

## **SECTION 2.15 INSTRUCTOR TRAINER APPROVAL AND REQUIREMENTS OF INSTRUCTOR RATING COURSES**

### **INTRODUCTION**

1. Courses are intended solely for the purpose of enabling RAAus Pilot Certificate holders to qualify as Flight Instructors.
2. Courses for a Flight Instructor Rating and other associated qualifications may only be given at Flight Training Schools (FTS) which are approved for the purpose by the Head of Flight Operations.

### **QUALIFICATIONS OF INSTRUCTIONAL STAFF**

3. Flight Instructors:
  - a. There shall be one nominated Instructor Trainer (IT) responsible for the conduct and operation of each course including any theory component. This person must:
    - (i) hold a minimum of either a Pilot Examiner (PE) or a CFI Approval for the Aircraft Group in which the training will be conducted; and
    - (ii) meet the minimum requirements of Section 2.11, Paragraph 2 or 3 of this manual; and
    - (iii) be approved by the Head of Flight Operations, for the role as IT.
  - b. An IT approval may initially be issued as Temporary (ITT), with the first (3) three candidates required to be examined by an independent Pilot Examiner (PE) nominated by the Head of Flight Operations. Upon successful assessment of three candidates (not including converting applicants), written application to the Head of Flight Operations may be made for permanent Instructor Training approval (IT). Only an IT or PE may test and recommend candidates for initial issue of an Instructor rating.
  - c. All flight instructors involved in the course must:
    - (i) hold a minimum of a Senior Instructor Rating for the Aircraft Group in which the training will be conducted; and
    - (ii) have completed a formal flying instructor course for the Aircraft Group in which the training will be conducted; and
    - (iii) be approved by the Head of Flight Operations for this purpose.
4. Ground Instructors:
  - a. Ground instructors delivering the Principles and Methods of Instruction (PMI) component of the course must:
    - (i) hold or have held at least a Senior Instructor Rating for the Aircraft Group in which the training will be conducted; and
    - (ii) may be assisted by a person who has been issued with Theory Instructor qualification subject to the written approval of the Head of Flight Operations.

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- b. Ground instructors delivering training for other aeronautical subjects must:
  - (i) hold at least a Senior Instructor Rating for the Aircraft Group in which the training will be conducted; or
  - (ii) hold a relevant Theory Instructor qualification as specified in Section 2.12 of this manual; or
  - (iii) hold *recognised qualifications* which are approved in writing by the Head of Flight Operations.

### **APPROVED TRAINING**

- 5. Subject to Paragraph 7 of this Section, all courses must be conducted in accordance with the RAAus Syllabus of Flight Training, relevant legislation and associated RAAus training material including the RAAus Flight Instructor Reference Manual.
- 6. The ground and flight training elements of each course must be properly integrated so that the progress of one element complements the other.
- 7. If the instructor course is to be different to the RAAus Instructor Training Syllabus, a detailed course syllabus and other information must be submitted to the RAAus Head of Flight Operations for approval at least 28 days prior to the proposed commencement of the course.
- 8. For the purposes of Paragraph 7 of this Section the information required is as follows:
  - a. A complete breakdown of the syllabus, including the sequence of days allocated to ground training and in-flight sequences;
  - b. Proposed times for each of the ground and in-flight instruction blocks;
  - c. Detail of PMI structure and relevant references to be used.
- 9. Should it be desired to conduct a course, or significant parts thereof, at a location other than the one at which the approved facilities and organisation are ordinarily located, approval from the Head of Flight Operations will be required.

### **DUTIES OF THE INSTRUCTOR TRAINER**

- 10. The IT is responsible to the Head of Flight Operations to ensure all requirements regarding the conduct of the course are complied with.
- 11. The IT is also required to supervise:
  - a. The progress of each of the trainee instructors, including conducting periodic flight checks;

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- b. The training given by all flight and ground instructors to ensure that:
  - (i) all the standards are met and maintained;
  - (ii) that all courses are conducted in accordance with the requirements of the RAAus Syllabus of Flight Training, relevant legislation and RAAus training material including the RAAus Flight Instructor Reference Manual; and
  - (iii) that the content of the course is adequately standardised with the RAAus Instructor Training Syllabus or notified to RAAus as per Subparagraph 7 of this manual.
- 12. The IT may nominate another CFI or PE to deputise during periods of absence, provided that the IT conducts a minimum of 5 hours of the flight time with each candidate.
- 13. In addition to Subparagraph 3.b. and 12.a. of this Section, the holder of an ITT approval is required to conduct more than 75 percent of each of the three candidates' initial instructor training as described in subparagraph 3.b. of this Section.

### **TRAINING RECORDS**

- 14. The IT will ensure each candidate Training Record is fully completed, including all aspects of ground and in-flight training undertaken as per the requirements outlined in Paragraph 15.
- 15. Recordkeeping requirements are as follows:
  - a. Ground training records must accurately reflect the subject matter and include:
    - (i) date;
    - (ii) duration of the training;
    - (iii) content;
    - (iv) examination results; and
    - (v) comments on practice briefings.
  - b. Flight training records should be competency based, reference the RAAus Syllabus of Flight Training and encompass:
    - (i) the date of flight;
    - (ii) aircraft type and registration;
    - (iii) flight time;
    - (iv) sequence or part of sequence practiced;
    - (v) Instructor's comments of flight sequences;
    - (vi) progressive total of hours flown; and
    - (vii) candidate's signature

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- c. Training records shall be retained for at least 5 years after the completion of the course. The Head of Flight Operations may request copies of pilot logbook and/or training records in order to conduct a desk-top audit.

### **PILOT LOGBOOKS**

- 16. Trainee Instructor's pilot logbooks will be maintained in accordance with the Operations Manual and shall be signed off as correct at the end of the course by the IT. Successful issue of Instructor rating will be entered into the pilot logbook by the PE or IT Approval holder and shall include:
  - a. Name of recipient;
  - b. Date of achievement;
  - c. Aircraft Group the Instructor Rating was achieved in;
  - d. Name and RAAus member number of the issuing Examiner.

### **GROUND INSTRUCTION EQUIPMENT**

- 17. The minimum equipment to be provided shall be:
  - a. a model aircraft with adjustable control surfaces;
  - b. appropriate WAC and local charts;
  - c. whiteboard or similar;
  - d. an overhead or multimedia projector is recommended - particularly for mass briefs; or
  - e. butcher's paper and markers; and
  - f. appropriate briefing environment in terms of size, with chairs, tables or desks, adequate lighting and temperature control.
- 18. *Power point presentations* may be utilised for briefings, however Instructor Candidates must be able to deliver briefings relevant to the student undertaking the training in preference to simply reading the content from a monitor or screen. Therefore, the candidate must be able to recreate and present any briefing in full or part without the use of electronic means.

### **PUBLICATIONS**

- 19. The following publications, or a master set and multiple copy extracts, shall be kept in adequate numbers and be available to the course candidates:
  - a. Appropriate CAOs, CARs, CASRs, AIP and relevant legislation as amended from time to time, ERSA, local maps and aeronautical charts;
  - b. Flying Training Manuals as recommended by RAAus from time to time;

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- c. The RAAus Flight Instructor Reference Manual (FIRM), CASA Flight Instructor's Manual or equivalent, as recommended by the RAAus from time to time;
- d. The Flight Manual for the aircraft; and
- e. Each trainee should provide his or her copy of the RAAus Operations Manual; and
- f. Human Performance and Limitations reference material as recommended by the RAAus from time to time.