



CASR Part 61 Flight Examiner Rating Course Profile

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Glossary

Acronyms and abbreviations

Acronym / abbreviation	Description
ATPL	Air Transport Pilot Licence
CASA	Civil Aviation Safety Authority
CPL	Commercial Pilots Licence
FEH	Flight Examiner Handbook
FER	Flight Examiner Rating
FERC	Flight Examiner Rating Course
FTM	Flight Test Management
FTO	Flight Testing Office
MOS	Manual of Standards
PPL	Private Pilot Licence

Revision History

Amendments/revisions of this guide are recorded below in order of most recent first.

Version No.	Date	Parts/Sections	Details
2.0	August 2022	All	Second Issue
1.0	2017	All	First issue

1 General course information

1.1 Course details

Course code:	FERC
Course title:	CASA Flight Examiner Rating Course
Organisation:	Civil Aviation Safety Authority
Mode:	Mixed modes, including supervised on the job training

1.2 Course description

The course is referred to as the CASA Flight Examiner Rating Course (FERC) and has been developed to meet the requirements set out in CASR Part 61 for the grant of a flight examiner rating (CASR 61.1290) and for the grant of a flight examiner endorsement (CASR 61.1320).

The course content has been developed to meet the associated knowledge and practical competency standards which are set out in CASR Part 61 Manual of Standards (MOS).

The FERC provides training and assessment for the flight examiner rating endorsements (FEE) (both aeroplane and helicopter categories) listed below:

- Private pilot licence flight test endorsement (category specific)
- Commercial pilot licence flight test endorsement (category specific)
- Air transport pilot licence flight test endorsement (category specific)
- Multi-engine class rating flight test endorsement
- Type rating flight test endorsement (type specific)
- Instrument rating flight test endorsement (category specific)
- Night VFR rating flight test endorsement (category specific)
- Night vision imaging system rating flight test endorsement
- Low-level rating flight test endorsement (category specific)
- Aerial application rating flight test endorsement (category specific)
- Flight instructor rating flight test endorsement (category specific).

The FERC has also established learner pathways recognising prior learning and experience of pilots with formal testing experience without having held an examiner rating.

Note: The FERC does not provide training for the English language assessment endorsement. For more information about this endorsement, email applications@casa.gov.au

1.3 Pre-requisites for enrolment

Prior to enrolment applicants must successfully demonstrate to CASA they have met the following requirements:

- hold the licences and endorsements mentioned in Column 3 of Table 61.1310 of CASR Part 61 for the relevant examiner endorsement
- provide evidence you meet the expected experience levels that CASA uses as a guide to assess suitability for each flight examiner endorsement as prescribed in CASA Form 61-FER as applicable.
- meet fit and proper person requirements
- have submitted CASA Form 61-FER including the supporting documentation.

Note: See section 7 Course policy and guidelines for additional information.

1.4 Application background

To participate successfully in the course, it is expected all applicants are highly proficient in the relevant underpinning flight crew qualification and have considerable experience training pilots to gain that qualification. All applicants are required to have current and relevant CASR Part 61 flight crew qualifications and be actively engaged in flying operations.

Applicants are also expected to have extensive knowledge in the subject matter relevant to the underpinning flight crew qualification. During the course and assessments, applicants can expect to have their knowledge and skills evaluated.

1.5 Application and enrolment procedures

To enrol, applicants must submit a completed CASA Form 61-FER along with the required supporting documentation to flighttesting@casa.gov.au. Please allow up to 14 days for processing. Applications that are incomplete will be returned to the applicant.

Successful applicants will be enrolled into the relevant learner pathway (see Appendix 1) and CASA will notify unsuccessful applicants by email.

1.6 Application and enrolment procedures for CASR 61.040 approval holders wishing to gain an examiner rating

Through the recognition of prior learning, FERC allows a learner pathway for individual 61.040 approval holders, where credits for relevant experience may be applied to the flight examiner rating training and/or assessment requirements. Prior to application the 61.040 holder must hold the licences and endorsements mentioned in column 3 of the Table 61.1310 for the relevant FEE(s). Supporting documentation, including copies of 61.040 approvals held, are to be supplied with the CASA Form 61-FER application.

There are two options applicable to CASR 61.040 approval holders applying to “transition” to a FER and/or the relevant FEE:

FERC Pathway 5 is “Like for like”, where the 61.040 approval does not include significant conditions/restrictions and is, in practice, equivalent to a FER/FEE. The pathway incorporates a workbook and FER flight test.

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FERC Pathway 6 is “Different”, where the FER/FEE privileges are an extension to the current 61.040 approval or “FSTD only” limitation. This pathway is based on an additional endorsement Pathway 3 or 4. The applicable fee will be an Estimate from CASA.

Note: Applicants with multiple 61.040 approvals may submit one application if the licences and endorsements mentioned in column 3 of the Table 61.1310 for all the FEEs applied for are held by the applicant. Pathways 5 and 6 apply, shown in Appendix 2.

1.7 Course contact information

The Flight Testing Office (FTO) is responsible for all CASR Part 61 flight examiner rating training applications made on the Form 61-FER. General enquiries, including how to enrol in the FERC should be directed to:

Flight Testing Office	
Phone	131 757
Email	flighttesting@casa.gov.au

2 Aims and outcomes

2.1 Course aims

The FERC aims to prepare applicants to conduct flight tests and proficiency checks in a manner that is consistent with the regulations and guidance material. The competencies assessed during the flight examiner rating flight test are set out in Schedule 5 of the Part 61 Manual of Standards (MOS) and the Flight Examiner Handbook (FEH).

2.2 Learning outcomes

The objective of the FERC is to provide the applicant with the knowledge, skills and behaviours outlined in the Part 61 MOS Schedule 1 Section U "Flight examiner rating and endorsements" and Schedule 2 Unit FER "Conduct a Flight Test".

3 Course overview

3.1 Course phases and the recognition of prior learning

The FERC consists of five phases – not all applicants are required to complete all phases. The FERC is designed to provide learning pathways which recognise flight examiner qualifications (endorsements) already held by the applicant and recognise prior testing experience gained under a 61.040 approval, or as an examiner limited to conducting flight tests in simulators. The pathways also consider the level of risk and complexity associated with the flight examiner endorsement sought by the applicant.

3.2 Course phases

- Phase 1: eLearning (six modules)
 - Module 1 – Legal and general administration
 - Module 2 – Understanding assessment
 - Module 3 – Assessing human factors and non-technical skills
 - Module 4 – Core principles – plan
 - Module 5 – Core principles – conduct
 - Module 6 – Core principles – complete.
 - Phase 2: Workshop
 - Module 7 – FTO facilitated group scenario focused learning.
 - Phase 3: Practical Training of either:
 - on the job coaching by an approved senior examiner. For applicants with existing Flight Examiner ratings and considerable experience, modules may be varied or omitted in recognition of prior learning. Applications for variation can be made to CASA at any time prior to the commencement of practical training.
- OR
- An approved course of scenario based practical lessons and formative assessment that will achieve the same outcome. Applications for this pathway can be made to CASA at any time prior to the commencement of practical training. Applications should include an appropriate scenario-based training instructional design including formative assessment of competency outcomes, mapped to the FERC practical training competencies. Each application for this pathway will be considered on its individual merits
 - Modules 8 & 9 – Observation of entire flight tests
 - Modules 10, 11 & 12 – Conduct of flight tests under the supervision and authority of the senior examiner.
- Phase 4: Interview (CASR 61.1290 (2)(c))
 - Modules 13 – Applicant interview conducted by the assessing CASA officer prior to the commencement of the flight test module 14. (Only required for new flight examiners).
 - Phase 5: Flight Test

- Modules 14 – Flight Examiner competency assessment.

3.3 Specified learner pathways for applicants

Applicants should review Appendices 1 and 2 to identify the modules and learner pathway applicable to the examiner endorsement sought and their existing qualifications. The table at Appendix 1 specifies the modules and the table at Appendix 2 specifies the learner pathway for applicants by each examiner endorsement.

Note: Scenario: A flight examiner applicant currently holds a private pilot licence flight test endorsement and is seeking a commercial pilot licence flight test endorsement. This applicant would have all the eLearning modules made available to them—modules 1, 2 and 3 would be made available but due to their qualifications they would only be assessed on modules 4, 5 and 6 (plan, conduct and complete). They would also be required to participate in the workshop, reduced practical training and complete a flight test.

Note: Examiner applicants returning to complete an additional FEE may be exempt from the phase 2 Workshop requirement and may present a case for reduced practical training.

3.4 Phase 1 overview – eLearning (Modules 1 to 6)

The eLearning phase contains six modules. Applicants who need to meet the requirements of CASR 61.1290(2)—those who have not previously held a flight examiner rating—must complete all six eLearning modules. Applicants who need to meet the requirements of CASR 61.1320(2)—those who already hold a flight examiner rating—are only required to successfully complete modules 4, 5 and 6, in the context of the new FEE applied for.

Modules 1, 2 and 3 focus on the legal and administrative requirements, the theory of conducting valid and reliable assessments and the techniques for assessing human factors and non-technical skills. Each module will take up to 1.5 hours to complete successfully.

Modules 4, 5 and 6 focus on the practical aspects of an applicant's examiner rating endorsement in terms of planning, conducting, and completing a flight test or proficiency check. Applicants will be required, through the completion of a workbook, to construct relevant briefings, knowledge requirement questions and a flight test profile that complies with the Part 61 MOS and the FEH. Each module will take up to 2.0 hours to complete successfully.

Applicants can only enrol in phase two (workshop) once they have submitted the workbook, they completed during modules 4, 5 and 6. The workbook is uploaded using the learning management system at the completion of module 6. If attending a workshop, applicants should allow the time specified in the classroom workshop schedule for CASA to complete a review of the workbook.

3.5 Phase 2 overview – Workshop (Module 7)

Applicants seeking one of the four flight examiner endorsements mentioned below will be required to enrol for the workshop once they have completed module 6:

- Private pilot licence flight test endorsement (category specific)
- Commercial pilot licence flight test endorsement (category specific)
- Instrument rating flight test endorsement (category specific)
- Flight instructor rating flight test endorsement (category specific).

The workshop is either a one-day session conducted face-to-face, or 2 half day webinar sessions conducted online. The workshop will provide applicants with the opportunity to review examiner behaviours through scenarios presented (by video) and compare their observations with the Part 61 MOS and the FEH to make competency determinations.

Applicants will be required to demonstrate various practical examiner competencies. Applicants should anticipate being required to undertake the following activities competently:

- demonstrate effective questioning techniques learnt during phase one
- demonstrate effective de-briefing techniques learnt during phase one
- discuss the flight test profile prepared during phase one
- identify the presence or absence of a competency listed in the Part 61 MOS for either:
 - a flight examiner, or
 - the qualification to be tested by the applicant, such as instrument rating competencies.

Attending a workshop for the addition of each applicable FEE, provides the applicant the opportunity to apply their learning to the context of the FEE applied for. If the applicant

applying for an additional FEE has completed the FERC workshop within the 12 months prior to the application, the applicant has the option not to attend a second workshop. This option can be nominated at the time of application for an additional FEE, in which case the FERC fees associated with the application will be adjusted.

If the application is within 24 months of a previously failed FER application, the applicant is required to attend the FERC workshop despite having completed a workshop within the previous 24 months of the subsequent application. Paragraph 7.4 applies.

Please scroll to the bottom of the [CASA Flight Examiner Rating Course webpage](#) for the current workshop schedule.

A specially focused workshop for ATPL FEE applicants will be conducted by CASA as required. This half day webinar is best undertaken prior to commencing the eLearning modules 4-6 and the development of the workbook.

3.6 Phase 3 overview – Practical training (Modules 8 to 12)

The objective of the practical training is to practice and apply the knowledge and skills acquired during the course, and to confirm the applicant's readiness for assessment.

The practical training phase forms part of the instructional system design (ISD) and is essential for examiner applicants to meet the requirements of CASR 61.1290(2) or CASR 61.1320(2). The CASR Part 61 Manual of Standards (MOS) specifies practical competency standards for the training and assessment for the grant of a FER. Phase 3 of FERC is focused on developing the practical competency standards and enhancing the aeronautical and underpinning knowledge developed earlier from the e-Learning (Phase 1) and Workshop (Phase 2) phases. CASA has established a level of risk and complexity associated with each flight examiner endorsement establishing that not all applications for additional FEEs require practical training.

FEE's that require Practical training are facilitated by industry based senior examiners. The senior examiners provide coaching to the examiner applicant guiding them through the pre and post flight test administrative requirements and coaching the applicant to meet the competencies established in modules 8 through to 12.

Alternatively, the senior examiner and applicant can devise a course of scenario-based training, using Competency Based Training Instructional System design principles for approval by CASA in place of modules 8 to 12. This course of training must include appropriate learning and formative assessment and be mapped to the required competencies.

Examiner applicants must receive certification from a senior examiner that the examiner applicant has consistently demonstrated competency in the aeronautical knowledge and practical competency standards specified in CASR Part 61 MOS for the grant of the FER / FEE prior to confirming arrangements with CASA to conduct a flight test for the FER/FEE. A practical training Phase 3 guide will be provided to the examiner applicant and nominated senior examiner that establishes the competency objectives for each module and provides an achievement record to be returned to CASA FTO upon completion.

The Practical training comprises a nominal five modules, which are delivered during five training sessions. The first two modules are observations of actual ground and flight components of tests that are relevant to the applicable FEE. The actual flight tests and proficiency checks are conducted by the senior examiner.

An applicant may apply for RPL for one of these modules based on previous examiner experience of a similar type. For example, an applicant adding SEH VFR CPL FEE with considerable experience (as confirmed by the CASA Flight Testing Office) conducting SEH

VFR PPL flight tests, may be exempted from completing module 8 through recognition of prior learning).

The next three sessions of this phase are actual tests conducted by the examiner applicant - under the close guidance, supervision, and authority of the senior examiner. In each session, there is a program of training and assessment specified. A reduced number of modules may be approved by CASA through a Recognition of Prior Learning application.

For initial examiner ratings, Phase 3 normally consists of all modules 8-12. For additional FEEs, Phase 3 normally consists of modules 9,11 and 12.

For FEEs that are relevant to the conduct of flight tests and proficiency checks, a mixture is acceptable for the Phase 3 modules. However, the majority should be flight tests (initial issue or additional endorsements of the operational rating).

To assist with overall timing and efficiency, approval may be granted by the Flight-Testing Office to commence Phase 3 prior to the Phase 2 Workshop. In this circumstance, the early conduct of Phase 3 is normally limited to modules 8-10. This leaves modules 11 and 12 to after the Workshop to maintain the integrity of the course design.

Any financial arrangements to cover the coaching provided by the industry senior examiner to the examiner applicant are independent of CASA and the course costs described in paragraph 6.5 and Appendix 3. The applicant will be charged at an hourly rate for practical training (exceptional case) provided by CASA.

3.7 Practical training phase 3 guide

In support of Practical training, CASA has developed the 'Practical training phase 3 guide', providing full details of the objectives and requirements of this phase. Each module has set competencies to be achieved. A module of training is not complete until all the required competencies for that module are achieved. For example, where the applicant under test fails early in the knowledge component, not giving the senior examiner opportunities to complete the coaching requirements for the module, the training is incomplete.

The phase 3 guide also includes the training records to be completed during the examiner applicant's practical training. The Flight Testing Office will provide the guide to the examiner applicant, after their application has been accepted. A full copy of the guide is available on the CASA website for reference only. Only the copy of the guide provided to the examiner applicant by the Flight Testing Office is to be used by the examiner applicant and the approved senior examiner.

If a substitute training program is approved, it must include an equivalent, competency mapped document that will certify the completion of the training. This allows the Flight Testing Office to customise the practical training requirements to individual needs if the situation arises.

3.8 Appointment to the role of Senior Examiner

It is the responsibility of the examiner applicant to source a suitable senior examiner to complete the training within the specified time frame. A Senior Examiner will have the following attributes:

- they have extensive and current testing experience relevant to the FEE
- a review of the examiner's flight-testing data (within FTM) indicates limited outlier activity when compared to FEH and MOS requirements e.g. testing times, pass rates etc

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- there is no active unscheduled surveillance, or investigations associated with the examiner
- the examiner has an expert understanding of the regulatory and FCL certification scheme
- the examiner remains a fit and proper person.

The senior examiner nominee must be accepted by CASA as a senior examiner for this purpose. Prior to acceptance, the nominated examiner may be required to complete a course of training by the FTO to support their role.

The following exemptions apply to facilitate safe operations during the flight test observation and conduct modules 8 to 12 of FERC.

- EX81/21 allows the Examiner applicant onboard the aircraft during a flight test, subject to the requirements.
- EX66/21, allows the Examiner to conduct a flight test while not occupying a control seat, subject to the conditions.
- These exemptions will be reviewed as required. Please confirm the instrument is the current 'Inforce – latest version' prior to use.

Table 1: Module objectives

Module name	Module Training objective
8. Observation 1	<p>Observation sequences</p> <p>Ground and flight components of the assessment</p> <p>The objective of this session is for the senior examiner to provide the examiner applicant with a high standard demonstration of the competencies associated with the planning, preparing and post-flight stages of a flight test (whilst conducting a full test / check).</p>
9. Observation 2	<p>Observation sequences</p> <p>Ground and flight components of the assessment</p> <p>The objective of this session is for the senior examiner to provide the examiner applicant with a high standard demonstration of the competencies associated with conducting and making an assessment decision for all stages of a flight test (whilst conducting a full test / check).</p>
10. Conduct 1	<p>Conduct flight test #1</p> <p>FER .1 FER .2 FER.5 FER.6 FER.7</p> <p>The objective of this session is for the examiner applicant to focus their attention (whilst conducting a complete test / check) on achieving test standard in the competencies associated with the planning, preparing and post-flight stages.</p>
11. Conduct 2	<p>Conduct flight test #2</p>

Module name	Module Training objective
	<p>FER .3 FER.4</p> <p>The objective of this session is for the examiner applicant to focus their attention (whilst conducting a complete test / check) on achieving test standard in the competencies associated with conducting and making an assessment decision for all stages of a test / check.</p>
12. Conduct 3	<p>Conduct flight test #3</p> <p>FER .1 FER .2 FER.3 FER.4 FER.5 FER.6 FER.7</p> <p>The objective of this session is for the examiner applicant to demonstrate to the senior examiner that they have met all aeronautical knowledge and practical competency standards required for the grant of the flight examiner rating and/or flight test endorsement.</p>

3.9 Phase 4 overview – interview by CASA (Module 13)

As set out in CASR 61.1290(2)(c), an applicant for a flight examiner rating is required to successfully complete an interview conducted by CASA. If an applicant already holds a flight examiner rating, an interview is not required for the grant of an additional flight examiner endorsement.

The interview is conducted on the same day and immediately prior to commencing the examiner rating flight test. The interview assesses whether an applicant has the necessary skills and experience to be granted a flight examiner rating.

Applicants are asked practical, scenario-based questions, particularly relating to the use of and understanding of the MOS and FEH, with questions drawn from the report produced during the eLearning phase and observations during the workshop.

Applicants must successfully complete the interview prior to commencing their flight test.

Note: As an applicant submits a response during the eLearning phase, it is captured and attributed to them—applicants will be advised of any incorrect responses. A report on the applicant's performance will be compiled to identify any knowledge gaps—this report will form the basis of the interview. Applicants must achieve 100 per cent in the interview.

3.10 Phase 5 overview – Flight Examiner Flight Test (Module 14)

All applicants must complete a flight test as outlined in Schedule 5 of the Part 61 MOS and the Flight Examiner Handbook. The flight test will be conducted by a FTO appointed CASA officer. The flight test may be the observation of a 'real' flight test, or a flight test that is simulated by CASA. Where a 'real' flight test is used, and the examiner applicant fails, the real flight test may need to be discontinued at the CASA officer's discretion. This risk should be briefed to the test applicant and their consent to continue the test be obtained.

When a real flight test or proficiency check is used to assess the examiner applicant, the test/check will be conducted under the authority of the CASA officer who will manage FTM requirements.

To pass the flight test, an examiner applicant must demonstrate their capability in all units of competency. Credits are not available for the ground/flight component if the examiner applicant fails that component of a flight test. After two consecutive fails, the application will be

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closed and reconciled. The examiner applicant may reapply after a minimum period of 6 months. During this time, the applicant is expected to gain additional experience in training and assessment before a new application will be accepted. In these circumstances, the applicant must restart the course from phase one. Additional training or a non-standard pathway may be identified by CASA or the applicant following a failure assessment to rectify the identified deficiencies in knowledge or skill.

4 Learning resources

4.1 Resources to be supplied by applicants

Applicants are responsible for the provision of the following equipment and material when participating in the eLearning and the workshop phases:

- suitable stationery
- laptop or iPad with appropriate internet access
- CASR Parts 61, 141 and 142
- all schedules of the Part 61 MOS
- Part 61 MOS Instrument (pages 1 to 6)
- the Flight Examiner Handbook.

Applicants are also responsible for any costs associated with the provision of any in-field facilities and equipment (including aircraft and simulators) required to complete course outcomes plus their travel costs associated with attending and completing the course.

4.2 How to be successful during the course

To complete the course successfully, an applicant is expected to:

- Not submit their application prior to being ready to commit to fully completing the course within 6 months of the application
- have an extensive knowledge of CASR Subpart 61.U
- have an extensive knowledge of Schedules 1, 2, 5, 6 and 8 of the Part 61 MOS as relevant to a flight examiner rating and the flight test endorsement application
- have an extensive knowledge of Schedules 1, 2, 5, 6 and 8 of the Part 61 MOS as relevant to the underpinning flight crew licence qualification
- have an extensive technical and practical knowledge aligned with the underpinning flight crew licence qualification
- devote sufficient time and commitment in the lead up to and during the course
- where applicable, nominate a senior examiner who is experienced in the flight test endorsement being sought and equally committed to achieving a quality outcome.

5 Course timetables/scheduling

The eLearning modules will be made available to applicants immediately upon course acceptance by CASA. Applicants can commence the eLearning modules at any time, there is no specific start date. Applicants participating in the Phase 2 workshops must enrol using CASA's learning management system (LMS). Nominations for the workshop, cannot be confirmed until the applicant has been assessed on modules 4, 5 and 6.

The eLearning module 6 assessment and completed workbook must be submitted via the LMS at least 1 month prior to the scheduled workshop date.

5.1 Workshop schedule

A calendar of workshops, including nominated dates for each is published on the CASA website. Workshops may also be delivered remotely through a webinar. Additional workshops can be scheduled in response to industry demand. A minimum number of participants are required to achieve the educational aims of the workshop.

Enrolment for a workshop must be received by CASA no less than 21 calendar days prior to the date of the workshop. Enrolments will be processed as they are received, and some applicants may not be assigned their preferred date. If this occurs, you will be offered the next available workshop.

Please scroll to the bottom of the [CASA Flight Examiner Rating Course webpage](#) for the current workshop schedule.

6 Learning activities summary

6.1 Other teaching and learning activities information

If an applicant is unable to meet the requirements of the course, they should contact the Course coordinator as soon as possible on:

FERC Course Coordinator	
Phone	131 757
Email	flighttesting@casa.gov.au

6.2 Maximum course duration

Applicants are encouraged, prior to submitting their application, to map out their own training plan to complete all phases within 6 months of their application.

An applicant is allowed a maximum of 90 days from the date of first access to successfully complete the eLearning modules relevant to their learner pathway. If an applicant has not completed all modules within the 90-day period, they will need to re-enrol in the course and start again from phase one.

An applicant must complete the flight examiner rating flight test, no later than 6 months from the date of course commencement. If an applicant does not take a flight test within the 6-month period, they will need to re-enrol and recommence the course from phase one.

The FTO Manager may consider an extension to these timeframes in exceptional circumstances. Any request for an extension must be submitted to CASA in writing with a training plan linked to a date schedule, which the applicant intends to adhere to while completing the course.

6.3 eLearning lock-out times

A lock-out period does not apply to eLearning modules 1, 2 and 3. Applicants are permitted multiple attempts for assessments for these modules. A lock-out period will apply to eLearning modules 4, 5 and 6. Applicants are permitted a maximum of three attempts for any assessment for these modules. An applicant must achieve at least 80 per cent to successfully complete the modules.

Note: During each eLearning module (with or without lock-out periods) data will be captured as an applicant submits an answer. The data will provide valuable information on the applicant for the CASA officer conducting the flight test.

Applicants should minimize incorrect answers to reduce the need for any additional questioning during the flight test.

6.4 Feedback to applicants

CASA is committed to providing timely feedback to applicants as they progress through the FERC. We will provide feedback, via email, to applicants on receipt of form 61-FER, at job set up for review, at application approval/enrolment, within 21 days of submission of the workbook for assessment, at workshop enrolment, at senior examiner approval and at CASA officer allocation for the FER flight test.

6.5 Course costs

Once a flight examiner applicant has received notification from CASA that their application has been successful, they are required to pay all course fees in full prior to commencing their learning pathway.

The course fees for the learning pathways are outlined in Appendix 3 – Course costs. Please note, course costs are subject to change without notice. Please contact the FTO, for the most up-to-date fee schedule.

The published course fees do not provide for any repeat activities – the applicant will be invoiced separately by CASA if repeats are required.

Costs associated with services provided by the industry senior examiner are the responsibility of the applicant. If a CASA officer is tasked to conduct any coaching of the examiner applicant an additional estimate of costs will be prepared and must be paid prior to the CASA officer commencing coaching.

If an applicant cancels their enrolment before they start the first eLearning module CASA will refund the fees in full less an administration fee.

If an applicant withdraws from the course after they have started the eLearning modules, they are also entitled to a refund. CASA will deduct costs for administrative processing and any fees applicable to the attempted or completed module(s) and refund remaining phases of their learning pathway.

Scenario 1

New flight examiners for PPL testing who do not currently hold an examiner rating will be required to undertake eLearning modules one to six followed by participation in the workshop (PPL, CPL, IR, and FIR endorsement), practical training, interview, and the flight test. If the examiner withdraws after completing two modules CASA will refund the balance of four eLearning modules and the remaining phases of the learner pathways minus a fee of \$240 to cover administrative processing and course management fees.

Scenario 2

An existing flight examiner who is looking to gain either a PPL, CPL, IR, or a FIR endorsement is required to undertake modules four, five and six followed by participation in the workshop, practical training, and the flight test. If the examiner withdraws after completing two of the three modules CASA will refund the balance of one eLearning module and the remaining phases of the learner pathways minus a fee of \$240 to cover administrative processing and course management fees.

A refund will not be payable to flight examiner applicants for modules commenced.

If the examiner applicant is unable to complete the course due to medical reasons, a certified copy of an original medical certificate must be provided to CASA.

A refund will not be provided if the applicant:

- does not complete the eLearning modules within the maximum 90 days period from the date of enrolment, or
- does not complete the flight examiner rating flight test within 6 months from the date of course enrolment, and
- has not been granted an extension by the FTO Manager (see section 6.2).

7 Course policies and guidelines

7.1 Conduct of applicants

Applicants undertaking the FERC are expected to conduct themselves in a manner consistent with the behaviours set out in the Flight Examiner Handbook.

7.2 Cheating/plagiarism

Any applicant found to be copying or using material that is not their own will be deemed to have failed the course. Under these circumstances an applicant cannot re-enrol for a period of 24 months.

7.3 Notification of results

Applicants will be advised of the outcome for the interview and flight test at the time of assessment.

7.4 Fail result

If an examiner applicant fails the flight test once, they will be required to conduct additional training with their senior examiner prior to being nominated as competent to sit the flight test again. The training requirements will be tailored to the needs of the applicant by the FTO manager based on the deficiencies identified at the time of the flight test.

If an examiner applicant fails the flight test a second time, their application will be closed, and the account reconciled. If the applicant wishes to reapply in the future, a minimum 6 months of additional training and exposure to testing will be required prior to a new application being made.

7.5 Appeals against the award of grades

In accordance with CASR 11, any applicant deemed unsuccessful will be provided with a statement of reasons for the decision and the details of any applicable appeals process.

7.6 Course evaluation

On completion of the FERC, applicants will be provided with a course evaluation. Applicants are encouraged to complete the survey as the FTO will use the feedback for continuous improvement of the course over time.

8 Other policies and guidelines

Applicants are responsible for ensuring they have read the Part 61 Flight Examining Rating Course Profile in its entirety prior to commencing the eLearning modules. CASA will provide the access to the course requirements.

8.1 Health and safety

CASA is committed to providing a safe work and study environment for all enrolled applicants and visitors.

CASA staff facilitating learning activities will ensure, as far as reasonably possible, that those activities are conducted in a safe manner and that they adhere to health and safety procedures. All applicants and visitors must ensure they adhere to relevant health and safety procedures while attending a CASA Office.

For all 'in aircraft or simulator' activities associated with the FERC, applicants are responsible for ensuring airworthiness and/or relevant health and safety procedures are taken into consideration. Applicants are responsible for any insurance coverage associated with the said activity.

A senior examiner should be satisfied that the flight examiner applicant has a high level of personal proficiency before conducting practical training. This may require the flight examiner applicant to demonstrate satisfactory proficiency from the relevant examiner crew seat. This aspect will be discussed further during CASA's briefing with the senior examiner.

1 Appendix 1 Course learner modules

		CASR 61.1290 examiner rating issue New flight examiners not currently holding an examiner rating												CASR 61.1320 addition of examiner endorsement Addition of a flight examiner endorsement to existing examiner rating holder										
		eLearning						Workshop	Practical Training	Interview	Flight test	eLearning						Workshop	Practical Training	Interview	Flight test			
		1	2	3	4	5	6	7	8-12	13	14	1	2	3	4	5	6	7	9, 11, 12	13	14			
		Legal and administration	Understanding assessment	Assessing HF and NTS	Core principles – plan	Core principles – conduct	Core principles – complete	Classroom or webinar	Industry coaching	CASR 61.1290 (2)(c)	CASR 61.1290 (2)(b)	Legal and administration	Understanding assessment	Assessing HF and NTS	Core principles – plan	Core principles – conduct	Core principles – complete	Classroom or webinar	Industry coaching	Not applicable	CASR 61.1320			
Item	Endorsement	✓ Successfully complete module												× Not required										
1	PPL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓			
2	CPL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓			
3	ATPL	Must hold Instrument rating flight test endorsement																						
4	Multi engine class	✓	✓	✓	✓	✓	✓	×	✓	✓	✓				✓	✓	✓	×	×		✓			
5	Type rating	✓	✓	✓	✓	✓	✓	×	✓	✓	✓				✓	✓	✓	×	×		✓			
6	Instrument	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓		✓			
7	NVFR	✓	✓	✓	✓	✓	✓	×	✓	✓	✓				✓	✓	✓	×	×		✓			
8	NVIS	✓	✓	✓	✓	✓	✓	×	✓	✓	✓				✓	✓	✓	×	×		✓			
9	Low level	✓	✓	✓	✓	✓	✓	×	✓	✓	✓				✓	✓	✓	×	×		✓			
10	Aerial app	✓	✓	✓	✓	✓	✓	×	✓	✓	✓				✓	✓	✓	×	×		✓			
11	Flight instructor rating	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓		✓			

Figure 1: New and additional endorsements for flight examiner ratings

2 Appendix 2 Course learner pathway structure

		CASR 61.1290 examiner rating issue New flight examiners not currently holding an examiner rating							CASR 61.1320 addition of examiner endorsement Addition of a flight examiner endorsement to existing examiner rating holder														
		eLearning						Workshop	Practical training	Interview	Flight test	eLearning						Workshop	Practical training	Interview	Flight test		
		1	2	3	4	5	6	7	8-12	13	14	1	2	3	4	5	6	7	9, 11, 12	13	14		
		Legal and administration	Understanding assessment	Assessing HF and NTS	Core principles – plan	Core principles – conduct	Core principles – complete	Classroom or webinar	Industry coaching	CASR 61.1290 (2)(c)	CASR 61.1290 (2)(b)	Legal and administration	Understanding assessment	Assessing HF and NTS	Core principles – plan	Core principles – conduct	Core principles – complete	Classroom or webinar	Industry coaching	Not applicable	CASR 61.1320		
1	PPL	Pathway 1											Pathway 3										
2	CPL	Pathway 1											Pathway 3										
3	ATPL												Pathway 4										
4	Multi engine class	Pathway 2											Pathway 4										
5	Type rating	Pathway 2											Pathway 4										
6	Instrument	Pathway 1											Pathway 3										
7	NVFR	Pathway 2											Pathway 4										
8	NVIS	Pathway 2											Pathway 4										
9	Low level	Pathway 2											Pathway 4										
10	Aerial app	Pathway 2											Pathway 4										
11	Flight instructor rating	Pathway 1											Pathway 3										
12	CASR Part 61.040 conversion												Pathway 5 or 6										
13	Simulator examiner converting to aircraft												Pathway 6										

Figure 2: Examiner rating pathways

Notes

Pathway 4 applies to applicants where pathway 3 would otherwise apply if the examiner applicant has attended and completed a FERC workshop in the 12 months prior to their application for an additional FEE. If applicable, the applicant must include advice of the relevant attendance dates supporting why pathway 4 should be applied at the time of the application.

A specially focused workshop for ATPL FEE applicants will be conducted by CASA as required. This half day webinar is best undertaken prior to commencing the eLearning modules 4-6 and the development of the workbook.

Pathway 5 & 6 is applicable to CASR 61.040 approval holders applying to “transition” to a FER and/or the relevant FEE. There are two options:

- Pathway 5: “Like for like”, where the 61.040 approval does not include significant conditions/restrictions and is, in practice, equivalent to a FER/FEE. The pathway incorporates a workbook and FER flight test.
- Pathway 6: “Different”, where the FER/FEE privileges are an extension to the current 61.040 approval or “FSTD only” limitation. This pathway is based on an additional endorsement pathway 3 or 4. The applicable fee will be an Estimate from CASA.

3 Appendix 3 Course costs (effective 1 July 2022)

		CASR 61.1290 examiner rating issue New flight examiners not currently holding an examiner rating							CASR 61.1320 addition of examiner endorsement Addition of a flight examiner endorsement to existing examiner rating holder									
		eLearning			Workshop				Practical training		Interview		Flight test					
		1	2	3	4	5	6	7	8-12	13	14	4	5	6	7	9, 11, 12	13	14
		Legal and administration	Understanding assessment	Assessing HF and NTS	Core principles – plan	Core principles – conduct	Core principles – complete	Classroom or webinar	Industry coaching	CASR 61.1290 (2)(c)	CASR 61.1290 (2)(b)	Core principles – plan	Core principles – conduct	Core principles – complete	Classroom or webinar	Industry coaching	Not applicable	CASR 61.1320
Hours (0.0)							2.33		0.5	6.0				2.33			6.0	
Hourly rate (\$/hr.)							\$160		\$160	\$160				\$160			\$160	
Pathway 1		\$1712	\$240	\$60			\$372		\$80	\$960								
Pathway 2		\$1340	\$240	\$60					\$80	\$960								
Pathway 3		\$1608	\$240								\$40			\$368			\$960	
Pathway 4		\$1240	\$240								\$40						\$960	
Pathway 5		\$1200	\$240														\$960	
Pathway 6 – Estimate based training needs assessment																		
TBA																		

Figure 3: Course Costs

Notes

These costs are effective from 1 July 2022.

Workshop 8:30am to 4:30pm (60 min lunch) – 7 hours with average ratio of one CASA facilitator per three examiner applicants (2.33 hrs. per applicant).

Includes an administrative processing time of 1.5hrs for application processing, enrolment, and course management (\$240).

The fees include travel to major domestic airports within Australia for a flight test, other travel is charged separately.

The applicant is responsible for the provision of on-site facilities and equipment, including aircraft and simulators where applicable.

Additional training or assessment is charged by CASA at \$160/hr and/or the (re)enrolment for eLearning as relevant.