

Issued: 15 August 2013

The transition of Registered Training Facilities to Approved Training Organisations

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted organisations and relevant outside contractors).

Applicability:	
Aerodromes:	
Air Traffic:	
Airspace:	
Airworthiness:	
Flight Operations:	
Licensed/Unlicensed Personnel:	All Registered Training Facilities and Approved Training Organisations

1. Introduction

1.1 Each Registered Training Facility (RTF) that wishes to continue to provide flight training for the issue of a Private Pilot Licence (PPL), for aeroplanes or helicopters, or for the Single Engine Piston Class Rating or Night Rating for aeroplanes, must become an Approved Training Organisation (ATO) by no later than the 8 April 2015. In addition, anyone intending to provide training for any Light Aircraft Pilot Licence (LAPL) for any category of aircraft must become an ATO before offering that training. However, ATO status does not, by itself, allow an organisation to begin LAPL training. The CAA recognises the need to ensure this process is as simple as possible, and does not place any undue regulatory burden upon the RTFs.

1.2 This Information Notice explains:

- the approach that the CAA is intending to take to enable current RTFs to convert to ATOs
- the audit programme that will be put in place,
- the timetable for the transition
- how RTFs can find out more about the overall process and what they will have to do.

2. How an RTF can become an ATO

- 2.1 For current RTFs the CAA will provide a fast-track route to gain an approval as an ATO for the courses they currently provide. "Current RTF" in this case means RTFs that had registered with the CAA before the 17 September 2012 and which have their principal place of business in the UK. RTFs previously registered with the UK CAA who are outside the EU must apply to EASA for ATO approval. Any UK-registered RTFs located in another EU State must apply to the authority of that State. The CAA considers that RTFs registered at that time will have been able to demonstrate a history of acceptable training delivery performance that will enable the CAA to issue an ATO Certificate without, in most cases, an initial audit taking place. In order to become an ATO each RTF will need to submit to the CAA an application form (**Ref SRG2116**) and a training, operations and compliance management manual (that covers compliance monitoring and safety management systems. See [IN-2013/028](#)).
- 2.2 To help achieve this the CAA will publish template manuals on its website within the next few weeks which RTFs are encouraged to use in order to benefit from the fast track process.
- 2.3 This route to gain approval will not be available to applicants located in the UK who do not currently hold RTF status with the UK CAA as they will have not demonstrated to the CAA a history of acceptable performance. In this case, the organisation will need to submit an application to the CAA, and be subjected to an audit before the CAA will be able to issue an ATO Certificate.
- 2.4 On receipt of an application and acceptable manuals from a current RTF, the CAA will issue a certificate showing that the organisation has been accepted as an Approved Training Organisation, listing the privileges to conduct the training that it previously conducted as an RTF.
- 2.5 RTFs who wish to conduct training courses that they have not previously provided will need to be audited before the new course is approved. (An RTF that converts to ATO status will not receive an automatic privilege to immediately begin LAPL instruction.) LAPL approval will only be granted following the submission to the CAA of the course details and an audit of the organisation.
- 2.6 Applications may be made to the CAA for the delivery of flight training courses, theoretical knowledge courses, or for the delivery of both theoretical knowledge and flight instruction. The ATO certificate will show the training that has been approved for delivery by the ATO.

3. Audit Programme

- 3.1 Following conversion each ATO will be subject to an audit programme to ensure that it continues to comply with the requirements and its manual. Each audit would normally take no more than three to four hours. For current RTFs, the first audit will be undertaken within 24 months of the issue of its ATO certificate.
- 3.2 For new RTFs/ATOs, an initial compliance audit will be undertaken before the ATO certificate is issued and the first continuation audit will be undertaken within 24 months of the date of issue of the ATO certificate.
- 3.3 After the first continuation audit has been completed, any findings will need to be satisfactorily addressed by the ATO within an agreed timescale. Further continuation audits will be scheduled and the CAA will take full advantage of the provisions within the EU requirements that allow the frequency of audits to be reduced, subject to the continued safe operation of the ATO.

3.4 The frequency of audits may be increased at any time if the CAA has reason to be concerned about the safety of the flying undertaken or continued compliance with the requirements.

4. Charges

4.1 For completeness we have included, in addition to the conversion charges, the initial application and variation charges together with the annual charge.

Table A - Conversion of i) an existing RTF* to become an ATO for the purpose of delivering flight and/or theoretical knowledge training for a PPL or ii) inclusion of flight and/or theoretical knowledge training for the PPL where the RTF* is already associated with an existing ATO

(*for the purposes of conversion, the RTF or PPL training operation must have been registered with the UK CAA as at 17 September 2012).

Charge Type	£	Comment
Existing RTF* applying to be an ATO for PPL and other training previously undertaken as an RTF using and conforming to the Operations, Training and Compliance Management System (Ops, Training and CMS) Manual templates as published by the CAA, with a declaration that there are no additional activities being added.	100	Fixed fee per RTF, not per course, with no extra site charges.
Existing RTF* - consolidation of PPL and other training previously undertaken as an RTF* into an ATO approval not using and conforming to the Operations, Training and Compliance Management System (Ops, Training and CMS) Manual templates as published by the CAA.	1,000	Plus excess hours up to £2,500 per application per annum with no extra site charges.
Existing ATO - consolidation of PPL and other training previously undertaken as an RTF* into an existing ATO approval either using or not using and conforming to the Operations, Training and Compliance Management System (Ops, Training and CMS) Manual templates as published by the CAA.	100	Fixed fee per organisation, not per course, with no extra site.

Table B - Initial application for Approval as an ATO for the purpose of delivering flight and/or theoretical knowledge training for a PPL and/or LAPL where the applicant was not previously an RTF.

(*for the purposes of application, the RTF or PPL training operation must not have been registered with the UK CAA as at 17 September 2012)

Charge Type	£	Comment
Initial application - Applicant applying to become an ATO for the purpose of training for the PPL and/or LAPL using and conforming to the Ops, Training and CMS Manual templates as published by the CAA.	516	Per application plus excess hours up to £2,500 per application per annum.
Initial application - Applicant applying to become an ATO for the purpose of training for the PPL and/or LAPL but not using and conforming with the Ops, Training and CMS Manual templates as published by the CAA.	1,000	Per application plus excess hours up to £2,500 per application per annum.
Variation application - Existing ATO applying to add another course as listed under Table 29	172	Fixed charge per course.
Additional site charge where the scope of training is for a "Table 29" course.	54	Fixed charge per additional site.

** Table 29 is in the CAA's published Scheme of Charges, and will be updated to include PPL and LAPL courses, Single Engine Piston and Single Engine Turbine courses and SSEA, SLMG, microlight and powered parachute rating courses.

Table C - Annual Charge relating to all ATOs teaching PPL and /or LAPL courses:

Charge Type	£	Comment
Annual charge due on 1 April	430	Irrespective of the number of "Table 29" courses or associated additional sites.
Additional site charge	N/A	Costs subsumed within the main audit charge of £430 per annum.

4.2 Timetable – What RTFs need to do and by when.

Current RTFs are encouraged to consider the following timetable:

Date	Action
As soon as possible – after the publication of the manual template on the CAA website	Review the CAA's published Training Manual Template and complete either this, or a manual generated by the RTF.
Before 1 October 2014	Complete and submit an application form (Ref SRG2116), together with manuals, to the CAA.

- 4.3 RTFs wishing to deliver training for the LAPL will need to include this course on their ATO application form and in their Training Manual. Please note that Approval to deliver this training cannot be given ahead of gaining ATO approval and that a compliance audit will be necessary prior to issue of the approval certificate. ***This should be submitted by a date commensurate with plans to start LAPL training.***

5. Further Information

- 5.1 The CAA will publish further guidance on its website as new information becomes available. The CAA will also be running a series of roadshows across the UK in October and November 2013. Details of dates and locations will be widely publicised in due course. These roadshows will provide you with an opportunity to find out more and discuss first-hand all you will need to know and do to convert your RTF to an ATO.

6. Queries

- 6.1 Any queries or further guidance required as a result of this communication should be addressed to itsapprovals@caa.co.uk

7. References

- 7.1 Regulation (EU) No. 1178/2011 as amended by Regulation (EU) No. 290/2012 - “the Aircrew Regulation” - including Annex I “Part-FCL” and Annex VII “Part-ORA”.

8. Cancellation

- 8.1 This Information Notice shall remain in force until 30 April 2015.