



08 September 2008

Dear Chief Flying Instructor

INVITATION TO ATTEND A FLIGHT TRAINING & TESTING OFFICE BRIEFING

I would like to invite you and your instructors to a briefing session which will provide you with information on CASAs new Flight Training and Testing Office. In particular, the briefing will provide information on the conduct of Flight Instructor Rating flight tests.

This briefing will be highly beneficial to flying schools currently conducting Flight Instructor training courses, as it will cover the procedures to be implemented by Flight Training Examiners and Approved Testing Officers when conducting flight tests.

As the briefing will cover flight tests for all grades of Flight Instructor Ratings, including renewals, we would like to extend the invitation to all instructors in your organisation.

The briefings will cover the following key topics:

- CASAs new flight testing program philosophy;
- The role and responsibilities of the Flight Training and Testing Office;
- The introduction of the Approved Testing Officer Manual;
- Flight testing principles and standardisation considerations; and
- Flight Instructor Rating flight test conduct.

The dates, times, location and venues for these briefings are shown overleaf. CASA will provide light supper, and to assist in ensuring sufficient seating and catering we would appreciate registration of attendance.

You can register for a particular briefing in one of two ways:

By Email: flighttesting@casa.gov.au

Please include the words 'Instructor Briefing' and 'Location' in the email subject ie.

Subject: 'Instructor Briefing – Melbourne'

By Facsimile: 02 9780 3072

Please Address to: Annette Munce, Flight Training and Testing Office

When registering, please provide your name, ARN and phone number(s).

I look forward to meeting with you to discuss this new joint CASA and industry safety initiative.

Yours faithfully

Roger Weeks
Manager
Flight Training and Testing Office
General Aviation Operations Group

FLIGHT TRAINING & TESTING OFFICE BRIEFING

Briefing dates and venues

Date	City	Venue
Monday 22 September 2008	Adelaide	Flight Training Adelaide Parafield Airport
Wednesday 24 September 2008	Sydney	Schofields Flying Club Bankstown Airport
Tuesday 21 October 2008	Brisbane	Royal Queensland Aero Club Archerfield Airport
Thursday 6 November 2008	Melbourne	Dingley International Hotel 334-348 Boundary Road, Dingley, Victoria
Wednesday 12 November 2008	Perth	Royal Aero Club of Western Australia Jandakot Airport

Timing

Each briefing will commence at 1730 (5-30pm). It is anticipated that the briefing will last for between 1.5 to 2 hours.

Catering

CASA will provide a light supper and refreshments.

Registration

Please register your attendance using the procedure detailed overleaf.