**Instructor rating**

**Night VFR training endorsement**

#### Version 1.0

#### File ref: D17/335194

#### September 2017

Revision history

|  |  |  |  |
| --- | --- | --- | --- |
| **VERSION** | **DESCRIPTION** | **AUTHOR** | **PUBLISH DATE** |
| 1.0 | Initial release |  |  |

Contents

1. [Syllabus Notes 4](#_bookmark0)
   1. [Overview of training course 4](#_bookmark1)
   2. [Course Content 5](#_bookmark2)
2. [Guidance for all training courses 8](#_bookmark3)
3. [Ground and flight training summary 10](#_bookmark4)
4. [Progress and achievement record 12](#_bookmark5)
   1. [Trainee progress record 12](#_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 – Night VFR training endorsement - FIR-TE9 22](#_bookmark10)

# Syllabus Notes

## Overview of training course

The holder of a Night VFR rating training endorsement is authorised to conduct the following activities;

* + - Conduct flight training for a Night VFR rating or night VFR endorsement in an aircraft of the specified category
    - Conduct basic instrument flight training for an aircraft of the specified category
    - Conduct a Night VFR rating flight review

The night VFR training endorsement is item 9 of table 61.1235 of CASR Part 61. For the purposes of this document, TE means training endorsement.

A course of training for the night VFR 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 a night VFR 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-TE9 – Night VFR rating training endorsement
    - FIR7 – Conduct flight review

The applicant must also demonstrate extensive knowledge of the units of competency published in the Part 61 MOS for the grant of a night VFR rating and night VFR endorsements – refer to subpart 61T of CASR.

The ground and flight training summary for the Night VFR rating TE, assumes the applicant already holds a flight instructor rating with at least one other training endorsement.

However, if this is the first training endorsement to be granted, the applicant will require extensive additional ground and flight training to prepare them for airborne instructional activities. Any additional training is outside the scope of this sample syllabus and reference should be made to AC 61-07 for training material that cover topics related to an initial flight instructor rating. These will include instruction addressing the content of unit FIRC preparatory to undertaking the FIR examination and the suite of FIR tutorials detailed in the annexes to AC 61-07. Reference to the FIR tutorials may be useful for revision purposes even if this training is not for an initial flight instructor rating.

A training record must be completed for all ground and flight training undertaken by the applicant for the night VFR rating training endorsement.

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

The following notes provide guidance to operators on conducting training for a night VFR 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 lessons in their syllabus.

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. A sample night VFR syllabus is also available on the CASA website.

All flying for the applicant should be in the instructor control seat.

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

## Course Content

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

### Aeronautical Knowledge - Review

#### Lessons TE9-1 and TE9-2

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 a night VFR rating or endorsement

Review the applicant’s underpinning knowledge described in units of competency for a night VFR rating and endorsements - IFF, IFL, NVR1, NVR2 and NVR3 as applicable

### Ground Training

#### Lessons TE9-3 to TE9.5

* + - Provide an overview of the privileges, limitations and obligations of the endorsement
    - Provide guidance on the administration requirements, including use the correct documentation, relating to the issue of endorsements
    - Review the principles of competency-based training and assessment and apply to the Night VFR rating
    - Provide guidance on preparing lesson plans and pre-flight briefs for night VFR rating training

### Flight Training

#### Lesson E9-6 – Instructor control seat familiarisation

It is imperative that the trainee instructor has competent handling skills in the instructor control seat before they are introduced to the airborne instructional technique (AIT) required when delivering training for a night VFR rating. This is best achieved during isolated training in the instructor control seat without the complication of learning to deliver a lesson.

Particular emphasis should be placed on the conduct of night circuits where the aircraft instruments and may not be directly in front of the instructor control seat and in some instances not accessible.

Additionally, in some aircraft, indications on ‘glass’ instruments may not be visible or provide clear indications from the instructor control seat due to lighting and/or parallax error. Where any of these circumstances are present, this flight should introduce the trainee to management techniques and provide practice in instrument flight (actual or simulated) at night and normal and emergency circuit procedures to ensure safe operation. For aeroplanes, the instructor should ensure that the trainee is competent to recover from undesired aircraft state, at night.

One flight has been included in the course summary; operators may assess an applicant as requiring more than this one flight on a case by case basis.

#### Lessons TE9-7 to TE9-22

* + - Long briefs demonstration and read back.
      * Before demonstrating a long brief, the instructor should take time to explain the context of the lesson to the trainee instructor. Discuss the actual lesson plan for the long brief, where it fits into the night VFR rating syllabus and any training aids that will be used.
      * The instructor demonstration of the long brief must include the performance criteria and applicable underpinning knowledge from relevant units.
      * Encourage the trainee instructor to take notes but also participate as the student pilot would do.
      * On completion of the demonstration, summarise the stages of the lesson and allow for questions from the trainee instructor.
      * The trainee read back should be conducted after they have had the opportunity to prepare and practice. The instructor should role play a student pilot during the read back.
      * On completion of the read back, the instructor must de-brief the trainee instructor on their performance against the performance criteria.
      * Where the trainee has not achieved the required standard, the performance criteria must be covered during an additional long brief lesson.
    - Pre-flight briefings demonstration and read back.
      * Before demonstrating a pre-flight brief, the instructor should take time to explain the context of the lesson to the trainee instructor. Discuss the actual content of the pre-flight brief, and any training aids that will be used.
      * On completion of the demonstration, summarise the structure and delivery method of the pre-flight brief and allow for questions from the trainee instructor.
      * The trainee read back should be conducted after they have had the opportunity to prepare. The instructor should role play a student pilot during the read back. The read back should be followed by a de-brief from the instructor against the performance criteria.
      * The pre-flight brief should introduce reference to elements/performance criteria from units C1 through C5, as appropriate to the stage of training/lesson and NTS1 and NTS2 where applicable.
    - AIREX demonstration and read back
      * Before demonstrating the in-flight lessons, the instructor should explain the sequence of the training elements and provide insight into appropriate delivery techniques. The in-flight demonstrations should be broken into logical elements with each demonstration followed by an opportunity to read back by the applicant. On completion of the in-flight lessons, the instructor should debrief the applicant against the performance criteria.
      * The blueprint for the lesson should come from the operators training syllabus.
      * Only performance criteria directly related to the main learning outcome of the lesson, or those which are to be assessed within the lesson, are included in a lesson plan.
      * Performance standards 3, 2 and 1 have been used to demonstrate planned trainee progress. Performance standard 1 represents competency to the standard required for grant of the training endorsement.
      * Once assessed to a particular standard, performance criteria may not always reappear in subsequent lesson plans. Where this occurs, an explanation is provided in the individual lesson training notes.
      * To be assessed as competent to the standard required for qualification issue (performance standard 1), a trainee must demonstrate competency in each performance criteria on two separate occasions. This has been taken into account in the syllabus.
      * For the first assessment to performance standard 1, performance criteria are included within the associated lesson plan. In some instances, the second assessment to

performance standard 1, only the element is included. (However assessment against the performance criteria is still expected– a note will be included in the syllabus introduction to this effect).

* + - Lesson TE9-22 is the last session prior to flight test. All elements and performance criteria are included in the lesson plan/student record enabling the instructor to indicate that the trainee instructor has demonstrated the performance standard required to be flight tested for issue of the training endorsement.
    - It is not a requirement that operators use this sample syllabus. They may choose to structure and present their syllabus differently. The sample has been designed to provide an example of the content and level of detail expected.

The applicant for the Night VFR rating training endorsement should demonstrate flying techniques and procedures to the 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-TE9 at Appendix B. FIR-TE9 is the unit for the night VFR 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 |  |  |
| **Aeronautical Knowledge - Review** | | | | | |
| TE9-1 | FIR-TE9.1 | Review - Part 61 & Part 61 MOS for Night VFR rating, Flight Test & Flight Review requirements | 2.0 |  |  |
| TE9-2 | FIR-TE9.1 | Review – Knowledge of competency based training as applied to night VFR rating training | 1.0 |  |  |
| TE9-3 | FIR-TE9; FIR- TE9.3 | Review – Underpinning knowledge required for units IFF, IFL, NVR1, NVR2 and NVR3 as applicable | 2.0 |  |  |
| **Ground Training** | | |  |  |  |
| TE9-4 | Part 61T & FIR- TE9.1(c); FIR-  TE9.8;FIR7.3(b) | Briefing - Privileges and limitations of the night VFR rating training endorsement. Administration procedures and responsibilities including issue of endorsements | 1.0 |  |  |
| TE9-5 | FIR-TE9.4 | Tutorials 2 & 3 – Preparing lesson plans and pre-flight briefs for night VFR rating training lessons | 1.0 |  |  |
| **Flight Training** | | |  |  |  |
| TE9-6 | FIR-TE9 | Conduct aircraft basic, advanced and emergency handling from instructor control seat | 1.0 | 1.5N | 1.5 |
| TE9-7 | FIR-TE9.2; FIR- TE9.3 | Basic Instrument Flight - Long Brief – Demonstration | 1.5 |  |  |
| TE7-8 | FIR-TE9.2; FIR- TE9.3 | Basic Instrument Flight - Long Brief – Read back | 1.5 |  |  |
| TE9-9 | FIR-TE9.2; FIR- TE9.5 | Basic Instrument Flight – Pre-flight brief Demonstration and Read back | 1.5 |  |  |
| TE9-10 | FIR-TE9.2; FIR- TE9.6; FIR- TE9.7; FIR- TE9.8; | Basic Instrument Flight (IFF) – AIREX Demonstration and Read back. | 1.5 | 1.0 | 2.5 |
| TE9-11 | FIR-TE9.2; FIR- TE9.6; FIR- TE9.7; FIR- TE9.8; | Basic Instrument Flight (IFL) – AIREX Read Back. | 1.5 | 1.0 | 3.5 |
| TE9-12 | FIR-TE9.2; FIR- TE9.3 | Night Circuits (NVR1) – Long Brief – Demonstration | 1.5 |  |  |
| TE9-13 | FIR-TE9.2; FIR- TE9.3 | Night Circuits (NVR1) – Long brief – Read Back | 1.5 |  |  |
| TE9-14 | FIR-TE9.2; FIR- TE9.5; FIR- TE9.6; FIR- TE9.7; FIR-TE9.8 | Night Circuits (NVR1) – pre-flight brief and AIREX Demonstration. | 1.5 | 2.0N | 4.5 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LESSON NUMBER** | **MOS REF** | **LESSON DESCRIPTION** | **GROUND HOURS** | **DUAL HOURS** | **TOTAL PROG FLIGHT TIME** |
| TE9-15 | FIR-TE9.2; FIR- TE9.5; FIR- TE9.6; FIR- TE9.7; FIR-TE9.8 | Night Circuits (NVR1) – pre-flight brief and AIREX Read Back | 1.5 | 1.0N | 5.5 |
| TE9-16 | FIR-TE9.2; FIR- TE9.5; FIR- TE9.6; FIR- TE9.7; FIR-TE9.8 | Night Circuits (NVR1) – pre-flight brief and AIREX for abnormal/emergencies –- Read Back | 1.5 | 1.0N | 6.5 |
| TE9-17 | FIR-TE9.2; FIR- TE9.3 | Navigate the aircraft NVFR – Long Brief – Demonstration | 1.5 |  |  |
| TE9-18 | FIR-TE9.2; FIR- TE9.3 | Navigate the aircraft NVFR – Long Brief – Read Back | 1.5 |  |  |
| TE9-19 | FIR-TE9.2; FIR- TE9.5; FIR- TE9.6; FIR- TE9.7; FIR-TE9.8 | Navigation aid training – pre-flight brief and AIREX - Demonstration and Read Back. | 1.5 | 1.0N | 7.5 |
| TE9-20 | FIR-TE9.2; FIR- TE9.5; FIR- TE9.6; FIR- TE9.7; FIR-TE9.8 | Night Navigation (NVR2 or 3) – pre-flight brief and AIREX Demonstration and Read Back. | 1.0 | 2.0N | 9.5 |
| TE9-21 | FIR-TE9-1; FIR- TE9.6; FIR- TE9.7; FIR7 | NVFR Flight Review | 4.0 |  |  |
| TE9-22 | FIR-TE9.2; FIR- TE9.5; FIR- TE9.6; FIR- TE9.7; FIR-TE9.8 | Night Navigation (NVR2 or 3) – pre-flight brief - Read Back | 1.5 | 2.0N | 11.5 |
|  |  | **Flight Test** | **3.0** | **2.5** | **14.0** |

# 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** |
| TE9-1 |  |  |  |  |  |  |  |  |  |
| TE9-2 |  |  |  |  |  |  |  |  |  |
| TE9-3 |  |  |  |  |  |  |  |  |  |
| TE9-4 |  |  |  |  |  |  |  |  |  |
| TE9-5 |  |  |  |  |  |  |  |  |  |
| TE9-6 |  |  |  |  |  |  |  |  |  |
| TE9-7 |  |  |  |  |  |  |  |  |  |
| TE9-8 |  |  |  |  |  |  |  |  |  |
| TE9-9 |  |  |  |  |  |  |  |  |  |
| TE9-10 |  |  |  |  |  |  |  |  |  |
| TE9-11 |  |  |  |  |  |  |  |  |  |
| TE9-12 |  |  |  |  |  |  |  |  |  |
| TE9-13 |  |  |  |  |  |  |  |  |  |
| TE9-14 |  |  |  |  |  |  |  |  |  |
| TE9-15 |  |  |  |  |  |  |  |  |  |
| TE9-16 |  |  |  |  |  |  |  |  |  |
| TE9-17 |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LESSON** | **DATE** | **STD ACHIEVED?1** | **DATE2** | **\*STD ACHIEVED?** | **DATE2** | **STD ACHIEVED?1** | **FLIGHT HOURS** | **PROG HOURS** | **INSTRUCTOR ARN AND SIGNATURE** |
| TE9-18 |  |  |  |  |  |  |  |  |  |
| TE9-19 |  |  |  |  |  |  |  |  |  |
| TE9-20 |  |  |  |  |  |  |  |  |  |
| TE9-21 |  |  |  |  |  |  |  |  |  |
| TE9-22 |  |  |  |  |  |  |  |  |  |

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-TE9.1 – Demonstrate knowledge of competency based training as applied to Night VFR training |  |  |  |  |
| FIR-TE9.2 – Demonstrate understanding of principles and methods of instruction |  |  |  |  |
| FIR-TE9.3 – Conduct aeronautical knowledge training |  |  |  |  |
| FIR-TE9.4 – Develop briefings and plan flight training |  |  |  |  |
| FIR-TE9.5 – Conduct pre-flight briefing |  |  |  |  |
| FIR-TE9.6 – Conduct airborne training |  |  |  |  |
| FIR-TE9.7 – Conduct post-flight briefing |  |  |  |  |
| FIR-TE9.8 – Complete post training administration |  |  |  |  |

### Trainee’s 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** | Night VFR 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 – Night VFR training endorsement - FIR- TE9**

**{Insert copy of unit from**

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