



**BGA DECLARED TRAINING ORGANISATION**

**COURSE PROGRAMME**

**FLIGHT EXAMINER (SAILPLANE)**

**APPLICANT DETAILS**

Applicant Name	
Gliding Club	
Phone number	
Email	
Details of Licence, Instructor Certificate and any Examiner Certificates already held	
Any comments applicable to the seminar:	

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## **PART 1 - INTRODUCTION AND GENERAL INFORMATION**

The BGA Declared Training Organisation (DTO) exists to support the Part-SFCL compliant training needs of BGA clubs.

The BGA DTO central supporting function is based in its BGA office site (described here as the BGA DTO office) and a delivers flight training from BGA club sites (described here as BGA DTO sites).

### **a) BGA Declared Training Organisation Representatives Statement**

This organisation, its personnel and training programmes comply with the requirements of UK Reg (EU) No 2018/1976 (the UK Sailplanes Regulation).

All training aircraft used will hold a valid certificate of airworthiness and comply with Regulation (EU) No1321/2014.

The DTO has developed a safety policy in accordance with DTO.GEN.210(a)(1)(ii) according to which all training activities are carried out. The safety policy is described in the BGA Safety Management System manual.

All training activities are carried out in accordance with the DTO training programme(s).

Changes to this declaration or of cessation of training activities will be notified to the Competent Authority in accordance with DTO.GEN.115(d).

Pete Stratten BGA DTO Representative

### **b) Sites**

BGA club sites where the BGA DTO course programme is delivered must be authorised and listed by the BGA DTO office. The BGA club site must be suitable for the training being carried out as assessed by the Local Head of Training.

The course instructor(s) and student(s) must have access to a dry, warm and light briefing and rest facility.

### **c) Personnel**

The BGA DTO representative, based at the BGA DTO office, is Mr Pete Stratten. The representative's responsibilities include:

- Ensuring the DTO has the resources necessary to remain compliant.
- Promoting safety.
- Maintaining timely and effective dialogue with the UK CAA.

The BGA DTO Head of Training (HoT), nominally based at the BGA DTO office, is Mr Derek Smith. The HoT is responsible for ensuring that the training is carried out:

- in compliance with Part-SFCL.
- within the scope of the DTO declaration.
- in accordance with the relevant training programme.

### **d) Annual Review and Report**

A BGA DTO management meeting will take place at least annually to at least review performance and any training safety and standards issues identified by the SMS and through examiner, instructor and student feedback. The meeting will include at least the DTO Representative, DTO Head of Training and the BGA Training Standards Manager.

The BGA DTO will collate an annual report into its activities. The annual review and activity report will be submitted to the CAA.

## **PART 2 – SAFETY POLICY**

All training carried out at BGA club sites should adhere to the BGA Safety Management System (SMS) including incident and accident reporting requirements. The BGA office is responsible for publication of the SMS and associated requirements.

<https://members.glidering.co.uk/library/safety/bga-safety-management-system-manual/>

<https://members.glidering.co.uk/reporting-an-occurrence/>

The course programme can introduce the applicant to new safety critical information. It is important that additional threats are fully understood by both applicant and course tutor.

The applicant should be encouraged to report safety related issues experienced during training.

## **PART 3 – EXAMINER STANDARDISATION COURSE**

### **a) Aim**

The aim of this course programme is to provide standardisation for applicants for a Flight Examiner Sailplanes (FE(S)) certificate in accordance with SFCL.420(b), both for those applying for their first certificate and those wishing to add further privileges to an existing certificate.

It is separate from the assessment of competence required by SFCL.420(c).

### **b) Objectives**

By the end of the course, the applicant must be able to:

- Demonstrate a pre-flight and post flight briefing.
- Demonstrate how to conduct a flight test and ground examination.
- State the privileges of the examiner.
- Describe examiner revalidation and renewal requirements.
- Explain how to complete the flight test documentation and administration.
- Correctly assess an applicant's performance.

### **c) Regulations and Publications**

This programme complies with the Implementing Regulations in UK Regulation (EU) 2018/1976 and associated AMCs. References in the format 'SFCL.xxx' are from this regulation.

Reference is made to the BGA Safety Management System (available on the BGA member website)

### **d) Prerequisites**

Prerequisites for the issue of an examiner certificate are in SFCL.420.

On behalf of the CAA, the BGA DTO Head of Training (HoT) should confirm that the evaluation required by AMC1 SFCL.420(d) has been successful. This should be certified within the Course Completion Certificate.

For each course, the BGA DTO HoT should nominate a Course Tutor(s). Tutors conducting training for examiner privileges relating to SFCL.415(a) and SFCL.415(b) must hold the appropriate examining privileges.

Tutors conducting training for examiner privileges relating to the BI(S) or FI(S) certificate must hold privileges in accordance with point SFCL.415(c). (AMC1 SFCL.415(bb) and AMC1 SFCL.415(c)(2))

### **e) Course completion**

Part 4 of this course programme should be used to certify completion.

Distribution of Course Completion Certificate:

- Applicant.
- Course Tutor(s).
- BGA Office. The BGA office is to maintain training records for at least 3 years.
- BGA DTO HoT.

### **f) Training Record**

The complete training record should include the completed:

- Applicant details (page 2)
- Course Completion Certificate (Part 4)
- Training Summary (Part 5)

### **g) Course details**

## **Course Content**

The FE(S) course shall be tailored to the FE(S) privileges sought iaw SFCL.430 and AMC1 SFCL.430, which require that it should last at least 1 day and be divided into theoretical and practical training.

The course tutor is to ensure that:

- The applicant examiner is able effectively to conduct skill tests, proficiency checks or assessments of competence appropriate to the privileges sought.
- Theoretical knowledge keeps pace with and supports flying training and prepares the student examiner for the TK elements of the Assessment of Competence.
- There are a variety of further aids available to help this self-study, both hard copy and online.
- The applicant examiner is aware of the requirement to complete an Assessment of Competence to apply for the initial issue of an FE(S) certificate (SFCL.445 FE(S)).
- An FE(S) wishing to add further examining privileges must complete an examiner standardisation course specific to the privileges sought. An assessment of competence is not required to add examining privileges to an existing examiner certificate.

### **Course content common to all sailplane examiner qualifications**

The applicant should be encouraged to self-study with face-to-face training as needed. Core references:

1. BGA SFCL Flight Examiner Handbook.
2. CAA Flight Examiners Handbook (Aeroplanes) 2020.
3. Part-SAO.
4. Part-SFCL.
5. CAA Information Notices, Skywise.

### **Course arrangements**

1. Health and Safety Briefing.
2. Plan for the course.
3. Course study materials.
4. Course pre-requisites.
5. Applicant examiner documentation validation.

### **Course theoretical knowledge**

The FE(S) course theoretical knowledge element includes discussion and student examiner knowledge of:

#### **Specific SFCL requirements including:**

1. FCL.400 Sailplane Flight Examiner Certificates covering (a) and (b).
2. Limitation of privileges (SFCL.405, GM1 SFCL.405 & GM1 SFCL.405(a))
3. SFCL.410 Conduct of skill tests, proficiency checks and assessments of competence, specifically highlighting items (c) and (d).
4. Privileges (SFCL.415).
5. SFCL.420 Prerequisites and requirements, covering item (e).
6. SFCL.430 & AMC1 SFCL.420.
7. SFCL.445 Assessment of Competence.
8. SFCL.460 Validity, revalidation and renewal, covering items (a) to (e).
9. Requirements for the conduct of tests/checks/assessments (SFCL.410; GM1 SFCL.430).

### **Examining administrative procedures**

1. Insurance & examiner's liability.
2. Personal data protection.
3. Partial passes, incomplete tests & failures.
4. Re-test requirements.
5. Re-training - recommended versus mandatory.
6. Second or subsequent failures – reporting.
7. Appeals against conduct of flight tests (Regulation 6).

### **Typical test arrangements**

1. Booking and arranging.
2. Use of sailplanes - equipment, documents, maintenance, serving, insurance.
3. Use of sites.
4. Planning and briefing facilities.
5. Detailed advice available in Part-SFCL and the BGA FEH Sailplane Air Operations Requirements (Part-SAO).

### **Review of examiner core knowledge**

Quiz facilitated by tutor.

### **Practical examiner training**

The FE(S) course practical training element course includes at least two practice skill tests, proficiency checks or assessments of competence (SFCL.430(b)(i)).

### **Preparation and planning**

1. Sample briefing by course instructor.
2. Use of aide memoire.
3. Initial briefing.
4. Candidate's: SPL, Logbook, Medical, Identification, Course completion certificate.

### **Airborne**

1. Examiner conduct – establishing and maintaining an appropriate atmosphere, acting as passenger or dummy candidate, keeping notes, directing the sequence of events, intervention, lookout,
2. Examiner's responsibilities as PIC.
3. Handling of simulated emergencies and abnormal procedures - scenario, realism, safety.
4. Handling of actual emergencies.
5. Termination of test/assessment.
6. Repeat manoeuvres.
7. Use of GPS.
8. Use of Electronic Conspicuity.
9. Assessment technique.
10. In flight recording.

### **After flight (SFCL.410(b))**

1. Assessing performance against requirements.
2. Identifying, assessing and debriefing CRM and TEM.
3. Oral questioning technique.
4. De-briefing techniques, technical errors, non-technical errors.
5. Sample de-briefing by course instructor.
6. Documentation, reporting and administration.
7. Report forms and examiner's record (AMC1 SFCL.410(b)(3)).
8. Notification of failure.

### **Content specific to SPL examiners (SFCL.415(a))**

1. Purpose of test.
2. Test schedule, profile and format.
3. Test tolerances.

4. Planning for the test.
5. Oral examination.

### **Examiner role and technique**

1. Acting as a passenger.
2. Ask questions to confirm understanding but do not distract the candidate.
3. Be concise and clear when stating the next exercise to be flown in the test sequence.
4. Do not rush the candidate – allow them to operate at their pace.
5. If the candidate has elected to return to the airfield due to height, do not over-ride their decision to try and fit in another test manoeuvre.
6. In-flight recording.
7. Fail items.
8. Repeat manoeuvres.
9. Termination of flight test.

### **Content specific to TMG examiners (SFCL.415(b))**

1. Purpose of test
2. Test schedule, profile and format
3. Test tolerances
4. Planning for the test
5. Oral examination

### **Examiner role and technique**

1. Acting as a passenger.
2. Ask questions to confirm understanding but do not distract the candidate.
3. Be concise and clear when stating the next exercise to be flown in the test sequence.
4. Do not rush the candidate – allow them to operate at their pace.
5. In-flight recording.
6. Fail items.
7. Repeat manoeuvres.
8. Termination of flight test.

### **Content specific to Basic Instructor examiners (SFCL.415(bb))**

1. Purpose of test
2. Test schedule, profile and format
3. Test tolerances
4. Planning for the test
5. Oral examination
6. Discussion and standardisation of SPL exercises limited to exercises 1-5 and instructional technique, including variations
7. Discussion on technique, content, presentation
8. Examples of good and bad practice

### **Examiner role and technique**

1. Role playing – be realistic – do not try to catch candidate out.
2. Role play an average student – don't lead or offer an answer unless candidate asks/facilitates.
3. Questioning - items glossed over/not explained/incorrect, incorrect techniques/theory; ideally ask questions in role play rather than later as the examiner.
4. Receptive - do as you are asked and not what you think/know.

5. Making trainee errors – avoid being subtle; make errors obvious.
6. When teaching an exercise, does the candidate identify and correct the error through coaching or further demonstration?
7. Allow the exercise to flow; let the applicant run the exercise at their pace.
8. Be concise and clear when stating the next exercise to be flown.
9. Be safe.
10. Definition of terms - Demonstrate, Teach, Patter, etc.
11. Assess instructor competencies during all sections of the assessment.
12. In flight recording.
13. Termination of flight test.
14. Repeat manoeuvres.
15. Have you seen sufficient to assess the candidate's instructor competencies and their personal flying ability.

### **Content specific to Flight Instructor examiners (SFCL.415(c))**

1. Purpose of test
2. Test schedule, profile and format
3. Test tolerances
4. Planning for the test
5. Oral examination
6. Discussion and standardisation of SPL exercises and instructional technique, including variations
7. Discussion on technique, content, presentation
8. Examples of good and bad practice

### **Examiner role and technique**

1. Role playing – be realistic – do not try to catch candidate out.
2. Role play an average student – don't lead or offer an answer unless candidate asks/facilitates.
3. Questioning - items glossed over/not explained/incorrect, incorrect techniques/theory; ideally ask questions in role play rather than later as the examiner.
4. Receptive - do as you are asked and not what you think/know.
5. Making trainee errors – avoid being subtle; make errors obvious.
6. When teaching an exercise, does the candidate identify and correct the error through coaching or further demonstration?
7. Open mind - don't be closed to new ideas/techniques; consider - did it achieve the aim?.
8. Allow the exercise to flow; let the applicant run the exercise at their pace.
9. Be concise and clear when stating the next exercise to be flown.
10. Be safe.
11. Definition of terms - Demonstrate, Teach, Patter, etc.
12. Assess instructor competencies during all sections of the assessment.
13. In flight recording.
14. Termination of flight test.
15. Repeat manoeuvres.
16. Have you seen sufficient to assess the candidate's instructor competencies and their personal flying ability.

**PART 4 – COMPLETION CERTIFICATE****BGA DTO Course Programme Flight Examiner (Sailplanes) Training Summary****Applicant name:****Course Tutor name:****Privileges sought** (delete as required):**Sailplanes** SFCL.415 (a)    **TMG** SFCL.415 (b)    **BI(S)** 415 (bb)    **FI(S)** 415 (c)

Theoretical Knowledge common to all sailplane examiner qualifications.	Date
	Course Tutor sign
	Applicant sign
Theoretical Knowledge specific to privileges sought.	Date
	Course Tutor sign
	Applicant sign
Practical Training specific to privileges sought (SFCL.430(b)(i) and AMC1 SFCL.430(b)(2))	Date
	Course Tutor sign
	Applicant sign

**Completion Certificate**

I confirm that the applicant has completed this standardisation course in accordance with SFCL.430 and AMC1 SFCL.430.

Including confirmation that:

- the applicant's background has been evaluated in accordance with AMC1 SFCL.420(d).
- no further training is required

Signed                  Date

BGA DTO Head of Training

