

**Safety Regulation Group
Personnel Licensing Department**



Joint Aviation Requirements - Flight Crew Licensing

Criteria for the Approval of Training Organisations offering Modular Courses of Theoretical Knowledge Instruction for the Airline Transport Pilot Licence, Commercial Pilot Licence and Instrument Rating

Standards Document 38, Version 1

Please note that this document is for guidance purposes only. The latest version of this document can be viewed on the Personnel Licensing Department website.

Contents	Page
Foreword	3
Revision History	3
1 Introduction	4
2 Organisations Specialising in Theoretical Knowledge Instruction	4
3 Flying Training Organisations with Operations in Other JAA Member States or Operations in a Country which is not a JAA Member State	4
4 Use of English Language	5
5 Obtaining and Maintaining Approval	5
6 Revocation, Suspension or Variation of the Approval	6
7 Quality System	6
8 Financial Resources	7
9 Practicalities Concerning the Process of Obtaining Approval	7
10 Management and Staffing	7
11 Head of Training/Chief Ground Instructor	7
12 Theoretical Knowledge Instructors	8
13 Administrative Staff	8
14 Training Records	8
15 Training Programme	9
16 Distance Learning	10
17 Theoretical Knowledge Instruction Facilities	11
18 Approved Documentation	11
 Annexes	
Annex A Application Form SRG 1114	12
Annex B PLD Payment Method Form SRG 1187	17
Annex C Ground Instructors - Allocation of Subjects	18
Annex D Certificate of Compliance - Theoretical Knowledge Course Material	19
Annex E FTO/TRTO Personnel Form SRG 1180	20
Annex F Course Completion Certificate	21
Annex G Training Manual Contents	22

The application forms used within this document are samples only and are unacceptable for use; the latest issue of the application forms above can be downloaded from www.caa.co.uk/fclforms.

Foreword

This FCL Standards Document and other CAA Standards Documents are available at www.caa.co.uk/fclstandards and can be downloaded for use without charge.

This document replaces CAP 682 Part 3. It is designed to provide guidance for the Approval of Flying Training Organisations offering Modular Theoretical Knowledge courses of training for Professional Pilot Licences and the Instrument Rating. This document should be read in conjunction with JAR-FCL 1, Flight Crew Licensing (Aeroplane) or JAR-FCL 2, Flight Crew Licensing (Helicopter) as appropriate.

If, after reading this document, you still have queries please contact Personnel Licensing Department (PLD) Approvals Support:

Civil Aviation Authority
Personnel Licensing Department
Approvals Support
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

Tel No. +44 (0)1293 573859
Fax No. +44 (0)1293 573996

E-mail: fclweb@srg.caa.co.uk

Revision History

Version	Date	History
1	Sep 2006	The initial version of this document has been prepared to replace CAP 682, Part 3 and is correct in accordance with to JAR-FCL 1, Amendment 5 and JAR-FCL 2, Amendment 3.

1 Introduction

- 1.1 This Standards Document provides supplementary guidance prepared by the CAA relating to the approval of modular courses of theoretical knowledge instruction for the Airline Transport Pilot Licence (ATPL), Commercial Pilot Licence (CPL) and Instrument Rating (IR) and of organisations specialising in the giving of theoretical knowledge instruction that wish to offer such courses.
- 1.2 The courses concerned are:
- The ATPL (A) Modular Course of Theoretical Knowledge Instruction (see JAR-FCL 1.285 and Appendix 1 to JAR-FCL 1.285);
 - The ATPL (H) Modular Course of Theoretical Knowledge Instruction (see JAR-FCL 2.285 and Appendix 1 to JAR-FCL 2.285);
 - The CPL (A) Modular Course of Theoretical Knowledge Instruction (see JAR-FCL 1.160 and JAR-FCL 1.165(a)(4) and Appendix 1 to JAR-FCL 1.160 & 1.165(a)(4), paragraph 8);
 - The CPL (H) Modular Course of Theoretical Knowledge Instruction (see JAR-FCL 2.160 and JAR-FCL 2.165(a)(3) and Appendix 1 to JAR-FCL 2.160 and 2.165(a)(3), paragraph 8);
 - The IR (A) Modular Course of Theoretical Knowledge Instruction (see JAR-FCL 1.195 and Appendix 1 to JAR-FCL 1.205, paragraph 7).
 - The IR (H) Modular Course of Theoretical Knowledge Instruction (see JAR-FCL 2.195 and Appendix 1 to JAR-FCL 2.205, paragraph 7).
- Note:- Theoretical Knowledge courses for IR (A) and IR (H) are the same as each other as the syllabus and examinations are common to both.
- 1.3 This document must be read in conjunction with the relevant provisions of JAR-FCL. The requirement to hold approval as an organisation specialising in theoretical knowledge instruction is established by the provisions of JAR-FCL 1.055 for aeroplanes and JAR-FCL 2.055 for helicopters. The basic requirements that must be satisfied for approval to be granted are found in Appendix 1a to JAR-FCL 1.055 for aeroplanes and Appendix 1a to JAR-FCL 2.055 for helicopters. These include the requirement for courses to be approved. The information in this part therefore follows the layout of these Appendices as far as possible however, JAR-FCL 1 and 2 contain other provisions relevant to any application for approval. These provisions will be referred to in this part as and where appropriate.
- 1.4 Organisations may offer combinations of modular courses of theoretical knowledge instruction and flying/synthetic flight training for the Commercial Pilot Licence and the Instrument Rating. However, the CAA will require that arrangements put in place to offer such combinations are satisfactory. Guidance relating to the approval of modular courses of flying training for the Commercial Pilot Licence and Instrument Rating is in Standards Document 36, which may be found at www.caa.co.uk/fclstandards.

2 Organisations Specialising in Theoretical Knowledge Instruction

- 2.1 An organisation specialising in theoretical knowledge instruction will be known as a Flying Training Organisation (FTO).
- 2.2 An FTO is normally considered to be a single organisation staffed, equipped and operated in a suitable environment offering the theoretical knowledge instruction required for the courses previously listed.
- 2.3 The majority of organisations seeking approval from the CAA will be based at a single location in the United Kingdom. However, JAR-FCL provides for arrangements to be made with other training organisations (see paragraph 8 of Appendix 1a to JAR-FCL 1.055 for aeroplanes and paragraph 8 of Appendix 1a to JAR-FCL 2.055 for helicopters). Where arrangements are made with other organisations, these shall also be approved in accordance with the provisions of JAR-FCL 1 and 2 and shall be accessible for inspection. The Head of Training (HT) of the FTO making the arrangements with other organisations shall be responsible to the CAA for training standards, and for compliance with JAR-FCL in all of the organisations at which parts of the approved courses are undertaken.

3 Flying Training Organisations with Operations in Other JAA Member States or Operations in a Country which is not a JAA Member State

- 3.1 Organisations intending to operate in other JAA Member States seeking approval to conduct courses of theoretical knowledge instruction, shall meet the requirements of JAR-FCL 1 and 2 and must take into account the following additional considerations:
- (a) The application will only be considered if the NAA of the JAA Member State within which the operation is planned to be, agrees to the UK processing the application;
 - (b) All costs associated with inspections and visits as deemed appropriate by the CAA in other JAA Member States will be recovered from the FTO seeking or holding the approval;

- (c) Arrangements for taking the ATPL, CPL and IR theoretical knowledge examinations will be agreed with the Authority. Examinations may be required to be taken at an examination centre in the United Kingdom.
- 3.2 Organisations intending to operate in a non - JAA Member State seeking approval to conduct courses of theoretical knowledge instruction training, shall meet all the requirements of JAR-FCL including particularly the requirements of Appendix 1c to JAR-FCL 1.055 or Appendix 1c to JAR-FCL 2.055 as appropriate. In addition, such organisations must take into account the following additional considerations:
- (a) The organisation should, in the first instance, approach the Licensing Director at the offices of the Joint Aviation Authorities in Hoofddorp, The Netherlands, who will make arrangements for a JAA Member State to process the application for approval. With effect from January 2007, any such request should be made to the JAA Transition Office (JAA-T) at EASA's offices in Cologne.
 - (b) All costs associated with inspections and visits as deemed appropriate by the CAA will be recovered from the organisation seeking or holding an approval.
 - (c) Arrangements for taking the ATPL, CPL and IR theoretical knowledge examinations will be agreed with the Authority. Examinations may be required to be taken at an examination centre in the United Kingdom.

4 Use of English Language

The CAA will only approve courses prepared in and given in the English language. All course material, including any documentation or records required, shall be in English.

5 Obtaining and Maintaining Approval

- 5.1 An FTO seeking approval for itself and the course(s) it proposes to offer must apply to the Head of Approvals within Personnel Licensing Department (PLD) at SRG, using Approval Application Form SRG 1114 which may be obtained from the Personnel Licensing Department Approvals Support Section, or via the CAA website at www.caa.co.uk. A sample form SRG 1114 is at Annex A for reference.
- 5.2 The application form must be accompanied by the following:
- (a) PLD Payment Form SRG 1187 with the relevant fee prescribed in the CAA Scheme of Charges current at the time of application. This form may be obtained from the Personnel Licensing Department Approvals Support Section, or via the CAA web site at www.caa.co.uk. A sample form SRG 1187 is at Annex B for reference.
 - (b) Training Manual.
 - (c) Quality Manual.
 - (d) Evidence of sufficient funding.
 - (e) CVs (Résumés) for the Head of Training, Chief Ground Instructor (if appointed) and all other training staff.
 - (f) Details of subject allocations to each theoretical knowledge instructor showing sufficient coverage for the syllabus and number of courses intended. The preferred method of providing this information is in a spreadsheet format as shown at Annex C; an electronic version is available on request.
 - (g) A detailed management structure with names, qualifications and responsibilities of managerial and instructional staff that will be engaged in activities related to the approval.
 - (h) A complete set of student study notes, progress tests and examination papers appropriate to the course(s) on offer, including assurance as to the suitability and completeness of the FTO's theoretical knowledge course material in the form of a Certificate of Compliance (see Annex D).
 - (i) A description, including floor plans, of the accommodation to be used for both theoretical knowledge instruction and management/administrative support activities.
 - (j) Evidence of availability of facilities and staff for the course(s) to be conducted if these are not permanently available to the FTO.
- 5.3 The FTO will not be required to duplicate information relating to the items listed above if that information is already included in another document submitted with the application form.

- 5.4 When the CAA is satisfied that the application and associated documentation complies with the requirements, the FTO premises will be inspected to ensure that it meets the requirements. Subject to satisfactory inspection, an initial approval for the course(s) to be conducted under the direction of the Head of Training and Chief Ground Instructor will be issued for a period of one year. Thereafter, approval may be granted for further periods of up to three years, subject to the CAA being satisfied that the requirements continue to be met.
- 5.5 The initial site inspection before an approval is granted will focus on:
- (a) Staff - adequacy of numbers and qualifications.
 - (b) Facilities - adequacy for the courses being conducted and the number of students enrolled.
 - (c) Documentation - documents related to the courses, updating system, manuals, library, training records and checking forms.
 - (d) Ground instruction - lesson preparation.
- 5.6 It will be a condition of the approval that the CAA may re-inspect the organisation at any time during the period of approval. This may include observation of actual classes. Student training records must be available to the inspecting officer(s). The first inspection after an approval is granted will normally be after a settling in period when a course is actually running.
- 5.7 Continuation of an approval is not automatic but depends upon the outcome of routine inspections and any interim inspections deemed appropriate by the Authority. Reports will be obtained following inspection visits by CAA staff.
- 5.8 It will be a condition of the approval that, should the Head of Training or the Chief Ground Instructor, if appointed, leave their position without a replacement being proposed and approved, the approval will automatically lapse. The CAA must be informed of the departure or intended departure of these members of staff. However, provided that a named deputy has been in post and has been active for at least 90 days before the departure of the relevant post holder, permission may be given for the approval to continue pending the appointment of a replacement.
- 5.9 Applications for re-approval must be submitted to the Head of Approvals, PLD, on the application form at Annex A with the charge prescribed in the CAA Scheme of Charges current at the time of application together with evidence of continuing sufficient funding. An inspection will follow receipt of the application and the prescribed charge. The organisation will be required to show that the necessary standards have been maintained. Having checked that the required facilities and staff continue to be provided, the Inspection Team will concentrate on the day to day conduct of training and the quality of theoretical knowledge instruction given. They will pay particular attention to:
- (a) Classroom lectures which the Inspection Team may wish to observe.
 - (b) Student records which must be comprehensive and show that the approved course is being fully covered. A member of the Inspection Team may need to speak to the instructor concerned, in the presence of senior staff, to dispel any doubts he might have.
 - (c) The operation of the quality system.
 - (d) Maintenance of the relevant reference documents.

6 Revocation, Suspension or Variation of the Approval

- 6.1 JAR-FCL 1.010(c)(1) and 2.010(c)(1) provide that 'A JAA Member State may at any time in accordance with its national procedures act... if it is established that an applicant ... has not met or no longer meets, the requirements of JAR-FCL or relevant national law of the state ...'.
- 6.2 In accordance with Article 92 of the Air Navigation Order 2005 (as amended) an approval issued by the CAA may be revoked, suspended or varied if the requirements cease to be met in part or in whole, or if the standards on which approval was granted are not maintained. Should there be a failure to meet the requirements or standards the organisation will be formally notified of the non-conformances and, if necessary, a restricted approval document issued to permit the remedial action identified, to be taken within a specified time. Should the organisation fail to meet the standards in the specified time, revocation, suspension or variation of the approval will be considered.

7 Quality System

- 7.1 It is a requirement of JAR-FCL 1 and 2 that a FTO seeking approval shall establish procedures acceptable to the CAA to ensure compliance with all relevant JAR-FCL requirements, and that these procedures shall include a quality system within the FTO to readily detect any deficiencies for self remedial action.
- 7.2 The primary guidance for a FTO Quality System is to be found:
- (a) for aeroplanes see AMC FCL 1.055 and IEM No.1 to JAR-FCL 1.055, and
 - (b) for helicopters see AMC FCL 2.055 and IEM No.1 to JAR-FCL 2.055.
- 7.3 The FTO shall submit for approval a Quality Manual describing the Quality System and the processes to be adopted. An example of a Quality Manual for an FTO is available from the PLD Approvals Support.

- 7.4 The FTO is required to submit to PLD Approvals Support, at least annually, and prior to the annual inspection, a copy of all audit reports and remedial action taken during the past 12 months.

8 Financial Resources

- 8.1 An organisation shall satisfy the CAA that sufficient funding is available to conduct training to the approved standards. For aeroplanes see IEM No.2 to JAR-FCL 1.055 and for helicopters see IEM No.2 to JAR-FCL 2.055.

9 Practicalities Concerning the Process of Obtaining Approval

- 9.1 It is the Authority's experience that the preparation required for an initial application for approval to conduct courses of theoretical knowledge instruction is considerable. Equally the initial review of such an application must take its place beside other work within the Personnel Licensing Department. Therefore FTOs must make realistic assumptions from the outset as to how long it will take to obtain approval, and are strongly recommended to inform the CAA of their intentions at an early stage of planning.
- 9.2 Applications for re-approval must be submitted well before the expiry of the approval. This is to allow adequate time for the CAA to complete the pre-inspection work including a review of the organisations funding and make arrangements for the inspection, conduct the inspection and complete the post-inspection tasks. The CAA cannot guarantee to inform an organisation of its decision in relation to an application for approval, unless the application is received by the Authority no later than 90 days prior to the expiry of the existing approval. If no application for re-approval is received, an organisation will be notified of the impending expiry of the approval to ascertain its intentions.
- 9.3 If an approval has lapsed for more than 90 days and an organisation wishes to re-establish the approval, it shall apply as if making an initial application for approval and the relevant charge shall be payable.
- 9.4 An organisation may not commence, conduct or continue training courses requiring approval unless it has the relevant approval documentation in its possession.

10 Management and Staffing

- 10.1 JAR-FCL requires that an adequate number of qualified, competent staff be employed. Therefore, the CAA will place particular emphasis upon staff/course ratios and the qualifications and competence of training staff in their specialisation and in training techniques. All training staff must be acceptable to the CAA.
- 10.2 All changes in training staff must be acceptable to the CAA. To achieve this, a form SRG 1180 must be completed and be accompanied by the CV of new staff and sent to the Authority, allowing a suitable period of time for review. Form SRG 1180 may be obtained from PLD, Approvals Support Section, or via the CAA website at www.caa.co.uk/fclforms. A sample form SRG 1180 is at Annex E for reference.

11 Head of Training/Chief Ground Instructor

- 11.1 The Head of Training is responsible to the CAA for discharging the responsibilities ascribed to the post holder in JAR-FCL in relation to the courses on offer.
- 11.2 Where the scope of the theoretical knowledge instruction warrants it the FTO shall appoint a Head of Training and a Chief Ground Instructor. In such circumstances the Head of Training should not function as a regular theoretical knowledge instructor i.e. he will not give classroom instruction on a routine basis. It will be an advantage if the person nominated as Head of Training in such cases, has already held a training post with executive responsibilities within an organisation approved to conduct courses of training for a professional pilot licence.
- 11.3 The CGI shall be responsible for the supervision of all Ground Instructors and for the standardisation of all theoretical knowledge instruction. The CGI shall have a practical background in aviation and have undergone a course of training in instructional techniques or have had extensive previous experience in giving theoretical knowledge instruction.
- 11.4 Where the positions of Head of Training (HT) and Chief Ground Instructor (CGI) are combined, the nominee will assume the responsibilities specified for both positions in JAR-FCL and will be called the Head of Training.

- 11.5 At FTOs conducting theoretical knowledge instruction only, including where the positions of HT and CGI are combined, the HT shall have:
- (a) A practical background in aviation.
 - (b) Undergone a course of training in instructional techniques or have had extensive previous experience in giving theoretical knowledge instruction for a professional pilot's licence.
 - (c) Sound managerial capability.
- 11.6 At FTOs conducting both theoretical knowledge and flying training the HT shall:
- (a) Have a practical background in aviation.
 - (b) Have undergone a course of training in instructional techniques or have had extensive previous experience in giving theoretical knowledge instruction for a professional pilot's licence.
 - (c) Have sound managerial capability.
 - (d) Hold or have held a Professional Pilot Licence related to the flying courses being conducted as detailed in SD 35 for integrated courses and/or for modular courses.
- 11.7 One of the responsibilities of the Head of Training or Chief Ground Instructor, if appointed, is the standardisation of all theoretical knowledge instructional staff. Standardisation is an important aspect of FTO operations and the CAA requires to be satisfied that adequate arrangements are in place.
- 11.8 The Head of Training or the Chief Ground Instructor, if appointed, shall also be responsible for the maintenance of student training records, the programming of course based test papers and arrangements for remedial training where necessary.

12 Theoretical Knowledge Instructors

- 12.1 Sufficient to be employed to ensure proper continuity of theoretical knowledge instruction for all students attending the courses. The allocation of subjects to theoretical knowledge instructors must ensure sufficient coverage for the syllabus being used and the courses planned. Evidence of subject allocations must be provided to the Authority at application and following any changes of teaching staff.
- 12.2 JAR-FCL provides that class numbers in subjects involving a high degree of supervision or practical work should not normally exceed 12 students. In other classes it should not exceed 24 students.
- 12.3 Those theoretical knowledge instructors employed full time should not exceed 23 teaching hours in any one week, or an average of 18 teaching hours per week in any continuous 12 month period (excluding annual leave). Those employed part time should have their hours reduced in line with their working week. Chief Ground Instructors and others with responsibilities in addition to teaching duties should do proportionately less than those that only do teaching duties.
- 12.4 These figures should be taken to include all classroom contact time whether on JAR-FCL courses or other courses in which the instructor takes part. In the context of taking part in 'other courses', the teaching hours committed to JAR-FCL courses should be proportionately reduced.
- 12.5 The agreement of the CAA must be obtained before theoretical knowledge instructors engaged on JAR-FCL course instruction are employed on 'other courses'.

13 Administrative Staff

Administrative staff shall be provided to deal with the routine administration of courses. In a very small FTO, ie with 5 or less instructors, or one offering Distance Learning only, teaching staff may carry out administrative tasks but this must be allowed for in the allocation of teaching hours.

14 Training Records

- 14.1 The form of student training records is to be specified in the Training Manual and be acceptable to the CAA. The records are to include:
- (a) Personal details of the student including Next of Kin contact details and details of the ICAO PPL held as a pre-requisite to enrol; FTOs should ask to see the actual licence held or a copy of it to ensure compliance before enrolment.
 - (b) A summary of any credit to which the student may be entitled.
 - (c) A cumulative record of lessons attended by subject or lessons missed in order to ensure each student meets the minimum hours requirement.

- (d) Regular reports by subject on the student's performance and progress. Students should be invited to sign each report to acknowledge its contents.
 - (e) Summary reports and the results of course based test papers and the theoretical knowledge examinations prescribed in JAR-FCL ie CAA examinations, including arrangements for remedial training after failed tests/examinations.
 - (f) A Course Completion Certificate; sample format at Annex F.
- 14.2 Computer based records should be backed up daily. The arrangements for safeguarding such records against loss, corruption and unauthorised change are to be noted in the Training Records section of the Training Manual. Paper copies of records may be requested.
- 14.3 On satisfactory completion of a course of theoretical knowledge instruction, a student is to be given a certificate of course completion signed by the HT, CGI or nominated deputy as specified in the Training Manual. The form of the certificate is to be included in the Training Manual.
- 14.4 All training records are to be retained for a minimum of 5 years from the date of course completion.
- 14.5 Training Courses should be completed as a continuous course of training at a single FTO. However, where there are sound reasons for a student to transfer from one approved training provider to another during a course, credit will be given for training completed. It should be noted that where courses are interrupted in this manner, the student might not necessarily complete the approved course within the minimum hours. The HT of the new FTO must therefore make an assessment of the further training required to ensure that the full approved course is completed to a satisfactory standard.
- 14.6 To allow the HT of the new FTO to review the training completed and therefore assess the further training required, copies (not originals) of a student's training records are to be made available to the new FTO. In keeping with the Data Protection Act, written permission or request from the student concerned is required, before a copy of training records can be released by the originating FTO to a third party, i.e. another FTO. The copies must be certified as correct by the originating FTO and should be forwarded directly to the HT of the new FTO with notification of the transfer sent to the CAA (PLD Approvals Support).

15 Training Programme

- 15.1 The Training Programme shall form part of the Training Manual in accordance with IEM No 3 to JAR-FCL 1/2.055.
- 15.2 Details of the requirements for individual courses can be found as follows:
- (a) For aeroplanes:
 - i. The ATPL(A) Modular Course of Theoretical Knowledge Instruction - Appendix 1 to JAR-FCL 1.285.
 - ii. The CPL(A) Modular Course of Theoretical Knowledge Instruction - Appendix 1 to JAR-FCL 1.160 and 1.165(a)(4).
 - iii. The IR(A) Modular Course of Theoretical Knowledge Instruction - Appendix 1 to JAR-FCL 1.205.
 - iv. The Additional Theoretical Knowledge Instruction for a class or type rating for a high performance single pilot aeroplane - Appendix 1 to JAR-FCL 1.251.
 - v. The ATPL (A) Theoretical Knowledge Bridging Course - Appendix 1 to JAR-FCL 1.050.
 - (b) For helicopters:
 - i. The ATPL(H) Modular Course of Theoretical Knowledge Instruction - Appendix 1 to JAR-FCL 2.285.
 - ii. The CPL(H) Modular Course of Theoretical Knowledge Instruction - Appendix 1 to JAR-FCL 2.160 and 2.165(a)(3).
 - iii. The IR(H) Modular Course of Theoretical Knowledge Instruction - Appendix 1 to JAR-FCL 2.205.
 - iv. Pre-entry Course of Theoretical Knowledge Instruction for a first type rating for a single pilot multi-engine helicopter - Appendix 1 to JAR-FCL 2.255.
 - v. The ATPL (H) Theoretical Knowledge Bridging Course - Appendix 1 to JAR-FCL 2.050.
- 15.3 Details of the arrangements for UK Military Bridging Courses may be found in LASORS at Section G.
- 15.4 The syllabuses for ATPL, CPL and IR are specified in Appendix 1 to JAR-FCL 1.470 for aeroplanes and Appendix 1 to JAR-FCL 2.470 for helicopters. Learning objectives for ATPL (A), CPL (A) and IR theoretical knowledge are published by the JAA to assist organisations prepare courses for approval on www.jaa.nl under Licensing/JAR-FCL theoretical knowledge. Draft Learning Objectives for ATPL (H) and CPL (H) are available on the CAA website www.srg.caa.co.uk.

Note: After the implementation of the revised syllabus as published in JAR-FCL 1, AL 6 and JAR-FCL 2, AL 4, only the short syllabus will be in JAR-FCL Section 1 material with the long syllabus/LOs in the JAA AGM, Section 5, Part 2, Chapter 17.

15.5 Student study notes must cover the complete syllabus even though all students must have at least an ICAO PPL before enrolment on a Modular Theoretical Knowledge Course. Definitions and abbreviations used should conform to those listed in JAA AGM, Section 5, Part 2, Chapter 10, Attachment 3.

15.6 Until JAR-FCL Helicopter examinations have been fully introduced including all the support documentation, the CAA have authorised an interim arrangement using a combination of equivalent JAR-FCL Aeroplane examinations and JAR-FCL Helicopter examinations for both ATPL(H) and CPL(H) as detailed below:

(a) ATPL (H)

- 021 Airframes & Systems (see note)
- 082 Principles of Flight (H)

ATPL (A)

- 010 Air Law
- 022 Instruments/Electronics
- 031 Mass and Balance
- 033 Flight Planning and Monitoring
- 040 Human Performance and Limitations
- 050 Meteorology
- 061 General Navigation
- 062 Radio Navigation
- 071 Operational Procedures
- 091 VFR Communications
- 092 IFR Communications

Note: Subject to agreement with the CAA, FTOs may substitute the ATPL (A) paper for this subject

(b) CPL(H)

- 082 Principles of Flight (H)

CPL (A)

- 010 Air Law
- 020 Aircraft General Knowledge
- 030 Flight performance and Planning
- 040 Human Performance and Limitation
- 050 Meteorology
- 060 Navigation
- 070 Operational Procedures
- 091 VFR Communication

Note: It is anticipated that after the implementation of the revised syllabus as published in JAR-FCL1, AL 6 and JAR-FCL 2, AL 4, the authority to use those Interim arrangements will be withdrawn.

15.7 Students will be required to take all relevant JAR-FCL examinations at examination centres notified for the purpose by the CAA.

16 Distance Learning

16.1 Distance learning may be offered as part of a modular course of theoretical knowledge instruction at the discretion of the CAA. An FTO that wishes to offer distance learning as a component of its modular theoretical knowledge course(s) shall comply with the provisions of Appendix 3 to JAR-FCL 1.055 for aeroplanes or Appendix 3 to JAR-FCL 2.055 for helicopters as appropriate.

- (a) Set out details of the distance learning components of the course in the Training Manual;
- (b) Make arrangements for direct contact between student and instructors at regular intervals so that progress may be discussed and the training programme adjusted as necessary;
- (c) Include provision for a final period of full time instruction/revision at the FTO at the end of the course;
- (d) In providing test papers at regular intervals throughout the course, a number should be supplied with associated answers so as to provide a self assessment service, whilst others shall be returned to the FTO for marking, comment and advice. Where the course is conducted primarily by correspondence, the Head of Training must establish procedures to ensure that students do not progress to the next stage of the modules, unless they have achieved satisfactory results in phased test papers;

- (e) During periods of direct contact between instructors and students, face to face instructor contact hours should not exceed 6 hours per day and not more than 30 hours total over 5 consecutive days. It is expected that students will complete practice examination papers during the residential part of the course.

17 Theoretical Knowledge Instruction Facilities

- 17.1 The requirements for FTO facilities are in Appendix 1a to JAR-FCL 1/2.055 but particular attention should be paid to the following:
 - (a) The theoretical knowledge instruction accommodation for course approval shall be of a scale appropriate to the population of instructors and students.
 - (b) All rooms are to be suitably equipped and furnished with provision for heating, light and ventilation and must be protected from external noise and distractions.
 - (c) Offices for the instructional staff shall include separate offices for the Head of Training and the Chief Ground Instructor, if appointed, and provision for quiet rooms for use by instructing staff for lesson preparation, marking, etc.
 - (d) Appropriate lavatory and washing facilities must be available for the total number of staff and students expected to occupy the premises at any one time.
 - (e) JAR-FCL requires that suitable demonstration equipment be available to support the theoretical knowledge instruction. This should include sectioned components and instruments, appropriate wall diagrams, transparencies, slides, models, systems demonstration equipment, mock ups and can include computer generated graphics.
 - (f) A reference library containing publications giving coverage of the syllabus shall be immediately available to staff and students when in attendance at the FTO and, where applicable, kept current by amendments.

18 Approved Documentation

- 18.1 An FTO applying for approval for modular theoretical knowledge courses is required to provide a Training Manual and a Quality Manual but not Operations Manual. However some material that would normally be present in an Operations Manual must still be produced by the FTO. For convenience this material may be contained in an additional part of the Training Manual. For details of the material required in the Training Manual see Annex G to this document.



APPROVAL OR RE-APPROVAL OF A FLYING OR GROUND TRAINING ORGANISATION OFFERING COURSES OF TRAINING FOR A PROFESSIONAL PILOT LICENCE, SINGLE PILOT MULTI ENGINE PISTON CLASS RATING, INSTRUMENT RATING OR FLIGHT INSTRUCTOR (RESTRICTED) RATING – APPLICATION

Please complete the form in BLOCK CAPITALS using black or dark blue ink after reading the following.

- **PAYMENT METHODS.** Please complete form SRG\1187.
- Where an FTO/GTO intends using an alternative aerodrome or intends entering into arrangements with other organisations, details of said aerodromes or organisations shall be provided (as applicable) on additional application forms.

1. ORGANISATION DETAILS	
Organisation Name
Address
.....	Postcode
Telephone Number	Fax Number
E-mail	Website
FTO/GTO status (eg Private or Limited Company or Private Concern):	
Details of Tenure of premises:	

2. COURSES OFFERED (tick appropriate box(es))		
ATP (A) Integrated	<input type="checkbox"/>	CPL(A) Modular Theoretical Knowledge
ATP(H) Integrated	<input type="checkbox"/>	CPL(H) Modular Theoretical Knowledge
CPL(A)/IR Integrated	<input type="checkbox"/>	IR(A) Modular Theoretical Knowledge
CPL(A) Integrated	<input type="checkbox"/>	IR(H) Modular Theoretical Knowledge
CPL(H) Integrated	<input type="checkbox"/>	FI A Restricted
CPL(A) Modular (Flight Instruction)	<input type="checkbox"/>	FI H Restricted
CPL(H) Modular (Flight Instruction)	<input type="checkbox"/>	Multi Crew Co-operation (A) Modular
IR(A) Modular (Flight/Synthetic Flight Instruction)	<input type="checkbox"/>	Multi Crew Co-operation (H) Modular
IR(H) Modular (Flight/Synthetic Flight Instruction)	<input type="checkbox"/>	Multi Crew Co-operation Instructor (A)
Single Pilot Multi Engine Piston Class Rating	<input type="checkbox"/>	Multi Crew Co-operation Instructor (H)
HPA Modular Theoretical Knowledge	<input type="checkbox"/>	Private Pilot Licence (Aeroplane)
Type Rating Instructor (H)	<input type="checkbox"/>	Private Pilot Licence (Helicopter)
ATP(A) Modular Theoretical Knowledge	<input type="checkbox"/>	
ATP(H) Modular Theoretical Knowledge	<input type="checkbox"/>	

3. CAA USE ONLY		
Date		Enclosures
Receipt No.		
Cheque/PO/Cash Access/Visa/Maestro	£	Despatch/collection details
Date of Issue		
Checked by		Signed by
Loaded by		

4. MANAGEMENT STRUCTURE (as appropriate to the course(s) offered)		
Post	Name	Licence(s) held
Head of Training		
Chief Flying Instructor		
Chief Ground Instructor		
Chief Synthetic Flight Instructor		

5. INSTRUCTING STAFF (as appropriate to the course(s) offered, please continue on a separate sheet if required)

a) Flight Instructors

Name	Full/Part Time	Name	Full/Part Time

b) Theoretical Knowledge Instructors

Name	Full/Part Time	Name	Full/Part Time

c) Synthetic Flight Instructors

Name	Full/Part Time	Name	Full/Part Time

6. STUDENT NUMBERS (maximum capacity allowed for each course offered) (tick appropriate box(es))		
ATP (A) Integrated		CPL(A) Modular Theoretical Knowledge
ATP(H) Integrated		CPL(H) Modular Theoretical Knowledge
CPL(A)/IR Integrated		IR(A) Modular Theoretical Knowledge
CPL(A) Integrated		IR(H) Modular Theoretical Knowledge
CPL(H) Integrated		FI A Restricted
CPL(A) Modular (Flight Instruction)		FI H Restricted
CPL(H) Modular (Flight Instruction)		Multi Crew Co-operation (A) Modular
IR(A) Modular (Flight/Synthetic Flight Instruction)		Multi Crew Co-operation (H) Modular
IR(H) Modular (Flight/Synthetic Flight Instruction)		Multi Crew Co-operation Instructor (A)
Single Pilot Multi Engine Piston Class Rating		Multi Crew Co-operation Instructor (H)
HPA Modular Theoretical Knowledge		Private Pilot Licence (Aeroplane)
Type Rating Instructor (H)		Private Pilot Licence (Helicopter)
ATP (A) Modular Theoretical Knowledge		
ATP(H) Modular Theoretical Knowledge		

7. AERODROME PARTICULARS (*not required for FI (Restricted) course(s)) (*delete as appropriate)	
Type of Licence	
Hours of Operation	
Night Flying Permitted	Yes* / No*
Air Traffic Service(s) Provided	
Navigation Aids*	
Availability and Scope of Meteorology Information (Regulation & Display)	
Facilities Available for Filing Flight Plans & Passing Clearances	
Airways Entry Point*	

8. ACCOMMODATION (dimensioned and annotated architects/builders plans may be submitted in lieu of the descriptions required below)	
Type	Location, Size, Number of Rooms
Lecture Rooms	
Briefing Cubicles	
Head of Training's Office	
Chief Flying Instructor's Office	
Chief Ground Instructor's Office	
Chief Synthetic Flight Instructor's Office	
Staff Room(s)	
Operation Room(s)	
Flight Planning Room(s)	
Students Rest Room(s)	
Lavatories/Wash Room(s)	
Room(s) for administrative staff	
Residential accommodation	
Other Amenities	

9. AIRCRAFT USED FOR TRAINING ON APPROVED COURSES

(Please annotate with * those IFR equipped and with ** those to be used for spinning exercises)

Type	Reg	Expiry Date of Approval for Skill Test Use (if applicable)	Type	Reg	Expiry Date of Approval for Skill Test Use (if applicable)

10. SYNTHETIC TRAINING DEVICES

Manufacturer, Marque, Serial Number	Level (FNPT I, FNPT II or Simulator ABCD)

11. GROUND INSTRUCTION EQUIPMENT (*delete as appropriate)

Types of training equipment, e.g. model aircraft, overhead projector, sectioned instruments, taped patter of air exercises.	
Reference publications – Are all CAP recommended publications available? (delete as applicable)	Yes* / No*

12. PAYMENT METHODS

Please complete form SRG\1187.

13. DECLARATION (*delete as appropriate)

I certify that all the above named persons are in compliance with JAR-FCL.
 I agree to receive Flight Crew Safety material from the CAA only*/Safety material from authorised sources*. I do not wish to receive Safety material*.
 I certify that all the above named persons are in compliance with JAR-FCL.

Signature Date
 Name (block capitals) Position
 For (name of FTO/GTO)

It is an offence to make, with intent to deceive, any false representations for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons doing so render themselves liable, on summary conviction, to a fine not exceeding the statutory maximum (currently £5000, or in Northern Ireland £2000) and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both.

14. SUBMISSION INSTRUCTIONS (tick appropriate box(es))

Send your completed application form to:

Civil Aviation Authority, Personnel Licensing Department, Aviation House, Gatwick Airport South, West Sussex RH6 0YR, United Kingdom.

Manuals & documentation to be submitted

- | | |
|--------------------------------|--------------------------|
| Operations Manual | <input type="checkbox"/> |
| Training Manual | <input type="checkbox"/> |
| Sample Training Records | <input type="checkbox"/> |
| Course Completion Certificate | <input type="checkbox"/> |
| Detail of Quality System | <input type="checkbox"/> |
| Evidence of Sufficient Funding | <input type="checkbox"/> |

SAMPLE

Annex C

FTO NAME

GROUND INSTRUCTORS - ALLOCATION OF SUBJECTS - Month + Year

Instructors >>													
010	Aviation Law												
021-01	Airframes & Systems (A)												
021-02	Electrics												
021-03	Engines												
021-04	Emergency Equip.												
021-05	Airframes & Systems (H)												
022	Instrumentation												
031	Mass & Balance												
032	Performance (A)												
033	Flight Planning												
034	Performance (H)												
040	H P & L												
050	Meteorology												
061	General Navigation												
062	Radio Navigation												
071	Ops Procedures												
081	Principles of Flight (A)												
82	Principles of Flight (H)												
091	VFR Communications												
092	IFR Communications												

Notes

* = Subject Expert

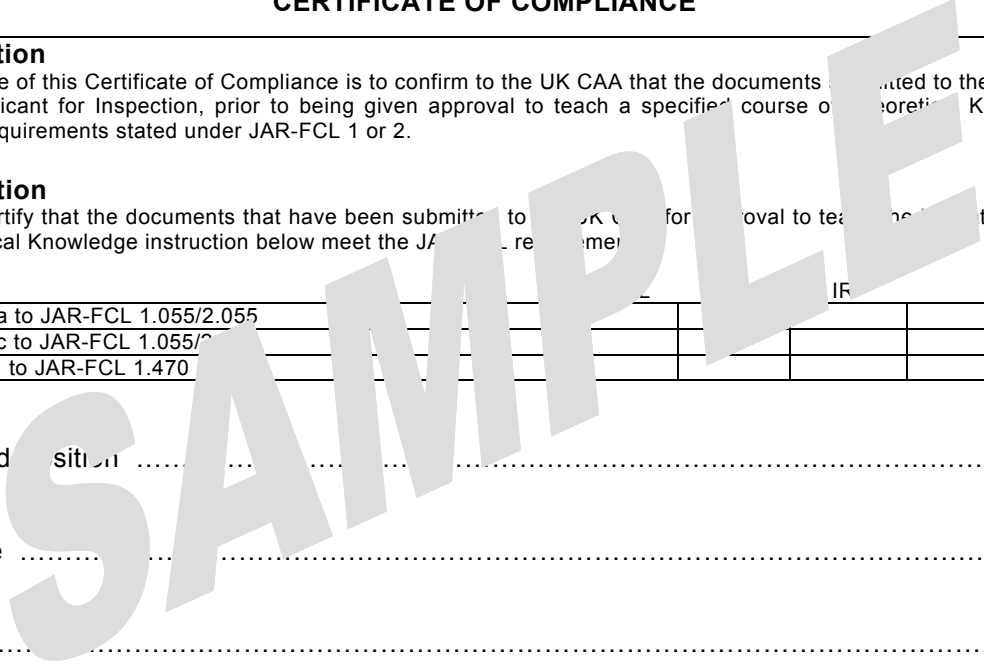
UT = Under Training

Annex D

Certificate of Compliance - Theoretical Knowledge Course Material

As part of the quality system, a quality audit will have been carried out on any Training Manual and course notes before they are submitted to the CAA for examination prior to being approved for any course of Theoretical Knowledge training. It is the responsibility of the applicant to ensure that a Certificate of Compliance has been completed and enclosed with the application to provide the requested course of training. An example of this certificate and the procedure to ensure compliance is included below.

CERTIFICATE OF COMPLIANCE			
<p>Introduction The purpose of this Certificate of Compliance is to confirm to the UK CAA that the documents submitted to the Authority by the applicant for Inspection, prior to being given approval to teach a specified course of Theoretical Knowledge, meet the requirements stated under JAR-FCL 1 or 2.</p>			
<p>Certification I hereby certify that the documents that have been submitted to the UK CAA for approval to teach the specified course of Theoretical Knowledge instruction below meet the JAR-FCL requirements.</p>			
Appendix 1a to JAR-FCL 1.055/2.055			
Appendix 1c to JAR-FCL 1.055/2.055			
Appendix 1 to JAR-FCL 1.470			
<p>Name and position</p>			
<p>Signature</p>			
<p>Date</p>			



FTO/TRTO PERSONNEL FORM

Please complete the form in BLOCK CAPITALS using black or dark blue ink after reading the following.

- It should be noted that the requirements for approval of Head of Training, CFI etc., for FTO's are given in JAR-FCL1.055 Appendix 1a, (Fixed Wing) and JAR-FCL 2.055, Appendix 1a, (Rotary Wing).
- All submissions for approval of such posts must include supporting evidence of relevant experience. This evidence should include total flying experience, types/classes flown, total instructional experience/instruction time per course plus any other posts held that have been subject to an approval by an Authority.
- Any forms submitted as notification of the employment of a new Flying Instructor on an approved course must be accompanied by records of Instructor standardisation carried out within the organisation and the resultant Flight Check.
- Submissions for approval of Executive posts within a TRTO must be accompanied by the Curriculum Vitae of the nominee.

1. DETAILS OF MANAGEMENT PERSONNEL AS SPECIFIED IN: (tick appropriate box)																								
JAR-FCL 1/2.055 App 1 (FTO) <input type="checkbox"/>	JAR-FCL 1/2.055 App 2 (TRTO) <input type="checkbox"/>																							
Name of Organisation/Operator Name:																								
Approval Number <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 150px;"><tr><td>U</td><td>K</td><td>/</td><td>F</td><td>T</td><td>O</td><td>-</td><td></td><td></td><td></td><td></td><td></td></tr></table> or <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 150px;"><tr><td>U</td><td>K</td><td>/</td><td>T</td><td>R</td><td>T</td><td>O</td><td>-</td><td></td><td></td><td></td><td></td></tr></table>	U	K	/	F	T	O	-						U	K	/	T	R	T	O	-				
U	K	/	F	T	O	-																		
U	K	/	T	R	T	O	-																	
Applicant's Name	Forename(s)																							
Licence Number <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>													State of Licence Issue											
Position for which nomination is being made (please include Course if FTO)																								
Head of Training	CPL Instructor <input type="checkbox"/> MCC Instructor <input type="checkbox"/>																							
Chief Flying Instructor	IR Instructor <input type="checkbox"/> Synthetic Training Instructor <input type="checkbox"/>																							
Chief Ground Instructor	Ground Instructor <input type="checkbox"/> PPL Instructor at Overseas FTO <input type="checkbox"/>																							
Please tick this box if the post holder is also the Head of Training <input type="checkbox"/>																								
Qualifications and Experience relevant to the position applied for (read notes above). Use additional sheets as necessary																								
.....																								
.....																								
.....																								
.....																								
Signature	Date																							
Accountable Manager/Head of Training (if different from above)																								

2. SUBMISSION INSTRUCTIONS
Once completed this form must be returned to Approvals Support, Personnel Licensing Department, Aviation House, Gatwick Airport South, West Sussex RH6 0YR.

3. CAA USE ONLY	
Name and signature of CAA staff member accepting this nominee:	
Signature	Date
Name (block capitals)	Office

Annex F

**JAR-FCL Theoretical Knowledge
COURSE COMPLETION CERTIFICATE**

This is to certify that:

(Full Name):

UK CAA Reference No:.....

Completed the following JAA approved course(s) of Theoretical Knowledge:

.....

with (FTO name):

between (date): and (date):

Signature:

Name (block capitals):

Appointment - Head of Training / Chief Instructor*

* delete as appropriate

Date:

Completed by

Note - This certificate should be printed on official company letter headed notepaper.

Annex G**Training Manual Contents - IEM No.3 JAR-FCL 1/2.055**

Paragraph	Details to be Included
The Aim of the Course(s)	What the student is expected to achieve as a result of the training. The level of performance to be attained.
Pre-entry Requirements	Qualifications, experience, knowledge, language (to be met before being enrolled on a course).
Credits	Entitlements based on previous qualifications.
Training Syllabus	The theoretical knowledge instruction syllabus.
Duration of the Course(s)	Expected duration of the course(s) - full time and, if applicable, distance learning.
Training Programme	The arrangement of the daily and weekly programmes of theoretical knowledge instruction for full time courses and, if applicable, of the phase or module completion programme for distance learning courses.
Training Records	Rules for security of records and documents including rules for the safeguarding of test papers used on distance learning courses. Attendance records and phase or module completion records for distance learning courses. The form of training records to be kept. Persons responsible for checking records. The nature and frequency of record checks. Standardisation of entries in training records.
Staff Records	CVs or resumes. Standardisation checks. Records of teaching hours.
Tests	Progress tests. Qualifying examinations. Procedures for course based test paper preparation; type of question and assessment; standard required to 'Pass'. Procedure for question analysis and for raising replacement papers. Examination re-sit procedures.
Training Effectiveness	Individual responsibilities. General assessment. Identification of unsatisfactory progress (individual students). Actions to correct unsatisfactory progress. Internal feedback system for detecting training deficiencies. Procedure for suspending a student from training. Discipline. Reporting and documentation.
Standards and Level of Performance at Various Stages	Individual responsibilities.
Standardisation	Standardisation requirements and procedures. Application of test criteria.