

Instructor Seminar - Candidate Information

Introduction

It appears that many of you would like the opportunity to discuss training issues, EASA-FCL regulations and many other topics with fellow instructors. On-Track can sympathize with you and it is our intention to provide a forum where you can discuss all of the above as well as your teaching techniques with experienced instructors and examiners.

The seminar is designed to be a forum where instructors of all ages and abilities can express their views with out fear of any retribution. Therefore, by the end of the seminar you will be more knowledgeable about EASA and better equipped to deal with your students needs and aspirations.

Theme

The theme of the Instructor Seminar is 'Teaching the Teacher'.

Aim

The aim of the seminar is to provide instructors with the opportunity to standardise teaching practises and update their EASA-FCL knowledge prior to revalidating their FI / IRI rating.

Objectives

The objectives of the seminar are:-

- # Explain the basic concepts of teaching
- # Describe methods of teaching using topics from the flying training syllabus
- # Describe the process of teaching and individual teaching styles
- # Examine current topics of interest to the instructor
- # Practice classroom instructional techniques
- # Discuss the student instructor working relationship
- # Revise and update the licensing and revalidation criteria governing both aeroplanes and helicopters
- # Discuss EASA rules and regulations

Format

The duration of the seminar will be 2 days and will include a minimum of 12 hours of lessons, syndicate study groups and directed study. It is not a test, there is no pass or fail. Formal sessions will allow for a presentation time of up to 45 minutes followed by 15 minutes for questions.

Candidates are required to attend all sessions of the seminar in order to qualify for the Certificate of Attendance and if relevant the revalidation signature on the FI/IRI rating. The numbers attending the seminar will be strictly limited to maximize the benefit derived from debate and to allow sufficient opportunity for all candidates to become actively involved.

The seminar is a vehicle under the guidance of On-Track staff to provide instructors with the opportunity to standardise teaching methods and practises including an opportunity for individual active involvement. This proactive approach will enable the candidate to gain maximum benefit from the seminar and it forms an important part of a candidates successful participation.

Administration

This information package is designed to give you all the information you require in order to fully prepare for the seminar. A name badge, notes and a workbook will be issued to you on arrival. Every candidate attending the seminar **SHALL** bring with them **ALL** the following items:-

- * Personal flying logbook(s)
- * Licence(s) - bring all JAA/UK licences
- * Identification bearing a photograph of the candidate eg. passport, airline ID, etc
- * Completed Instructor Form 3: Instructor Rating Revalidation/Renewal (SRG1135)

Note: Even if you only require a seminar please bring all the items requested above as we have a remit from the CAA to check all delegates licence(s) and logbook(s).

In addition, you may find it useful to refer to your own notes during the syndicate work sessions particularly when preparing the short lesson. It is also worth thinking about what sort of topic(s) you may wish to cover but the final decision will be up to the syndicate as a whole. The lesson will be assessed under the following categories:-

- * Structure
- * Style
- * Content
- * Use of Equipment and Materials

It is strongly recommended that you bring the following materials with you:-

- * Pens, pencils and paper to take notes/prepare a lesson
- * Pens for use on OHP transparency, white board and flip chart
- * Laptop computer - if you wish to use Power Point for your lesson
- * Instructor course notes/book(s)

A lesson shall be given by each syndicate in front off the rest of the candidates/staff. Each syndicate will then be debriefed with the emphasis on the four categories listed above. This

is your opportunity to practice your teaching skill and remember it is not a test.

A variety of visual aids will be available to you at the venue including:-

- * White board and pens
- * Flipchart and pens
- * OHP and screen
- * Transparency film and pens (limited stock)
- * XGA projector for Power Point presentations
- * Aeroplane models

Refreshments

The seminar charge covers a buffet lunch, morning and afternoon tea/coffee and snacks each day. Other facilities, food or beverages, not associated with the On-Track seminar are at your own expense.

Accommodation

Candidates wishing to stay overnight can select accommodation from our full list of local hotels and guest houses which is available on our website (www.ontrackaviation.com).

Revalidation/Renewal Action

On completion of the seminar you shall be issued with a Certificate of Attendance which can be placed in your logbook. Should you wish to have your instructor rating revalidated you must ensure that:

- * You have completed an Instructor Form 3 SRG1135 attached (see note 5)
- * Your licence, Class/Type rating(s) and medical are valid and current
- * Clear logbook evidence (see note 6) of having completed either:
 - (a) Instructor proficiency check within the last 12 months of rating validity
or
 - (b) If your are an AFI / FI / FI (R)
 - 50 instructional hours in the last 3 years including 15 hours instruction in the last 12 months of rating validity
and
 - 10 hours of the 15 hours shall be instruction for the IR if IR instruction privileges are to be revalidated (see note 2)
or
 - (c) If your are an IRI (stand alone rating)
 - 100 instructional hours in the last 3 years including 30 hours instruction in the last 12 months of rating validity
and
 - 10 hours of the 30 hours shall be instruction for the IR if IR instruction privileges are to be revalidated (see note 2)

Notes:

1. Instructors holding both ME and SE instructional privileges can log the hours in either ME or SE aircraft.
2. Not applicable if you only teach for the IMC rating
3. An instructor proficiency check must be included as one of the options at every alternate revalidation
4. If you hold both Helicopter and Aeroplane instructor ratings you only need to attend one seminar covering either helicopter or fixed wing aspects, your choice
5. If you are renewing (i.e. it has expired) your instructor rating do not complete section 6 Instructional Flying Experience.
If you are revalidating by experience, remember that the hours relate to the 3 year and 12 month periods preceding the expiry of your instructor rating - not preceding the Seminar. If, at the time of the Seminar, you meet the hours criteria, then complete section 6. If you don't yet meet the criteria (e.g. the rating has 3 months to run and you have only 10 hours' instruction in the previous 9 months) leave section 6 blank. As soon as you have the necessary experience, complete section 6 and present the form, with your logbook, to your nearest FIE who can then sign section 5B and the Rating-Certificate of Revalidation page in your licence.
6. Please provide a summary of the instructional hours you are claiming in your logbook

Logbooks and licences will be taken in at registration on day one and returned by the end of the seminar. Due to the large number of logbooks and licences to be checked in the time allowed instructor rating revalidation will only be possible where the completion of the requirements is clearly logged. Therefore, candidates are strongly advised to bookmark the FI flight test in their logbooks and complete in full the Instructor Form 3 attached before attending the seminar.

We will send a full list of candidates giving their name, address, CAA reference number and whether any instructor rating is revalidated/renewed to CAA PLD Standards Support at the end of the seminar.

Questionnaire(s) / Form(s)

Enclosed are some form(s) which we would like you to complete prior to attending the seminar. These will be used by our staff during the seminar.

Contact Information

Any enquiries regarding the seminar should be directed to:

Alan Newton
(Head of Training)

Address: Wellesbourne Mountford Aerodrome
Loxley Lane
Wellesbourne
Warwickshire CV35 9EU

Tel: 01789 842777

Fax: 01789 842755

Email: ontrackgbw@yahoo.co.uk

Website: www.ontrackaviation.com

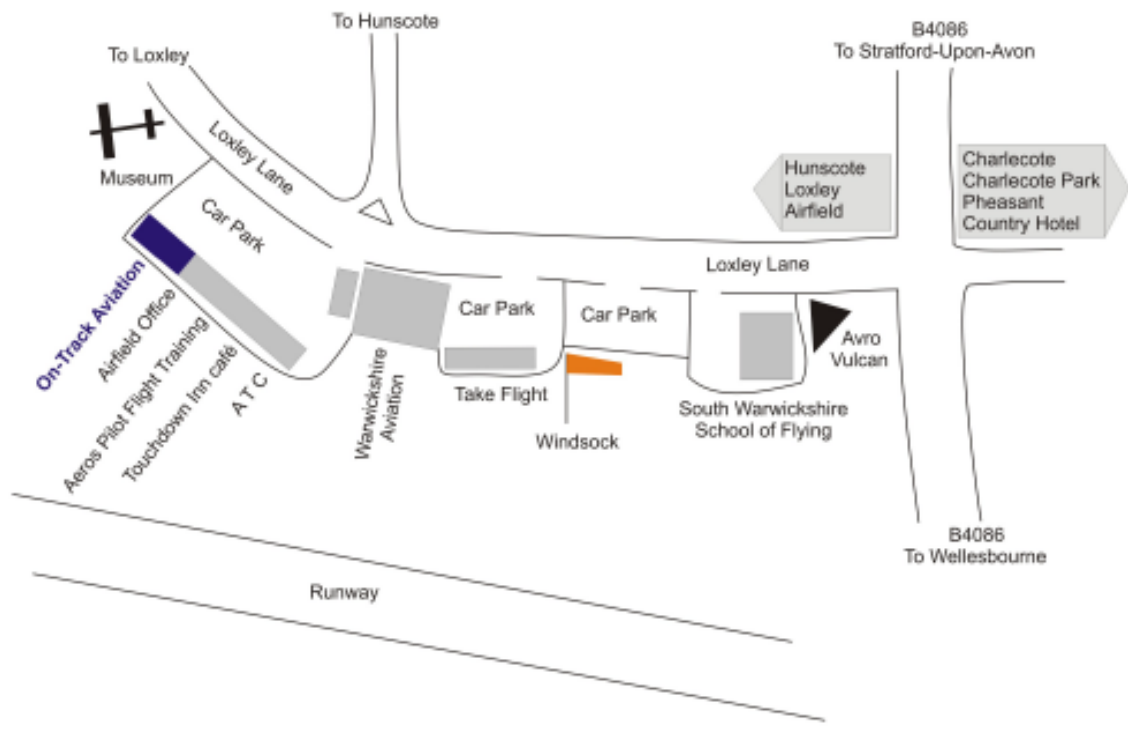
The Venue - On-Track Aviation

The seminar will be held in the Wellington Room at On-Track Aviation Limited, Wellesbourne Mountford Aerodrome. The aerodrome is located next to the town of Wellesbourne which is 5 miles east of Stratford-Upon-Avon and 5 miles south west of Junction 15 on the M40 along the A429.

If using the M40 leave at junction 15 and then follow the A429, sign posted to Cirencester / Stow-on-the-Wold, towards Wellesbourne town. On the outskirts of Wellesbourne town follow the signs to Wellesbourne Airfield. On-Track Aviation can be found on the western airfield perimeter adjacent to the ATC tower and the Touchdown Inn Cafe.

Mainline railway stations in Warwick and Stratford-Upon-Avon run regular services between London and the North. Birmingham Airport is 18 miles to the North and Coventry Airport is 14 miles to the North East.

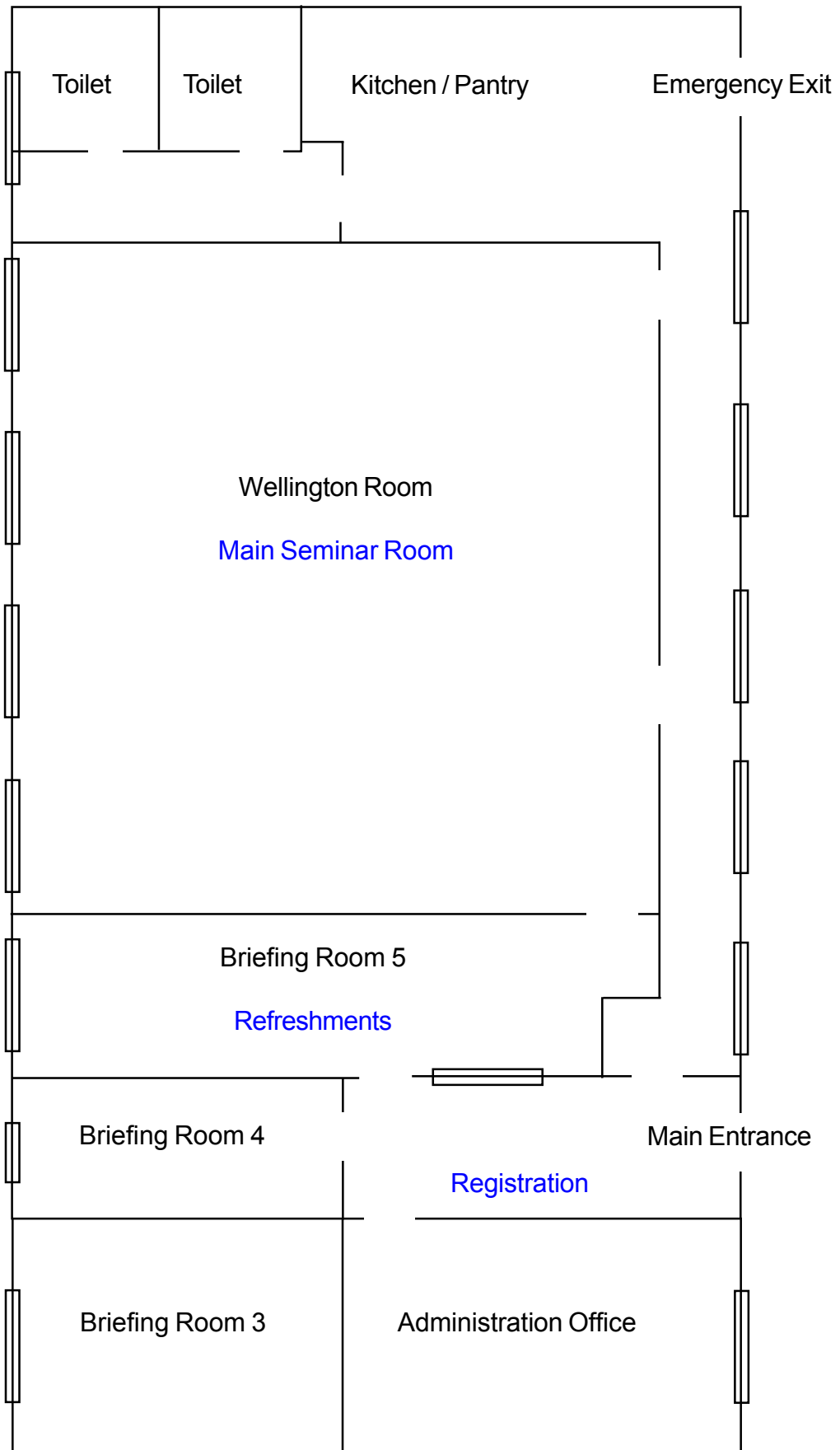




Car Parking

There is ample free car parking on the airfield. Please only park in designated areas. See the location map above. Thank you for your co-operation.

On-Track Aviation - FI & IRI Seminar Plan



INSTRUCTOR REFRESHER SEMINAR PROGRAMME - ONTRACK 2012-1

DAY 1

0830 - 0900	Registration/Coffee/Tea	Patrick Plunkett Alec Trevett Stephanie Giles
0900 - 0920	Seminar Introduction & Safety Briefing	Alan Newton
0920 - 1005	EASA-FCL	Mike Grierson
1005 - 1020	Coffee/Tea & Snacks	
1020 - 1105	Licensing and Revalidation	Mike Grierson
1105 - 1200	Airborne Teaching Techniques	Alan Newton
1200 - 1245	Buffet Lunch	
1245 - 1345	Threat Error Management (TEM)	Alec Trevett
1345 - 1445	Spinning	Patrick Plunkett
1445 - 1500	Coffee/Tea & Snacks	
1500 - 1600	Teaching Basic Navigation	Mike Grierson
1600- As reqd	Syndicate Presentation Preparation	All

DAY 2

0830 - 0845	Registration/Coffee/Tea	Veronica Tanner Patrick Plunkett Aiden Brown
0845 - 1000	Syndicate Presentations	All
1000 - 1015	Coffee/Tea & Snacks	
1015 - 1200	Syndicate Presentations	All
1200 - 1245	Buffet Lunch	
1245 - 1345	Human Factors	John Gardner
1345 - 1445	Single Pilot CRM	Jon Cooke
1445 - 1500	Coffee/Tea & Snacks	
1500 - 1600	Airspace Infringements	Irvin Lee
1600 - 1700	Instrument Flying	Aiden Brown
1700 - 1715	Conclusion, Critique, Licence & Logbooks	All

INSTRUCTOR FORM 3: INSTRUCTOR RATING REVALIDATION/RENEWAL

Please complete the form in BLOCK CAPITALS using black or dark blue ink after reading the attached guidance.

- **PAYMENT METHODS.** Please complete form SRG\1187.

1. PERSONAL DETAILS (see Guidance Notes)									
CAA Personal reference number (if known)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
Surname	Forename(s)								
Title	Date of birth (dd/mm/yyyy)								
Nationality	Town and Country of birth								
Permanent address									
.....									
Postcode									
Address for correspondence (if different from above)									
.....									
Telephone Number	Alternative Telephone								
E mail address	Fax Number								
Name and Address of Employer									
.....									
Postcode									
Telephone Number	Fax Number								

2. LICENCE DETAILS		
Licence Type	Number	Expiry Date

3. APPLICATION (tick / *delete as appropriate)	
I am applying for:	
Flight* / Flying* / Assistant *Instructor Rating	<input type="checkbox"/>
Instrument Rating Instructor Rating	<input type="checkbox"/>
Class Rating Instructor Rating	<input type="checkbox"/>

4. CAA USE ONLY (tick / *delete as appropriate)		
Date		Enclosures
Receipt No. -		
Cheque/PO/Cash Access/Visa/Maestro	£	
Rating revalidated* / renewed*		
AFI <input type="checkbox"/>	FI(R) <input type="checkbox"/>	FI <input type="checkbox"/>
	IRI <input type="checkbox"/>	CRI Type/Class
Valid until date	Actioned by	Date

5. EXAMINER'S CERTIFICATE (see Guidance Notes) (*delete as appropriate)

A. *I certify that the applicant passed a Proficiency check on: Date

Signature Date

Examiners' Name (block capitals) Licence Number

B. *I certify that the applicant has completed the relevant experience (see Section 6).

Signature Date

Examiners' Name (block capitals) Licence Number

C. *I certify that the applicant attended a FI(AH) revalidation seminar on (dates)

Conducted by (training organisation)

Signature Date

Examiners' Name (block capitals) Licence Number

D. *I have signed the applicants' Instructor Rating which is now valid until

Signature Date

Examiners' Name (block capitals) Licence Number

6. INSTRUCTIONAL FLYING EXPERIENCE

AFI / FI and IRI only		AFI / FI, IRI and CRI		IRI and AFI / FI with I/F privileges
Total instructional hours in 3 years preceding rating expiry		Instructional hours in the 12 months preceding rating expiry		I/F instruction in 12 months preceding rating expiry (IRI only)
SE	ME	SE	ME	

7. APPROVED COURSE CERTIFICATE (see Guidance Notes) (*delete as appropriate)

Flight Instructor and Instrument Rating Instructor (Aeroplane* / Helicopter*) Rating (Renewal only)

7a) I certify that has received refresher training to the satisfaction of the CAA requirements.

Flying hours during course Theoretical Knowledge Instruction hours during course

Class Rating Instructor Rating (Revalidation and / or Renewal)

7b) I certify that has satisfactorily conducted* / received* refresher training to the satisfaction of the CAA requirements.

Aeroplane Simulator or FNPT II used

FIC Instructor FTO

Signature Date

Licence No.

8. PAYMENT METHODS

Please complete form SRG\1187.

9. DECLARATION (*delete as appropriate)

I declare that the information provided on this form is correct.

I agree to receive Flight Safety material from the CAA only*/Safety material from authorised sources*. I do not wish to receive Safety material.

Signature Date

It is an offence to make, with intent to deceive, any false representations for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons doing so render themselves liable, on summary conviction, to a fine not exceeding the statutory maximum (currently £5000, or in Northern Ireland £2000) and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both.

10. SUBMISSION INSTRUCTIONS

Send your completed application form (and a copy of the seminar certificate, if you attended a seminar) to:

Civil Aviation Authority, Personnel Licensing Department, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR, United Kingdom.

INSTRUCTOR FORM 3: INSTRUCTOR RATING REVALIDATION/RENEWAL

GUIDANCE

General Guidance

- 1) This form is to be used to apply for the revalidation or renewal of instructor ratings.
- 2) For all types of application the following sections must be completed:
 - Sections 1, 2, 3, 6 and 9 completed by the applicant in full.
 - Sections 5 and 7 should be completed by the Examiner/FIC Instructor respectively.

Section 1. Personal Details

Please complete details of your employer, specifying the name of the organisation, telephone and fax numbers. This will help in resolving any queries with your application. If your current place of employment is different from your employer's address, please add this location.

Section 5. Examiner's Certificate

- The Certificate of Revalidation may be signed by a Flight Instructor Examiner providing the rating has not been allowed to lapse for more than 5 years. Ratings expired for more than 5 years must be renewed by the CAA.
- If you are Renewing an Instructor Rating which has lapsed up to 5 years, or by more than 5 years, and if the Certificate of Revalidation is to be signed by the CAA then the correct fee must accompany the application.
- Where revalidation/renewal is certified by one FIE, complete the relevant parts A, B, C and then part D (unless the rating has elapsed for more than 5 years).
- Where revalidation/renewal is certified by two FIEs each is to sign the relevant parts A, B, C and the second FIE is to sign Part D (unless the rating has elapsed for more than 5 years).

Section 7. Approved Course Certificate

- If refresher training has been conducted by an approved FIC Instructor details of such training should be entered in this section.



PLD PAYMENT METHOD

Please complete the form in BLOCK CAPITALS using black or dark blue ink.

Note: For cross-reference purposes, please annotate this form with the relevant SRG form number and title of your associated application form.

SRG\ Title:.....

1. PERSONAL DETAILS

CAA Personal reference number (if known)

Surname Forename(s)

Title Date of birth (dd/mm/yyyy)

2. PAYMENT METHODS

All fees must be paid in advance, failure to do so will delay your application.

The fees for licences, associated ratings and assessments are contained in the latest Scheme of Charges. This is available on our web site - www.srg.caa.co.uk - under Personnel Licensing.

I am paying by (Please tick appropriate box).

MASTERCARD MAESTRO VISA CHEQUE OTHER

Cheques MUST be made payable to CIVIL AVIATION AUTHORITY

Please note that we do not accept **AMERICAN EXPRESS** or **DINERS CARD**.

If paying by credit or debit card please complete the following. (block capitals)

Card holder's name (in full)

Amount £

Card Number and Security Code

Expiry date / Card issue number (Maestro only)

Valid from /

Address of Card Holder if different from Applicant

.....

3. CAA USE

Date		Enclosures
Receipt No.		
Cheque/PO/Cash/ Access/Visa/Maestro		