**Instructor rating**

**Grade 2 training endorsement**

#### Version 1.0

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Revision history

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Contents

1. [Syllabus Notes 1](#_bookmark0)
   1. [Overview of training course 1](#_bookmark1)
   2. [Course Content 2](#_bookmark2)
2. [Guidance for all training courses 4](#_bookmark3)
3. [Ground and flight training summary 6](#_bookmark4)
4. [Progress and achievement record 8](#_bookmark5)
   1. [Trainee progress record 8](#_bookmark6)
   2. [Trainee achievement record 9](#_bookmark7)
5. [Course completion certificate 10](#_bookmark8)

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

#### [Draft competency unit – FIR4 11](#_bookmark9)

#### [Draft unit – Grade 2 training endorsement - FIR-TE2 17](#_bookmark10)

# Syllabus Notes

## Overview of training course

The holder of a grade 2 training endorsement has additional privileges compared to the holder of a grade 3 training endorsement for the same aircraft category. The additional privileges are;

* + - Approve first solo (CASR 61.1175(5))
    - Assess a knowledge deficiency report for the grant of a pilot licence or rating (CASR 61.1175(7))
    - Conduct a flight review for a rating (CASR 61.1175(6))
    - Grant an endorsement on a Recreational Pilot Licence (CASR 61.1240)) The grade 2 training endorsement is item 2 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 2 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 to continue to exercise the privileges of their grade 3 training endorsement.

An applicant for a grade 2 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-TE2 – Grade 2 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 issue of an RPL, PPL and CPL – refer to subpart 61T of CASR.

The following syllabus notes should be read and cross referenced to the ground and flight training summary for FIR TE2 Grade 2 training endorsement.

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

A training record must be completed for all ground and flight training undertaken by the applicant for the grade 2 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.

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

The following notes provide guidance to operators on conducting training for a grade 2 training endorsement. Training in these topics should adequately prepare an applicant for the flight test for a grade 2 training endorsement. 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 TE2-1 and TE2-2

* + - 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 RPL, PPL and CPL and applicable knowledge of Civil Aviation orders and Civil Aviation Regulations
    - Review the applicant’s underpinning knowledge described in units of competency for RPL, PPL and CPL

### Ground training

#### Lessons TE2-3 to TE2-6

* + - These are lessons on the general topics detailed below
      * 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 on an RPL, issue of design feature endorsements (where applicable) and recording of a flight review
      * Grant an endorsement on a Recreational Pilot Licence
      * Discuss the legislative requirements for the grant of an RPL endorsement
      * Review the administrative procedures and documents for granting an RPL endorsement including operator and CASA process
      * Review the principles of competency-based training and assessment
      * Discuss student supervision

### Flight Training

#### Lessons TE2-7 to TE2-9 Approve first solo

* + - TE2-7 and TE2-8 are ground lessons and must include the following topics:
      * Discuss the standards to be applied for student first solo flight
      * Discuss the training plan for the dual flight check before a student’s first solo flight
      * Discuss environmental and operational procedures affecting a student’s first solo flight
      * Discuss student readiness for first solo (human factors)
      * Preparation of a pre-flight briefing on the first solo flight exercise
      * Discuss post first-solo debriefing and follow-up training plans
    - TE2-9 is an airborne lesson. It provides an opportunity for demonstration and read back of assessing a student pilot for first solo. It must include:
      * Pre-flight and post-flight briefings as a demonstration and read back
      * Assessing student ability to consistently perform manoeuvres prior to first solo
      * Discuss post-flight administration following a student’s first solo flight

#### Lessons TE2-10 to TE2-11 Assess Knowledge Deficiency report (KDR)

* + - TE2-10 is a ground lesson and must include the following topics:
      * Discuss the intent and general content of a KDR
      * Discuss the planning conduct of a KDR assessment (training and assessing)
      * Preparation of a plan for the conduct of a KDR assessment
    - TE2-11 is a read back by the grade 2 applicant of a KDR assessment

#### Lessons TE2-12 to TE2-14 Conduct a Flight Review

* + - TE2-12 and TE2-13 are ground lessons and must include the following topics:
      * Review the Part 61 MOS requirements for the conduct of a flight review (schedule 7)
      * Review the performance criteria in Unit FIR7 – Conduct a flight review
      * Discuss the standards for a flight review and managing below standard performance by the flight review applicant
      * Preparation of a training plan for a flight review with reference to element FIR7.1 of unit FIR7
      * Preparation of a pre-flight briefing for a flight review
    - TE2-14 is an airborne lesson. It provides an opportunity for demonstration and read back of the conduct of a flight review. The flight review selected will depend on aircraft category and class rating held by the applicant. It must include:
      * Pre-flight and post-flight briefings as a demonstration and read back
      * Application of standards in a flight review (FIR7.2 of unit FIR7)
      * Recognise the need for and provide remedial training where required during a flight review (FIR7.2 of unit FIR7)
      * Discuss content and delivery of de-brief following a flight review
      * Discuss post flight administration following a flight review (operator and CASA requirements)

#### Lessons TE2-15 and TE2-16 General Grade 2 standards

* + - TE2-15 Read back. Applicant to deliver at least one ground (long) briefing from the syllabus for a RPL, PPL or CPL demonstrating the skills and behaviours described in unit FIR4 (conduct aeronautical knowledge training and flight training).
    - TE2-16 is an airborne lesson. It provides an opportunity for the applicant to read back a selection of flight exercises from the syllabus for a RPL, PPL or CPL demonstrating the skills and knowledge described in FIR 4 (conduct aeronautical knowledge training and flight training).

The applicant for the grade 2 training endorsement should 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-TE2 at Appendix B. FIR-TE2 is the unit for the grade 2 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** |
| **Aeronautical Knowledge - Review** | | | | | |
| TE2-1 | FIR-TE2.2 | Review - Part 61 & Part 61 MOS for RPL,PPL & CPL & Flight Review | 3.0 |  |  |
| TE2-2 | FIR-TE2.2 | Review - Underpinning knowledge required for RPL, PPL and CPL – Short theory Lessons | 3.0 |  |  |
| **Ground Training - General** | | | | | |
| TE2-3 | Part 61T & MOS unit FIR-TE2 | Briefing - Privileges and limitations of a grade 2 training endorsement | 1.0 |  |  |
| TE2-4 | FIR4.6 | Briefing – Administration procedures and responsibilities including issue of endorsements | 2.0 |  |  |
| TE2-5 | FIR-TE2.1 | Review – Principles of competency based training | 1.5 |  |  |
| TE2-6 | FIR-TE2.1 | Briefing – Student supervision | 2.0 |  |  |
| **Ground and Flight Training – Approve First Solo** | | | | | |
| TE2-7 | FIR-TE2.4; FIR- TE2.5 | Briefing/discussion – Applying standards, human factors and operational decision making for a student first solo | 2.0 |  |  |
| TE2-8 | FIR4.1; FIR4.3; FIR-TE2.4; FIR- TE2.5 | Briefing/Discussion – Preparing a lesson plan and pre- flight brief for a first solo student | 2.0 |  |  |
| TE2-9 | FIR-TE2.5; FIR- TE2.6;FIR- TE2.7;FIR4.3; FIR4.4;FIR4.5 | First Solo – Read back pre-flight brief - Demonstration and read back of assess student for first solo - Debrief student post first solo flight. | 2.0 | 1.0 | 1.0 |
| **Ground Training – Assess Knowledge Deficiency Report (KDR)** | | | | | |
| TE2-10 | FIR-TE2.3; FIR4.1; FIR4.2 | Briefing/Discussion – KDR structure and intent; preparation and planning a KDR assessment | 2.0 | 1.0 | 1.0 |
| TE2-11 | FIR-TE2.3 | KDR Assessment – Read back a KDR assessment | 2.0 |  |  |
| **Ground and Flight Training – Conduct a Flight Review** | | | | | |
| TE2-12 | Part 61; MOS unit FIR 7; FIR- TE2.2; FIR4.6 | Review - Part 61 & Part 61 MOS Flight Reviews and application of standards – administration procedures | 1.0 |  |  |
| TE2-13 | FIR-TE2.3;FIR- TE2.4; FIR- TE2.5; FIR4.1; FIR4.2; FIR4.3; FIR7.1 | Briefing/Discussion – Preparing for, and planning a Flight Review – Prepare a pre-flight brief for a flight review | 2.0 |  |  |
| TE2-14 | FIR4.1; FIR4.3 FIR4.4;FIR4.5; FIR-TE2.5; FIR- | Flight Review – Read back pre-flight brief – Demonstration and read back for a flight review – Debrief applicant post flight review | 2.0 | 1.5 | 3.5 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LESSON NUMBER** | **MOS REF** | **LESSON DESCRIPTION** | **GROUND HOURS** | **DUAL HOURS** | **TOTAL PROG FLIGHT TIME** |
|  | TE2.6; FIR- TE2.7;FIR71.; FIR7.2; FIR7.3 |  |  |  |  |
| **Ground and Flight Training – General Grade 2 standards** | | | | | |
| TE2-15 | FIR-TE2.1; FIR- TE2.3; FIR- TE2.4; FIR4.1; FIR4.2; | RPL, PPL, CPL - Selected Long Brief Read back | 1.0 |  |  |
| TE2-16 | FIR-TE2.1; FIR- TE2.5; FIR- TE2.6; FIR- TE2.7; FIR4.1; FIR4.3; FIR4.4; FIR4.5 | RPL, PPL, CPL - Selected pre-flight brief and air exercise Read back | 1.0 | 1.5 | 5.0 |
|  |  | **Flight Test** | **4.0** | **1.5** | **6.5** |

# 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** |
| TE2-1 |  |  |  |  |  |  |  |  |  |
| TE2-2 |  |  |  |  |  |  |  |  |  |
| TE2-3 |  |  |  |  |  |  |  |  |  |
| TE2-4 |  |  |  |  |  |  |  |  |  |
| TE2-5 |  |  |  |  |  |  |  |  |  |
| TE2-6 |  |  |  |  |  |  |  |  |  |
| TE2-7 |  |  |  |  |  |  |  |  |  |
| TE2-8 |  |  |  |  |  |  |  |  |  |
| TE2-9 |  |  |  |  |  |  |  |  |  |
| TE2-10 |  |  |  |  |  |  |  |  |  |
| TE2-11 |  |  |  |  |  |  |  |  |  |
| TE2-12 |  |  |  |  |  |  |  |  |  |
| TE2-13 |  |  |  |  |  |  |  |  |  |
| TE2-14 |  |  |  |  |  |  |  |  |  |
| TE2-15 |  |  |  |  |  |  |  |  |  |
| TE2-16 |  |  |  |  |  |  |  |  |  |

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 achievement record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ELEMENT** | **DATE** | **INSTRUCTOR NAME (PRINTED)** | **INSTRUCTOR ARN** | **INSTRUCTOR’S SIGNATURE** |
| FIR-TE2.1 - Demonstrate knowledge of competency based training as applied to training for an RPL, PPL, CPL and conduct of a flight review |  |  |  |  |
| FIR-TE2.2 - Demonstrate competencies fo a grade 2 training endorsement |  |  |  |  |
| FIR-TE2.3 - Conduct aeronautical knowledge training |  |  |  |  |
| FIR-TE2.4 - Develop briefings and plan flight training |  |  |  |  |
| FIR-TE2.5 - Conduct pre-flight briefing |  |  |  |  |
| FIR-TE2.6 - Conduct airborne training |  |  |  |  |
| FIR-TE2.7 - Conduct post-flight briefing |  |  |  |  |
| FIR-TE2.8 - Complete post-flight 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** | Grade 2 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 current copy of unit from

### Part 61 Manual of Standards Schedule 2}

**Appendix B**

**Draft unit – Grade 2 training endorsement - FIR-TE2**

### {Insert current copy of unit from

### Part 61 Manual of Standards Schedule 2}