



# **TTT-Aviation Oy Ltd**

## **STUDENT HANDBOOK**

This handbook is a reference guide for students use while training at TTT-Aviation Oy Ltd. The information in this handbook concerns mainly modular LAPL, PPL, NF students but can be applied to other student groups with certain restrictions.

Revisions will be published through Fly. Please consider if you want to print this hand book as it contains 30 pages and will be updated frequently.

**04.09.2014**



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## **1. INTRODUCTION**

### **1.1. WELCOME**

Welcome to TTT-Aviation Oy Ltd, we are pleased that you have decided to start your studies at our premium flight school.

This handbook will assist you with many of the questions you may have while attending training. Everyone here is dedicated to making your training an eventful one. Each of us has an important part to play. Our experienced instructors will provide you with their knowledge, experience and expertise every day. Remember to pay attention, be alert, ask questions, take notes and participate in this learning experience of your lifetime. The pilot's career path you have chosen is one that will provide you with many challenging tasks and opportunities. As a pilot you must be always alert, attentive to detail and responsible.

### **1.2. YOU AND YOUR TRAINING**

TTT-Aviation Oy Ltd is not high school or college, or a University. Therefore your 100% attendance is required in every class and flight lesson. We are teaching adults, and we will treat you like one during your training. While attending this training program you will carry your own responsibility for your actions in every respect.

The training you receive will be your first step to the aviation world and might lead you to become someday an aviation professional. We will also give assistance for your later studies and give tips whether you want to fly as a hobby or profession.

### **1.3. NEW AVIATORS**

As your target is to become a professional aviator, you should be ready to attend job interviews once an opportunity arises. How you represent yourself at these interviews will make a lasting impression on the people you interview with. Each student should take the opportunity to practice the skills they will use and need during a job interview. Many airlines may call the school and ask for references regarding you as a person and student. Therefore your conduct and appearance during your training is always important.

### **1.4. ENGLISH LANGUAGE & AVIATION AND SWEDISH TRAINING**

English has become the universal language in the aviation industry. Our school offers you a unique opportunity also to practice your English skill. Most of the training material you will use are in English. We also have occasionally native English speaking people on staff. Please use the opportunity to use your English speaking skills during your training. Also we offer training in Swedish as the only flight school in Finland.

## 2. ORGANISATION

### 2.1. INSTRUCTORS

There are both full time and part time instructors teaching you during your stay at TTT-Aviation Oy Ltd. Full time staff support your needs on a daily basis. Part time instructors are called as Free Lance Instructors.

In case you need to consult our staff regarding administration or training issues please refer to the appropriate full time staff member.

### 2.2. APPROVED TRAINING ORGANIZATION (ATO) PERMANENT STAFF PERSONNEL

#### *Management:*

Lassi Tuominen	Accountable Manager
Aarne Raunio	Head of Training
Tomi Tuominen	Chief Ground Instructor
Kari Aspiola	Continuous Airworthiness Manager (CAM)

#### *Flight Instructors:*

Tomi Tuominen	Safety Pilot, Flight Instructor
Aarne Raunio	Flight Instructor
Antti Salminen	Flight Instructor
Jyrki Vähätalo	Flight Instructor
Joonas Juurinen	Flight Instructor
Jonas Laitinen	Flight Instructor

#### *Maintenance:*

Joens Service Oy	013 854 142
Konekorhonen Oy	0207 590 630

<i>Operations Control</i>	TEL 044 545 1158
<i>Dispatch</i>	TEL 044 545 1158

For more information regarding our staff, please refer to FLY-program.

## **DURATION OF YOUR TRAINING**

The School will attempt to take you through your training within the shortest possible time and minimum cost. Our goal is to transition you through the various stages of your training smoothly by following your theory and flight syllabuses during your training. However, due to various factors, such as weather, maintenance, sick leaves and other similar situations it may be necessary to adjust the order of training from time to time. Students should be flexible and ready to attend the training as required and needed. Aviation is a dynamic business and flexibility is required from time to time.

Every student is unique for us and your training is project which we complete. In PPL and LAPL theories in face to face studies takes time approximately 3 months. Our way to teach in evenings and weekends is really suitable option persons who are busy. If 3 teaching sessions per week is impossible for you we can offer distance learning theories when you can study anytime and anywhere you want. Distance learning includes ground school studies face to face. Night flying theories takes time 2-3 days. All flight training is done according to your needs whether it is daytime, evenings or weekends, we can do it.

Please note that you should not make arrangements for vacations and other time consuming activities as these may interfere with your training adversely. As explained before, there is a 100 % attendance requirement set forth by the EASA requirements which the flight school must enforce carefully. Otherwise training takes more time, extra flight hours are needed, re-examinations in theory are required and it takes more money.

## **3. TRAINING FACILITIES**

### **3.1. TTT FLY TRAINING CENTER AT MALMI AIRPORT**

Our training facilities are located at Malmi Airport in the prominent TTT House.

The TTT Fly Training Center provides you with all facilities required for successful flight training. The TTT-Aviation Oy Ltd flight school has a Flight Operations Center with Briefing and Flight Preparations areas and two separate briefing rooms, shower and WC facilities.

Also TTT have possibility to use other training facilities in Helsinki, Turku, Tampere anytime when needed. We want to be flexible flight school.

### **3.3 ACCESS CONTROL**

There is camera surveillance within the school area. Also flight school door key can be asked from Helsinki-Malmi maintenance person at number and also put your signature.

### **3.4 SHOWERS AND WC FACILITIES**

Two toilets and a shower are located upstairs next to locker room and are for students' use.

### **3.5 TRAINING OFFICE AND MANAGEMENT ACCESS**

Students visiting the training office will use the main entrance. Traffic directly from the briefing side to Training Office is allowed only if accompanied by a member of staff.

### **3.6 QUIET ENVIRONMENT**

Remember maintain silence inside the TTT Flight Operations Centre while planning your flight. Unnecessary discussions inside this area is prohibited to ensure a quiet planning area for other students. While briefing before or after your flight, please keep your voice down.

### **3.7 FLIGHT OPERATIONS CENTRE**

VFR Flight Operations Centre are equipped with 1 PC for your flight preparations and briefing purposes. This PC will have access to the Internet through TTT\_FLY\_NET, TTT's own open wireless network. The PC may not be used for anything other than instructional, flight

planning or briefing purposes. Access to any other sites, especially those containing adult material is strictly prohibited.

### **3.8 TTT\_FLY\_NET LOCAL AREA NETWORK**

Students have free access to TTT\_FLY\_NET, TTT's own wireless network. TTT\_FLY\_NET may be used through students' own computers or mobile devices.

### **3.9 HANGAR SPACE (AIRSIDE)**

TT's fleet will be located mainly in hanger 1 and apron 1. Occasionally some aircraft may be stored elsewhere, e.g at apron 2.

The first flight of the day from Apron 1 or Finavia hangar will commence from that building and remaining flights (crew changes) will continue from Apron 2 at TTT's facilities. The last flight of the day will taxi the aircraft back to the Finavia Hangar.



## 4. YOUR GROUP

TTT-Aviation Oy Ltd's modular training students have been selected to participate in the TTT Pilot Training Course as a group. Group size ranges usually from 2 to 14 students. Students will progress through their training program together and at a learning pace established by TTT-Aviation Oy Ltd. Students are encouraged to work together and students may desire to arrange study groups.

Study groups are an excellent way for students to help each other. As the group progresses through the training program he or she will find subjects that are difficult and challenging. Our training history has shown that many students excel at some subjects and have difficulties with other subjects. Since each student normally excels at different subjects you will at some point in the training have an opportunity to help one of your class mates with a subject he or she is having difficulty with. Building a teamwork relationship now will also help you in the future.

Remember, as future professional pilots or safe private pilot license owners you will need to cooperate with others on each and every flight.

### 4.1. GROUP COURSE COORDINATOR

Each TTT Pilot Trainees Group is assigned a Course Coordinator from TTT's staff. The Course Coordinator will hold regular meetings with the group to pass out school information and help students with any questions or problems he or she may have. Please remember that the Course Coordinator is the first person you should see with individual or group issues, concerns or problems. He or she will then make sure you are pointed in the right direction to get answers or solutions to your question(s).

The Course Coordinators will help students in various ways as outlined below:

- Generally lead and support the students during their training period.
- Provide customer service; listen to the students, document problems and positive/negative situations/comments (general student support).
- Check students' theory syllabuses for progression and proper documentation
- Ensure that student absenteeism is properly documented and assignments provided to make up students missed time.
- Ensure instructors are giving assignments and that it is registered in the theory syllabus for missed hours.
- Ensure that instructors are providing feedback to exams and re-exams in a timely fashion.

- Ensure students have reported all flights flown into FLY-system
- Ensure student's flight logbooks get reviewed and corrected as necessary.
- Clarify student's questions and start processes to solve student problems and issues.
- Introduce various documents used in our school and how they should be filled out.
- Guide student's behavior and attitude toward those of professional pilot's.
- Keep management aware of course's situation and student's progression in training.

## 5. UNIFORMS

### 5.1. UNIFORMS FOR FLIGHT AND GROUND SERVICE

Students are expected to wear their normal clothes in theory trainings and flight suit when flying. Flight Suits will be required when you fly (flight suits are issued to each student at the appropriate time in the training program. During the winter time you may want to wear something warm as it will be colder in the aircraft. Please remember that what you wear under your flight suit should allow you to have freedom of movement and not be restrictive. Students should ask the flight instructors for their recommendations for clothing worn under the flight suit. Remember not to wear plastics; more fire resistant materials are the best.

Students should wash their flight suit on a regular basis. It is not necessary to dry clean them. Remember to wash the flight suit before you return it at the end of your training program.

If a student comes to school and is not properly dressed for this learning environment he or she will be asked to return home, dress appropriately and return for class. Student will also be required to make up time missed. You can read more information at TTT's uniform instruction and guideline which can found at FLY-system.

**NOTE:**

Please remember that a large number of our theory and flight instructors come from the airlines. As such, dress to impress even during your training. Always represent yourself in a professional manner wearing your flight suit or ground service uniform. Your attitude will be noted both in good and bad and an airline may ask your instructors or the management references about you at a later stage.

TTT-Aviation is a professional Approved Training Organization. Part of your training is to absorb habits that are widely expected: aviation is a career where employers generally demand ironed shirts and neatly maintained uniforms.

## 6. OPERATING TIMES

### 6.1 TRAINING OFFICE HOURS

Normal office hours are from 0815 to 2100.

### 6.2 TRAINING HOURS

Normal hours are from 0700 to 2200. Training is provided on a shift operation to achieve efficient use of aircraft.

Students will normally have a ca 6 hour day during theory training phase. Theory training hours are regulated to support students on flying status to prevent excessive training hours during the course of a day.

Evenings will be required for Night Flight training for self-explanatory reasons.

### 6.3 TRAINING DAYS

Classroom training days are usually Monday through Sunday. Over the weekends students are expected to fly if flights have been dispatched. Students are also re-minded that flight or theory sessions may include training on Saturday and Sunday or even late evening.

It is important that students make themselves available while attending the modular flight and theory training program. Weather and Seasons will affect the overall training plan, therefore students must remain flexible during their training time.

### 6.4 AIRPORT STAND-BY DUTY

The School has airport standby duty in place for all modular students with an ongoing intensive flight-training phase. Occasionally students may be required to standby within the school premises, preferably in the TTT Flight Training Center. A list of Standby students per class will be displayed in the FLY-system. Volunteers are welcome, but in case there are no volunteers, one may be nominated by the Dispatcher. Generally these persons will be students who, for one reason or another, require accelerated flight training.

### 6.5 FINAVIA HANGAR DOORS

Summer time doors are opened every 30 minutes and winter time at the hour (according Finavias maintenance persons duty times which can found at bulletins). So don't be late if you ask door openings. Also keep in mind that in last flight of the day have to land so that airplanes don't have to leave in apron for example winter time.

### 6.6 OTHER AIRPLANES AND HELICOPTERS INSIDE THE HANGAR



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Occasionally, there may be helicopters inside our hangar for maintenance. Touching the Helicopters is strictly prohibited. In case you want to see them more closely, please ask TTT's instructors to show them to you. Finavia's hangar airplane and helicopter maintenance will be conducted inside the hangar and this work may not be disrupted unless necessary.

## 7. LEAVE OF ABSENCIES

The school follows the normal Finnish holidays as identified by the yearly calendar.

These are:

- Easter Friday
- Easter Day
- 1st of May
- Ascension Day
- Midsummer day 's eve
- Midsummer day
- Christmas (24-26 December)
- New Year's eve
- New Year's day

Students are on a very tight training schedule. Historically students have not had theory training on holidays however, students have arranged with flight instructors to fly over the holidays. This is a very good time to fly and make up any flights the student may be missing or an opportunity to make sure he or she is up with the rest of the group.

Students are not to schedule themselves for a holiday off without permission from the Management.

In case you must have free time during other times of the year, please fill in the appropriate Leave of Absence Application –form. You will find this form in FLY and in the Training Office. Filing an application does not automatically grant you the Leave of Absence. All time off must be approved by the Head of Training. Any absences will be granted for good reasons only. Please do not make e.g flight/hotel reservations for any trips before your application has been approved.

The Head of Training and Training office personnel will help arrange your training program during exceptional situations like:

- Major family events (Child birth, your own wedding, important birthdays)
- Death in Family
- Serious or long sickness regarding yourself
- Home Care Demands for family members

### 7.1 COST TO COVER ANY MISSED TRAINING

Please note that you may become liable to pay extra in order to make up the time missed during your absence. In case of special arrangements by your instructor (home work, private tutoring etc) any additional costs will be payable by the student, as the school cannot cover extra instructor's fees resulted by additional training hours provided to the student.

Alternatively, a student may choose to wait until the next similar session of the missed topic will be arranged and sit in with that group. In case a student misses 30% or more lessons per topic, that topic must be restudied from the beginning. This will in most cases extend the length of your studies.

In an airline you normally know your duty-times for three or four weeks ahead and a pilot may book one to two days holiday during a period. TTT-Aviation Oy Ltd operates on a similar basis; however our lead times are much shorter due to ever changing training environment.

## 7.2 SICKNESSES

In case you fall ill, please inform your instructor or the training office immediately. If you will miss flights or theory lessons please observe the following:

- In case you can cancel your flight reservation at least 6 hours before you will not be liable to any extra costs
- In case you cancel your flight reservation less than 6 hours before, you should bring a Doctor's Certificate stating that you were unfit to fly. By presenting certificate you will not be charged for the cancellation, other vice you will risk a charge.
- In case you miss a theory lesson, please consult your instructor or the Chief Ground Instructor. You will then be told how to cover your missed training and if there is a cost to cover.

Please note that the school cannot be held responsible for you getting ill. This risk is with the student only and in case there is a cost for the school to pay (e.g. a freelance charge for extra instruction) the cost will be charged from the student.

## 8. STUDENT ADMINISTRATION

### 8.1. STUDENT RECORDS ON FILE

Student's records must be maintained for 5 years. This requirement is placed on the school by the authorities. The following type information will be placed in the student's record.

- Copy of the Student Pilot License
- Copy of the Medical Certificate
- VTL Checks (all of them)
- TTT Pilot Training Certificates
- CBT Logbook (when completed)
- Certificate of LAPL, PPL, NF or other training Examination Results
- Certificate of Training for Dangerous Goods (if applicable)
- Contract for Training
- FCAA Oral Exam Results
- Time Off from Training Request (approved and non-approved)
- Calculated Flight Hours sheet done by student (for flight certificate)

### 8.2. STUDENT THEORY DIARY

Each student has a Theory Diary in the Training Office. The diary contains all the exams and progress test administered by the instructors. Students may review exams in his or her diary however, it is not allowed to leave the Administrations Office area. Students should make an appointment if he or she desires to review the diary.

### 8.3. STUDENT THEORY SYLLABUS

Each class has a Theory Syllabus. This is where the instructor will sign off for each training session he or she provides your group. This is also where your class attendance is documented. If a student does not meet the program hours as outlined in the theory syllabus a certificate cannot be completed. Students must make up (your responsibility) time missed during a training session to ensure you will receive a certificate at the end of your training program. Student Theory Syllabus is located in the Training Office.

### 8.4. STUDENT CARD

Students will receive a Student ID Card from the Administration Office in the beginning of the training. With the Student Card you may be able to get discounts from various places. Please remember that you need a different certificate for public transportation. This benefit you must apply for personally.

### 8.5. FLY PROGRAM



The school is using web based program management software called "FLY". Please familiarize yourself well with the program, as nowadays practically all communication and information goes through the FLY. FLY is also important when you report your flights, find information regarding various issues (e.g. aircraft hand books, school policies etc).

FLY will be developed constantly. When new features have been downloaded students and staff will be informed accordingly.

All official information and correspondence will be published in English as we also have international students. This is a good opportunity for you to improve your use of the English Language, the official language of the aviation world. The FLY is also available in English.

Reporting of flights into the Star is mandatory. Flights shall be reported immediately after the flight.

## **8.6. E-MAIL AND STAR MESSAGES**

The student support e-mail address is [info@ttt-aviation.com](mailto:info@ttt-aviation.com)

If you have an e-mail address or get one during your training period please make sure you insert it into FLY-system. Star is our primary source of communication but we may also use email messages from time to time. Students should check their messages and Star "News" (opening Page) every day to ensure they do not miss any important information that may be sent from the school. If your e-mail address changes during your training period please make appropriate changes to Star. It is also a good practice to inform the Training Office of any changes in your contacts.

## **8.7. THEORY SCHEDULES**

Theory schedules are posted every week on FLY normally latest by Thursday each week. Changes may occur and students need to be aware of any changes to their daily theory schedule. The school will endeavor to inform all concerned of any changes.

As previously mentioned many of our advanced theory instructors are Free Lancers, i.e. mostly pilots or other specialists. Due to their dynamic flight schedules it may be necessary to shift training times according to their changes.

The class day, start and stop times are on the schedule along with the instructor's name. Student's shall be in the classroom and ready to learn by that time. Student's should not be late or hold up the class.

## **8.8. SUPPORT FROM THE GOVERNMENT (KELA – FINNISH STUDENTS ONLY)**

All paperwork concerning Second Level Student Allowance will be completed in the beginning of the training with the help of the Administration Staff. Any extension time you may require at a later stage shall be discussed with the Training Office staff. It is your responsibility to obtain all information and documents required to complete your extension application to KELA.

## **8.9. STUDENT PROGRESSION**

History has shown that each student matures, learns and progresses at different rates. Your training program has been designed to take this into account. However there are times and situations that can occur during the course of training when the student has the following:

- Lack of Progression: Student may fall behind other classmates. Many factors can attribute to this situation however the student and school will have to evaluate the situation and determine an appropriate course of action. Student will be consulted and provided guidance for the correct course of action.
- School's Recommendations: Depending on the situation and the severity of learning problem students can be set back to continue with another group, given private lessons or even dismissed from the school.
- Cost to Students: Students will be required to pay any additional cost as a result of student's lack of individual performance. The school does have options that can reduce the cost impact to a student and those will be used when practical.

Please note that students are ultimately responsible for their own progress in their studies.

## **8.10. CAR PARKING**

Car parking in front of the TTT House is free of charge for students. In case all parking spaces are full students shall park their cars to other legal parking areas nearby. Emergency routes to the Apron area shall not be blocked at any times.



## 9. STUDENT TRAINING MATERIALS

Students will be given a complete set of books and other study material during the first days. These will belong to you unless other vice stated.

Students will also receive some items on loan during the training, for example head-sets, GPS devices etc. Other items you may loan if your flight lesson tasks require extra items (such as IFR goggles).

No equipment may be taken away from its original location without permission from the staff. This especially includes literature that has been dedicated to remain in a certain area. All property on loan for a flight must be returned immediately after that flight.

The school uses currently Jeppesen and AIP charts. Jeppesen is also available in an electronic format. VFR charts (Finland) will be available through Finavia's web site ([www.ais.fi/eaip](http://www.ais.fi/eaip)).

## 10. STUDENT RESPONSIBILITY FOR ADDITIONAL COSTS

There are various situations where a student may have to pay extra during their LAPL, PPL, NF or other training program. The most common reasons are outlined in this section of your Student Handbook.

### 10.1. REMEDIAL INSTRUCTION

During the theory portion of your ATP program there may be subjects that are difficult. Students are given an initial school exam on each topic and feedback. If a student fails the first exam he/she is given a second exam. If the student fails this exam a determination is made by the Chief Ground Instructor and the Instructor about the best course of action. In some cases CBT may be given as the Remedial Media Solution to support the student's learning. Sitting in with another Group may be considered or it may be necessary for the Instructor to have some additional time with the student. It is the Instructors Additional Time that must be compensated for. In these cases the student will be charged for the time spent with the Instructor. In those cases where one or more students are being given Remedial Instruction the cost will be split between those students reducing the overall cost impact on one individual.

### 10.2. MEDICAL

Students are required to pass a Medical Exam from a Flight Surgeon. The cost of this Medical Exam is not included in the training program cost. Students must remember that they must pass this exam in order to receive a license from the authority. Students will receive a Medical Exam Certificate. A copy of your 1st grade medical certificate shall be placed in your Record File. Please remember to fill in your Medical's expiry date to Star.

### 10.3. IN-HOUSE SUBJECT/TOPIC EXAMS

Exams are an instrumental and necessary tool for the school to evaluate students' progression in theory training. Retesting (2nd test and any subsequent tests afterwards) will be charged from the student (check details from your training contract and general rules).

### 10.4. LICENCE AND FCAA LANGUAGE PROFICIENCY CHECKS

Student Licenses and PPL licenses will be charged from you (check details from your training contract and general rules). When you apply for your LAPL, PPL licenses or NF-rating you will be required to pay a fee to FCAA.

One of the main objectives for your training program will be teaching you the ability to communicate. The authority will test your skills in the English language by subjecting you

to a language proficiency test (VFR level) which must be passed prior to issuing your license. The authority charges for these tests and test cost will be payable by the student. A copy of your passed examination certificate will be placed into your records.

Student must take responsibility to ensure they are prepared to take the oral FCAA exam. Failure of the language proficiency test will result in additional training requirements which will be payable by the student.

### **10.5. ADDITIONAL FLIGHTS**

The LAPL, PPL flight training program already has some extra flights designed into the program. However, circumstances do arise which require student's need for extra flights. Students will be informed if additional flights are necessary and an explanation will be given outlining the rationale behind the decision. These additional flights will be charged at prevailing hourly rates.

### **10.6. LAPL, PPL STUDENTS & SINGLE ENGINE PISTON (SEP) ENDORSEMENT**

Cost of preparation for the FCAA PPL exam, cost to rent the aircraft, aircraft gas and payment to the FCAA Skill Examiner is the student's responsibility unless otherwise agreed. The Training Office will provide the student with appropriate Certificates for the flight test.

## **11. COPYING DOCUMENTS**

Students have access to the copier in the flight Operations Center.

### **11.1. COPIER**

Students can use copier to take copies flight training papers or flight preparation documents. Don't leave original ones to copier!

### **11.2. RECYCLING BIN**

Please place all recyclable paper waste into appropriate bins.

## **12. STUDENT EATING, DRINKING AND CLEANING**

Use of Kitchen facilities is allowed and each student shall clean up any trash they left behind. Students can bring their lunch and use the refrigerator. Please make sure not to leave food in the refrigerator for too long.

### **12.1 Keeping the school clean and fresh**

Students are allowed to eat or drink in any public areas, such as class-rooms, the aircraft hangar or inside the Flight Operations Centre planning rooms. Students are expected to clean up their own trash and dishes while using the lounge.

Students are not allowed to smoke next to entrance doors or anywhere inside the building. Please keep at least 5 meters distance from the building if you are smoking to avoid any cigarette smoke entering the interior of the building – we have a very sensitive smoke alarm system installed inside.

## 13. THEORY CLASSES AND FLIGHT TRAINING ATTENDANCE

### 13.1. BEING ON TIME

Students must always strive to be on time for classes. It is very important for you not to miss the information provided by the instructors. During classes you will get explanations for things you do not understand and to reinforce reading and homework assignments. All time that is missed must be made up in the class diary. The documentation for your attendance is very important when it comes to writing the end of course certificates. If you have missed class sessions, you must make it up and it must be documented in the class diary before you will be given a certificate.

#### 13.1.1. MISSING THEORY CLASS SESSIONS

If you miss a theory class session you must get in touch with the applicable instructor (your responsibility) and find out what he or she would want you to do to make up the missed time. The instructor may assign additional homework or inform you that you must take remedial instruction. These are the only approved options currently available to the instructor. If an instructor informs you that remedial instruction is necessary it will be the student's responsibility to pay for the additional instruction provided.

#### 13.1.2. MISSING OR UNPREPARED FOR FLIGHT

During your flight training it is important that you are present well before your actual flight time. This will allow you to make all the flight preparations prior to the actual flight. Students who do not show up and have their proper paperwork accomplished prior to the flight time will have to be rescheduled. This policy is necessary due to the amount of students and the limited number of aircraft available. In these cases the student will risk of being charged for a lost resources made ready for him/her.

### 13.2. MOBILE PHONES

Students must make sure their mobile phones are turned off or are on silent during class sessions. Situations can arise that will require a student to keep their phone available. In these cases the student should make sure the phone is on silent and must leave the room to answer the call. This must be coordinated with the instructor prior to the class session starting.

#### 13.2.1. OFFICE PHONE

The office number is 044-545 1158.



## **14. SICK DURING TRAINING**

### **14.1. IF YOU ARE SICK**

When you are sick, inform the Dispatcher by calling 044-545 1158. Also please inform your instructor accordingly. In case you will be missing a theory lesson, please inform the Chief Ground Instructor as well. Do not have your friends or classmates call in for you.

### **14.2. SICK & SCHEDULED TO FLY**

If you are sick and are scheduled to fly you must inform the instructor and the Dispatcher that you cannot make it. Do not have your friends or classmates take the responsibility to inform your flight instructor. If you are not able to make a flight and you know some other student who could fly instead you should inform that student, flight instructor and Dispatcher at the time you call in.

### **14.3. WHY AM I CHARGED, I WAS SICK**

See 7.2.

### **14.4. SCHOOL'S RESPONSIBILITY FOR YOUR SICKNESS**

If you are sick and miss any flight training you must bring in a Doctors Certificate. It is a requirement for the school to maintain a watch on the student's health. Another function of this activity is to evaluate continual absences due to sicknesses.

After a serious illness you will be required to get a release from a Flight Surgeons Examiner to return to flying status. The cost of such Flight Surgeon Exam will be the student's financial responsibility. Proper documentation must be delivered to the Training Office and will be placed in the student record.

See also 7.2.

## **15. INFORMATION ABOUT THEORY CLASS SESSIONS**

### **15.1. TAKING NOTES**

One of the most important things a student must do during their theory classes is to take notes. Learning to take good notes is an art. If you are coming straight from a high school environment your skills may still be fresh. However if you have been away from school for a while it may take you a little time to reorient yourself in the art of taking notes. Taking good notes is a very important aspect in your theory training program.

### **15.2. ASKING QUESTIONS**

Students sometimes seem to be reluctant to ask questions. If you have a question it is important that you ask the question and receive an answer. We learn by asking questions. Our school hires professional instructors in the area of aviation and they are paid to teach you. This includes answering or getting answers to your questions.

### **15.3. READING ASSIGNMENTS**

During your theory training instructors will give you reading assignments. It is your responsibility to read the information.

Accomplishing the reading assignment ensures that you will be prepared with the applicable information necessary for the next class session. Lack of preparation on your part will reflect in your class participation and most likely lead to poor examination performance. Continuation of poor performance can lead to failing the topic and require you to take the subject over. This could impact your graduation date.

### **15.4. DAILY QUIZZES**

Instructors may elect to give daily quizzes. Daily quizzes allow instructors to evaluate the information given up to the point the quiz is given. Quizzes are also a method of building up student's ability to understand questioning techniques that will be needed to pass the end of topic exam and the FCAA Topic Exam.

### **15.5. PROGRESS CHECKS**

Progress Checks are another way of instructors evaluating the student's progression in retaining the information given during the course of instruction. Progress Checks are normally given after large amounts of information/instruction have been present-ed. The instructional strategy is to ensure the class, as a whole, is prepared to continue with the information to be covered. As previously mentioned this is also a method of building up student's ability to understand questioning techniques that will be needed to pass the end of topic exam and the FCAA Theory Exam.

## 15.6. THEORY EXAMS

Theory exams are given at the end of the topic. They will be used to determine your grade point average. Theory Exams are given at the VFR level and are averaged together to give the student a final score and placed on your Theory Training Certificate. It is important to achieve as high a score as possible at each level to ensure a high grade point average for the overall subject.

Continual failure of Theory Exams can lead to the student being dismissed from the school.

## 15.7. ORAL EXAMS

Oral exams are given during the flying portion of the program and they are called VTL checks (VTL as "Välitarkastuslento" in Finnish).

An oral exam is also given during topic 090, VFR Communication as part of the theory training program. (Refer to FCAA information)

Another oral exam is given by FCAA and must be passed by the student as part of the LAPL, PPL training program. The examiner will provide a list of all students who pass the oral exam to the school so it may be put in the student permanent record.

## 15.8. FEEDBACK

Feedback is given after a Topic Exam. This is the time the instructor spends to review the topic exam with the class. Explanation is given for the questions and reinforcement given for failed questions. Feedback is not considered to be Remedial Training.

## 15.9. INSTRUCTORS

Our instructors are either full time or Free Lance type instructors. Students should listen and be prepared to learn when the instructors are conducting class. Students should act respectfully toward the instructors. Being disrespectful will not be tolerated. This type of behavior can lead to student's dismissal from the training program.

Instructors are also expected to treat students respectfully and be helpful, well pre-pared and knowledgeable in their teaching.

## 15.10. STUDENT CRITIQUE PROGRAM

Students can all the time give feedback about teachers, facilities and training materials etc. Using this process helps the school to improve the quality of instruction. Students will be able to evaluate the instructor's presentation and the media used to present the training

materials. Student participation is not mandatory, however all students are urged to participate.

### **15.11. TIME MANAGEMENT**

Practice and plan using good Time Management techniques to avoid last-minute rush or crises situations. A reasonable, realistic work schedule will assist greatly in preventing fatigue.

### **15.12. STRESS MANAGEMENT**

During your training period with us should you find yourself in a situation where you need help dealing with stressful situations please ask for help immediately. Do not wait until stress has caused you to slip into a poor study habits, loss of sleep, inability to attend class sessions, unable to focus on lectures, poor attitude towards others, drinking of alcohol, excessive smoking, etc. The school may be able to help you in many situations and help you work on your personal skills for Stress Management.

### **15.13. TAKING RESPONSIBILITY**

Each student must take responsibility for his or her own actions. This means you are responsible to make sure you have lived up to all the obligations under contract for your training program and for the efforts that you must put forth during the training period.

### **15.14. ALCOHOL, NARCOTICS AND MEDICATION**

You are not to mix alcohol, narcotics and flying. If a student is found under an influence of any illegal substance or alcohol the training will be terminated immediately.

Please be aware that some legal medication cannot be used while flying. If you are not sure is some medication illegal ask from TTT staff and we can consult Aeromedical Centre (AMC).

## 16. FLIGHT TRAINING

Never remove your Flight Syllabus from the School.

### 16.1. PRE & POST FLIGHT BRIEFINGS & SCHEDULES - WHY YOU MUST FOLLOW THE SCHEDULE

Times scheduled in the FLY system are off-block times. Students shall be completely ready 45 minutes before the scheduled off-block time for single engine flights. This is to ensure that there is sufficient time for the instructor to complete a proper pre-flight briefing and to complete pre-start checks, emergency procedure reviews etc without rushing.

The student shall contact their instructor the day before the flight is scheduled to take place in order to discuss such things as the exercise to be under-taken, the route to be flown and the weather forecast.

The pre-flight briefing shall start 45 minutes before the scheduled off-block time for single engine flights. Being completely ready for the briefing includes the following:

- All paperwork shall be completed properly (OFP, M&B etc)
- Flight plan(s) filed
- Aircraft outside, checked, fuelled etc (if available from previous flight)
- All equipment ready, including such items as instrument goggles, head-sets etc

Once the briefing is complete, the student shall be ready to proceed directly to the aircraft with the instructor. The instructor and the student shall be in the aircraft at least 15 minutes before the scheduled off-block time. This will ensure that all pre-start checks and emergency procedure reviews can be completed in a calm and professional manner.

All flights shall include a proper debriefing and the student shall be given directed study so they can prepare for their next flight lesson. For example, told to review holding procedures or unusual attitude recoveries on a partial panel prior to the next flight.

Pilot in Command flights shall also include pre and post flight briefings by the supervising instructor, ensuring that each flight has a clear goal.

### 16.2. PRE-FLIGHT BRIEFINGS & DEBRIEFINGS

During the pre-flight briefing instructors go through all the details of the planned flight together with you. During the de-briefing, which is carried out immediately after the flight, the instructor will discuss your performance. The instructor will point out good performance and weak areas that may need improvement or practice.

### 16.3. VTL CHECKS (STAGE CHECKS)

The VTL Checks are included on the flight syllabus between different training blocks. They are carried out by TTT's own full time instructors and the aim is to check your development.

#### **16.4. IN-HOUSE SKILLS EXAM**

The in-house skills exam is carried out at the end of the flight training program by TTT's instructors to check if you are ready for the FCAA skills examiner. It is important that the school feels you are ready and have the knowledge and skills to answer the examiners questions and that you are ready to show your best performance to the examiner. This is necessary because the School will write a recommendation letter that authorizes you to take the skills exam with the FCAA examiner.

#### **16.5. HANDLING OF THE AIRCRAFT**

Never move an aircraft alone inside a hangar! You should always have someone to work with, preferably two additional persons to avoid damage to aircraft.

Students must know and take responsibility to push aircraft into the hangar after us-ing. Remember to park planes properly in marked areas so that all the planes can be parked within the dedicated space.

#### **16.6. SYLLABUS AND LOGBOOK**

The Block Syllabus design has been developed to ensure a smooth transition through your flight training. It ensures that you have the skills and capabilities to progress to the next block of training. The Block Syllabus is an official school document and must be left at school in the appropriate place. Your Logbook is also a very important document that is your responsibility. You should always check that the Block Syllabus and Logbook are signed and properly documented. Always make sure the instructor has checked the entry so you will not have to correct it later.

## 17. FCAA

### 17.1. STUDENT LICENSE

Student Pilot License applications will be sent out to the FCAA during your first days in the School. TTT-Aviation will send the form to FCAA after you have filled it out.

Once you have received your Student Pilot License you must bring it in to the main office and have a copy made of it for your personal records.

It is important to keep in mind that you complete the form so others can read it. The information you provide should be accurate. Delays can happen if you do not complete the form correctly, completely and legibly.

### 17.2. FCAA ORAL EXAM

During the IFR phase of training students will be given an oral exam by an FCAA examiner. The exam will be given at our training facility. If a student fails this exam he or she will be required to retake it with the next scheduled FCAA Oral Exam time. Passing of the FCAA oral exam is a mandatory requirement.

This is one of the areas of training where students must focus and pay special attention to the instruction and to the methods and tools used in the training. Students must take responsibility for their learning and inform their instructor when they do not understand something. This is an area of training where audio tapes are used and the student must listen and write explanations for what they have heard. The audio tapes are in English and of very poor quality. This is for a reason. There can be many situations where there is so much air traffic that it is hard to hear what is going on. This exercise in listening is a vital and important part of the training program. If a student knows he or she has a problem in listening, writing or speaking in English he or she must work on these areas before the oral exam is given. The school is prepared to assist students in this area.

### 17.3. FCAA THEORY EXAM AUTHORIZATION

Students must be authorized to take the FCAA Theory Exams. To accomplish this there are two main things that must be done

- Student must have successful grade (75% minimum) for the subject/topic to be taken at the FCAA Theory Examination or you will not be authorized to test at FCAA on this Topic by the Chief Ground Instructor.
- Student must fill out the FCAA Theory Exam Request Form.

The FCAA Theory Exam Request Form is obtained in the main administrations office. The form must be filled out clearly and legibly. The form will be faxed to the FCAA who will prepare only the exams you are authorized to take. The Chief Ground Instructor will sign this form and give approval for the topics to be taken. The Training Office staff fax this form to FCAA. Students are not allowed to do this.

Students must understand that this program is very structured. When subjects/topics are completed students will be expected to take that subject/topic at the FCAA Theory Exam. The only exception to this rule will be the case where a student has not passed the in-house exam with a 75% minimum score.

Students are allowed to take any given subject/topic four (4) times at the FCAA. This means that you can fail a subject only three (3) times. If you fail a subject/topic four (4) times you will be required to restart your training program.

If a student fails the FCAA Theory Exam more than twice (2 times) and request a re-view of the exam at FCAA authorization may be given (Head of Training) only by being accompanied by the theory instructor for the topic in review. Student will be charged for the instructor's time to go to FCAA to review the exam. Student should check with the main office administration staff for current cost of instructor participation.

## **17.4. FCAA FLIGHT EXAM AUTHORIZATION**

After the student has passed all theory exams and the in-house skill exam, according to the flight syllabus, authorization to carry out the FCAA Flight Exam is given by the Head of Training. The Training Office will be responsible to send in to papers.

### ***17.4.1. FCAA SKILLS TEST (WITH FCAA EXAMINER)***

The FCAA skills test is an oral and flight skill examination carried out by an FCAA Examiner in accordance with approved FCAA Check Flight Form.



## 18. GRADUATION

Graduation is a very special time for you and for us. This means that you have completed your training and your license or ratings is on its way to you. This is a time for you to celebrate and be very proud of what you have accomplished as a group and as an individual.

Once you have graduated we hope you will keep in contact with us. We are always interested in our student's progress within the career path they have chosen. Please remember we are here to support your future needs as well.

Who knows you may decide to come back and teach for us some day.