



Commercial Training Solutions

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L3 CTS SELECTION POLICY

1. PURPOSE

This policy is intended to give candidates an overview of the selection criteria and policies that apply to all candidates as part of our cadet selection process.

2. APPLICATION POLICY

L3 CTS has a strict application policy that allows only one active application per candidate. If you wish to apply to a further campaign/airline programme then your active application will be withdrawn and any outstanding assessment bookings cancelled.

Your application details can be transferred to an alternative program either by request to the Selection Team or you can action this yourself by logging in to your application.

3. REAPPLICATION PERIOD

For any candidate who is unsuccessful at a selection event or online assessment with L3 CTS, we have a strict reapplication policy that is offered on an invitation-only basis dependent on the standard achieved (and variance from the L3 CTS minimum requirements), as well as the number of elements where the candidate performed below standard.

Reapplication periods are 3, 6, or 12 months.

Candidates are allowed adequate time to reflect on performance and undertake preparations in an attempt to improve their performance prior to returning for a further selection event. When returning for assessment we would typically only require candidates to re-sit elements of the assessment where they were unsuccessful on their previous attempt (please note that this policy can alter in relation to airline programmes and is also not applicable outside of the 12 month validity period defined below).

In the event of a second failure at selection, subsequent applications to that specific programme will be unsuccessful for a period of 2 years. Candidates who fail twice may be allowed to apply for other programmes that L3 CTS offer.

Airlines may also apply their own reapplication period to a specific programme and this can vary from 6 to 12 months.

4. VALIDITY OF ASSESSMENTS

Any assessment activities that are passed have a validity period of 12 months from the day of assessment. Candidates will need to start training with L3 CTS within this 12 month period to avoid having to undertake any further assessment activity.

The only exception to this policy are from those candidates who are currently serving in H.M. Forces and can demonstrate that they have to provide more than 12 months' notice.



L3 CTS SELECTION POLICY

5. BOOKING OF ASSESSMENTS

Any candidate who books onto and pays for an assessment event should make sure that they are fully committed to attend on the day of selection.

Should you be unable to attend for any reason then you must give us at least 7 days' notice prior to the event in order to receive a full refund of the selection fee.

Where possible, we may offer an alternative assessment date.

Where a candidate feels unable to attend through illness on their selection date they must inform us by 0900hrs on the morning of their selection event, and we will offer an alternative day wherever possible or a refund of selection fees.

6. REFUND OF SELECTION FEES

If a candidate wishes to apply for a refund, they must apply in writing to the Selection Manager.

Each case will be considered on a case-by-case basis by the Selection Manager and a written decision will be communicated by email to the candidate.

Typically selection fee refund payments will be processed using PayPal and may take up to 10 working days to reach the candidate's account.

7. MEDICAL CONDITIONS

If you have any medical conditions (including psychological conditions) which may affect your selection and/or training to become a pilot and you notify us of a disability, we will make reasonable adjustments to the selection process, insofar as we are able to, provided an applicant declares such disability in their application and provides a valid and legal medical certification of that fact. However, please be advised that we are subject to regulation by the Civil Aviation Authority (CAA) and we are not authorised to make any adjustments to ground school, flight training, line training or employment to accommodate medical conditions. This is due to a pilot's role and responsibilities in relation to safety.

For further information from the Civil Aviation Authority on this subject, please visit: [https://www.caa.co.uk/Aeromedical-Examiners/Medical-standards/Pilots-\(EASA\)/Conditions/Psychology/Psychological-conditions/](https://www.caa.co.uk/Aeromedical-Examiners/Medical-standards/Pilots-(EASA)/Conditions/Psychology/Psychological-conditions/).

If in doubt, we recommend you discuss your options with your doctor before commencing the selection process or a flight training program.

You are not obliged to disclose details of any medical conditions as part of the selection process, however it should be noted that a Medical Certificate will be required as a pre-requisite to training if you are successful in your application.

8. PERSONAL DATA

During the application and selection process L3 CTS will collect certain personal data from you as set out in our Cadet Privacy Notice.



L3 CTS SELECTION POLICY

L3 CTS will create and maintain both computer and paper records, throughout the selection process and after leaving the L3 CTS selection day; these records will be processed in accordance with our Cadet Privacy Notice and will be destroyed in accordance with our Data Retention Policy POL 856.

By paying the selection fee, candidates explicitly consent that the personal data in your application may be used for reports both internally within L3 CTS and to external bodies including, but not limited to, airlines and finance providers working with L3 CTS in Cadet Selection.

Personal data records shall only be made available to those individuals with a need to know, and then only to the extent that it is consistent with the purpose disclosed in the Cadet Privacy Notice and necessary for L3 CTS and said third party to evaluate a candidate's suitability for the training programme and/or finance options. L3 CTS will not sell or share any candidate data with any third party, other than as proscribed in this paragraph.

9. CHANGES TO THIS POLICY

L3 CTS reserves the right to change/amend these policies without notice but where possible will update its website & this document accordingly as soon as any changes take place.

10. CONTACT

If any candidate has queries to this or any other programme policy they are asked to contact the Selection Team via email to selection.cts@L3T.com

11. POLICY EFFECTIVE FROM

This policy is effective from May 2018.

Policy Owner	Cadet Selection
Author	Alan Whittaker
Last updated	September 2018
Associated Policies	Cadet Privacy Notice Data Protection Policy POL 858 Data Retention Policy POL 856