



## Student Uniform Policy

At CAE OAA we recognize that first impressions count. The appearance of our students is one of the first things that an airline customer or general visitor notices and provides an immediate indication about the business, its ethics and standards. All students are representatives of our business and it is therefore essential to convey a professional and positive image at all times. We have therefore implemented a uniform for us all to be proud of, that identifies you as a CAE OAA student.

These uniform regulations have been designed to provide those that wear it with guidance as to the acceptable standards. By adhering to these standards you ensure that a professional image is consistent across our business.

**CAE OAA requires all students to wear the approved uniform in full and at all times whilst on site and/or completing training missions - both classroom and practical.**

### **Taking Care of your uniform**

Your uniform is provided by CAEOAA but it is the responsibility of the individual to ensure it remains laundered and fit for purpose. It should therefore be clean, pressed, neat and in good repair. Our uniforms are designed to be durable and easy to manage, but please follow the specific care instructions included on the label inside each garment.

### **Guidelines**

The following guidelines are designed to ensure uniformity. In addition to the clothing recommendations, it is essential that Student Identification is worn at all times. Security passes must be worn on the CAE OAA lanyard. It is preferable for Name Badges to also be worn and pinned to the garment.

### **Uniform**

The APP uniform allocation comprises:

- 5 x pilot shirts
- 1 x pilot jacket
- 2 x sweaters
- 1 x tie
- 2 x trousers
- Epaulettes

\*Courses other than APP may have a different breakdown of items.

Should you wish to purchase additional items, prices and order forms are available from Customer Services.

Occasionally your uniform may need to be exchanged, or be pending delivery, we therefore recommend that you bring enough smart casual clothes (collar and tie for men, equivalent for women) to wear until



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your uniform issue is complete. Please note, if your trouser size is larger than the standard sizes on the uniform sizing sheet we may need to measure you before we place the order. We would do this on your arrival at CAE Oxford Aviation Academy and this could mean a delay; you should therefore bring a sufficient supply of dark navy or black trousers to last for up to 6 weeks.

Sensible shoes must be worn with the uniform. They should be dark in colour and suitable for purpose in order to comply with our flight safety procedures. Flight training students must therefore ensure that footwear is not long-toed', 'pointy' styled or high-heeled'

### **General Appearance**

Whilst we encourage all employees to be individuals, make-up, hair and accessories should be professional and business-like.

Please keep in mind that whilst wearing the CAEOAA uniform you represent our company and are easily identifiable as our students. Please remain professional at all times whilst representing us and act accordingly.

### **Ordering Uniform**

All additional uniform and/or exchanges can be arranged via the Student Services team but must be in the original packaging, with the labels attached and in immaculate condition.

### **Discarding uniform items**

Uniform items must be returned to the Student Services department if no longer wearable or required.