

**SECTION 2.15****MINIMUM REQUIREMENTS FOR THE APPROVAL OF COURSES****FOR AN RA-Aus INSTRUCTOR RATING****INTRODUCTION**

1. The courses are designed solely for the purpose of enabling certificate holders to qualify to give instruction in flying to persons seeking to obtain an RA-Aus pilot certificate and associated ratings and endorsements.
2. Courses for the Instructor Rating and other associated qualifications may only be given at flight Training Facilities which have been approved for the purpose by the Operations Manager or approved delegate. The minimum requirements to be met by the organisations seeking approval from the RA-Aus to conduct these courses are set out below. All references to the Ops Manual and the CAO or relevant legislation as amended from time to time in this Section mean the current issue of the RA-Aus Operations Manual and the applicable Section 95 of the Civil Aviation Orders or relevant legislation as amended from time to time.

**QUALIFICATIONS OF INSTRUCTIONAL STAFF**

3. Flight Instructors
  - a All flight instructors involved in the course shall hold a minimum of a Senior Instructor Rating, have completed a formal flying instructor course themselves, and shall be approved by the Operations Manager or approved delegate.
  - b There shall be one nominated Instructor Trainer (IT) who shall be responsible for the operation of the course. This person must hold a minimum of either a Pilot Examiner (PE) or a CFI Approval. This person must be approved by the Operations Manager or approved delegate, for the role as IT.
4. Ground Instructors
  - a Ground instructors will be chosen for their knowledge of the subject. eg. a person with a background in education may be acceptable as an instructor for the "Principles and Method of Instruction" (PMI) component of the course.
  - b Flight theory instruction will normally be conducted by people holding current Senior Instructor Ratings, however the Operations Manager or approved delegate may approve persons with equivalent qualifications.

- c The IT is responsible for the quality and the conduct of the ground instruction.

### **APPROVED TRAINING**

- 5. All courses shall be conducted in accordance with the RA-Aus Operations Manual Instructor Training Syllabus Section 3.04 and the applicable CAOs, CARs, CASRs or relevant legislation as amended from time to time.
- 6. The flying and ground elements of each course shall be properly integrated so that the progress of one complements the other.
- 7. If the course is to be different to the RA-Aus Instructor Training Syllabus, a detailed course syllabus shall be compiled and submitted to the RA-Aus Operations Manager or approved delegate during the course planning phase, for their approval. These course documents shall include:
  - a A complete breakdown of the syllabus, including both the proposed ground training and the in flight sequences;
  - b Proposed times of the instruction blocks;
  - c Names of the people conducting the sequences; and
  - d Their qualifications.
- 8. Should it be desired to give the courses, or significant parts thereof, at a base, other than the one at which the approved facilities and organisation are provided, further approval from the Operations Manager or approved delegate will be required.

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

- 9. The IT is responsible to the Operations Manager and the RA-Aus to ensure that all the requirements governing the delivery of the Instructor Course are complied with.
- 10. In addition the IT is required to supervise:
  - a The progress of each of the trainee instructors, including conducting flight checks as necessary and if applicable;
  - b The training given by all flight and ground instructors, that as a minimum all the standards are met, that the course is conducted in accordance with the requirements of this Manual and the relevant CAOs, CARs, CASRs or part 103 as amended from time to time and that the contents of the course is adequately standardised to the RA-Aus Instructor training syllabus.
- 11. The IT may nominate another CFI or PE to deputise during periods of absence, however the IT is required to be involved in the flying sequences for a minimum of 5 hours of the flight time with each candidate. Depending on

the size of the course this requirement may be varied in writing by the Operations Manager or approved delegate.

### **TRAINING RECORDS AND LOG BOOKS**

12. Flight Authorisation sheets shall be used to record the pertinent pre and post flight detail of each flight made.
13. Flight authorisation authority shall be confined to the course instructors for all flights pertaining to the course.
14. Training and progress records for all flying and ground instruction sequences for each student instructor shall be kept for at least 5 years after the completion of the course. The record shall contain as a minimum:
  - Name
  - Date
  - Flight Time
  - Sequence or part of sequence practiced
  - Instructor's comments on trainee's performance, progress, attitude and any other pertinent comment
  - Progressive total of hours flown
  - Ground instruction, including topic, instructor's name and time
15. Trainee Instructor's log books 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.

### **AEROPLANE - PROVISION, MAINTENANCE AND REQUIREMENTS**

16. At least one two-seat aeroplane which complies with CAO 95.32 or 95.55 or relevant legislation shall be provided.
17. Each aeroplane shall hold current registration and a valid airworthiness document.
18. The aircraft log book must be up to date and available for the inspection of the pilot before each flight.
19. The aircraft must be fitted with an efficient means of two way communication between the pilot and the trainee.
20. Flight instruments should be visible to both occupants.
21. Each aeroplane shall be fitted with dual or shared flight controls available to both occupants.
22. Notwithstanding the foregoing, these requirements may be varied in writing by the Operations Manager or approved delegate.

## GROUND INSTRUCTION EQUIPMENT

23. The minimum equipment to be provided shall be:
- a a model aircraft with adjustable control surfaces;
  - b WAC and local charts;
  - c whiteboard or similar;
  - d an overhead projector is recommended - particularly for mass briefs; or
  - e butcher's paper and markers; and
  - f appropriate briefing environment, with chairs, tables or desks, adequate lighting, heating, etc.

## PUBLICATIONS

- 24 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 relevant legislation as amended from time to time ERSA, and local maps and aeronautical charts;
  - b Flying Training Manuals as recommended by the RA-Aus from time to time.
  - c The CASA Flight Instructors Manual or equivalent, as recommended by the RA-Aus from time to time;
  - d The flight manual for the aircraft where available; and
  - e Each trainee should provide his or her copy of the RA-Aus Operations Manual.
  - f ASFA Intro to the GPPP, Human Factors.

## AERODROMES

25. The aerodrome shall be suitable for the type of aeroplane to be used on the course and taking into account the special needs of the trainee instructors and the performance of the aeroplane.
26. The IT shall be responsible to ensure that the aerodrome complies with the following minimum criteria:
- a There must be a minimum takeoff and landing roll distance availability, equivalent to the Flight Manual or the manufacturers stated distance requirement, of each aircraft associated with the course, plus 30%.
  - b The surrounding topography must be such that a standard circuit can be flown, although modifications to height and circuit size to suit local procedures is acceptable.
  - c. There must be sufficient clear ground in the aerodrome environs that a successful forced landing, in the case of an engine failure, may be expected.

A glide approach from the circuit back onto the aerodrome is considered to be a normal operation and complies with this requirement.

- d It is recommended that the physical dimensions of the aerodrome should comply with the description of a "*LANDING AREA - AEROPLANES*" CASA CAAP 92 - 1.

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