



## **Examiner Refresher Seminar - Candidate Information**

### **Introduction**

Under EASA Part FCL there is a requirement to attend an examiner seminar during the last year of validity of the examiner certificate; this seminar fulfils that requirement. Moreover, On-Track Aviation believes examiners should have a chance to mix with their colleagues and be able to discuss issues of mutual interest as well as being brought up to date with the latest information from EASA and the CAA.

Our seminar is designed to be a forum where examiners of all ages and types can express their views and exchange ideas without fear of any retribution. So by the end of the seminar you will be more knowledgeable about EASA and better informed so you can do your job more effectively.

### **Aim**

To provide training to examiners covering the knowledge and practical understanding of the elements of the examiner standardisation course syllabus as per AMC1 FCL.1015 and the content of the relevant CAA Standards Documents and additional guidance material.

### **Objectives**

The objectives of the seminar are:-

- # To review the test schedules, and variations of, for the issue of licences/ratings/certificates for SP aeroplanes excluding SP HCA
- # To review the administrative procedures for the issue, revalidation and renewal of the above
- # To review examiner privileges and responsibilities 'in the field'
- # To describe the procedures for the assessment of competence for the issue, revalidation and renewal of ratings/certificates
- # To review CAA policy, CAA forms, Standards Documents, CAP, Information Notices and Guidance Material
- # To discuss vested interests of examiners
- # To give feedback on test results and common reasons for failure
- # To explain the applicability of appeal procedures under CAA regulations
- # To discuss additional topics as specified by the CAA
- # To describe briefing and debriefing techniques incorporating CRM/TEM
- # To describe the SE aeroplanes technical knowledge verbal examination

## Format

The duration of the seminar will be 1 day and will include a minimum of 6 hours of presentations. It is not a test; there is no pass or fail. Formal sessions will allow for a presentation time of up to 45 minutes followed by 15 minutes for questions.

You are required to attend all sessions of the seminar in order to qualify for the Certificate of Attendance. The numbers attending the seminar will be strictly limited to maximise the benefit derived from debate and to allow sufficient opportunity for everyone to become actively involved.

The seminar is a vehicle under the guidance of On-Track staff to provide examiners with the opportunity to standardise examining methods and practises including an opportunity to discuss issues with like minded colleagues. A proactive approach will enable you to gain maximum benefit from the seminar.

## Administration

This information package is designed to give you all the information you require prior to attending the seminar. A name badge, workbook and notepaper will be issued to you on arrival. Everyone attending the seminar **SHALL** bring with them **ALL** the following items:

- Licence(s) - bring all licences EASA, JAA, UK, etc
  - particularly important if you are renewing after a long lay off
  - please ensure that your current licence only contains valid pages and that all the old pages and certificates are removed prior to attending the seminar. This will make the task of checking your licence much easier
  - please ensure you have signed your licence
- Examiner certificate(s)
  - these are normally located in your licence or maybe a separate certificate
  - please ensure you have signed your EASA examiner certificate(s)
- Identification bearing a photograph of yourself eg. passport, airline ID, etc
- Copies of 2 examiner report forms showing either a fail or partial pass (if available)
  - to be used in the presentations (anonymously)

Note: Please bring the items requested above as we have a duty of care to check your licence(s) and examiner certificate(s).

## Refreshments

The seminar charge covers a buffet lunch, morning and afternoon tea/coffee and snacks. Other facilities, food or beverages, not associated with the On-Track seminar are at your own expense.

## Accommodation

Those of you wishing to stay overnight can select accommodation from our full list of local hotels and guest houses which is available on our website ([www.ontrackaviation.com/accommodation-wellesbourne](http://www.ontrackaviation.com/accommodation-wellesbourne)).

## Certificate of Attendance

On completion of the seminar you shall be issued with a Certificate of Attendance which you will need to send to the CAA with your application to revalidate/renew your examiner certificate.

## Revalidation/Renewal Action

**IMPORTANT:** An examiner seminar does not full fill the requirements of a senior examiner seminar and vice versa.

Prior to application to **Revalidate** you must ensure that you have:

- Completed the examiner authorisation issue/reissue/variation-application form (attached)
- Checked that your licence, class/type rating(s), instructor certificate(s) and medical are valid and current
- Completed a payment form (attached)
- Clear evidence of having (see note 3):
  - (a) conducted at least 2 skill tests, proficiency checks or assessments of competence within each year of validity (see note 2)
  - (b) attended an examiner seminar within the final year of validity (see note 4)
  - (c) passed an assessment of competence within the final year of validity (see notes 1, 4)

Prior to application to **Renew** you must ensure that you have:

- Completed the examiner authorisation issue/reissue/variation-application form (attached)
- Checked that your licence, class/type rating(s), instructor certificate(s) and medical are valid and current
- Completed a payment form (attached)
- Clear evidence of having:
  - (a) attended an examiner seminar (see note 4)
  - (b) passed an assessment of competence (see note 1,4)

Notes:

1. The assessment of competence can be conducted as a dummy or observed test
2. One of the tests in the final year of validity can be a dummy or observed test as part of your revalidation process
3. When an applicant for revalidation holds privileges for more than one category of examiner, combined revalidation of all examiner privileges may be achieved when the applicant complies with the requirements of (a), (b) and (c) for one of the categories of examiner certificate held as agreed by the CAA, normally the highest certificate held e.g. holder of both FIE and FE PPL examiner certificates would only need to comply with the FIE category to revalidate both certificates
4. You should complete the seminar before the assessment of competence in accordance with FCL.1030(ii)

**FCL.1030**

When conducting skill tests, proficiency checks and assessments of competence, examiners shall:

- (i) ensure that communication with the applicant can be established without language barriers
- (ii) verify that the applicant complies with all the qualification, training and experience requirements in Part FCL for the issue, revalidation or renewal of the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is taken
- (iii) make the applicant aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience

All applicants for revalidation/renewal of an examiner certificate shall demonstrate:

- relevant knowledge, background and appropriate experience related to the privileges of an examiner
- that they have not been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with Part FCL, for non-compliance with the Basic Regulation and its Implementing Rules during the last 3 years

Licences and examiner certificates will be taken in at registration and returned by the end of the seminar.

On-Track Aviation will send a full list of delegates giving their name, address and licence reference number to the CAA at the end of the seminar.

The CAA will revalidate/renew your examiner certificate not On-Track Aviation.

**Questionnaire(s) / Form(s) / Exercise(s)** (as applicable)

Attached are some questionnaire(s) / form(s) / exercise(s) you should complete prior to attending the seminar.

**Question and Answer (Q & A) Session**

The seminar programme allows for a Q & A session at the end of the day where you'll be able to ask the team any questions or raise any concerns. You may, if you like, email your questions in advance of the seminar. The Q & A session maybe attended by a CAA staff examiner (when available)

**Contact Information**

On-Track Aviation Limited (Monday - Friday, 0900-1700 local time)

Address: Wellesbourne Mountford Aerodrome, Loxley Lane, Wellesbourne, Warwickshire CV35 9E

Tel: 01789 842777 (plus answer phone) Fax: 01789 842755

Website: [www.ontrackaviation.com](http://www.ontrackaviation.com) Email: [info@ontrackaviation.com](mailto:info@ontrackaviation.com)

Skype: ontrackegbw

**Car Parking**

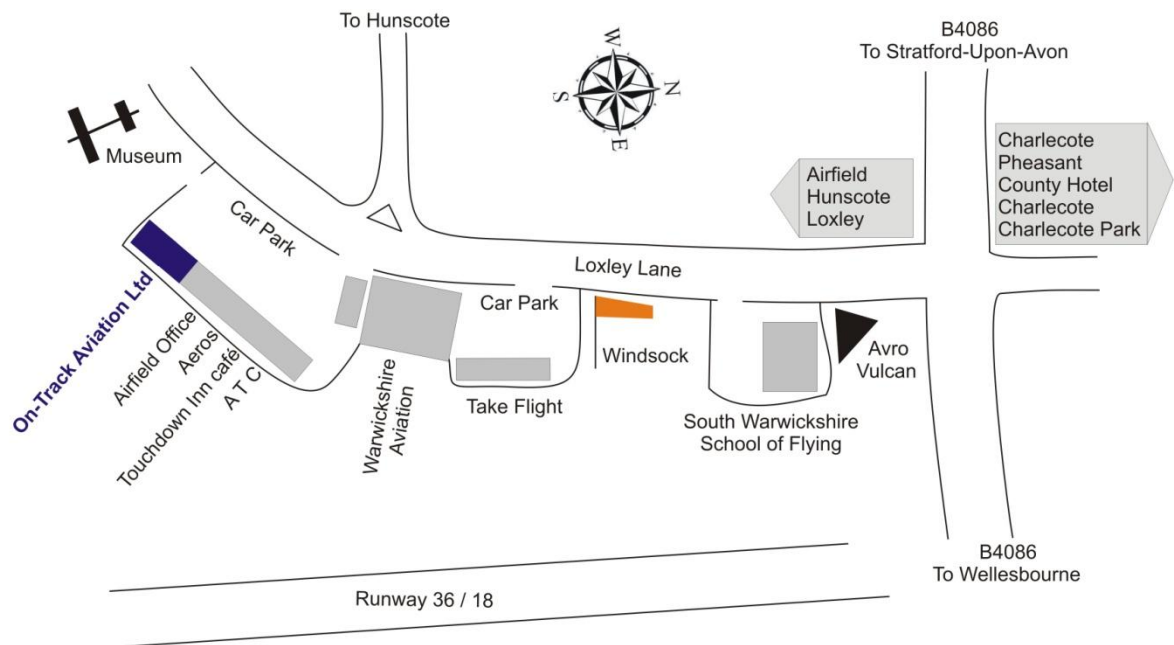
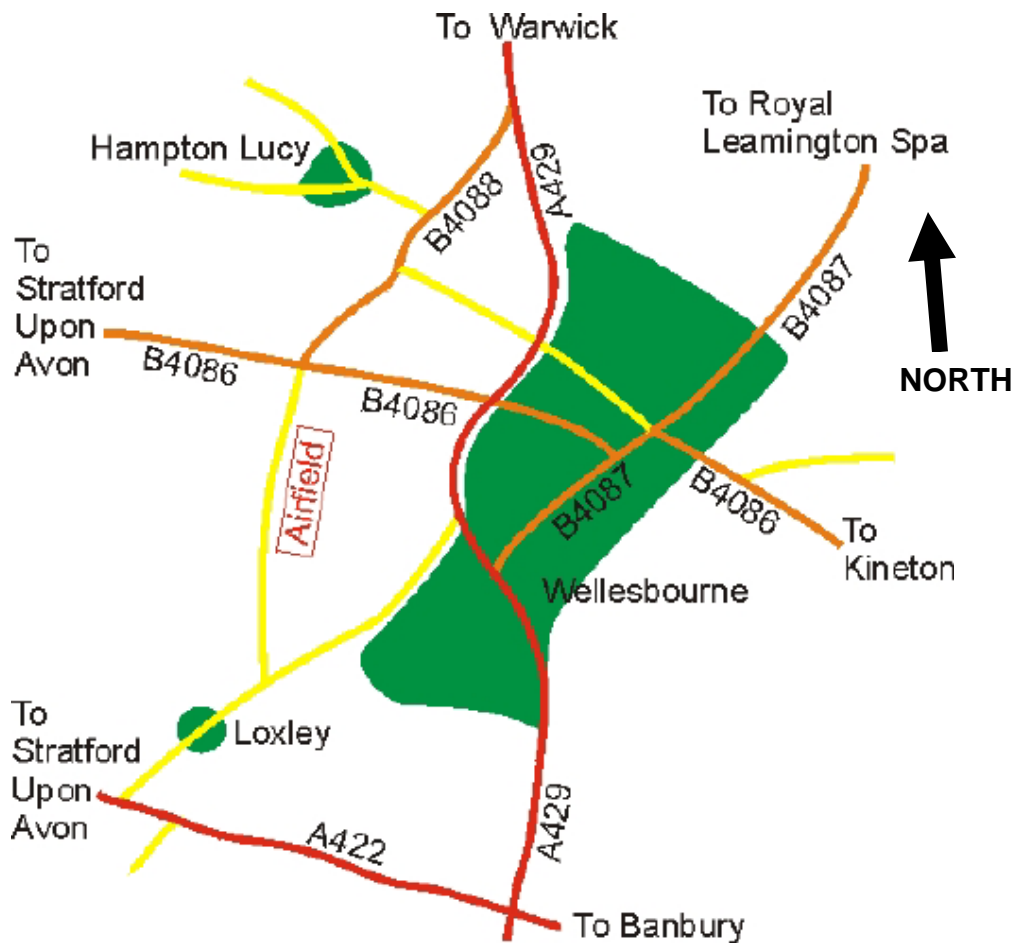
There is ample free car parking on the airfield. Please only park in designated areas. Thank you for your co-operation.

**The Venue - On-Track Aviation**

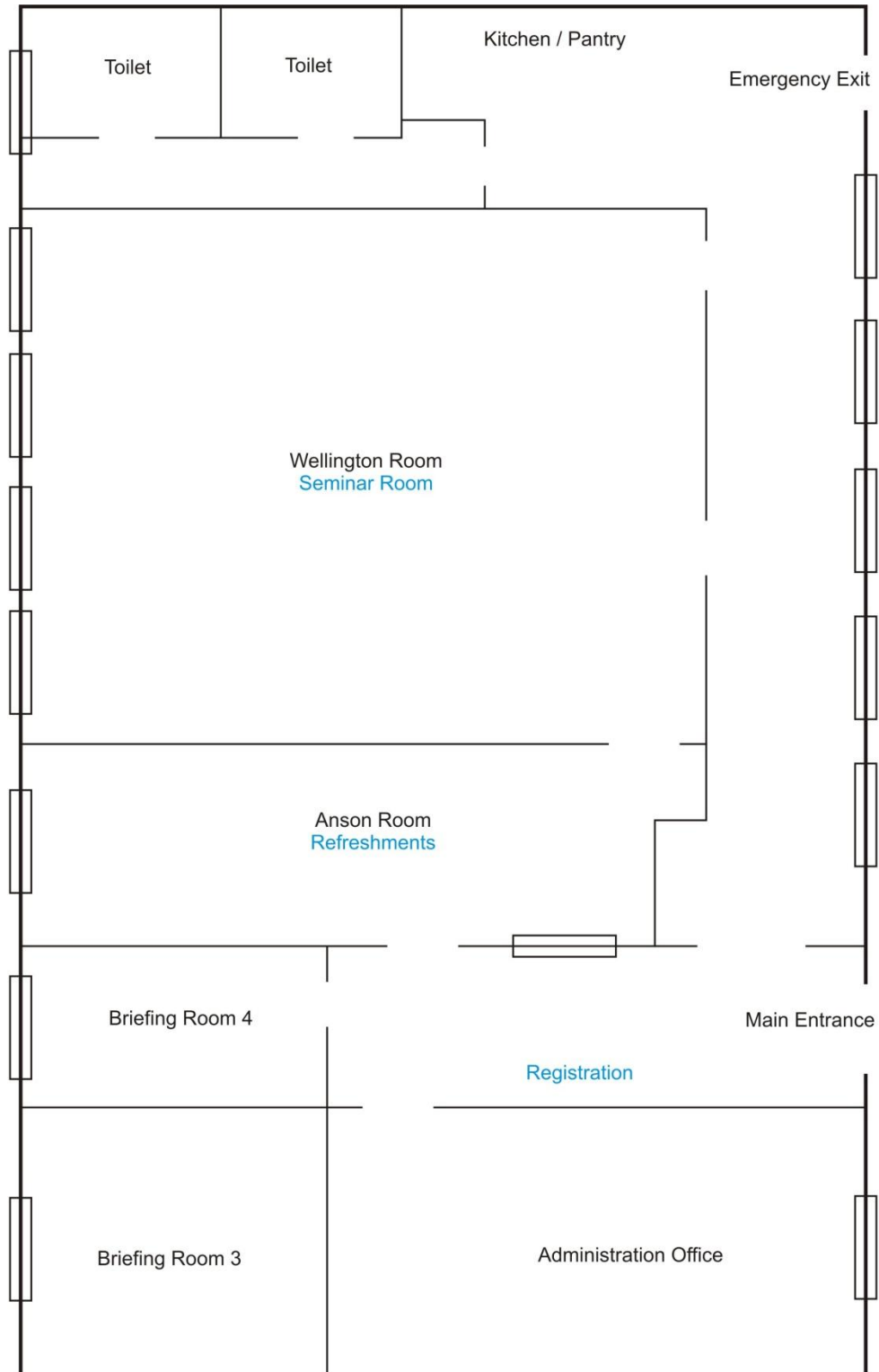
The seminar will be held in the Wellington Room at On-Track Aviation Limited, Wellesbourne Mountford Aerodrome. The aerodrome is located next to the town of Wellesbourne which is 5 miles east of Stratford-Upon-Avon and 5 miles south west of Junction 15 on the M40 along the A429.

If using the M40 leave at junction 15 and then follow the A429, sign posted to Cirencester / Stow-on-the-Wold, towards Wellesbourne town. On the outskirts of Wellesbourne town follow the signs to Wellesbourne Airfield. On-Track Aviation can be found on the western airfield perimeter adjacent to the ATC tower and the Touchdown Inn Cafe.

Mainline railway stations in Warwick and Stratford-Upon-Avon run regular services between London and the North. Birmingham Airport is 18 miles to the North and Coventry Airport is 14 miles to the North East.



### On-Track Aviation - Examiner Seminar Plan



**FE PPL, FE LAPL, CRE VFR - REFRESHER SEMINAR PROGRAMME  
ONTRACK 2018-2**

0800 - 0900	Registration/Coffee/Tea	Ian Alexander Paul Barker Stephanie Giles Veronica Tanner Faith Young
0900 - 0920	Seminar Introduction & Safety Briefing	Alan Newton
0920 - 1020	EASA	Mike Grierson
1020 - 1035	Coffee/Tea & Snacks	
1035 - 1105	CRM/TEM	Jon Cooke
1105 - 1135	Briefing	Jon Cooke
1135 - 1205	Debriefing	Jon Cooke
1205 - 1250	Buffet Lunch	
1250 - 1350	LAPL/NPPL	Jon Cooke
1350 - 1450	PBN	Peter Thompson
1450 - 1505	Coffee/Tea & Snacks	
1505 - 1535	PPL	Alec Trevett
1535 - 1630	Class Ratings	Alec Trevett
1630 - 1700	Question and Answer	All
1700	Conclusion, Licence & Certificates	All



## Examiner Report Form Completion Exercise

The feedback received from previous seminar delegates indicates a need for some guidance on CAA form completion after carrying out a test whose result is not a straight pass or fail. We have decided to address this issue by using a scenario based exercise which should fall within the privileges of each delegate attending the seminar. The exercise results will be discussed during the Q and A session at the end of the day.

### Scenario

You have conducted a Proficiency Check to renew a SEP (land) Class Rating. The weather deteriorated during the flight such that you were unable to assess the following items:

Section 2: items 2.2 and 2.3

Section 5: item 5.2

Section 2: item 2.4 was not assessed as the aeroplane is not fitted with an autopilot/flight director

In addition, during Section 4 you assessed item 4.3 as a fail

### Applicant Information:

Name: Mr Joe Paul Bloggs                      Email: jpb@hotmail.com

Date of birth: 12/12/1958                      Reference number: 123456D

### Proficiency Check Information:

Aircraft type: PA28-161                      Aircraft registration: G-HTRE

Location EGVH                      Times: Start: 0900 UTC Finish: 1015 UTC

Duration: 1 hour 15 minutes                      Date of test: 12/12/2015

Rating: SEP (land) expired 20/06/2015

### The Exercise:

Please download, from the UK CAA website, 2 copies of SRG 1157.

Complete the first one for the scenario given above.

Complete the second one for the next flight you would conduct with the applicant.

Once both forms are completed please bring them to the Examiner Seminar, handing them in at registration.

You may complete the forms anonymously using a made up examiner name if you wish.

### Note:

UK CAA web site <http://www.caa.co.uk/>