Awards

The requirements for the Jazz Aviation Pathways Program, Destination Porter Mentorship Program, and Westjet/Encore Partnership Program may change from year to year, so we encourage students to contact the Office Administrator if interested in the programs, or watch for current material to be presented each year.

The Carson Group also offers bonded sponsorship for Flight Instructor training and possible advancement into the rest of the Group of Companies. The number of spaces available is decided on an as-needed basis and applicants must undergo a formal interview and skill demonstration process.

Bursaries/Scholarships

Throughout the year we will display information on the main SIFC Flightschedulepro web page regarding upcoming aviation-specific bursary and scholarship opportunities.

In addition, we highly recommend you monitor the Okanagan College list of bursaries and awards found in the Financial Aid section of the Okanagan College web site, under the heading *Okanagan College Awards and Applications*.

Apply to all awards you think you may qualify for. **Each year many of these awards are not given out simply because no one applies for them!**

Elect a Class Captain

Please elect a class Captain to act as a main point of contact for the dissemination of important course information from SIFC. Advise the Office Administrator who has been elected no later than of the end of the second week of classes in September.

You Are An Okanagan College Student

Remember, you are an Okanagan College student. Due to the split location of our courses (KLO Campus and CYLW Airport), students tend to forget they are part of Okanagan College as a whole. Please understand you have access to all services and extracurricular activities that Okanagan College and SIFC both have to offer. You are in an intense program of study, so please use the assistance that is available to you at both locations, and try to have fun at the same time.

Please consult the Southern Interior Flight Training Operations Manual for all other policies and procedures related to the aircraft, simulators, facilities and training at SIFC.

Training Program Deferral Requests

We understand that there times when external factors prohibit your continuance in the program. Perhaps a serious illness within the family, or other significant life issue that occurs without your ability to forecast.

In such cases, you may be able to defer your remaining training to the following or subsequent year, but you must follow a very specific process. Should you desire a program deferral, you **MUST** contact the College regarding your personal issue and ask for a formal deferral of your training using the College's

specific process. Deferrals are not automatic and are only granted in extreme cases, possibly on a space-available basis for the flight and simulator portion; other conditions may also apply.

To be extremely clear, any deviation from the prescribed training program prior to receiving formal, written approval of a deferral will render your status in the program as incomplete or a failure per program/College policies without the possibility of subsequent recourse.

Vehicle Parking

Unfortunately, vehicle parking is a scarce commodity at the Kelowna Airport.

Due to airport space restrictions and limitations, limited student parking is available at SIFC, and other parking is only available at the CYLW airport parking lot located across Airport Way near Carson Air Hangar 3. All parking is at the vehicle driver's, or owner's, own risk.

Vehicles parked in the SIFC parking lot in spots designated specifically for other individuals or companies will be removed at the vehicle owner's expense.

Student vehicles cannot remain in the SIFC parking lot overnight.

Policy Breach Consequences

See following pages.

| Breach | Offence Number Per <u>Two-Year</u> Program (Not Per Semester) | Penalties | | |
|---|--|-------------|---------------------------|---|
| | | Financial | Professionalism Grade | Administrative |
| Late Arrival, No-Show, or Arriving Unprepared for Flight or Sim (Dual or Solo) | 1st | No Show Fee | 5% Reduction | Declined lesson. |
| | 2nd | No Show Fee | 5% Reduction | 1 Week Suspension from Flight/Sims at time selected by SIFC |
| | 3rd | No Show Fee | All remaining % deducted. | Reduced priority training (Category B) and recommendation of OC probation |
| | 4th | No Show Fee | | Halt of all flight and simulator training, and recommendaiton for removal from program |
| Personal Appearance or Behaviors not Conforming to Policies (Ground or Flight/Sim Lessons) | 1st | No Show Fee | 2% Reduction | Barred Entrance or Removed from Class or Aircraft / Simulator |
| | 2nd | No Show Fee | 5% Reduction | Barred Entrance or Removed from Class or Aircraft / Simulator |
| | 3rd | No Show Fee | All remaining % deducted. | Barred Entrance or Removed from Class or Aircraft / Simulator. Reduced priority training (Category B) and recommendation of OC probation |
| | 4th | No Show Fee | | Halt of all flight and simulator training, and recommendaiton for removal from program |
| Late Arrival or Absence from Class or Ground Lesson | 1st | No Show Fee | 2% Reduction | Barred Entrance to the Class. Must make up time one-on-one with instructor |
| | 2nd | No Show Fee | 5% Reduction | Barred Entrance to the Class. Must make up time one-on-one with instructor |
| | 3rd | No Show Fee | All remaining % deducted. | Barred Entrance to the Class. Must make up time one-on-one with instructor. Reduced priority training (Category B) and recommendation of OC probation |
| | 4th | No Show Fee | | Barred Entrance to the Class. Must make up time one-on-one with instructor.Halt of all flight and simulator training, and recommendaiton for removal from program |
| Overall Failure of OC Class | Any | | | Reduction of flight training priority to Category B status. Subject to Okanagan College Probation and Termination Policies |
| Overall Failure of SIFC Class | CAD1 Course | | | Inability to advance to next class or year. Subject to Okanagan College Probation and Termination Policies. |
| | CAD2 Course | | | Inability to graduate. Subject to Okanagan College Probation and Termination Policies. |
| Failure to Hand In Completed TC Exam Study Guide for CPAER, INRAT or IATRA (Sharper Edge, Culhane, Pultz as issued) On Date Instructeds | 1st | | 10% | No Recommendation for applicable Transport Canada Written Exam, resulting in failure to reach diploma requirements. Termination of all training at SIFC. |
| Partial or Full Failure of TC Written Exam | 1st | | 5% | Halt of all flight and simulator training, until successful re-write with pass. |
| Partial or Full Failure of TC Flight Test | 1st | | 5% | |

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|--|-----|---|---------------------------|---|
| Partial or Full Failure of Mid or End Semester Flight Test | 1st | | 5% | Reduced priority training (Category B) and recommendation of OC probation |
| | 2nd | | 5% | Halt of all flight and simulator training, and recommendaiton for removal from program |
| Partial or Full Failure of Pre-Flight Test | 1st | Additional charge for subsequent pre-flights. | 10% | |
| | 2nd | Additional charge for subsequent pre-flights. | All remaining | Suspension of all flight and simulator training, and recommendation for removal from program |
| Threatening, harassing or other undesired behaviours. | | | | Handled per the SIFC, Carson Air and Okanagan College policies, with possible immediate suspension and program termination. |
| Failure to report safety occurrence. | | | | Immediate Suspension of flight priiveledges. |
| Unauthorized use of cell phone during class. | 1st | | 10% | |
| | 2nd | | All remaining % deducted. | Potential permanent removal from class. |
| Lapse/Loss/Expiry of CAT 1 Medical | 1st | | | Suspension of flight and simulator lessons and inability to write TC Exams requiring medical until medical issue is rectified. |
| Deemed medically unfit to hold CAT 1 medical | | | | Suspension of flight and simulator lessons and inability to write TC Exams requiring medical until medical issue is rectified. Program termination if medical cannot be re-established. |
| Missed Exam or Quiz due to Unapproved Absence | | | | Score of '0' (zero) recorded for exam. Subject to Okanagan College Probation and Termination Policies. |
| Failure to make up missed time for approved absences | | | | Incomplete assigned to class. Subject to Okanagan College Probation and Termination Policies. |
| Loss of all professionalism grades for any class. | | | | Reduced priority training (Category B) and recommendation of OC probation |
| Score of less than 60% on Class Mid-Term or Final Exam | | | | Reduced priority training (Category B) and recommendation of OC probation. Subject to Okanagan College Probation and Termination Policies. |
| Failure to report flights in non-SIFC aircraft. | | | | Halt of all flight and simulator training, voiding of rental contract and inability to proceed in the program |
| Failure to receive recommendation for TC Written Exam | Any | | 10% | Halt of all flight and simulator training, and potential removal from program |
| Failure to receive-recommendation for TC Exam re-write by date on TC letter. | Any | | 10% | Halt of all flight and simulator training, and potential removal from program |

| | | | | |
|--|-----|--|---------------------------|--|
| Failure to show proof of CAP. Etc. Subscription on first day of class. | 1st | | 10% | Halt of all flight and simulator training, and recommendaiton for removal from program |
| Failure to hand in Monthly CPL/IFR Timesheets | 1st | | 5% | Halt of all flight and simulator training until handed in. |
| | 2nd | | All remaining % deducted. | Halt of all flight and simulator training, and potential removal from program |

NOTE: These policies are all in addition to standard SIFC FTOM and OC Policies.