

Flight Instructor Rating Training Endorsement Grade 1 Guide

Instructor rating

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**Responsible Area Manager** Manager Flight Testing Office

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Acronyms and abbreviations

|  |  |
| --- | --- |
| Acronym / abbreviation | Description |
| **AC** | **advisory circular** |
| **BIF** | **basic instrument flight** |
| CASA | Civil Aviation Safety Authority |
| **CPL** | **commercial pilot licence** |
| **FER** | **flight examiner rating** |
| **FIR** | **flight instructor rating** |
| **FIR-TE** | **flight instructor rating-training endorsement** |
| **FPC** | **flight instructor proficiency check** |
| **FTO** | **flying training organisation** |
| **IF** | **instrument flight** |
| **IFF** | **Part 61 MOS unit of competency - Full instrument panel manoeuvres** |
| **IFL** | **Part 61 MOS unit of competency - Limited instrument panel manoeuvres** |
| **KDR** | **knowledge deficiency report** |
| **PPL** | **private pilot licence** |
| **NTS1** | **Part 61 MOS unit of competency - Non-technical skills 1** |
| **NTS2** | **Part 61 MOS unit of competency - Non-technical skills 2** |
| **RPL** | **recreational pilot licence** |
| **TE** | **training endorsement** |
| **TMI** | **temporary management instruction** |

Definitions

|  |  |
| --- | --- |
| Term | Definition |
| Unit or unit of competency | A unit of competency in Schedule 2 of the Part 61 Manual of Standards usually comprises: (1) the unit description, (2) its elements and performance criteria, (3) the range of variables across which these criteria are to be applied, and (4) the minimum underpinning knowledge for (2) and (3). |

Reference material

|  |  |
| --- | --- |
| Document | Title |
| Advisory circular | [AC 61-07 Flight instructor training](https://casaau.sharepoint.com/sites/document-catalogue/SitePages/DocumentCatalogue.aspx#/document/CASA-04-5813) |
| FEH | [Flight examiner handbook](https://casaau.sharepoint.com/sites/document-catalogue/SitePages/DocumentCatalogue.aspx#/search?flight%20examiner%20handbook) |
| Instrument | CASA EX64/22—Flight Training and Flight Tests by Grade 1 Training Endorsement Holders (Exemptions and Approvals) Instrument 2022 |
| Part 61 CASR | Part 61 of the *Civil Aviation Safety Regulations 1998 (CASR)* |
| Part 61 MOS | Part 61 *Manual of Standards* (MOS) |
| Sample syllabus | [Flight instructor rating training package](https://www.casa.gov.au/sites/default/files/2021-10/sample-syllabus-flight-instructor-rating-training-package.zip) |

Revision history

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

|  |  |  |  |
| --- | --- | --- | --- |
| Version No. | Date | Parts/Sections | Details |
| 2.0 | October 2022 | All | Privileges in accordance with instrument CASA EX64/22. |
| 1.0 | 2018 | All | First issue |

1. Syllabus notes
   1. Overview of training course

The holder of a grade 1 training endorsement is authorised to:

* conduct activities authorised by a grade 2 training endorsement
* supervise holders of grade 2 and grade 3 training endorsements conducting flight training in an aircraft of the specified category.

Approval instrument CASA EX64/22—Flight Training and Flight Tests by Grade 1 Training Endorsement Holders (Exemptions and Approvals) Instrument 2022 enables a Part 141 or 142 operator to utilise a grade 1 qualified flight instructor to conduct limited training and testing for relevant endorsements and ratings the instructor would otherwise not be qualified to conduct.

In summary, extended privileges for a grade 1 training endorsement holder who **does not hold a flight instructor rating-training endorsement** are to:

* conduct flight training for a
* grade 2 training endorsement
* design feature training endorsement
* flight activity and low-level training endorsements.
* test and grant
* aircraft class rating
* aircraft type rating
* design feature training endorsement
* sling operations training endorsement
* winch and rappelling operations training endorsement
* spinning training endorsement
* aerobatics training endorsement
* formation (aeroplane) training endorsement
* formation (helicopter) training endorsement
* formation aerobatics training endorsement.

The conditions to exercise the extended training and granting privileges:

* The Part 141 or 142 operator must hold approval for the training activities being trained and/or tested by a grade 1 under this instrument.
* The authorised grade 1 must be employed, approved for the activities and supervised by the Part 141 or 142 operator.
* The grade 1 must hold the same training endorsement for which the training is given.
* The grade 1 must have completed the specified examiner eLearning training modules, accessed via the MyCASA portal.
* The person receiving the training must already hold a flight instructor rating (FIR).

In addition to the privileges and conditions above, if the grade 1 **also holds FIR-TE** they may conduct test and grant of:

* class rating training endorsement (other than multi-engine)
* instrument rating training endorsement
* night VFR rating training endorsement
* night vision imaging system rating training endorsement
* low-level rating training endorsement.

While the approval applies to the grade 1 training endorsement holder, they may only exercise the approval for, or on behalf of, a Part 141 or 142 operator. The Part 141 or 142 operator must have the training activities approved/authorised on their Part 141 certificate or 142 AOC and have assessed the flight instructor as competent to conduct the approved training, test or grant of an endorsement.

Tests conducted by a grade 1 for a subsequent training endorsement will also deliver, under paragraph 61.1180 (2)(b) of CASR, a **flight instructor proficiency check** (FPC) to the instructor gaining the subsequent endorsement.

Grade 1 instructors conducting tests under the instrument must have successfully completed an instructor proficiency check by an examiner within the previous 24 months. This condition is applicable to any grade 1 who conducts both training and testing. This condition is not applicable to a grade 1 only conducting training.

**Note:** The instructor training activities mentioned above are supported by instrument CASA EX64/22 and are valid until the supported privileges are reviewed and new regulation made.

The grade 1 training endorsement is Item 1 in Part 1 of table 61.1235 of CASR.

A course of training for a grade 1 training endorsement provides the training provider and applicant with training and guidance on conducting the activities mentioned above as well as ensuring that the applicant has the requisite knowledge and skills.

An applicant for a grade 1 training endorsement is required to demonstrate competency conducting instruction in a flight test conducted by a fight examiner to the standards in the Part 61 Manual of Standards (MOS). These standards are prescribed in the following units in Schedule 2 of the Part 61 MOS:

* NTS1 – non-technical skills 1
* NTS2 – non-technical skills 2
* FIR4 – conduct aeronautical knowledge training and flight training
* FIR-TE1 – grade 1 training endorsement
* FIR7 – conduct flight review.

The applicant must also demonstrate comprehensive knowledge of the units of competency under Part 61 MOS for the issue of an RPL, PPL and CPL.

The following syllabus notes should be read and cross referenced to the ground and flight training summary for FIR-TE1 grade 1 training endorsement – refer to Subpart 61.T of CASR.

Reference to the FIR tutorials may be useful for revision purposes.

A training record must be completed for all ground and flight training undertaken by the applicant for the grade 1 training endorsement.

The operator must issue a course completion certificate to the applicant the training has been successfully completed.

The flight instructor training is the focus of every lesson in the syllabus and uses the operator’s applicable ground or airborne training events as the model for the training.

Flying for the applicant should be in the command seat, as the trainee instructor will occupy the instructor control seat.

Appropriate fault analysis and intervention/recovery techniques should be included in the flight training.

The following course content provide guidance to operators on conducting training for a grade 1 training endorsement. Training in these topics should ensure Part 61 operators have adequately prepared applicants for their flight test for a grade 1 training endorsement. The course content list is not exhaustive, and operators may choose to include additional topics in their syllabus.

* 1. Course content
* Aeronautical knowledge review
* Ground training
* Flight training (including post-flight debriefing and administration).
  + 1. Aeronautical knowledge review

#### Lesson TE1-1

* Review the applicant’s knowledge of the structure, content and context of the Part 61 Manual of Standards (MOS) licence and rating standards as they apply to training for RPL, PPL and CPL
* Review the applicant’s knowledge of Part 61 of CASR as it pertains to RPL, CPL, PPL, class ratings, type ratings (where applicable) and the grades 1, 2 and 3 training endorsements on an FIR and applicable knowledge of *Civil Aviation Order* (CAO) 100.5 and *Civil Aviation Regulations 1988 (CAR).*
* Review the applicant’s underpinning knowledge described in units of competency for RPL, PPL and CPL. The applicant is to complete a number of short theory lessons as directed by the FIR instructor.
  + 1. Ground training

#### Lesson TE1-2 Review of the grade 1 training endorsement

* Provide an overview of the privileges, limitations, and obligations of the grade 1 training endorsement.
* Review and discuss the concepts and practical aspects of assessing competency against specified standards.

#### Lesson TE1-3 Review administration requirements

* Review the administration requirements, including:
* using of the correct documentation
* relating to the grant of endorsements on an RPL
* granting of design feature training endorsements
* granting of flight activity and low-level training endorsements
* granting of aircraft class ratings, type ratings, pilot ratings and their training endorsements
* recording of instructor training for delivery of BIF (helicopter only)
* recording of a flight review.

#### Lesson TE1-4 Flight instructor supervision

**Role of the grade 1**

* Discuss the:
* general philosophy and requirements of supervision
* differences in supervision for the holder of a grade 3 training endorsement and the supervision of the holder of a grade 2 training endorsement
* concepts of instructor self-evaluation of performance and identification of areas for improvement in flight instruction
* concepts of mentoring to facilitate achievement of instructor competencies.
* Discuss and develop:
* procedures for assessing the performance of instructors
* strategies that would support the improvement of instructor competency.

#### Supervision of holders of grades 3 and 2 training endorsements

* Preparation of a general plan for the supervision of flight training by the holder of a grade 3 training endorsement including supervision of:
* delivery of long briefings
* delivery of pre-flight briefings
* in-flight training
* post-flight debriefing and administration.
* Preparation of a general plan for the supervision of flight training by the holder of a grade 2 training endorsement including supervision of:
* delivery of long briefings
* delivery of pre-flight briefings
* in-flight training
* post-flight debriefing and administration (including issue of endorsements where applicable)
* the conduct a flight review (including post review administration).
* Discuss and prepare a plan for the supervision of the holder of a grade 2 training endorsement when assessing a trainee for their first solo flight.
* Discuss and plan the supervision of the conduct of the knowledge deficiency report (KDR) assessment by the holder of a grade 2 training endorsement.
  + 1. Flight training

#### Lessons TE1-5 to TE1-6 Flight training – general grade 1 standards

TE1-5

* The applicant is to deliver at least one ground (long) briefing from the syllabus for a RPL, PPL or CPL demonstrating the skills and attitudes described in unit FIR4 (conduct aeronautical knowledge training and flight training).
* The instructor should nominate a second briefing subject on any subject involving flying standards or aviation knowledge (refer Schedule 3 of the Part 61 MOS) relevant to RPL, PPL or CPL. The instructor should indicate the stage of training the briefing should be pitched at. The applicant should be given opportunity to prepare this brief in advance.
* The instructor should role play students of varying capability during the briefings ensuring the applicant can use appropriate analogies and explanations pitched at the student profile. The instructor should guide the applicant, in how to manage students with learning difficulties.
* Where the applicant is unable to demonstrate briefings and knowledge to the required standard, further long briefing sessions should be scheduled.

TE1-6

* An airborne training session which provides an opportunity for the applicant to read back a selection of flight exercises from the syllabus for an RPL, PPL or CPL demonstrating the skills and knowledge described in FIR4 (conduct aeronautical knowledge training and flight training).
* The instructor must have the applicant provide pre-flight briefs for the selected airborne exercises.
* The applicant should be able to deliver demonstrations accurately with emphasis on correct techniques while meeting the needs of the student. The demonstrations should reflect the content delivered in the pre-flight briefs.
* The instructor should introduce typical student errors/poor performance at various times during the airborne sequences. These examples will guide the applicant on recognising student weaknesses and the use of focused remedial training techniques directed at the root cause of the error/poor performance.
* Where the applicant is unable to demonstrate airborne flying and instructional technique to the standard for a grade 1, further flights may be required.

#### Lessons TE1-7 to TE1-12 Deliver instructor training for a grade 2 training endorsement

TE1-7 to TE1-11

* Ground lessons including review of current legislation for the grade 2 training endorsement. A tutorial on preparing lesson plans and pre-flight briefs for grade 2 endorsement training. Lessons 7 to 11 are demonstrations and read backs dealing with specific topics associated with the grade 2 training endorsement (KDR, flight reviews and student pilot first solo).
* Before demonstrating a topic, the instructor should take time to explain the context of the lesson to the applicant. Discuss the actual lesson plan for the topic and where it applies to the training for a grade 2 training endorsement.
* Encourage the applicant to take notes but also participate as the grade 2 trainee would do.
* On completion of the demonstration, summarise the stages of the lesson and allow for questions from the applicant.
* The read back should be conducted after they have had the opportunity to prepare and practise. The instructor should role play a grade 2 trainee during the read back.
* On completion of the read back, the instructor must de-brief the applicant on their performance against the performance criteria.
* Where the applicant has not achieved the required standard, the performance criteria must be covered during an additional long briefing lesson.

TE1-12

* An airborne lesson providing an opportunity for demonstration and read back of the following grade 2 endorsement specific elements:
* conduct a flight review
* common applicant errors during flight review
* student pilot first solo.
* The emphasis of this lesson is airborne instructional technique for teaching grade 2 applicants.
* Before demonstrating the in-flight elements, the instructor should explain the sequence of the elements and provide insight into appropriate delivery techniques. The in-flight demonstration should be broken into logical steps emphasising the appropriate airborne instructional technique for the element.
* The applicant should read back the elements following the blueprint provided during the demonstration. On completion of the in-flight lesson, the instructor should debrief the applicant against the performance criteria.

#### Lessons TE1-13 to TE1-14 Deliver instructor training for basic IF training (helicopter only)

* The blueprint for this phase of the grade 1 training course is the BIF gap training detailed in AC 61-07. Note the applicant mentioned below already holds an FIR with an appropriate training endorsement. The scenario here is that the applicant is not qualified to teach BIF.

TE1-13

* Read back. The applicant demonstrates to the trainee instructor how to deliver ground training in the BIF topics. The applicant then monitors and critiques the trainee instructor on their delivery of ground training in the BIF topics.

TE1-14

* Airborne lesson. It provides an opportunity for demonstration and read back of airborne instructional techniques for teaching BIF, including:
* pre-flight and post-flight briefings:
* IFF
* IFL.

#### Lessons TE1-15 to TE1-16 Deliver instructor training for flight activity and low-level training endorsements

* The blueprints for this phase of the grade 1 training course will be the operators approved training for the applicable flight activity and low-level endorsements. Note the applicant mentioned below already holds an FIR with at least one training endorsement. The scenario here is that the trainee instructor is the person undergoing training for a training endorsement.
* To deliver instructor training for a training endorsement the applicant must hold that training endorsement themselves. The training endorsements are:
* sling operations training endorsement
* winch and rappelling operations training endorsement
* spinning training endorsement
* formation (aeroplane or helicopter) training endorsement
* formation aerobatics training endorsement.
* The training endorsements selected for training will depend on the aircraft category, the training endorsements held by the instructor delivering the grade 1 training and the training endorsements held by the applicant.

TE1-15

* Read back. The applicant demonstrates to a trainee instructor how to deliver aeronautical knowledge training in the endorsements selected. The applicant then monitors and critiques the trainee instructor on their delivery of aeronautical knowledge training in the endorsements selected.

TE1-16

* Airborne lesson. It provides an opportunity for demonstration and read back of airborne instructional techniques for teaching the selected endorsements. It must include pre- flight and post-flight briefings.

#### Lessons TE1-17 to TE1-18 Deliver instructor training for a design feature training endorsement

* The blueprint for this phase of the grade 1 training course will be the operators approved training for the applicable design feature endorsements. Note the trainee instructor mentioned below already holds an FIR with at least one training endorsement. The scenario here is that the trainee instructor is the person undergoing training for a design feature training endorsement.
* To deliver instructor training for the design feature training endorsement the applicant must hold the design feature training endorsement themselves.
* The design features selected for training will depend on the aircraft category, the design feature endorsements held by the instructor delivering this grade1 training and the design feature endorsements held by the applicant.

TE1-17

* Read back. The applicant demonstrates to a trainee instructor how to deliver aeronautical knowledge training in the design features selected. The applicant then monitors and critiques the trainee instructor on their delivery of aeronautical knowledge training in the design features selected.

TE1-18

* Airborne lesson. It provides an opportunity for demonstration and read back of airborne instructional techniques for teaching the selected design feature endorsements. It must include pre-flight and post-flight briefings.

The applicant for the grade 1 training endorsement should demonstrate flying techniques and procedures to CPL standard, without error, prescribed in Appendix 8 of the Part 61 MOS, at all times during flight training sessions and be cognisant of the elements specified in units NTS1 and NTS2 in Schedule 2 of the Part 61 MOS.

1. Guidance for all training courses

This training course covers the relevant aeronautical knowledge, practical flight skills and underpinning knowledge units and elements that are prescribed in the Part 61 MOS.

Each training course should be tailored to the needs of the applicant, considering the applicant’s entry level competencies and knowledge and any previous training.

Appropriate recognition of prior learning and current skills should be applied to the content of the training and documented accurately in the training records.

The training course has the following components:

* ground and flight training summary
* planning matrix (not included with this sample)
* progress and achievement record
* lesson plans and training record (combined not included with this sample)
* course completion certificate.
  1. Ground and flight training summary

The summary table lists each training session with a reference, its description and the allocated time.

The summary table includes sufficient flight training to meet the requirements that would otherwise be required for the grant of the rating and endorsement in accordance with Part 61 MOS. It is a template and can be adjusted according to the entry level of the applicant and the training they need to undertake to satisfy the prescribed competency standards in Schedule 2 of the Part 61 MOS.

* 1. Planning matrix

The planning matrix sets out the order in which the units and elements of training are presented as well as the anticipated performance standards for each lesson. The matrix is a model plan and can be adjusted according to the needs of the applicant at the time the training is being conducted.

* 1. Achievement record

The achievement record is a record of the applicant achieving the practical flight standards prescribed for the rating and endorsement. The record should be progressively completed when the applicant has satisfactorily demonstrated competency for the unit and element on at least two occasions.

Applicants must achieve competency at performance standard 1 in each element of each unit in this achievement record. The performance criteria for the elements are prescribed in Schedule 2 of the Part 61 MOS.

The applicant may demonstrate competency using a combination of training course assessments and assessments of current competency achieved through prior training and operational experience.

The instructor conducting the training and assessments must certify that the applicant has achieved competency by entering the details in the achievement record. The instructor enters their ARN, signature and the date when the applicant achieved the required competency performance standard.

* 1. Lesson plans and training record

A lesson plan should be provided for each lesson listed in the planning matrix. Each lesson plan details the aeronautical knowledge topics and relevant underpinning knowledge topics that should be covered.

The lesson plans should include a breakdown of the estimated times required for the long briefing and pre-flight briefing, where applicable.

The underpinning knowledge topics are taken from the relevant sections of the units of competency.

The practical flight training section, details the units and elements covered by the lesson that are prescribed in Schedule 2 of the Part 61 MOS. While the relevant general instructor units are FIR1, 2 and 3; these have been consolidated into the new draft unit FIR4 Conduct aeronautical knowledge training and flight training. It is attached at Appendix A along with unit FIR-TE1 at Appendix B of this guide. The grade 1 training endorsement unit is FIR-TE1. The underpinning knowledge topics are also taken from this draft unit. Reference is also made to applicable units in Schedule 2 of the Part 61 MOS.

The lesson comments and outcomes section of the lesson plan and training record should record the applicant’s performance relevant to the elements of that lesson. Where the applicant has not achieved the standard in any or all of the elements, particular note must be made of the elements or performance criteria. The comments should include where the applicant requires further or remedial training. Additionally, the instructor trainer must clearly indicate that the applicant can proceed to the next lesson in the sequence.

* 1. Course completion certificate

A sample course completion certificate is included, refer section 5 of this guide.

1. Ground and flight training summary

**Note:** Unless specified otherwise, all references in this table are to the Part 61 MOS, no amendments have occurred to this table from version 1.

Table 1 Sample ground and flight training summary

| Lesson number | Regulatory reference | Training session description | Ground hours | Dual hours | Total prog. flight time |
| --- | --- | --- | --- | --- | --- |
| **Aeronautical knowledge review** | | | | | |
| TE1-1 | FIR-TE1.1 | Review   * underpinning knowledge required for RPL, PPL and CPL * short theory lessons. | 2.0 |  |  |
| **Ground training** | | | | | |
| TE1-2 | Subpart 61.T of CASR  FIR-TE1 | Briefing   * privileges and limitations of grade 1 training endorsement. | 1.0 |  |  |
| TE1-3 | FIR4.6  FIR-TE1.5  FIR-TE1.7  FIR-TE1.9 | Lesson   * administration procedures and responsibilities including issue of endorsements. | 2.0 |  |  |
| TE1-4 | FIR-TE1.2  FIR- TE2  FIR-TE3 | Lesson   * supervise holders of grades 3 and 2 training endorsements. | 2.0 |  |  |
| **Ground and flight training – general grade 1 standards** | | | | | |
| TE1-5 | FIR-TE1.1  FIR-TE1.2  FIR4.1  FIR4.2 | Long brief   * deliver selected long briefs from the RPL, PPL and CPL theory and flight syllabus. | 2.0 |  |  |
| TE1-6 | FIR-TE1.1  FIR-TE1.2  FIR4.1  FIR4.3  FIR4.4  FIR4.5  FIR4.6 | Pre-flight brief and airborne lesson   * deliver selected lessons from the RPL, PPL and CPL syllabus. | 1.0 | 1.5 | 1.5 |
| **Deliver instructor training for a grade 2 training endorsement** | | | | | |
| TE1-7 | FIR-TE1.3 | Review   * Part 61 of CASR and Part 61 MOS for FIR and a grade 2 training endorsement. | 1.0 |  |  |
| TE1-8 | FIR4.1  FIR4.3  FIR-TE1.3  FIR-TE1.4  FIR-TE2 | Tutorial   * preparing lesson plans and pre-flight briefs for grade 2 training endorsement lessons. | 1.5 |  |  |
| TE1-9 | FIR4.2  FIR-TE1.4  FIR-TE2 | Conduct ground training   * demonstrate and monitor the conduct of KDR assessment * demonstration and read back. | 1.0 |  |  |
| TE1-10 | FIR4.2  FIR-TE1.4  FIR-TE2 | Conduct ground training   * brief the content and conduct of a flight review * demonstration and read back. | 1.0 |  |  |
| TE1-11 | FIR4.2  FIR-TE1.4  FIR-TE2 | Conduct ground training   * considerations when assessing a student pilot for first solo flight * demonstration and read back. | 1.0 |  |  |
| TE1-12 | FIR4.4  FIR-TE1.1  FIR-TE1.4  FIR-TE2 | Conduct flight training   1. conduct of flight review 2. common faults and errors during flight review 3. student first solo  * pre-flight briefing, airborne lessons, post flight briefing * demonstration and read back. | 1.5 | 1.5 | 3.0 |
| **Deliver instructor training for basic IF training (helicopter only)** | | | | | |
| TE1-13 | FIR4.2  FIR-TE1.5  BIF gap training syllabus | Conduct ground training   * demonstrate then monitor aeronautical knowledge training in flight instrument systems and human factors pertaining to BIF detailed in Schedule 3 of the Part 61 MOS. | 2.0 |  |  |
| TE1-14 | FIR4.4  FIR-TE1.1  FIR-TE1.5  BIF gap  training syllabus | Conduct flight training   * deliver airborne instructional technique for IFF/IFL * pre-flight briefing and lesson * demonstration and read back. | 1.0 | 1.0H | 1.0H |
| **Deliver instructor training for flight activity and low-level training endorsements** | | | | | |
| TE1-15 | FIR4.2  FIR-TE1.6  FIR-TE16-22 | Conduct ground training   * demonstrate then monitor aeronautical knowledge training pertaining to flight activity or low-level training endorsement detailed in Schedule 3 of the Part 61 MOS. | 2.0 |  |  |
| TE1-16 | FIR4.4  FIR-TE1.1  FIR-TE1.6  FIR-TE16-22 | Conduct flight training   * deliver airborne instructional technique for flight activity and low-level training endorsements as required for the endorsement to be granted and detailed in Part 61 of the MOS * pre-flight briefing and airborne lesson * demonstration and read back. | 2.0 | 1.5 | 4.5 |
| **Deliver instructor training for a design feature training endorsement** | | | | | |
| TE1-17 | FIR4.2  FIR-TE1.8  FIR-TE7 | Conduct ground training   * demonstrate then monitor aeronautical knowledge training pertaining to design feature training endorsement detailed in Schedule 3 of the Part 61 MOS. | 1.5 |  |  |
| TE1-18 | FIR4.4  FIR-TE1.1  FIR-TE1.8  FIR-TE7 | Conduct flight training   * deliver airborne instructional technique for design feature training endorsements as required for the endorsement to be granted and detailed in Part 61 of the MOS * pre-flight briefing and airborne lesson * demonstration and read back. | 1.0 | 1.0 | 5.5 |
| **Flight test** | | | **4.0** | **1.5** | **8.0H**  **7.0A.** |

1. Progress and competency achievement records
   1. Trainee progress record

Table 2 Sample trainee progress record

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee name** | |  | | | | | | | **Trainee ARN** | |  | | | | | |
| Date training commenced | | | |  | | | | | Date of KDR assessment (if applicable) | | | | |  | | |
| Date of aeronautical knowledge examination pass (if applicable) | | | | | |  | | | Dates of assessment of prior learning and current competency (if applicable) | | | | | | |  |
| **Trainee progress record** | | | | | | | | | | | | | | | | | |
| **Lesson** | **Date** | | **STD achieved?1** | | **Date** | | **STD achieved?** | **Date** | | **STD achieved?** | | **Flight hours** | **Prog. hours** | | **Instructor ARN and signature** | | |
| TE1-1 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| TE1-2 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| TE1-3 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| TE1-4 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| TE1-5 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| TE1-6 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| TE1-7 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| TE1-8 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| TE1-9 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| TE1-10 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| Continued over page  Table legend  1. Insert YES if trainee has achieved competency in accordance with the lesson plan and can progress to next lesson, or NO if trainee is required to repeat this lesson.  \* Optional lessons. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| TE1-11 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| TE1-12 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| \*TE1-13 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| \*TE1-14 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| \*TE1-15 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| \*TE1-16 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| \*TE1-17 |  | |  | |  | |  |  | |  | |  |  | |  | | |
| \*TE1-18 |  | |  | |  | |  |  | |  | |  |  | |  | | |

Table legend

1. Insert either: YES if trainee has achieved competency in accordance with the lesson plan and can progress to next lesson, or NO if trainee is required to repeat this lesson.

\* Optional lessons.

* 1. Trainee competency achievement record

Table 3 Sample trainee competency achievement record

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee name** | |  | | **Trainee ARN** | | | |  | | |
| **Trainee competency achievement record** | | | | | | | | | | |
| **Element** | | | **Date** | | **Instructor name (printed)** | | | | **Instructor ARN** | **Instructors signature** |
| FIR-TE1.1 – Demonstrate competencies of a grade 1 training endorsement | | |  | |  | | | |  |  |
| FIR-TE1.2 – Supervise holders of grade 2 and 3 training endorsements | | |  | |  | | | |  |  |
| FIR-TE1.3 – Plan training for a grade 2 training endorsement | | |  | |  | | | |  |  |
| FIR-TE1.4 – Deliver training for a grade 2 training endorsement | | |  | |  | | | |  |  |
| FIR-TE1.5 – Deliver instructor training for basic instrument flight training (helicopter category only) | | |  | |  | | | |  |  |
| FIR-TE1.6 – Deliver instructor training for flight activity and low-level training endorsements (refer part 3 of table 61.1235 of CASR) as applicable | | |  | |  | | | |  |  |
| FIR-TE1.7 – Grant training endorsements for items in FIR-TE1.6 | | |  | |  | | | |  |  |
| FIR-TE1.8 – Deliver instructor training for design feature training endorsements (refer Item 7 of table 61.1235 of CASR) as applicable | | |  | |  | | | |  |  |
| FIR-TE1.9 – Grant design feature training endorsements | | |  | |  | | | |  |  |
| I have received the training specified above and have been certified as competent and ready for flight test. | | | | | | | | | | |
| **Trainee signature** |  | | | | | **Date** |  | | | |

1. Course Completion Certificate

Table 4 Sample course completion certificate

|  |  |
| --- | --- |
| **Name of course** | Grade 1 training endorsement |
| **Training provider name** |  |
| **Training provider ARN** |  |
| **Trainee name** |  |
| **Trainee ARN** |  |
| **Date commenced training** |  |
| **Date of final assessment** |  |
| **Certification** |  |
| **Name of head of operations (HOO) or approved course manager** |  |
| **HOO or approved course manager signature** |  |
| **Date** |  |

Appendix A – Competency unit – FIR4

{Insert copy of unit in Schedule 2 of the Part 61 Manual of Standards}

Appendix B – Unit grade 1 training endorsement – FIR-TE1

{Insert applicable copy of unit in Schedule 2 of the Part 61 Manual of Standards}