

20.1 Overview of Flight Instructor Ratings

This section describes how to record successful tests for an Instructor Rating, and issue or renew the Rating. It also provides guidelines for conducting the flight test.

20.2 Who May Conduct the Theory Examination?

Flying Schools with Instructor training approval on their AOC, conduct their own exams towards the issue of a Grade 3 Instructor Rating.

ASL Pty Ltd has been appointed by CASA to conduct the Grade 1 Instructor Rating (AFR1) theory examination.

20.3 Who May Conduct the Flight Test?

CAR 5.19 Only persons who hold a delegation under CAR 5.19 to conduct the flight tests for the particular grade of Instructor Rating may conduct the flight test for a Flight Instructor Rating.

20.4 Who May Issue or Renew the Rating?

CAR 5.14 Only persons who hold a delegation under CAR 5.14(2) may issue or renew a Flight Instructor Rating.

20.5 Controls

- CARs 5.04, 5.07, 5.41, 5.42, 5.75, 5.75, 5.76(1)
CAOs 40.1.7, 40.3.7, 40.7
- CARs 5.04, 5.07, 5.14(2), 5.19 and 5.42(2)
 - CAOs 40.1.7, 40.3.7 and 40.7
 - See section 1.4 *Legislative References*.
 - [The Flight Test Report](#) on the back of the *Flight Instructor Rating – Aircraft – Application* (Form 750).

20.6 Flight Test Notes

CAO 40.1.7 The requirements for the issue or renewal of a Flight Instructor Rating are set out in CAO 40.1.7 (for aeroplanes) and CAO 40.3.7 (for helicopters). The requirements for a Flight Instructor (Balloon) Rating are set out in CAO 40.7.

CAR 5.19

Note: ATOs delegated under CAR 5.19 may conduct the flight test for an Instructor Rating. The instrument of delegation issued to the ATO lists the types and grades of rating tests the ATO may conduct, whether this applies to rating issues and/or renewals, and whether the delegated powers are subject to conditions. One such condition is that, unless otherwise approved by CASA, the ATO must complete his or her own rating renewal with a CASA FOI.

ATOs must complete all sections of the Flight Test Report applicable to the category of aircraft used in the test. [The Flight Test Report](#) is on the back of the [Flight Instructor Rating – Aircraft – Application](#) (Form 750).

Test duration varies according to the grade of rating and whether the test is for the initial issue or renewal of a rating. The table below gives details.

Rating Type	Average Test Duration	
	Pre-flight	Flight
Initial issue		
• GR 3 aeroplanes	1.5	1.5
• GR 2 aeroplanes	1.5	1.5
• GR 1 aeroplanes	2.5	1.5
• Helicopters	3.0	1.5–2
Renewal		
• GR 3 aeroplanes	0.5	1.2
• GR 2 aeroplanes	0.5	1.2
• GR 1 aeroplanes	1.0	1.2
• Helicopters	1.5	1.5–2



The aim of the flight test is to show that the applicant for the Flight Instructor Rating has, or continues to have, the ability to:

- Apply suitable instructional techniques to ground and flying training situations
- Analyse student responses and determine corrective measures, when necessary
- Satisfactorily demonstrate air manoeuvres
- Conduct the pre-flight briefing and post-flight debriefing.

To ensure that the applicant has these proficiencies, the flight test comprises a:

- Test of the applicant's knowledge of the aeronautical requirement for the exercise of the privileges of the rating being applied for or already held
- Test of ground instructional ability (optional at the ATO's discretion for renewals)
- Simulated pre-flight briefing
- Period of simulated in-flight instruction (Air Exercise 1)
- Period of in-flight demonstrations.

Lessons, briefings and air exercises may be based on any of the privileges of the Instructor Rating being applied for, or already held, by the applicant.

- Air Exercise 2 consists of any or all of the following:
- Pattered sequences (no simulated student response)
- Fault analysis of simulated student flying
- Demonstrations of pure flying ability.

An unsatisfactory final performance of any item or procedure results in an overall fail assessment for the test. The ATO may discontinue the test at any point where a fail assessment is made. Whether or not the test is discontinued, the applicant may, at the discretion of the ATO, be credited with a pass assessment in those items successfully completed. These items need not be re-tested if the applicant passes all other items within 28 days.

The standard of instruction given by applicants for a Grade 1 Rating must reflect a high level of confidence and maturity.

Note: [Flight Instructors' Flight Test Guides](#) have been prepared to assist CASA Delegates in the assessment of applicants for the initial issue of Flight Instructor (Aeroplane) Ratings (grades 2 and 3). They will also provide guidance to supervising instructors and trainees in preparing for the flight test. These guides are available on CASA's website <http://casa.gov.au/aoc/training/index.htm>.

20.7 Currency Periods of an Instructor Rating

CAOs 40.1.7, 40.3.7, 40.7 The period of currency of Instructor Ratings must be determined in accordance with the requirements specified in CAO 40.1.7 (for aeroplanes), CAO 40.3.7 (for helicopters) or CAO 40.7 (for balloons) as appropriate.

All ratings are valid from the date on which the applicant passes the initial issue or renewal flight test and the Log Book is endorsed accordingly. If these actions occur on different days, use the date of the Log Book entry to calculate the currency period of the rating.

20.7.1 Aeroplane and Helicopter Ratings

Notwithstanding the previous paragraph, if a applicant passes a “renewal” flight test within 90 days of the expiry of his or her rating, you may renew the rating for 24 months from the previous expiry date.

Rating holders who complete the renewal flight test more than 90 days before the expiry of the rating are only entitled to the exact periods of validity specified in the CAOs, with no compensation for the period of overlap of their current and their new period of validity.

Examples of currency periods for Instructor Ratings are provided below.

20.7.2 Sample Currency Periods for Aeroplane/Helicopter Instructor Ratings

Transaction	Expiry Date of Rating	Flight Test Date	Currency Period		
			Issue Date	Renewal Date	Expiry Date
Initial Issue Gr 3 Aeroplanes Gr 2 Helicopters	–	13/03/01	13/03/01 (i.e. flight test date)	–	31/03/02
Initial Issue Gr 2 or 1 Aeroplanes Gr 1 Helicopters	–	13/03/01	13/03/01 (i.e. flight test date)	–	31/03/03
Routine renewal (within 90 days)	20/04/01	13/03/01	No change to original date	21/04/01 (i.e. beginning date of new currency period)	30/04/03
Early renewal (outside 90 days)	20/04/01	10/01/01	No change to original date	10/01/01 (i.e. flight test date)	31/01/03

Transaction	Expiry Date of Rating	Flight Test Date	Currency Period		
			Issue Date	Renewal Date	Expiry Date
Renewal of Expired Rating (1)	20/04/01	15/05/01	No change to original date	15/05/01 (i.e. flight test date)	31/05/03
Renewal of Expired Rating (2)	10/02/99	15/05/01	No change to original date	15/05/01 (i.e. flight test date)	31/05/03

Notes:

1. The issue or renewal date should be the flight test date, except where a renewal test is completed within the 90-day period preceding expiry (see [Routine renewal](#) in the table for Sample Currency Periods for Aeroplane/Helicopter Instructor Ratings above).
2. If the holder of an Instructor Rating which is limited to single-engine aircraft upgrades to give instruction in multi-engine aircraft, he or she is issued with a multi-engine training approval. There is no change to the currency period of his or her Instructor Rating, except in those cases where the flight test for the approval is combined with a full instructor renewal flight test.

20.8 Flight Instructor Rating—Procedure

Use this procedure to issue or renew an Instructor Rating for aeroplanes, helicopters or balloons.

Steps 1 and 2 apply only to the initial issue of Instructor Ratings.

The checklist for the rating is included in *Flight Crew Licensing Procedures Checklist (Form 1057)*.

20.8.1 Before the Test

Chief Flying Instructor

1. Confirm the identity of the applicant, and that he or she:

Possesses the required aeronautical experience for the grade of rating sought

Holds a credit for the Instructor Rating theory examination, as required

Holds one of the following:

- CP(A)L, SCP(A)L or an ATP(A)L if applying for an aeroplane rating, or a CV¹ that has effect as if it were one of those licences

Note: A Special Pilot Licence (SPECPL) issued to an overseas licence holder is not acceptable as it is limited to private operations.

and

- An aeroplane Night VFR Rating or Command (Aeroplane) Instrument Rating, or a CV that has effect as if it were one of those ratings

or

- CP(H)L, SCP(H)L or an ATP(H)L, if applying for a helicopter rating, or a CV that has effect as if it were one of those licences

or

- CP(B)L for at least two years, if applying for a balloon rating

- a. Has satisfied all other requirements set out in CAO 40.1.7 (for aeroplanes), CAO 40.3.7 (for helicopters) or CAO 40.7 (for balloons).

CAOs
40.1.7,
40.3.7, 40.7

2. Recommend the applicant for the test.



¹ A CV is a temporary “permit to fly”, designed to enable the holder of an overseas licence to fly an Australian registered aircraft for a particular purpose and for a specified period.

Approved Test Officer

3. Notify your local CASA Regional Office of your intention to conduct the test, and obtain a test number. (This must be done at least 24 hours before the test.)
4. Confirm the identity of the applicant and that the applicant
 - Has been recommended for the test by a CFI
 - Holds a current medical certificate appropriate to the licence he or she already holds. Refer: CAR 5.04(1).

CAR 5.04

Note: A current overseas medical certificate is acceptable for holders of a Certificate of Validation.

5. Conduct the test.

20.8.2 After the Test

Approved Test Officer

- CAR 5.14(2)
6. Complete the [Flight Test Report for an Instructor Rating](#) (back of form 750). If you do not hold the delegation to issue/renew the rating, pass the test report to a CAR 5.14(2) delegate.

CAR 5.14(2) Delegate

7. Make sure that the applicant completes the top section of the Logbook Certification Form and signs it. Alternatively, make sure the applicant signs the Flight Test report.
8. Complete the Delegate Certification section of the Logbook Certification Form and the “sticky strip signature”. (You must sign the strip before removal.) Use your own ARN.
9. Complete the Certificates of Ratings record page of the pilot’s Log Book. (A replica of the record page is provided in [4.6.1 Log Book Certification Form](#).)

The forms of the entry in the Log Book are:

<i>Aeroplanes</i>	<i>Helicopter</i>	<i>Balloon</i>
FI 1(A)	FI 1(H)	FI(B)
FI 2(A)	FI 2(H)	
FI 3(A)		



CAO 40.3.7

Delegates should specify whether the rating is valid for single-engine aircraft only, or for both single- and multi-engine aircraft, or whether the rating is valid for 'day only' or 'day/night' as applicable. (The latter is particularly relevant for helicopter instructors who may not have completed the training specified in subparagraph 11.3.1 of CAO 40.3.7.

Where the flight test is combined with that required for either the initial issue of a multi-engine or instrument training approval, delegates must record the issue or renewal of the rating in the Certificates of Ratings record page and the issue of the training approval in the Flight Checks and Approvals record page. This ensures the initial issue date for the approval is recorded. The forms of endorsement for such approvals are set out in the section on [Multi-engine Training Privileges](#) below.

Record the currency period of the rating in the same entry in the Certificates of Rating page. For information about currency periods, see section [20.7](#) above.

10. Affix the signature strip from the Log Book Certification Form in the top half of the box next to the Log Book endorsement that you have just entered. Print your name and ARN underneath.

11. Tear out the top (original) copy of the Log Book Certification Form from the pad and send it, together with the Flight Test Report and any "fail" Flight Test Reports, to the CASA CLARC Office within 14 days of the test.

If the "fail" flight tests were conducted by another ATO and you do not have the reports in your possession, send the "pass" Flight Test Report and certification to the CASA CLARC Office with a covering note.

12. Keep the carbon (second) copy of the certification in the pad as your record.

Keep a copy of the flight test report with either your copy of the certification or with your company training records. (These forms will be referred to when CASA audits your system.)

The applicant may exercise the privileges of the rating immediately.

20.9 Additional Instructing Privileges

CAOs
40.1.7,
40.3.7

CAOs 40.1.7 and 40.3.7 set out the criteria a pilot must satisfy before he or she may conduct multi-engine or instrument training. One such criterion is the completion of a flight test. Often this is combined with the test required for the issue or renewal of the Instructor Rating or for the next level of rating. However, this is not mandatory. In either case, following successful completion of the flight test, the pilot's log book is endorsed to record that the training privileges have been issued.

Note: Grade 1 aeroplane instructors and helicopter instructors are automatically approved under CAOs for instrument instruction and therefore no flight test is required.

20.9.1 Multi-engine Training Privileges

CAO 40.1.7 To be issued with multi-engine training privileges for aeroplanes, pilots must satisfy the requirements of paragraph 9.7 of CAO 40.1.7.

CAO 40.3.7 To be issued with multi-engine or multi-rotor training privileges for helicopters, pilots must satisfy the requirements of paragraph 11.5 of CAO 40.3.7.

CAR 5.20(1)
CAOs 40.1.7 These training privileges may be issued for aeroplanes by ATOs who are authorised under either CAO 40.1.7 para 9.7 or CAR 5.20(1) to approve other instructors to give flying training on multi-engine aircraft, or by CASA Flying Operations Inspectors (FOIs).

Such training privileges for helicopters may only be issued by a CASA FOI.

In each instance, ATOs must complete all sections of the [Flight Test Report for an Instructor Rating](#) (back of Form 750) applicable to the category of aircraft used in the test.

Issuing Multi-engine Training Privileges—Procedure

Approved Test Officer

1. Following the flight test, complete all sections of the [Flight Test Report for an Instructor Rating](#) (back of form 750) applicable to the category of aircraft used in the test.
2. Enter the approval in the front of the pilot's Log Book, in the Flight Checks and Approvals page and complete the Log Book Certification Form. (A sample of the certification form is provided in section 4.6.1 and the record page in section 4.6.2).

The form of entry in the Log Book is:

Aeroplanes

ME TRNG APP (A)

Helicopters

ME TRNG APP (H).



3. Where the test is combined with the test for renewal of rating, a new period of validity for the existing rating may be granted. Record the new validity period on the page for Certificates of Ratings as for a rating renewal. You will need to complete a second Log Book Certification Form (a sample of which is provided in section 4.6.1.)
4. Send the Log Book Certification Form(s) and the Flight Test Report to the CASA CLARC Office within 14 days of the test.

20.9.2 Instrument Training Privileges

CAO 40.3.7 Grade 1 and 2 helicopter instructors are automatically approved under CAO 40.3.7 to give flying training for the issue of a helicopter Instrument Rating, provided they hold the appropriate grade of Instrument Rating themselves and have completed the course of training set out in paragraph 11.3.1 of CAO 40.3.7.

CAO 40.1.7 Grade 1 aeroplane flight instructors are automatically approved under CAO 40.1.7 to give flying training for the issue of an aeroplane Instrument Rating if they:

- Hold a Command Instrument Rating for aeroplanes and
- Hold or instruct under an arrangement with a person who holds an Air Operators Certificate (AOC) that authorises training for an aeroplane Instrument Rating.

CAR 5.20(1) Other aeroplane instructors seeking to give such training must be approved under CAR 5.20(1). CASA FOIs have the authority to grant such privileges.

The granting of instrument training privileges involves the completion of a flight test with an ATO or CASA FOI.

Procedure

Approved Test Officer

1. Following the flight test, complete all sections of the [Flight Test Report for an Instructor Ratings](#) (back of Form 750) applicable to the category of aircraft used in the test.
2. Enter the approval in the front of the pilot's Log Book, in the Flight Checks and Approvals page and complete the Log Book Certification Form. (A sample of the record page and the certification form is provided in section 4.6.1 and the record page in section 4.6.2.)

The form of entry in the Log Book is:

Aeroplanes

IF TRNG APP (A)

Helicopters

IF TRNG APP (H).



3. Where the test is combined with the test for renewal of rating, a new period of validity for the existing rating may be granted. Record the new validity period in the Log Book on the page for Certificates of Ratings as for a rating renewal. (A sample of the record page is provided in section 4.6.2.)
4. Send the Log Book Certification Form and Flight Test Report to the CASA CLARC Office within 14 days of the test.

20.9.3 Other Instructing Privileges

A CFI or Grade 1 Instructor who is certified to give spin, acrobatic and/or formation instruction may certify as to the competency of other instructors to conduct this type of instruction. The same applies to student solo authorisations.

CAO 40.1.7. 40.3.7 These certifications are entered in the body of the Log Book in accordance with CAO 40.1.7 Appendix III and CAO 40.3.7 Appendix II. These certifications **do not** come under the auspices of the LBE system. Consequently, you **must not** use the Log Book Certification Forms for these items.

Although it is not mandatory for CASA to receive advice of these certifications, instructors or applicants may forward a certified true copy of the Log Book entry to CASA to enable CASA to update the database relating to the applicant's flight crew qualifications. The copy may be certified by the CFI or an ATO.

20.10 Exemptions for Overseas and ADF Instructor Qualifications

The CAOs set out the requirements for issue of an Instructor Rating and provides some exemptions against the training requirements for the rating, provided they meet the aeronautical experience requirements. These exemptions are detailed in the relevant CAOs.

Applications can only be made initially for either a Grade 3 Aeroplanes or Grade 2 Helicopters. However, upgrades to a higher grade can be made in a shorter time than specified in the CAOs based on their overseas or military instructional experience

20.10.1 Procedure

Overseas and Defence Force Applicants

1. Refer to the CASA CLARC Office.
2. Advise applicant to present his or her original log book to CASA, together with either the [Application for CASA Authorisation on the Basis of Overseas Qualifications](#) (Form 213) or licence, medical, logbook and [Flight Crew Licence on the Basis of ADF Qualifications–Application](#) (Form 186).