

BGA GUIDANCE – APPLYING FOR A FRTOL AT THE SAME TIME AS AN SPL

If you hold a signed CAA form 5003 "Evidence of UK Examination and Test for Grant of Flight Radiotelephony Operator's Licence (FRTOL) / English Language Proficiency" that you plan to use to apply for a FRTOL, and you are also applying for a CAA Sailplane Pilot's Licence (SPL) based on your BGA sailplane qualifications, following this guidance will allow you to submit both applications simultaneously, resulting in the issue of a CAA SPL with Flight Radio Telephony Operator's privileges. Holding any CAA Flight Crew Licence that includes these privileges (including an SPL) allows full use of the VHF radio in any aircraft, including any powered aircraft.

Updated guidance, replaces June 2022 version. Correct as of April 2023.

1. Complete and sign the BGA "Conversion Application To The CAA For The Grant Of A Part-SFCL Sailplane Pilot Licence", but **do not submit it yet**. The form is here:

<https://members.glidering.co.uk/library/pilots/part-sfcl-pilot-licence-conversion-application-form/>

Tick the box for "Flight Radio Telephony Operator's Licence (FRTOL) only if already held with English language proficiency level 6" in section 5 on page 2 (PDF page 14).

2. When your BGA form is 100% ready to be submitted, complete CAA web form "Application for initial issue of a PPL(A), PPL(H), LAPL(A), LAPL(H) and or a FRTOL (SRG1105)", here:

<https://applications.caa.co.uk/CAAPortal/servlet/SmartForm.html?formCode=PVI>

3. On the SRG1105 **Application** tab: For "Is this application solely for a Flight Radio Telephony Operators Licence (FRTOL)" select "Yes". Other questions (listed below) will then appear.

For "Do you hold an existing UK CAA issued flight crew licence?" select "No".

For: "Do you have an application for SPL/NPPL in progress with the BGA/BMAA/LAA?". Select "Yes".

For "Are you applying for any credits on the basis of military experience in the UK armed forces?" select "No".

For "Are you applying for a UK Flight Radio Telephony Operator's Licence on the basis of holding an Air Traffic Control Licence or FISO?" select "No"

4. On the SRG1105 **FRTOL** tab:

For "Do you hold a valid English language proficiency at level 4, 5 or 6 which meets the UK CAA standards?" select "Yes".

For "Please select the relevant examiner or language testing body that completed your English language proficiency assessment:" select "UK Radio Telephony Examiner".

For "Date of assessment" give the "Date of assessment" from the "ICAO English Language Proficiency" line of your CAA 5003 form (which should also be the date of your FRTOL practical exam).

For "UK Radio telephony examiner name" give the "Examiner's Name" from the "ICAO English Language Proficiency" line of your CAA 5003 form.

For "UK radio telephony examiner number" give the Examiner's "CAA Reference No." from the "ICAO English Language Proficiency" line of your CAA 5003 form.

5. On the SRG1105 **Attachments** tab:

For "Upload proof of your ID", upload one of the items requested on the form.

For "Upload a copy of your course completion certificate for FRTOL (CAA 5003)" upload your CAA 5003. If you have two CAA 5003s (e.g. one for the practical pass, one for the theory pass), then upload one here, then click on "+ Add additional upload" at the foot of the page, and upload the other one there.

For "Upload evidence of your language proficiency", upload your CAA 5003 **again**. If you have two CAA 5003 forms, upload the one with the "ICAO English Language Proficiency" line completed.

6. Unless you have anything else that you want to say about your application, you can leave the text box on the SRG1105 **Notes** tab empty.

7. On the SRG1105 **Charges** tab:

For "Do you wish to use our secure courier service" select No.

For "To avoid duplicate courier charges, please tell us if you have recently submitted another online Flight Crew Licensing application that has not yet been processed?" select "No".

Tick "I understand the fee shown below is now payable, as per the CAA Scheme of Charges".

If the number in the "The charge for this application is:" box is **not** £0.00, then something went wrong. Double-check all entries.

8. On the SRG1105 **Pay and Declare** tab, check the box next to "Check this box to confirm your understanding and acceptance of the above.", then click "Submit". You'll quickly get email from the CAA with an attached "PVI receipt.pdf" showing all the details you entered.

9. **Now** submit your "Conversion Application To The CAA For The Grant Of A Part-SFCL Sailplane Pilot Licence" to the BGA. Include the CAA "PVI receipt.pdf" you received by email – either by printing it out and including it in the pack, or by emailing it separately to lizzie@gliding.co.uk. Include a note to Lizzie saying "I have used CAA form SRG 1105 to submit my CAA 5003 (Evidence of UK Examination and Test for Grant of Flight Radio Telephony Operator's Licence) to the CAA, and am applying for my new SPL to include the FRTOL to which I am now entitled, but do not yet hold. The details of my SRG 1105 application are in the PVI receipt attached."