

I. COURSE DESCRIPTION:

This course involves the improving of skills and building of flight time in preparation for the Transport Canada Commercial Flight Test. Also part of this course is writing the Sault College Qualification Exam in order to qualify for writing the Transport Canada Commercial Written exam (CPAER)

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. fly an aircraft to a commercial standard as outlined in the Transport Canada Flight Test Guide for the Commercial License

Potential Elements of the Performance:

Complete all lesson plans as outlined in the progress book
be recommended for the Commercial Pilot Flight test
Pass the Commercial Pilot Flight Test

2. to pass the Transport Canada Commercial Pilot Written exam (CPAER)

Potential Elements of the Performance:

- pass the Sault College Commercial Qualification Exam

III. TOPICS:

1. The Commercial Flight Test
2. The Commercial Written Exam

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

The Zlin ground school manual
Flight Test Guide for Commercial Pilots
Aeronautical Information Publication (AIP)
Canada Flight Supplement
Air 5001 Sault Ste Marie VNC
The Flight Training Manual
From the Ground Up
CARS

V. EVALUATION PROCESS/GRADING SYSTEM:

An important aspect of each dual flight is evaluation, and if the progress of a student is less than satisfactory on any dual flight, the flight may be repeated. If they are still not satisfactory, then the student's progress will be reviewed.

Solo flights will only be conducted if the student is considered to be safe for solo. If there is any unsafe behaviour on a solo flight, the student's progress will be reviewed

PROGRESS FLIGHT CHECK – THE COMMERCIAL RECOMMENDATION FLIGHT

This flight test is the Commercial Pilots Licence Recommendation Flight. It is used to determine if the student has acquired the necessary skills and knowledge to attempt the flight test for the issuance of the Commercial Pilot Licence and to determine if the student is able to continue into Semester 6. It will follow the Transport Canada Flight Test Guide for Commercial Pilot Licences (TP13462E) .

1. Admission to the Recommendation Flight – after all flights have been completed except for the commercial cross country flight. Exceptions can be made through mutual agreement to do this flight with fewer lesson plans completed.

2. Marking Scale - Will be the same as found in the Flight Test Standards Commercial Pilot licenses

3. Satisfactory Grade - In order to continue to the flight test for Commercial Licence, the student must be recommended for the flight test.

Note: Transport Canada keeps a record of who an instructor recommends, and whether or not they pass, in the form of an instructor's flight test record. Since a certain number of failed flight tests will adversely impact an instructor, it is their discretion whether or not to recommend a candidate. They are, however,

obligated to recommend anyone that they assess as being able to pass the Commercial Flight test.

4. Unsatisfactory Grade - A student who is not recommended will be assessed as unsatisfactory. The Re-ride policy in section VI of this outline will then be applied.

THE TRANSPORT CANADA COMMERCIAL FLIGHT TEST

This flight test is for the issuance of the Commercial Pilot Licence, and is administered by a Transport Canada Inspector or a Designated Flight Test Examiner (DFTE). In the case of failure, the re-ride policy in section VI of this guide will apply. The student must be recommended by a Flight Instructor before attempting this flight test.

THE TRANSPORT CANADA COMMERCIAL WRITTEN EXAM (CPAER)

Before a student can attempt a Transport Canada written exam, they must be recommended by the Flight Training Unit (this is a Transport Canada requirement). The purpose of the Sault College Commercial Qualification exam is to determine whether a student has sufficient knowledge to be recommended for the Transport Canada Commercial Pilot written exam. The Qualification exam will be as close to Transport Canada's exam as possible, and will be made up of 25 questions in each of the four major subject areas: Navigation, Meteorology, Air Law and General Knowledge. To be successful, each section must be passed with a minimum mark of 70%. If one or more sections are failed, the make-up exam policy in section VI will apply.

After successfully completing the Qualification exam, the Transport Canada Commercial exam must be successfully completed in order to achieve a satisfactory grade. Due to the high level of preparation students receive prior to this exam, re-writes will not be allowed if any section of the Transport Canada exam is failed.

OTHER DETAILS

Students may request a deferment of a test for compassionate reasons. Compassionate Grounds for deferment will include but not be limited to death of an immediate family member, personal illness, or recent diagnosis of a serious illness of a family member. **Re-rides will not be permitted after the fact for compassionate reasons.**

"U" grades in any subject at the end of a semester will result in termination from the program. Re-rides for failed flight tests are not permitted except as provided in the re-ride policy below.

Attendance is mandatory for all flights unless approval is granted in advance.

Due to the large amount of flying that must be done, the following will apply: Students that do not show up on time and/or are not totally prepared for their flight, will be sent home. Repeated infractions tends to be a manifestation of the 5 Hazardous attitudes and will be dealt with in accordance with section VI: "Attitude and Conduct".

As stated in the letter of understanding signed at the beginning of the program, students are expected to be available for flying all day long, seven days a week, including holidays.

Although attitude, co-operation, etc., are not graded, students may be terminated from the program based on their performance in this area (see section VI). These attributes are also considered in the selection of the Air Canada Award and other scholarships.

The following semester grades will be assigned to students in Aviation courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Successfully passing the Commercial Flight Test, and passing the Commercial Written Exam	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.	

VI. SPECIAL NOTES:

Attitude and Conduct

Attitude plays an important role in your ability to exercise good judgment. Although attitude is not being graded, it affects your ability to learn as well as your safety as a student and future as a professional pilot. Students who display a strong tendency towards any of the five hazardous attitudes pose a grave risk to themselves and others. For this reason these students will be counseled and will be put on a behavioural contract. If counseling is ineffective, then the student will be withdrawn from the program.

The five hazardous attitudes are identified as Anti-authority, Impulsivity, Invulnerability, Machismo, and Resignation. These hazardous attitudes are described in “Human Factors for Aviation – Basic Handbook” on pages 151 and 152.

Denial of Appeal

Students may be summarily withdrawn from the Aviation Program for actions that adversely affect flight safety. These students will not be allowed to appeal this involuntary withdrawal. A partial list of offences appears below. Note that this is a partial list only, and other offences may also be subject to this policy.

1. Violation of the Canadian Aviation Regulations, whether Transport Canada has taken official action or not, that have a direct impact on flight safety.
2. Landing at other than a licenced or approved airfield, except for emergency or precautionary reasons, or an instructor is on board.
3. Low flying as defined in the Sault College Rules, Regulations and Safety Precautions for Flight Training.
4. Solo Aerobatic flight.
5. Solo Spin practice.
6. Solo formation flight. For this purpose, formation flight is defined as two aircraft intentionally flying within 1 nm from each other, and not under the control of any air traffic agency.
7. Handling of aircraft in any way that may endanger persons or property.
8. Fuel exhaustion.

Extra Flight Time Policy

Purpose

The purpose of providing flight time over and above that which is already provided is to help students who may learn at a slower pace, or to give a second chance on flight tests. Student success is the ultimate goal.

If a student fails a flight test or Prog ride, or is not considered safe for first solo flight at the end of the pre-solo stage, there are three possible courses of action:

1. Accept the grade assessed on the flight test or the pre-solo stage, and be withdrawn from the program.
2. Appeal the grade assessed if you feel that you have been unfairly treated.
3. Sign a learning contract that outlines your deficiencies. Assuming that you have the extra time as described in the next section, this time will be used for extra dual and/or solo training, and another flight test will be done. A satisfactory grade is required in order to continue. **By signing this contract, you relinquish the right to appeal an unsatisfactory grade.** (Student Rights and Responsibilities, section F 1(e))

If a student decides on #3, he or she will meet with the CFI or his designate. At this time a learning contract will be established which will outline the amount of remedial flying time that will be given, and methods used to determine if the student is up to standards. This

will be based on any remaining extra time available to the individual student. Any overages during the regular dual flights will also apply.

If the extra flying time has been used up and the student still does not meet the requirements outlined in the learning contract, their progress will be examined by a review committee made up of at least 2 full time faculty. If no extenuating circumstances are found in the student's progress, that student will be recommended for involuntary withdrawal.

Once a semester is completed, students will start with new allotment of extra flight time appropriate for the semester that they are starting. Extra flight time does NOT carry over to the next semester, nor can it be used up at the end of the semester after all required flight tests have been successfully completed.

Application

In each semester, students will be allowed to exceed the flying time allotted for that semester by the amount quoted in the following table:

The extra time applies as follows*

Semester 5	5 hours
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Conduct of the Re-Ride

The re-ride will be a complete flight test with the same marking criteria as the previous flight test. This flight test will be evaluation only and no extra dual training or re-assessment will occur during the flight test itself.

Make-Up Exam policy

- An individual topic section of the Sault College Commercial Qualification Exam may be re-written in the event of a failure provided that no more than one section is failed. The re-written section will be averaged with the failed exam section to determine the resulting mark which must be 70% or above to pass. If the delay in obtaining a recommendation for the Transport Canada Commercial Written Exam results in the student not writing with the remainder of the class, then the student must make his/her own arrangements to write the Exam within the time limit specified by the instructor.
- No re-writes on the Transport Canada Commercial Written Exam

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.