

GROUND SCHOOL CIRCULAR _ 01/2026

Date : 17.06.2026

CPL/PPL TRAINEE INDUCTION PROGRAMME

1. Purpose

The purpose of this SOP is to establish a structured induction process for newly admitted Commercial Pilot Licence (CPL) trainees, ensuring that all candidates meet the academic, medical, psychological, aptitude, and professional standards required for commencement of flight training.

2. Scope

This SOP applies to all prospective CPL trainees admitted to Carver Aviation Academy prior to commencement of ground and flight training.

3. Objectives

The induction programme is designed to:

- Verify trainee eligibility and documentation.
 - Ensure compliance with applicable DGCA requirements.
 - Assess aptitude, psychological suitability, and communication capabilities.
 - Familiarize trainees and guardians with academy policies, expectations, and training standards.
 - Complete all administrative formalities prior to training commencement.
 - Facilitate smooth integration into the academy's training environment.
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4. Induction Process

4.1 Registration and Document Verification

All trainees shall undergo document scrutiny and verification to confirm eligibility for pilot training.

Documentation may include:

- Educational qualifications
 - Medical certification
 - Identity documents
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- Police verification
- Board verification certificates
- Photographs
- Supporting affidavits and declarations, where applicable

Any discrepancies or deficiencies shall be resolved before the trainee progresses to subsequent stages of induction.

4.2 Parent / Guardian Orientation

The academy shall conduct an orientation session for trainees and their parents or guardians.

The session shall provide information regarding:

- Training structure and progression
- Academy rules and regulations
- Safety culture and operational standards
- Student responsibilities and expected conduct
- Communication channels and administrative procedures

The objective is to establish clear expectations and ensure family support throughout the trainee's aviation journey.

4.3 Drug and Substance Abuse Screening

As part of the induction process, all trainees shall undergo an in-house Drug and Substance Abuse Screening conducted by the academy.

The purpose of this screening is to:

- Promote a safe, healthy, and drug-free training environment.
- Support compliance with applicable aviation safety standards and DGCA requirements relating to fitness and professional conduct.
- Ensure that trainees are physically and mentally fit to undertake the demands of pilot training.
- Encourage a culture of discipline, focus, responsibility, and commitment towards aviation training.

- Identify any potential substance abuse concerns that may adversely affect safety, learning, or operational performance.

The screening forms an important component of the academy's commitment to developing professional aviators and ensuring that trainees remain focused and dedicated throughout their training programme.

Furthermore, exposure to industry-standard screening procedures familiarizes trainees with professional practices commonly followed by airlines and aviation operators, where drug and alcohol testing programmes form part of regulatory and company compliance requirements.

Any trainee found to be under the influence of, or testing positive for, prohibited substances may be subject to further evaluation and action in accordance with academy policies and applicable regulations.

All screening results shall remain confidential.

4.4 Aptitude and Capability Assessment

All trainees shall undergo an aptitude and capability assessment through a recognized aviation assessment platform such as Symbiotics ADAPT.

The assessment is intended to evaluate a candidate's suitability for pilot training and provide insight into strengths and developmental areas.

Assessment parameters may include:

- Aviation Personality Questionnaire (APQ)
- Cognitive and analytical thinking abilities
- Decision-making and problem-solving skills
- Hand-eye coordination and ball control coordination
- Learning aptitude and behavioural traits
- Ability to cope with the demands and rigours of professional pilot training

Assessment outcomes assist the academy in identifying support requirements and evaluating overall readiness for aviation training.

4.5 Psychological Assessment

All trainees shall undergo a psychological assessment conducted by approved and qualified psychologists.

The assessment may evaluate:

- Emotional stability
- Stress tolerance
- Interpersonal effectiveness
- Professional attitude
- Adaptability and resilience

The objective is to ensure that trainees possess the psychological attributes necessary to safely and effectively undertake aviation training.

4.6 Aviation English Language Assessment

All trainees shall undergo an Aviation English Language Assessment conducted by a qualified Aviation English Language Expert Trainer.

The assessment evaluates the trainee's ability to:

- Understand spoken and written English
- Communicate effectively in English
- Comprehend aviation terminology and phraseology
- Follow classroom and operational instructions delivered in English

Where necessary, trainees may be advised to undertake additional language development to strengthen communication skills and aviation-related language proficiency.

4.7 Personal Interview

Each trainee shall undergo a personal interview conducted by a panel comprising Flight Instructors and the Chief Flight Instructor (CFI).

The interview assesses:

- Motivation and commitment towards aviation
- Professional attitude and discipline
- Communication and interpersonal skills
- Awareness of training responsibilities
- Ability to adapt to the academic and operational demands of pilot training

The panel may provide recommendations regarding the trainee's suitability for enrolment and identify areas requiring additional mentoring or support.

4.8 Selection Outcome

Upon completion of all induction activities, the academy shall review the overall performance and compliance status of each trainee.

The outcome shall be communicated through approved academy communication channels.

4.9 Administrative Formalities

Selected trainees shall complete all remaining administrative requirements, including:

- Student registration
 - Identity card issuance
 - Uniform measurements
 - Distribution of books, training materials, and academy kits
 - Creation of student records
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4.10 Commencement of Training

Upon successful completion of the induction programme and fulfilment of all academy requirements, trainees shall be formally inducted into the CPL training programme and commence academic and practical training.

5. Records

The academy shall maintain records relating to:

- Document verification
- Drug screening
- Aptitude assessments
- Psychological evaluations
- English language assessments
- Interview evaluations
- Administrative compliance records

All records shall be maintained in accordance with academy procedures and applicable regulatory requirements.

6. Responsibility

The Training Department, Administration Department, Chief Flight Instructor, and designated academy personnel shall be responsible for conducting, monitoring, and documenting the induction process.

7. Review

This SOP shall be reviewed periodically to ensure continued effectiveness, regulatory compliance, and alignment with academy standards.

Academy of Carver Aviation pvt.ltd