**Instructor rating**

**Grade 3 training endorsement (aeroplane)**

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# Syllabus Notes

## Overview of training course

The holder of a Grade 3 training endorsement is authorised to conduct the following activities;

* + - Conduct flight training for specified aircraft category rating
    - Conduct flight training for RPL, PPL or CPL licences
    - Conduct flight training for an RPL endorsement
    - Approve a student pilot to conduct solo flight in an aircraft of the specified category, other than first solo in an aircraft of that category
    - Conduct flight training for a single engine aircraft class rating of the specified category The grade 3 training endorsement (aeroplane) is item 3 of table 61.1235 of CASR Part 61.

For the purposes of this document, TE means training endorsement.

A course of training for a grade 3 TE provides training and guidance to the applicant on conducting the activities mentioned above as well as ensuring that the applicant has the requisite knowledge and skills.

An applicant for a grade 3 TE 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 that are found in Schedule 2 of the Part 61MOS:

* + - NTS1 – Non-technical skills 1
    - NTS2 – Non-technical skills 2
    - FIR4 – Conduct aeronautical knowledge training and flight training
    - FIR-TE3 – Grade 3 training endorsement

The applicant must demonstrate good knowledge of the units of competency published in the Part 61 MOS for the grant of an RPL, PPL and CPL.

An applicant for a grade 3 (aeroplane) TE is required to hold a spinning activity endorsement. It is recommended that the applicant hold this endorsement before commencing the training endorsement course. It is also recommended that the applicant demonstrate competency to recognise and recover from unintentional stall/spin situations that can occur during the delivery of flight training.

The syllabus notes should be read and cross referenced to the ground and flight training summary for FIR TE3 Grade 3 training endorsement. The individual lesson plans/training records contain detailed information on the content of each lesson.

A training record must be completed for all ground and flight training undertaken by the applicant for the grade 3 training endorsement. Examples are contained in the sample syllabus for the grade 3 training endorsement.

A course completion certificate must be issued to the applicant by the operator when the training has been successfully completed.

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

Flying for the applicant should be in the instructor control seat.

This sample syllabus assumes that this is the first training endorsement for the applicant and provides training in all aspects of instructional technique.

The following notes provide guidance to operators on conducting training for a grade 3 training endorsement. Training in these topics should adequately prepare an applicant for the flight test for a grade 3 training endorsement. It is not exhaustive and operators may choose to include additional topics in their syllabus.

It is not a requirement for instructor training to follow the same sequencing as ab-initio pilot training. The trainee instructor already knows how to fly and is expected to have a proficient standard of aircraft handling. This sample course lesson sequence generally conforms to pilot training with a few exceptions where it is considered the complexity of the lesson warrants the trainee instructor having completed some training before they are attempted. The order of lesson can remain flexible, but it is recommended the order is followed during the basic phase.

## Course Content

* + - Initial issue of Flight Instructor Rating
    - Basic Phase
    - Advanced Phase
    - Abnormal Phase
    - Navigation Phase

### Initial issue of Flight Instructor Rating

Three topics are included in this phase.

* + - Training for unit FIRC – Principles and methods of instruction and legislation. This training may be completed using the operators approved course of training or may be conducted by a third party approved training organisation. The aim is to prepare the applicant for the CASA PIRC exam.
    - Short Theory Lessons – Using the knowledge and skills from the FIRC training, the applicant presents a number of short aviation based theory lessons. The lessons will be on topics from the Part 61 MOS schedule 3 and should include one lesson from:
      * Basic Aeronautical Knowledge (BAK)
      * General Aeronautical Knowledge (AK)
      * Aerodynamics (AD)
      * Flight rules and air law (FR)
      * Navigation (NV)
      * Meteorology (MT)

### Basic Phase

#### Lesson TE3-1 - Review principles of competency-based training and assessment as applied to RPL, PPL and CPL training

The objectives of the training session are to:

* + - Guide the trainee instructor through Part 61 legislation and Manual of Standards (MOS) sections relevant to an RPL, PPL and CPL qualification and single-engine class rating
    - Revise the trainee instructor in the concepts and application of competency based training as it applies to the RPL, PPL, CPL and single-engine class rating using the part 61 MOS
    - Review the underpinning knowledge relating to the RPL, PPL, CPL and single-engine class rating and confirm the trainee instructor has the appropriate knowledge

#### Lesson TE3-2 – Instructor control seat familiarisation

* + - Experience shows trainee instructors require recent and competent handling skills in the instructor control seat before they are introduced to learning new skills associated with airborne instructional technique (AIT). This is best achieved during isolated training in the instructor control seat without the complication of AIT learning. One flight has been included in the training course, operators may assess an applicant as requiring more than this one flight on a case by case basis.
    - The flight should include briefings and flight covering aircraft basic, advanced and emergency handling from the instructor control seat. There should be some emphasis on recognition and recovery from undesired aircraft state with emphasis on recognition and recovery from unintentional stall/spin situations.

#### Lesson TE3-3 Tutorial

* + - Developing a long brief
    - The objectives of the tutorial are to:
    - Provide the trainee instructor with focused guidance on developing a long briefing
    - Review the principles of learning with the trainee, with particular emphasis on understanding their importance and application when developing a long briefing
    - Provide the trainee instructor with techniques and advice on content and presentation of long briefs that will assist learning by most students

#### Lessons TE3-4 and TE3-5 – Straight and Level

* + - TE3-4 is a demonstration by the FIR instructor of the long brief on topic.
    - TE3-5 is the trainee instructor read back of the long brief.

#### Lesson TE3-6 Tutorial

* + - Planning an airborne lesson
    - Prepare and conduct pre-flight briefings
    - These two tutorials prepare the trainee instructor for planning an airborne lesson and preparing effective pre-flight briefings. The objectives are:
    - Provide the trainee instructor with focused guidance on planning an airborne lesson and preparing a pre-flight brief
    - Review the principles of learning with the trainee, with particular emphasis on understanding their importance and application when developing an airborne lesson and pre-flight briefing
    - Provide the trainee instructor with techniques and advice on the content and presentation of pre-flight briefs that will assist learning by most students
    - Provide the trainee instructor with considerations and techniques for developing airborne lessons with emphasis on logical delivery and safety/risk management

#### Lesson TE3-7 – Straight and Level

* + - This lesson is a demonstration and read back of the pre-flight brief for straight and level. The instructor should discuss the structure and content in detail with the trainee referencing the previous tutorial. The trainee will read back the pre-flight brief. The instructor should focus on the trainee’s clarity and content accuracy during delivery – timing may exceed normal pre-flight brief and presentation may be stilted, which will improve with practice.

#### Lesson TE3-8 - Pre-flight actions and procedures and Pre-flight inspection

* + - This lesson is ground based and provides opportunity for the trainee instructor to deliver instruction for the two topics, having following demonstration by the instructor. The two topics should be conducted separately as a demonstration and read back. For additional notes refer to the sample lesson plan and training record.

#### Lesson TE3-9 – Tutorial

* + - Principles and methods of airborne instructional technique
    - Application of the ‘demonstrate, direct and monitor’ process.
    - These two tutorials build on theory in PMI but are in the airborne context and will:
    - Provide the trainee instructor with insight into practical techniques that can be applied in airborne instruction that will enhance student learning
    - Introduce the application of the demonstrate, direct and monitor process in airborne instruction
    - Review the principles of learning with emphasis on trainee instructor understanding of their importance and application when delivering airborne instruction
    - Provide the trainee instructor with techniques and considerations that can be applied to the average student when delivering airborne training
    - Guide the trainee instructor in understanding the importance of logical delivery and safety/risk management in airborne instruction

#### Lesson TE3-10 – Taxying and Straight & Level

* + - This is a concept training flight for the instructor to introduce the trainee to the use of demonstration and directing during a flying lesson. The emphasis of the lesson is on airborne instructional technique (AIT) how to conduct a demonstration and directing a simple sequence. The chosen sequence is simple and benign to allow for the presentation of demonstrations in an unhurried fashion.
    - The trainee may deliver a practice pre-flight brief as in TE3-7.
    - The instructor should deliver a pre-flight brief that details the lesson from the instructor to trainee perspective, that is not the straight and level pre-flight brief in total, only those elements relevant to the demonstrate and direct phases of instructional technique.
    - Teach the trainee instructor how to ‘Demonstrate’ and ‘Direct’ using a simple flying sequence
    - The emphasis of the lesson is the application of airborne instructional technique and not the sequence itself. Teach how to teach, not what to teach.
    - Teach the trainee instructor how to pre-brief a demonstration, conduct a demonstration and debrief the demonstration. During the pre-flight briefing introduce the trainee instructor to other applications of a demonstration, such as ‘Quite demonstration, Proof of Concept demonstration and Divergent demonstration’. Allow the trainee to practice in slow time before moving on to directing
    - Teach the trainee instructor how to pre-brief a direct, conduct a direct and debrief the direct. During the pre-flight briefing introduce the trainee instructor to other applications of a direct, such as ‘Limited direct’. Allow the trainee to practice directing and only input faults that are due to the trainee instructor’s poor technique in directing.
    - For additional guidance refer to the sample lesson plan and training record.

#### Lesson TE3-11 to TE3-13 – Climbing and Descending

* + - TE3-11 is a demonstration by the instructor of the long brief on topic.
    - TE3-12 is the trainee read back of the long brief.
    - TE3-13 is a demonstration by the instructor and read back by the trainee of the pre-flight brief

#### Lesson TE3-14 – Climbing and Descending

* + - The trainee should practice read back of the pre-flight brief.
    - The instructor should deliver a pre-flight brief to the trainee that covers the instructional elements only.
    - This is a demonstration and read back training flight. The FIR instructor should demonstrate AIT for climbing and descending, and then allow the trainee instructor to practice these elements and consolidate the previous lesson on demonstrating and directing and introduce the monitoring phase of instructional technique.
    - The lesson should also provide opportunity for the trainee to read back elements of the straight and level lesson whilst in transit to the training area.

#### Lesson TE3-15 – Climbing and Descending

* + - This lesson should consolidate the trainee airborne learning so far and include a read back and assessment of the straight and level lesson. The sequence also allows for an introduction to lesson sub-division which should be highlighted during the instructor’s pre-flight briefing.

#### Lessons TE3-16 to TE3-19 – Medium Turns

* + - TE3-16 is a demonstration by the instructor of the long brief on topic.
    - TE3-17 is the trainee read back of the long brief.
    - TE3-18 is a demonstration by the instructor and read back by the trainee of the pre-flight brief
    - TE3-19 is a demonstration and read back training flight. The lesson is further opportunity to practice airborne instructional technique using a simple flying sequence. This lesson should include read back and assessment of climbing and descending lesson.
    - For additional guidance refer to the sample lesson plan and training record.

#### LessonsTE3-20 to TE3-22 – Climbing and Descending Turns

* + - TE3-20 is a demonstration by the instructor of the long brief on topic.
    - TE3-21 is the trainee read back of the long brief.
    - TE3-22 is a demonstration by the instructor and read back by the trainee of the pre-flight brief

#### Lesson TE3-23 – Medium Turns

* + - This lesson is a read back of the medium turns lesson, including the pre-flight brief. This read back should consolidate the trainee airborne learning so far with the trainee being able to demonstrate an ability to assess a student performance during the monitoring phase with the instructor role playing an average student.

#### Lesson TE3-24 – Tutorial

* + - Fault analysis and correction techniques (FA&C)
    - The objectives of the tutorial are to:
      * Provide the trainee instructor with guidance on identifying faults in skill performance of the average student
      * Provide the trainee with techniques to correct student faults
      * Review the principles of learning with focus on managing and correcting student faults to obtain a positive response from the student
    - Following this tutorial, fault analysis and correction should be introduced to all airborne training events. The instructor should use opportunities during demonstrate elements to demonstrate

these techniques. The trainee will then be given the chance to practice during read back elements of training.

#### Lesson TE3-25 – Climbing and Descending Turns

* + - This lesson is a read back of the climbing and descending turns lesson, including the pre-flight brief. This read back should consolidate the trainee airborne technique with the trainee being able to demonstrate a satisfactory standard. . During the read back the instructor should introduce faults. At this stage faults should be singular and simple allowing the trainee to apply the techniques of the previous tutorial lesson.
    - The lesson should include a read back and assessment of the medium turns lesson.

#### Lesson TE3-26 – HOO Check (Basic Phase)

* + - Trainee delivers pre-flight brief on Basic Phase element
    - Trainee delivers in-flight lesson associated with pre-flight brief
    - Trainee delivers short demonstrations of other selected basic-phase in-flight lessons
    - Demonstration by trainee of circuit flying from instructor seat
    - Lesson objectives and underpinning knowledge to be demonstrated as applicable

### Advanced Phase

#### Lesson TE3-27 to TE3-30 – Effect of Controls

* + - TE3-27 is a demonstration by the instructor of the long brief on topic.
    - TE3-28 is the trainee read back of the long brief.
    - TE3-29 is a demonstration by the instructor and read back by the trainee of the pre-flight brief
    - TE3-30 is a demonstration and read back training flight. The lesson is further opportunity for the trainee to practice airborne instructional technique and the use of subdivision, which are important in this more complex lesson.
    - The instructor should emphasise that, being the first lesson for a student, the importance of this lesson being delivered in a logical manner, not rushed and with ample opportunity provided for student practice.

#### Lesson TE3-31 – Tutorial

* + - Student report writing and training record completion
    - Following this tutorial, the trainee instructor is required to complete a trainee record for each read back event.

#### Lesson TE3-32 – Effect of Controls

* + - This lesson is a read back of the effect of controls lesson, including the pre-flight brief and should be assessed. This read back further consolidates the trainee airborne technique with the trainee being able to demonstrate a standard to level 2.
    - The trainee should be able to demonstrate satisfactory fault analysis and correction techniques made by an average student in this lesson.
    - The instructor should guide the trainee on completion of a student record for the lesson as conducted.

#### Lesson TE3-33 to TE3-37 – Stalling

* + - TE3-33 is a demonstration by the instructor of the long brief on topic.
    - TE3-34 is the trainee read back of the long brief. At this stage of training, the trainee should be able to deliver a long brief in a logical and coherent manner with few errors.
    - TE3-35 is a demonstration by the instructor and read back by the trainee of the pre-flight brief. The trainee should be able read back this pre-flight brief with few errors in delivery technique.
    - TE3-36 is a demonstration and read back training flight.
    - TE3-37 in this less lesson the trainee will consolidate the stalling lesson previous read back and is expected to deliver the lesson to a standard 2. The instructor should introduce common student faults during the monitor phase for the trainee to identify and correct.
    - The lesson will include an assessment of the climbing and descending turns lesson.

#### Lesson TE3-38 – Tutorial

* + - Intervention and recovery techniques
      * Following this tutorial the trainee instructor is to be trained in and given opportunity to practice airborne intervention and recovery techniques applicable to aircraft type. The instructor should plan on exposing the trainee instructor to typical situations where instructor intervention is likely to be required and the follow up de-briefing of the student pilot as part of the fault analysis and correction process.
    - Student solo considerations
      * This tutorial will:
        + Provide the trainee instructor with guidance on preparing for a dual flight check prior to student solo operations and the application of the standards to be applied
        + Provide the trainee with guidance on assessing student solo readiness with emphasis on human factors
        + Review the principles of learning with focus on assessing performance against the required standards
        + Review the environmental circumstances that must be considered for student solo operations

#### Lesson TE3-39 to TE3-43 - Circuits

* + - TE3-39 is a demonstration by the instructor of the long brief on topic.
    - TE3-40 is the trainee read back of the long brief.
    - TE3-41 is a demonstration by the instructor and read back by the trainee of the pre-flight brief.
    - TE3-42 is a demonstration and read back training flight. The instructor should show the trainee how to demonstrate a circuit lesson without overloading the student. Emphasis must be placed on the importance of frequent demonstration of correct circuit pattern and technique to student. It is expected that the trainee patter and flight may not be coordinated as they learn to manage the lesson, including traffic and radio requirements
    - TE3-43 in this less lesson the trainee will consolidate the circuit lesson and should deliver the lesson demonstrating consistent flight skills and safety management.

#### Lesson TE3-44 – Circuit – Flapless and Go-round

* + - The instructor should demonstrate and the trainee read back a pre-flight brief.
    - The in-flight demonstration and read back should emphasise the correct approach path and speed control and identify the differences between flapless and normal circuit using appropriate dialogue. The trainee should demonstrate flight skills and safe flight management applying the techniques from the previous circuit lesson.
    - For additional guidance refer to the sample lesson plan and training record.
    - From training session TE3-45, the trainee instructor is expected to read back long briefs without the aid of a demonstration, with the exception of basic instrument flight and navigation. Operators may choose to include long briefs for those airborne events where they have been omitted from this sample course.

#### Lesson TE3-45 and TE3-46 – Circuits – Advanced (Short field)

* + - TE3-45 the trainee will deliver a long brief and pre-flight brief for short field take-off and landings without prior demonstration. The instructor must provide a thorough debrief for both briefs ensuring any shortcomings in the development of the briefs are identified and understood by the trainee. Where the pre-flight brief content does not reflect the in-flight lesson to be demonstrated, the instructor should demonstrate the pre-flight brief to ensure there is a link between the pre-flight brief and demonstrated airborne lesson.
    - TE3-46 is a demonstration and read back training flight. The instructor should emphasise the importance of consistent correct technique during demonstrations.
    - The instructor should introduce common student faults for this lesson and provide opportunity for the trainee to apply intervention and recovery techniques where most commonly required.
    - For additional guidance refer to the sample lesson plan and training record.

#### Lesson TE3-47 and TE3-48 – Circuits - Advanced (Crosswind)

* + - TE3-47 the trainee will deliver a long brief and pre-flight brief for crosswind take-off and landings without prior demonstration. The instructor must provide a thorough debrief for both briefs ensuring any shortcomings in the development of the briefs are identified and understood by the trainee. Where the pre-flight brief content does not reflect the in-flight lesson to be demonstrated, the instructor should demonstrate the pre-flight brief to ensure there is a link between the pre-flight brief and demonstrated airborne lesson.
    - TE3-48 is a demonstration and read back training flight. The instructor should emphasise the importance of consistent correct technique during demonstrations focusing on how to train a student in crossed control techniques (where applicable – refer aircraft flight manual).
    - The instructor should introduce common student faults for this lesson and provide opportunity for the trainee to apply intervention and recovery techniques where most commonly required.
    - The lesson includes read back of short field landing for consolidation.
    - For additional guidance refer to the sample lesson plan and training record.

#### Lesson TE3-49 and TE3-50 – Steep Turns (including steep descending turns)

* + - TE3-49 the trainee will deliver a long brief and pre-flight brief for steep turns without prior demonstration. The instructor must provide a thorough debrief for both briefs ensuring any shortcomings in the development of the briefs are identified and understood by the trainee. Where the pre-flight brief content does not reflect the in-flight lesson to be demonstrated, the instructor should demonstrate the pre-flight brief to ensure there is a link between the pre-flight brief and demonstrated airborne lesson.
    - TE3-50 is a demonstration and read back training flight. The instructor should emphasise the importance of consistent correct technique during demonstrations and timely intervention if an unplanned undesired aircraft state develops.
    - The lesson should include a read back and assessment of flapless landings lesson.

#### Lessons TE3-51 to TE3-55

* + - TE3-51 is a demonstration by the instructor of the long brief on topic.
    - TE3-52 is the trainee read back of the long brief.
    - TE3-53 is a demonstration by the instructor and read back by the trainee of the pre-flight brief.
    - TE3-54 is a demonstration and read back training flight. Emphasis must be placed on small control inputs, correct scan techniques and instrument interpretation. This lesson covers full- panel operations.
    - This lesson includes read back and assessment of steep turns and short field take-offs and landings.
    - TE3-55 in this less lesson the trainee will consolidate the circuit lesson and should deliver the lesson demonstrating consistent flight skills and safety management. The lesson includes limited panel operations. The trainee should be able to demonstrate a high level of aircraft flying skills and instructional technique.
    - This lesson includes read back and assess of steep descending turns and crosswind take-offs and landings.

#### Lesson TE3-56 – HOO Check (Advanced Phase)

* + - Trainee delivers pre-flight brief on advanced phase element
    - Trainee delivers in-flight lesson associated with pre-flight brief
    - Trainee delivers short demonstrations of other selected advanced phase in-flight lessons
    - Lesson objectives and underpinning knowledge to be demonstrated as applicable

### Abnormal Phase

#### Lessons TE3-57 and TE3-58 – Practice Forced landings and Engine Failure after Take-off

* + - TE3-57 the trainee will deliver a long brief and pre-flight brief for practiced forced landings and engine failure after take-off, without prior demonstration. The instructor must provide a thorough debrief for both briefs ensuring any shortcomings in the development of the briefs are identified and understood by the trainee. Where the pre-flight brief content does not reflect the in-flight lesson to be demonstrated, the instructor should demonstrate the pre-flight brief to ensure there is a link between the pre-flight brief and demonstrated airborne lesson.
    - TE3-58 is a demonstration and read back training flight. The instructor must ensure the trainee understands how to position for a forced landing demonstration correctly to maximise student learning. The instructor should also guide the trainee on managing a poor demonstration. Depending on the departure airfield limitations and availability of other fields, the engine failure after take –off demonstration and read back may have to be done in the training area.
    - The lesson includes read back of flapless, short field and crosswind landings.

#### Lesson TE3-59 – Precautionary Search and Landings, Fire Emergencies and System Failures

* + - The trainee will deliver a long brief and pre-flight brief for precautionary search and landings and system failures without prior demonstration. The instructor must provide a thorough debrief for both briefs ensuring any shortcomings in the development of the briefs are identified and understood by the trainee. Where the pre-flight brief content does not reflect the in-flight lesson to be demonstrated, the instructor should demonstrate the pre-flight brief to ensure there is a link between the pre-flight brief and demonstrated airborne lesson.

#### Lesson TE3-60 - Practice Forced landings and Engine Failure after Take-off

* + - This lesson is a read back consolidation of the practice forced landings lesson. The trainee should be able to demonstrate coordinated patter and flight to a successful conclusion.
    - The lesson includes read back of flapless, short field and crosswind landings

#### Lesson TE3-61 and TE3-62 - Precautionary Search and Landings, Fire Emergencies and System Failures

* + - TE3-61 is read back (no prior demonstration) of the precautionary search and landing lesson and includes a read back of the pre-flight brief. The trainee should be able to deliver this lesson using the techniques for safe flight management learned in the practice forced landings lesson. The trainee should demonstrate understanding of teaching the management of in-flight emergencies to a student through use of scenarios.
    - The lesson includes read back of flapless, short field and crosswind take-off and landings.
    - TE3-62 consolidates the precautionary search and landing lesson including in-flight emergencies and system failures.
    - The lesson includes assess practice forced landings and read back of flapless, short field and crosswind take-off and landings.

### Navigation Phase

#### Lesson TE3-63 to TE3-67 – Navigation (Basic and Advanced)

* + - TE3-63 is a demonstration by the instructor of two long briefs. The first is basic navigation and the second is advanced navigation. The sample lesson plan and student record for each of these briefs is provided and should be referred to for content and guidance. The emphasis must be on core skills required to navigate an aircraft safely under the VFR. The trainee must be guided on the appropriate introduction and use of navigation aids to supplement visual navigation (including hand held devices such as iPads using approved software).
    - TE3-64 is the trainee read back of the basic navigation long brief.
    - TE3-65 is the trainee read back of advanced navigation. This may include a series of short briefs that address particular advanced topics required in CPL training or for such topics as GNSS and ground based navigation aids as supplement to VFR navigation, lost procedures or diversion procedures.
    - TE3-66 the first flight includes a pre-flight brief which should focus on basic navigation and may be applied to the first navigation exercise. The navigation route must allow sufficient time and scope for demonstration and read back of the core navigation lesson.
    - Refer to the lesson plan and student record for additional guidance.
    - The lesson includes read back and assessment of normal circuits and short field take-off and landings.
    - TE3-67 This lesson consolidates the previous lesson and includes some of the advanced navigation topics. The instructor should advise the trainee of the advanced topics to be included so that the trainee’s pre-flight brief can address those topics. The trainee should be able to deliver this lesson to the standard required for a grade 3 training endorsement.
    - Refer to the lesson plan and student record for additional guidance.
    - The lesson includes read back and assessment of normal circuits and crosswind take-off and landings.

#### Lesson TE3-68 – HOO Check pre-test assessment

* + - Refer to the lesson plan and student record for guidance on this assessment.

# 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, taking into account 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
* progress and achievement record
* lesson plans and training record (combined)
* course completion certificate.

### 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. It is a template and can be adjusted according to the entry level of the applicant and the training he or she needs to undertake to satisfy the prescribed competency standards in Schedule 2 of the Part 61 MOS.

### 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. It is a model plan and can be adjusted according to the needs of the applicant at the time the training is being conducted.

### 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 competency has been achieved by entering the details in achievement record entering their ARN, signature and the date when the applicant achieved the required competency performance standard.

### Lesson plans and training record

A lesson plan is 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 include a breakdown of the estimated time required for the long briefing and pre-flight briefing, where applicable.

The resources described in the lesson plan can be modified with suitable equivalent resources.

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. The relevant general instructor units are FIR1, 2 and 3; however, these have been consolidated into a new draft unit FIR4 that is attached at Appendix A along with unit FIR-TE3 at Appendix B. FIR-TE3 is the unit for the Grade 3 training endorsement. 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 performance of the applicant in the particular 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 where the applicant requires further or remedial training. Additionally, the instructor trainer must clearly indicate that the applicant can proceed to the next lesson sequence.

### Course completion certificate

A sample course completion certificate is included.

# Ground and flight training summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LESSON NUMBER** | **MOS REF** | **LESSON DESCRIPTION** | **GROUND HOURS** | **DUAL HOURS** | **TOTAL PROG FLIGHT TIME** |
| **For Initial issue of Flight instructor Rating (if required)** | | | | | |
|  |  | FIRC - Principles and Methods of Instruction and Legislation | 12.0 |  |  |
|  |  | Short Theory Lessons (Aviation based - refer to course notes) | 12.0 |  |  |
| **Basic Phase** | | |  |  |  |
| TE3-1 | FIR-TE3.1 | Review CBT, Part 61 & Part 61 MOS for RPL,PPL & CPL – | 3.0 |  |  |
| TE3-2 | FIR-TE3.3; FIR- TE3.7 (c) & (d) | Conduct aircraft basic, advanced and emergency handling from instructor control seat | 1.0 | 1.5 |  |
| TE3-3 | FIR4.1;FIR4.2 | Tutorial 1 - Developing a long brief | 2.0 |  |  |
| TE3-4 | A3.2; | Straight & Level - Long Brief - Demonstration | 2.0 |  |  |
| TE3-5 | FIR4.1;FIR4.2 | Straight & Level - Long Brief – Read back | 2.0 |  |  |
| TE3-6 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 | Tutorial 2 - Planning an airborne lesson  Tutorial 3 - Prepare and conduct pre-flight briefing | 3.0 |  |  |
| TE3-7 | FIR4.1;FIR4.3 | Straight & Level – pre-flight brief – Demonstration – Read back. | 3.0 |  |  |
| TE3-8 | C2.1;C2.2 | Pre-flight actions & Procedures and Pre-flight Inspection – Demonstration and Read back | 3.0 |  |  |
| TE3-9 | FIR4.1;FIR4.4 | Tutorial 4 - Principles and methods of airborne instructional technique  Tutorial 5 - Application of the demonstrate, direct and monitor process | 3.0 |  |  |
| TE3-10 | A1; FIR4.1;FIR4.3 FIR4.4;FIR4.5 | Taxying and Straight & Level – Demonstration – Read back | 1.0 | 2.0 | 3.5 |
| TE3-11 | A3.1;A3.3 | Climbing & Descending - Long Brief - Demonstration | 2.0 |  |  |
| TE3-12 | FIR4.1;FIR4.2 | Climbing & Descending - Long Brief – Read back | 2.0 |  |  |
| TE3-13 | FIR4.1;FIR4.3 | Climbing & Descending – pre-flight brief – Demonstration – Read back. | 3.0 |  |  |
| TE3-14 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 | Climbing & Descending – Demonstration – Read back (include assess taxying and Read back S & L) | 1.0 | 1.0 | 4.5 |
| TE3-15 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 | Climbing & Descending – Read back (include assess Straight & Level) | 1.0 | 1.0 | 5.5 |
| TE3-16 | A3.4 | Medium Turns - Long Brief - Demonstration | 2.0 |  |  |

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| **LESSON NUMBER** | **MOS REF** | **LESSON DESCRIPTION** | **GROUND HOURS** | **DUAL HOURS** | **TOTAL PROG FLIGHT TIME** |
| TE3-17 | FIR4.1;FIR4.2 | Medium Turns - Long Brief – Read back | 2.0 |  |  |
| TE3-18 | FIR4.1;FIR4.3 | Medium Turns – pre-flight brief – Demonstration – Read back. | 3.0 |  |  |
| TE3-19 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 | Medium Turns – Demonstration – Read back (include assess Climbing & Descending) | 1.0 | 1.0 | 6.5 |
| TE3-20 | A3.4 | Climbing & Descending Turns - Long Brief - Demonstration | 2.0 |  |  |
| TE3-21 | FIR4.1;FIR4.2 | Climbing & Descending Turns - Long Brief – Read back | 2.0 |  |  |
| TE3-22 | FIR4.1;FIR4.3 | Climbing & Descending Turns – pre-flight brief – Demonstration – Read back. | 3.0 |  |  |
| TE3-23 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 | Medium Turns – Read back | 1.0 | 1.0 | 7.5 |
| TE3-24 | FIR4 | Tutorial 6 – Fault analysis and correction techniques | 1.5 |  |  |
| TE3-25 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 | Climbing & Descending Turns – Demonstration – Read back (include assess Medium Turns) | 1.0 | 1.0 | 8.5 |
| TE3-26 | FIR4.1;FIR4.2 FIR4.3;FIR4.4 FIR4.5 | HOO Check (Basic Phase) (include assess Climbing & Descending Turns) | 2.5 | 1.5 | 10.0 |
| **Advance Phase** | | |  |  |  |
| TE3-27 | A3 | Effect of Controls - Long Brief - Demonstration | 3.0 |  |  |
| TE3-28 | FIR4.1;FIR4.2 | Effect of Controls - Long Brief – Read back | 3.0 |  |  |
| TE3-29 | FIR4.1;FIR4.3 | Effect of Controls – pre-flight brief – Read back. | 1.0 |  |  |
| TE3-30 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 | Effect of Controls – Demonstration – Read back | 1.0 | 1.0 | 11.0 |
| TE3-31 | FIR4.6 | Tutorial 7 – Student report writing and record completion | 1.5 |  |  |
| TE3-32 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Effect of Controls – Read back (include assess Effect of Controls) | 1.0 | 1.0 | 12.0 |
| TE3-33 | A5.1;A5.2 | Stalling - Long Brief - Demonstration | 2.0 |  |  |
| TE3-34 | FIR4.1;FIR4.2 | Stalling - Long Brief – Read back | 2.0 |  |  |
| TE3-35 | FIR4.1;FIR4.3 | Stalling – pre-flight brief – Demonstration – Read back. | 3.0 |  |  |
| TE3-36 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Stalling – Demonstration – Read back (include assess Climbing & Descending turns) | 1.0 | 1.0 | 13.0 |

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| **LESSON NUMBER** | **MOS REF** | **LESSON DESCRIPTION** | **GROUND HOURS** | **DUAL HOURS** | **TOTAL PROG FLIGHT TIME** |
| TE3-37 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Stalling – Read back (include assess stalling) | 1.0 | 1.0 | 14.0 |
| TE3-38 | FIR4.4 | Tutorial 8 – Intervention and Recovery Techniques Tutorial 9 – Student solo considerations | 3.0 |  |  |
| TE3-39 | A2.1;A2.1;  A2.4;A3.6; A4.1 | Circuit - Long Brief - Demonstration | 2.0 |  |  |
| TE3-40 | FIR4.1;FIR4.2 | Circuit - Long Brief – Read back | 2.0 |  |  |
| TE3-41 | FIR4.1;FIR4.3 | Circuit – pre-flight brief – Demonstration – Read back. | 3.0 |  |  |
| TE3-42 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Circuit – Demonstration – Read back | 1.0 | 1.0 | 15.0 |
| TE3-43 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Circuit – Read back | 0.5 | 1.0 | 16.0 |
| TE3-44 | A2.1;A2.1;A2.4;A 3.6; FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Circuit – Flapless & Go-round – Demonstration and Read back (include assess normal circuit) | 1.0 | 1.0 | 17.0 |
| TE3-45 | A2.5;A2.4; FIR4.1;FIR4.2 FIR4.3 | Circuits – Advanced (Short field) – Long brief and pre- flight brief - Read back | 3.0 |  |  |
| TE3-46 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Circuits – Advanced (Short field) – Demonstration and Read back (include Read back go-round and flapless) | 1.0 | 1.0 | 18.0 |
| TE3-47 | FIR4.1;FIR4.2 FIR4.3 | Circuits – Advanced (X-Wind) – Long brief and pre- flight brief - Read back | 3.0 |  |  |
| TE3-48 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Circuits – Advanced (X-Wind) – Demonstration and Read back W-Wind & Read back short field | 1.0 | 1.0 | 19.0 |
| TE3-49 | A5.3;FIR4.1;FIR4  .2FIR4.3 | Steep Turns (including steep descending turns) – Long brief and pre-flight brief Read back | 3.0 |  |  |
| TE3-50 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Steep turns (including steep descending turns) – Demonstration and Read back (include assess flapless) | 1.0 | 1.0 | 20.0 |
| TE3-51 | IFF;IFL;A6.6 | Basic Instrument Flight (BIF) - Long Brief - Demonstration | 2.0 |  |  |
| TE3-52 | FIR4.1;FIR4.2 | Basic Instrument Flight (BIF) - Long Brief – Read back | 2.0 |  |  |
| TE3-53 | FIR4.1;FIR4.3 | Basic Instrument Flight (BIF) – pre-flight brief – Read back. | 1.0 |  |  |

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| **LESSON NUMBER** | **MOS REF** | **LESSON DESCRIPTION** | **GROUND HOURS** | **DUAL HOURS** | **TOTAL PROG FLIGHT TIME** |
| TE3-54 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Basic Instrument Flight (BIF) – Demonstration – Read back (include assess steep turns and short field landing) | 1.0 | 1.0 | 21.0 |
| TE3-55 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Basic Instrument Flight (BIF) – Read back (include assess steep descending turns and Read back x-wind landings) | 1.0 | 1.0 | 22.0 |
| TE3-56 | FIR4.1;FIR4.2 FIR4.3FIR4.4; FIR4.5FIR4.6 | HOO Check (Advanced Phase) (include assess Go- round, x-wind landings and BIF and other sequences from advanced phase as required) | 2.5 | 1.5 | 23.5 |
| **Abnormals** | | |  |  |  |
| TE3-57 | A6.1;A6.2;  A6.3;FIR4.1; FIR4.2;FIR4.3 | Practice Forced Landings (PFL) & Engine Failure after Take-off (EFATO) – Long brief and pre-flight brief - Read back | 3.0 |  |  |
| TE3-58 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Practice Forced Landings & Engine Failure after Take- off – Demonstration and Read back (include Read back flapless, short field and x-wind landing) | 1.0 | 1.0 | 24.5 |
| TE3-59 | A6.4;A6.5; FIR4.1;FIR4.2 FIR4.3 | Precautionary Search and Landing, Fire Emergencies and System Failures – Long brief and pre-flight brief - Read back | 3.0 |  |  |
| TE3-60 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Practice Forced landings and Circuits – Flapless, Short field, X-Wind circuits and Engine Failure after Take-off – Read back | 1.5 | 1.0 | 25.0 |
| TE3-61 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Precautionary Search and Landing, Fire Emergencies and System Failures - Read back (include Read back flapless, short field and x-wind circuits) | 1.0 | 1.0 | 26.5 |
| TE3-62 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Precautionary Search and Landing, Fire Emergencies and System Failures - Read back and assess (include assess PFL and EFATO and Read back flapless, short field and x-wind circuits) | 1.0 | 1.0 | 27.5 |
| **Navigation** | | |  |  |  |
| TE3-63 | ONTA;OGA; OCA; CTA | Navigation (Basic and Advanced) - Long briefs - Demonstration | 4.0 |  |  |
| TE3-64 | FIR4.1;FIR4.2 | Navigation Basic – Read back | 2.0 |  |  |
| TE3-65 | FIR4.1;FIR4.2 | Navigation Advanced – Read back | 2.0 |  |  |
| TE3-66 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Navigation – pre-flight brief - Read back and Demonstration and Read back (include assess normal circuits and short field landings) | 1.5 | 2.0 | 29.5 |
| TE3-67 | FIR4.1;FIR4.3 FIR4.4;FIR4.5 FIR4.6 | Navigation – Read back and assess (include assess normal circuits and x-wind circuits) | 1.5 | 2.0 | 31.5 |
| TE3-68 | FIR4.1;FIR4.2 FIR4.3FIR4.4; FIR4.5FIR4.6 | HOO Check Pre-test assessment – briefed by HOO | 2.5 | 1.5 | 33.0 |
|  |  | **Flight Test** | **4.0** | **1.5** | **34.5** |

# Progress and achievement record

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| --- | --- | --- | --- | --- | --- |
| **Trainee’s name** |  | | **Trainee’s ARN** |  |  |
| **Date training commenced** |  | | **Date of assessment of prior learning and current competency (if applicable)** |  |  |
| **Date of Aeronautical Knowledge Examination pass (if applicable)** | |  | **Date of Knowledge Deficiency Report assessment (if applicable)** | |  |

## Trainee progress record

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| **LESSON** | **DATE** | **STD ACHIEVED?1** | **DATE2** | **\*STD ACHIEVED?** | **DATE2** | **STD ACHIEVED?1** | **FLIGHT HOURS** | **PROG HOURS** | **INSTRUCTOR ARN AND SIGNATURE** |
| TE3-1 |  |  |  |  |  |  |  |  |  |
| TE3-2 |  |  |  |  |  |  |  |  |  |
| TE3-3 |  |  |  |  |  |  |  |  |  |
| TE3-4 |  |  |  |  |  |  |  |  |  |
| TE3-5 |  |  |  |  |  |  |  |  |  |
| TE3-6 |  |  |  |  |  |  |  |  |  |
| TE3-7 |  |  |  |  |  |  |  |  |  |
| TE3-8 |  |  |  |  |  |  |  |  |  |
| TE3-9 |  |  |  |  |  |  |  |  |  |
| TE3-10 |  |  |  |  |  |  |  |  |  |
| TE3-11 |  |  |  |  |  |  |  |  |  |
| TE3-12 |  |  |  |  |  |  |  |  |  |
| TE3-13 |  |  |  |  |  |  |  |  |  |
| TE3-14 |  |  |  |  |  |  |  |  |  |
| TE3-15 |  |  |  |  |  |  |  |  |  |
| TE3-16 |  |  |  |  |  |  |  |  |  |
| TE3-17 |  |  |  |  |  |  |  |  |  |
| TE3-18 |  |  |  |  |  |  |  |  |  |
| TE3-19 |  |  |  |  |  |  |  |  |  |

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| **LESSON** | **DATE** | **STD ACHIEVED?1** | **DATE2** | **\*STD ACHIEVED?** | **DATE2** | **STD ACHIEVED?1** | **FLIGHT HOURS** | **PROG HOURS** | **INSTRUCTOR ARN AND SIGNATURE** |
| TE3-20 |  |  |  |  |  |  |  |  |  |
| TE3-21 |  |  |  |  |  |  |  |  |  |
| TE3-22 |  |  |  |  |  |  |  |  |  |
| TE3-23 |  |  |  |  |  |  |  |  |  |
| TE3-24 |  |  |  |  |  |  |  |  |  |
| TE3-25 |  |  |  |  |  |  |  |  |  |
| TE3-26 |  |  |  |  |  |  |  |  |  |
| TE3-27 |  |  |  |  |  |  |  |  |  |
| TE3-28 |  |  |  |  |  |  |  |  |  |
| TE3-29 |  |  |  |  |  |  |  |  |  |
| TE3-30 |  |  |  |  |  |  |  |  |  |
| TE3-31 |  |  |  |  |  |  |  |  |  |
| TE3-32 |  |  |  |  |  |  |  |  |  |
| TE3-33 |  |  |  |  |  |  |  |  |  |
| TE3-34 |  |  |  |  |  |  |  |  |  |
| TE3-35 |  |  |  |  |  |  |  |  |  |
| TE3-36 |  |  |  |  |  |  |  |  |  |
| TE3-37 |  |  |  |  |  |  |  |  |  |
| TE3-38 |  |  |  |  |  |  |  |  |  |
| TE3-39 |  |  |  |  |  |  |  |  |  |
| TE3-40 |  |  |  |  |  |  |  |  |  |
| TE3-41 |  |  |  |  |  |  |  |  |  |
| TE3-42 |  |  |  |  |  |  |  |  |  |
| TE3-43 |  |  |  |  |  |  |  |  |  |
| TE3-44 |  |  |  |  |  |  |  |  |  |
| TE3-45 |  |  |  |  |  |  |  |  |  |
| TE3-46 |  |  |  |  |  |  |  |  |  |
| TE3-47 |  |  |  |  |  |  |  |  |  |

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| **LESSON** | **DATE** | **STD ACHIEVED?1** | **DATE2** | **\*STD ACHIEVED?** | **DATE2** | **STD ACHIEVED?1** | **FLIGHT HOURS** | **PROG HOURS** | **INSTRUCTOR ARN AND SIGNATURE** |
| TE3-48 |  |  |  |  |  |  |  |  |  |
| TE3-49 |  |  |  |  |  |  |  |  |  |
| TE3-50 |  |  |  |  |  |  |  |  |  |
| TE3-51 |  |  |  |  |  |  |  |  |  |
| TE3-52 |  |  |  |  |  |  |  |  |  |
| TE3-53 |  |  |  |  |  |  |  |  |  |
| TE3-54 |  |  |  |  |  |  |  |  |  |
| TE3-55 |  |  |  |  |  |  |  |  |  |
| TE3-56 |  |  |  |  |  |  |  |  |  |
| TE3-57 |  |  |  |  |  |  |  |  |  |
| TE3-58 |  |  |  |  |  |  |  |  |  |
| TE3-59 |  |  |  |  |  |  |  |  |  |
| TE3-60 |  |  |  |  |  |  |  |  |  |
| TE3-61 |  |  |  |  |  |  |  |  |  |
| TE3-62 |  |  |  |  |  |  |  |  |  |
| TE3-63 |  |  |  |  |  |  |  |  |  |
| TE3-64 |  |  |  |  |  |  |  |  |  |
| TE3-65 |  |  |  |  |  |  |  |  |  |
| TE3-66 |  |  |  |  |  |  |  |  |  |
| TE3-67 |  |  |  |  |  |  |  |  |  |
| TE3-68 |  |  |  |  |  |  |  |  |  |

1: Indicate YES if trainee has achieved competency in accordance with the lesson plan and can progress to next lesson, indicate NO if trainee to repeat this lesson 2: Complete when trainee repeats lesson

## Training achievement record

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| **ELEMENT** | **DATE** | **INSTRUCTOR NAME (PRINTED)** | **INSTRUCTOR ARN** | **INSTRUCTOR’S SIGNATURE** |
| FIR-TE3.1 – Demonstrate knowledge of competency based training as applied to training for an aircraft category rating (aircraft specified), RPL, PPL and CPL |  |  |  |  |
| FIR-TE3.2 – demonstrate understanding of principles and methods of instruction |  |  |  |  |
| FIR-TE3.3 – Demonstrate competencies of a grade 3 training endorsement |  |  |  |  |
| FIR-TE3.4 – Conduct aeronautical knowledge training |  |  |  |  |
| FIR-TE3.5 – Develop briefings and plan flight training |  |  |  |  |
| FIR-TE3.6 – Conduct pre-flight briefing |  |  |  |  |
| FIR-TE3.7 – Conduct airborne training |  |  |  |  |
| FIR-TE3.8 – Conduct post-flight briefing |  |  |  |  |
| FIR-TE3.9 – Complete post-training administration |  |  |  |  |

**Trainee’s confirmation**

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| --- | --- | --- | --- |
| I have received the training specified above and have been certified as competent and ready for flight test. | | | |
| **Trainee’s signature** |  | **Date** |  |

# Course completion certificate

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| **Name of course** | Grade 3 training endorsement (aeroplane) |
| **Training provider name** |  |
| **Training provider ARN** |  |
| **Trainee name** |  |
| **Trainee ARN** |  |
| **Date commenced training** |  |
| **Date of final assessment** |  |
| **Certification** |  |
| **Head of Operations name or approved Course Manager** |  |
| **Signature** |  |
| **Date** |  |

**Appendix A**

**Draft competency unit – FIR4**

### {Insert copy of unit from

### Part 61 Manual of Standards Schedule 2}

**Appendix B**

**Draft unit – Grade 3 training endorsement FIR-TE3**

### {Insert copy of unit from

### Part 61 Manual of Standards Schedule 2}