**Instructor rating**

**Instructor rating training endorsement**

#### Version 1.0

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Revision history

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Contents

1. [Syllabus Notes 4](#_bookmark0)
   1. [Overview of training course 4](#_bookmark1)
   2. [Course content 5](#_bookmark2)
2. [Guidance for all training courses 9](#_bookmark3)
3. [Ground and flight training summary 11](#_bookmark4)
4. [Progress and achievement record 13](#_bookmark5)
   1. [Trainee progress record 13](#_bookmark6)
   2. [Trainee competency achievement record 14](#_bookmark7)
5. [Course completion certificate 15](#_bookmark8)

#### [Appendix A](#_bookmark9) [Appendix B](#_bookmark10)

#### [Draft competency unit – FIR4 16](#_bookmark9)

#### [Draft unit - Instructor rating training endorsement - FIR-TE14 22](#_bookmark10)

# Syllabus Notes

## Overview of training course

The holder of the instructor rating training endorsement on a flight instructor rating is authorised to conduct the following activities;

* + - Conduct flight training for a flight instructor rating in an aircraft of the specified category
    - Conduct flight training for a simulator instructor rating
    - Conduct flight training for a training endorsement in an aircraft of the specified category The instructor rating training endorsement is item 14 of table 61.1235 of CASR Part 61.

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

A course of training for the instructor rating 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 the instructor rating 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-TE14 - Instructor rating training endorsement

The applicant must also demonstrate extensive knowledge of the unit of competency FIRC published in the Part 61 MOS.

The following syllabus notes should be read and cross referenced to the ground and flight training summary for FIR TE14 Instructor rating training endorsement.

A training record must be completed for all ground and flight training undertaken by the applicant for the Instructor rating 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 instructor rating ground or airborne training events as a blueprint 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 instructor must ensure that the applicant has the required skills and knowledge to ensure that a trainee instructor is competent in handling recovery from undesired aircraft states including inadvertent spins.

The terminology used in these notes and in the ground and flight training summary is as follows:

* + - Applicant – the person who is undertaking the training to obtain an instructor training endorsement (item 14 in table 61.1235)
    - Instructor – the person delivering the training to the applicant
    - Trainee instructor – the person the applicant would be training

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

## Course content

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

### Aeronautical Knowledge - Review

#### Lessons TE14-1 and TE14-2

* + - Review the conduct of flight instructor rating training. Use the sample syllabus for the grade 3 training endorsement in AC 61-07 as an example (or other appropriate training endorsement syllabus). Explain the principles applied, including the order of training events, phases, ground briefings, flight lessons, demonstration and read back and the use of ‘Bloggs On/Off’.
    - Review the applicant’s knowledge of the structure, content and context of the Part 61 licence and rating standards as they apply to training for Flight instructor rating, endorsement standards and Instructor Proficiency checks.
    - Review the applicant’s underpinning knowledge described in units of competency FIRC and FIR-TE14

### Ground Training

#### Lessons TE14-3 to TE14-10 Conduct ground training for a flight instructor rating

* + - TE14-3 tutorial on preparing lesson plans and pre-flight briefs for instructor rating training. It must be emphasised that FIR training should use the same principles of airborne instructional technique and the use of ‘Demonstration, Direct and Monitor’ as for any other flight training. Include guidance on :
      * Timing constraints for Pre-flight Briefs
      * Role playing a trainee pilot during read back Pre-flight Briefs
      * Assessing and de-briefing trainee instructor performance for Pre-flight Briefs
      * Threat and Error Management considerations during planning
    - TE14-4 and TE14-5 Planning an airborne lesson and prepare a pre-flight briefing. Demonstration and read back of the FIR tutorial used to teach an FIR trainee how to plan airborne lessons and prepare/conduct a pre-flight briefing.
      * Before demonstrating the tutorial, the instructor should take time to explain the context of the lesson to the applicant. Discuss the actual lesson plan for the topic, where it fits into the training for a grade 3 training endorsement (or other example training syllabus used) and where it may be used for other training endorsements.
      * Encourage the applicant to take notes but also participate as the trainee instructor 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 practice. The instructor should role play a trainee instructor 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 lesson.
    - TE14-6 and TE14-7 Develop a long brief. Demonstration and read back of the FIR tutorial used to teach an FIR trainee how to develop a long briefing.
      * Before demonstrating the tutorial, the instructor should take time to explain the context of the lesson to the applicant. Discuss the actual lesson plan for the topic, where it fits into the training for a training endorsement and where it may be used for other training endorsements.
      * Encourage the applicant to take notes but also participate as the trainee instructor 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 practice. The instructor should role play a trainee instructor 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 lesson. Further into the course of training the applicant will have the opportunity to read back further FIR tutorials, however this will not include all FIR tutorials contained in the suite and operators may choose to utilise all tutorials during the training.
    - TE14-8 an instructional lesson on considerations and techniques for simulating a student pilot under instruction. Includes:
      * Skill level and the need for consistency in role playing (for example, the ability to consistently maintain a nominated airspeed badly until appropriate intervention is applied by the trainee instructor)
      * Common faults and errors and how to simulate them
      * Appropriate reaction to trainee instructor intervention
      * Appropriate reaction to trainee instructor direction
      * Safety implications of role playing faults
      * The use of the word “NO” in response to perceived trainee instructor late intervention
      * Need to avoid nit picking
    - TE14-9 an instructional lesson on assessment and de-brief of a trainee flight instructor. Includes:
      * Procedures and techniques for assessing trainee instructors
      * The trainee instructor’s application of DEMONSTRATE, DIRECT and MONITOR
      * Role playing the student pilot while concurrently assessing the trainee instructor performance
      * Aircraft safety and recovery from potential upset situations
      * Stress that faults in airborne instructional technique should take priority over faults in flying technique.
    - TE14-10 an instructional lesson on the conduct of a demonstration and read back training flight. Includes:
      * Purpose and use of ‘Bloggs ON/OFF’
      * Briefing considerations for emergencies, including the automatic suspension of ‘Bloggs on’ when taking over control
      * Conduct of airborne instructional technique training applied to the relevant training sequence being flown – the demonstration
      * Role playing the student pilot whilst concurrently assessing the trainee instructor – the read back
      * Common trainee instructor errors and faults
      * Time management
      * Flight management
      * The need, not to complete the entire flight sequence and the use of impromptu instruction

### Flight Training

#### Lessons TE14-11 to TE14-16 Conduct flight training for a flight instructor rating

* + - TE14-11 and TE14-12 Principles and methods of Airborne Instructional Technique (AIT). Demonstration and read back of the FIR tutorial used to teach an FIR trainee Principles and methods of AIT.
      * Before demonstrating the tutorial, the instructor should take time to explain the context of the lesson to the applicant. Discuss the actual lesson plan for the topic, where it fits into the training for a training endorsement and where it may be used for other training endorsements.
      * Encourage the applicant to take notes but also participate as the trainee instructor 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 practice. The instructor should role play a trainee instructor 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 lesson.
    - TE14-13 is an instructional airborne lesson. It provides an opportunity for demonstration and read back of conducting a demonstration and directing a student pilot. The blueprint for this lesson is the appropriate lesson (category specific) from the training endorsement syllabus in which the trainee instructor is taught how to demonstrate and how to direct. It must include:
      * Pre-flight and post-flight briefings as a demonstration and read back
      * Development of a pre-brief and debrief for a flying sequence
      * Conduct of a demonstration with use of appropriate key words and direction of attention
      * Use of question technique in the debrief
      * Linking the demonstration to the direct
      * Conduct of the direct with appropriate timing of key words
      * Conduct of the pre-brief and debrief for a direct
    - TE14-14 an instructional airborne lesson. Role play a student pilot under instruction, demonstration and read back. It must include:
      * Simulate a student pilot under instruction
      * Techniques for simulating common student pilot faults
      * Appropriate response to trainee instructor demonstration and directing
      * Consistent simulation of faults until trainee instructor corrective action is applied
      * Aircraft safety and techniques to recover from upset and potentially unsafe situations
    - TE14-15 an instructional airborne lesson. Assess and de-brief a trainee instructor in flight and on the ground, demonstration and read back. It must include:
      * Procedures and techniques for assessing the trainee instructor during ground and flight lessons
      * Assessing the trainee’s application of AIT in a variety of sequences.
      * Role playing the trainee pilot while concurrently assessing the trainee instructors performance
      * Aircraft safety and recovery from potentially upset and unsafe situations
    - TE14-16 Conduct an FIR demonstration and read back training flight. Conduct post-training administration. This lesson presents an opportunity for the applicant to apply all elements learnt during the course of training, by practicing the delivery of a Demo and Read back lesson. It is suggested the lesson should be selected from the training endorsement syllabus and must include elements of both demonstration by the applicant followed by read back by the instructor (role playing the trainee instructor) for the applicant to assess and de-brief.

The applicant for the Instructor rating training endorsement must demonstrate flying techniques and procedures to CPL standard, 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.

# 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-TE14 at Appendix B. FIR-TE14 is the unit for the instructor rating 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** |
| The terminology used in this ground and flight training summary and the associated syllabus notes is as follows:   * **Applicant** – the person who is undertaking the training to obtain a multi-engine aeroplane class rating instructor training endorsement (item 15 in table 61.1235) * **Instructor** – the person delivering the training to the applicant * **Trainee instructor** - the person the applicant would be training | | | | | |
| **Aeronautical Knowledge - Review** | | | | | |
| TE14-1 | Part 61T; Part 61 MOS; FIR4; FIR- TE14.1 | Lesson - The conduct of flight instructor rating training. Review Part 61 & Part 61 MOS for Flight instructor rating & endorsement standards and Instructor Proficiency checks | 3.0 |  |  |
| TE14-2 | FIR4; FIR-TE14.2; FIR-TE14.3 | Review – Unit FIRC and underpinning knowledge required for unit FIR-TE14 | 3.0 |  |  |
| **Ground Training** | | |  |  |  |
| TE14-3 | FIR-TE14.3(a); FIR-TE14.4; FIR- TE14.5 | Lesson – Preparing lesson plans and pre-flight briefs for flight instructor rating and endorsement’ training lessons | 1.5 |  |  |
| TE14-4 | FIR-TE14.2; FIR- TE14.3; FIR- TE14.5 | FIR Tutorial - Planning an airborne lesson and Prepare a pre-flight briefing – Demonstration. | 1.5 |  |  |
| TE14-5 | FIR-TE14.2; FIR- TE14.3; FIR- TE14.5 | FIR Tutorial – Planning an airborne lesson and Prepare a pre-flight briefing – Read back | 1.5 |  |  |
| TE14-6 | FIR-TE14.2; FIR- TE14.3 | FIR Tutorial – Developing a long brief - Demonstration | 1.0 |  |  |
| TE14-7 | FIR-TE14.2; FIR- TE14.3 | FIR Tutorial – Developing a long brief – Read back. | 1.0 |  |  |
| TE14-8 | FIR-TE14.6 | Lesson – Considerations and techniques for simulating a trainee pilot under instruction. | 1.0 |  |  |
| TE14-9 | FIR-TE14.6 | Lesson – Assessment and de-brief of a trainee flight instructor. | 1.0 |  |  |
| TE14-10 | FIR-TE14.6 | Lesson – Conduct of a demonstration and read back training flight. | 1.0 |  |  |
| **Flight Training** | | |  |  |  |
| TE14-11 | FIR-TE14.2; FIR- TE14.3 | FIR Tutorial – Principles & Methods of Airborne Instruction - Demonstration | 1.0 |  |  |
| TE14-12 | FIR-TE14.2; FIR- TE14.3 | FIR Tutorial – Principles & Methods of Airborne Instruction – Read back | 1.0 |  |  |
| TE14-13 | FIR-TE14.2; FIR- TE14.6 (a) to (e) | Conduct flight training for a flight instructor rating. Demonstrate the aim of ‘demonstrate the task’, demonstrate the aim of ‘direct the task’.  Demonstration and Read back | 1.0 | 1.2 | 1.2 |
| TE14-14 | FIR-TE14.2; FIR- TE14.6 (f) to (j) | Conduct flight training for a flight instructor rating. Role play a student pilot under instruction.  Demonstration and Read back | 1.0 | 1.2 | 2.4 |
| TE14-15 | FIR-TE14.2; FIR- TE14.6 (k) to (p); FIR-TE14.7 | Conduct flight training for a flight instructor rating. Assess and de-brief a trainee instructor in flight and on the ground. Demonstration and Read back | 1.0 | 1.0 | 3.4 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LESSON NUMBER** | **MOS REF** | **LESSON DESCRIPTION** | **GROUND HOURS** | **DUAL HOURS** | **TOTAL PROG FLIGHT TIME** |
| TE14-16 | FIR-TE14.2; FIR- TE14.6 (k) to (p); | Conduct flight training for a flight instructor rating. Conduct a demonstration and read back training | 1.0 | 1.2 | 5.6 |
|  | FIR-TE14.7; FIR- | flight. |  |  |  |
|  | TE14.8 | Conduct post-training administration. |  |  |  |
|  |  | **Flight Test** | **4.0** | **1.5** | **7.1** |

# Progress and achievement record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LESSON** | **DATE** | **STD ACHIEVED?1** | **DATE2** | **\*STD ACHIEVED?** | **DATE2** | **STD ACHIEVED?1** | **FLIGHT HOURS** | **PROG HOURS** | **INSTRUCTOR ARN AND SIGNATURE** |
| TE14-1 |  |  |  |  |  |  |  |  |  |
| TE14-2 |  |  |  |  |  |  |  |  |  |
| TE14-3 |  |  |  |  |  |  |  |  |  |
| TE14-4 |  |  |  |  |  |  |  |  |  |
| TE14-5 |  |  |  |  |  |  |  |  |  |
| TE14-6 |  |  |  |  |  |  |  |  |  |
| TE14-7 |  |  |  |  |  |  |  |  |  |
| TE14-8 |  |  |  |  |  |  |  |  |  |
| TE14-9 |  |  |  |  |  |  |  |  |  |
| TE14-10 |  |  |  |  |  |  |  |  |  |
| TE14-11 |  |  |  |  |  |  |  |  |  |
| TE14-12 |  |  |  |  |  |  |  |  |  |
| TE14-13 |  |  |  |  |  |  |  |  |  |
| TE14-14 |  |  |  |  |  |  |  |  |  |
| TE14-15 |  |  |  |  |  |  |  |  |  |
| TE14-16 |  |  |  |  |  |  |  |  |  |

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

## Trainee competency achievement record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ELEMENT** | **DATE** | **INSTRUCTOR NAME (PRINTED)** | **INSTRUCTOR ARN** | **INSTRUCTOR’S SIGNATURE** |
| FIR-TE14.1 - Describe the conduct of flight instructor rating training |  |  |  |  |
| FIR-TE14.2 - Demonstrate understanding of principles and methods of instruction |  |  |  |  |
| FIR-TE14.3 - Conduct aeronautical knowledge training |  |  |  |  |
| FIR-TE14.4 - Develop briefings and plan flight training for flight instructor rating training |  |  |  |  |
| FIR-TE14.5 - Conduct pre-flight briefing for a flight instructor rating training flight |  |  |  |  |
| FIR-TE14.6 - conduct airborne training for a flight instructor rating |  |  |  |  |
| FIR-TE14.7 - Conduct post-flight briefing |  |  |  |  |
| FIR-TE14.8 - compete post-training administration |  |  |  |  |

### Trainee confirmation

|  |  |  |  |
| --- | --- | --- | --- |
| 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

|  |  |
| --- | --- |
| **Name of course** | Instructor rating training endorsement |
| **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 - Instructor rating training endorsement - FIR-TE14**

**{Insert copy of unit from**

**Part 61 Manual of Standards Schedule 2}**