



Instructor Refresher Seminar - Candidate Information

Introduction

Our seminar gives you an opportunity to discuss training issues, EASA regulations and many other topics with fellow instructors. It is our intention to provide a forum for networking where you can discuss many topics including teaching techniques with other instructors.

The seminar is designed to be a forum where instructors of all ages and abilities can express their views without fear of any retribution. So by the end of the seminar you will be more knowledgeable and better equipped to deal with your student's needs and aspirations.

Theme

The theme of the Instructor Seminar is 'Teaching the Teacher'.

Aim

The aim of the seminar is to provide you with the opportunity to standardise teaching practises and update your EASA knowledge prior to revalidating or renewing your FI / IRI certificate.

Objectives

The objectives of the seminar are:-

- # Explain the basic concepts of teaching
- # Describe methods of teaching using topics from the flying training syllabus
- # Describe the process of teaching and individual teaching styles
- # Examine current topics of interest to the instructor
- # Practice classroom instructional techniques
- # Discuss the student and instructor working relationship
- # Revise and update your EASA licensing knowledge including revalidation and renewal criteria

Format

The duration of the seminar will be 2 days and will include a minimum of 12 hours of lessons, syndicate study groups and directed study. It is not a test; there is no pass or fail. Formal sessions will allow for a presentation time of approximately 45 minutes with about 15 minutes for questions.

You are required to attend all sessions of the seminar in order to qualify for the Certificate of Attendance and, if relevant, the revalidation or renewal signature on your FI / IRI certificate. 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 Aviation staff to provide you with the opportunity to standardise teaching methods and practises including an opportunity for individual active involvement. This proactive approach will enable you to gain maximum benefit from the seminar and it forms an important part of your successful participation.

Administration

This information package is designed to give you all the information you require in order to fully prepare for the seminar. A name badge and workbook will be issued to you on arrival. Everyone attending the seminar **SHALL** bring with them **ALL** of the following items:

- Personal flying logbook(s) showing:
 - instructional experience, if required for revalidation
 - assessment of competence, if completed
 - if renewing after a long layoff bring logbooks showing previous instructional experience
- Licence(s) - bring all licences EASA, JAA, UK, etc
 - if you are renewing after a long layoff please bring all licence(s) old and new - it could save you money!
 - please ensure that your active licence only contains current 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
- Identification bearing a photograph of yourself e.g. passport, airline ID, etc
- Completed Revalidation or Renewal of Instructor Certificate Form (SRG1135)
 - SRG1135 is available from www.caa.co.uk or www.ontrackaviation.com/fi-iri-seminars
- Completed questionnaire(s) / form(s) as applicable

Note: Even if you only require a seminar certificate please bring all the items requested above as we have a duty of care to check your licence(s) and / or logbook(s) as it may save you embarrassment.

In addition, you may find it useful to refer to your own notes during the syndicate work sessions particularly when preparing the short lesson. It is also worth thinking about what sort of topic(s) you may wish to cover but the final decision will be up to your syndicate as a whole. The lesson will be assessed under the following categories

- Structure
- Use of Equipment and Materials
- Content
- Style

It is strongly recommended that you bring the following materials with you:

- Pens, pencils and paper to take notes / prepare a lesson
- Pens for use on OHP transparencies or white boards or flip charts
- Laptop computer / ipad / tablet - if you wish to use Power Point for your lesson
- Instructor course notes / book(s)

A 15 minute presentation on an aviation subject will be given by each syndicate in front of the rest of the delegates and staff. Each syndicate will then be debriefed with the emphasis on the four categories listed above. This is an opportunity to practice your teaching techniques and remember it is not a test.

A variety of visual aids will be available to you at the venue including:

- White board and pens
- Flipchart and pens
- OHP and screen
- Transparency film and pens (limited stock)
- XGA projector for Power Point presentations
- Aeroplane models
- Connectors / cables for Apple products e.g. macbook, ipad, etc to display on the XGA projector

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 Aviation 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 from www.ontrackaviation.com/accommodation-wellesbourne.

Certificate of Attendance

On completion of the seminar you shall be issued with a Certificate of Attendance.

Revalidation / Renewal Action

To **Revalidate** your instructor certificate you must ensure that:

- You have completed a Revalidation or Renewal of Instructor Certificate Form (SRG1135) (see notes 5 and 7)
- Your Licence, Class / Type rating(s) and Medical are valid and current
- Clear logbook evidence (see note 6) of having completed two of the options below:
 - (a) assessment of competence within the last 12 months of certificate validity (see note 3)

Or

- (b) 50 instructional hours within the validity period of 3 years (see note 1)

And

10 hours of the 50 hours shall be instruction for the IR if IR instructional privileges are to be revalidated (see note 2)

Or

(c) attend an instructor seminar (we supply a Certificate of Attendance)

To **Renew** your instructor certificate you must ensure that:

- You have completed a Revalidation or Renewal of Instructor Certificate Form (SRG1135) (see notes 5 and 7)
- Your Licence, Class / Type rating(s) and Medical are valid and current
- Clear evidence of having (see note 8):
 - (a) attended an instructor seminar (we supply a Certificate of Attendance)

And then within 12 months

(b) passed an assessment of competence

Notes:

1. Instructors holding both ME and SE instructional privileges can log the hours in either ME or SE aircraft.
2. Not applicable if you only teach for the IMC rating / IR (Restricted).
3. An assessment of competence must be included as one of the options at every alternate revalidation. When including an assessment of competence it shall be the final item completed prior to renewal or revalidation (see note 8).
4. If you hold both Helicopter and Aeroplane instructor certificates you only need to attend one seminar covering either helicopter or fixed wing aspects; your choice. The seminar will count for both.
5. If you are renewing your instructor certificate (i.e. certificate has expired) do not complete section 8 Flying Experience. If you are revalidating by experience, remember that the hours relate to the 3 year period preceding the expiry of your instructor certificate - not preceding the Seminar. If, at the time of the Seminar, you meet the hour's criteria, then complete section 8. If you don't yet meet the criteria (e.g. the certificate has 6 months to run and you only have 35 hours instruction) leave section 8 blank. As soon as you have the necessary experience, complete section 8 and present the form, with your logbook, to your local FIE who can then sign section 12 and the Rating-Certificate of Revalidation page in your licence.
6. Please provide a summary of the instructional hours you are claiming in your logbook
7. SRG1135 can be downloaded from www.caa.co.uk or www.ontrackaviation.com/fi-iri-seminars
8. If you are required to complete both a Seminar and Assessment of Competence then you should complete the Seminar before the Assessment of Competence in accordance with FCL.1030(ii) (see UK note).

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

UK note: Notwithstanding FCL.1030(ii), the UK CAA will accept the completion of the Assessment of Competence and Seminar in any order

Logbooks and licences will be taken in at registration on day one and returned by the end of the seminar. Due to the large number of logbooks and licences to be checked in the time allowed instructor certificate revalidation / renewal will only be possible where the completion of the requirements is clearly logged. Therefore, you are strongly advised to bookmark the instructional hours claimed and complete in full the Revalidation or Renewal of Instructor Certificate Form (SRG1135) before attending the seminar.

On-Track Aviation will send a full list of candidates giving their name, address, CAA reference number and whether any instructor certificate has been revalidated or renewed to the UK CAA at the end of the seminar.

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

Please complete SRG 1135 'Application for the Revalidation or Renewal of an Instructor Certificate in accordance with Part-FCL' prior to attending the seminar. Available to download from either www.caa.co.uk or www.ontrackaviation.com/fi-iri-seminars.

Question and Answer (Q and A) Session (if available, see the programme)

The seminar programme may allow for a Q and A session 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. Alternatively you may speak to any of the staff directly during the breaks or at the end of the seminar.

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) Tel: 01789 842755 (plus fax)

Website: www.ontrackaviation.com Email: info@ontrackaviation.com

Skype: ontrackegbw

Car Parking

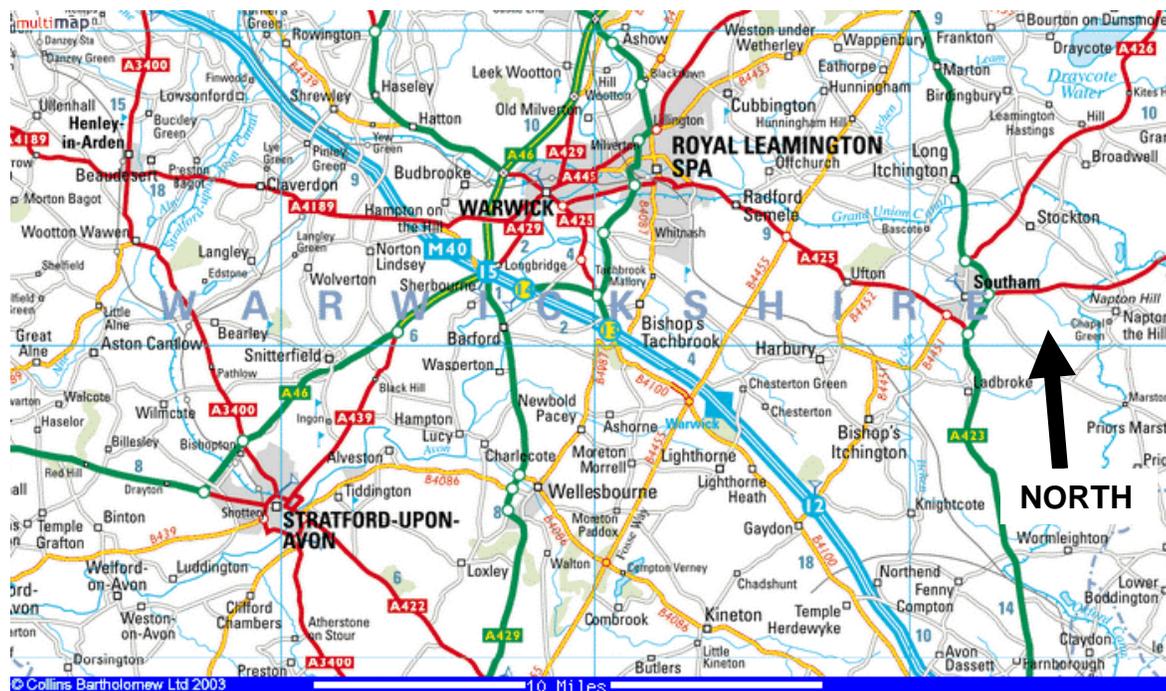
There is ample free car parking at the airfield. Please only park in designated areas. Thank you for your co-operation.

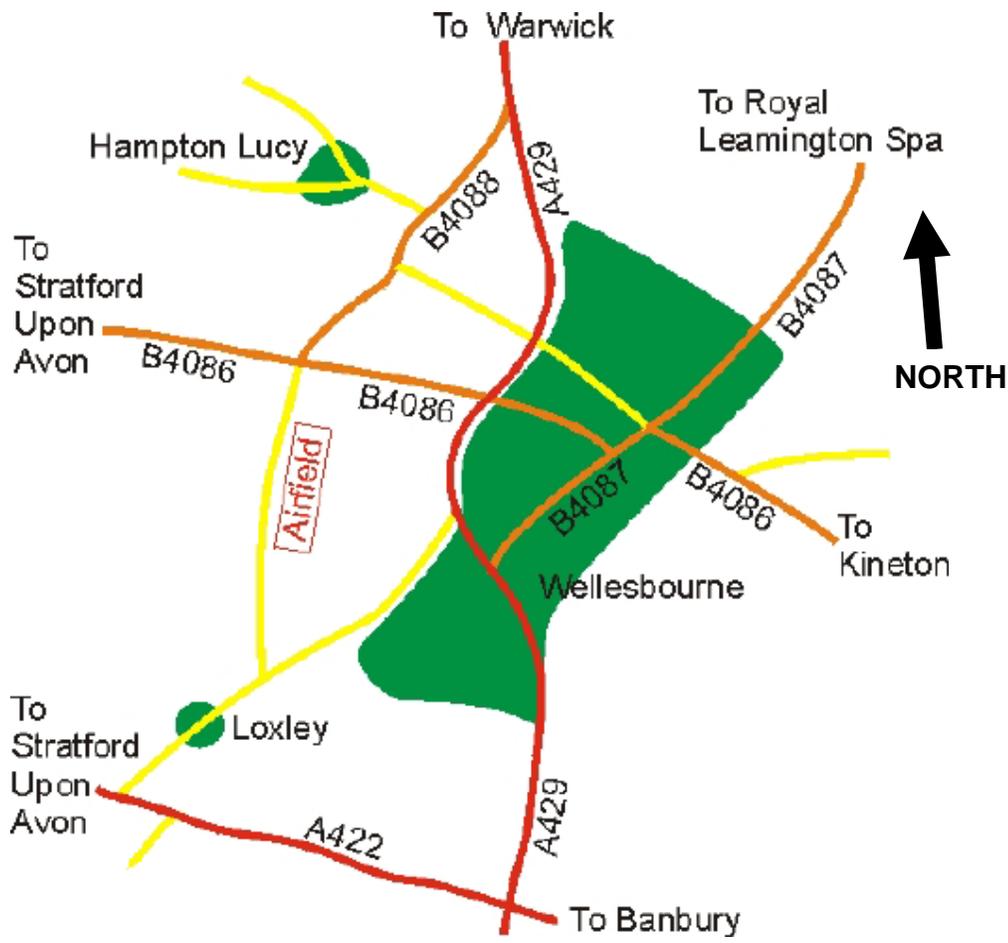
The Venue - On-Track Aviation

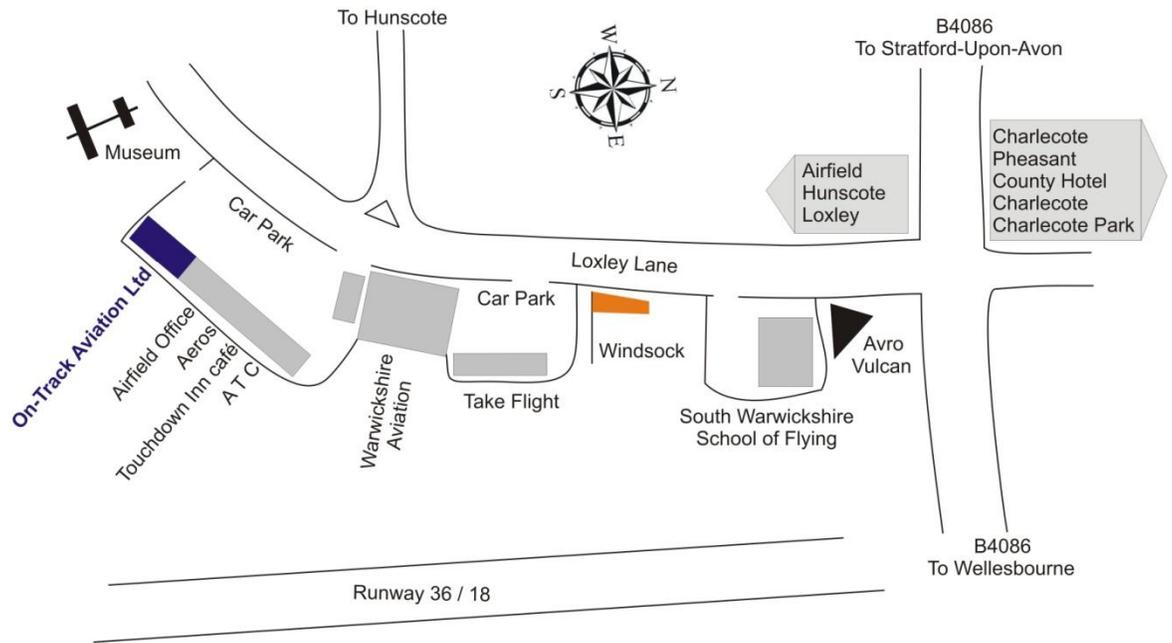
The seminar will be held in the Wellington Room at On-Track Aviation Limited, Wellesbourne Mountford Aerodrome. The aerodrome is located next to the town of Wellesbourne which is 5 miles east of Stratford-Upon-Avon and 5 miles south west of Junction 15 on the M40 along the A429.

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.

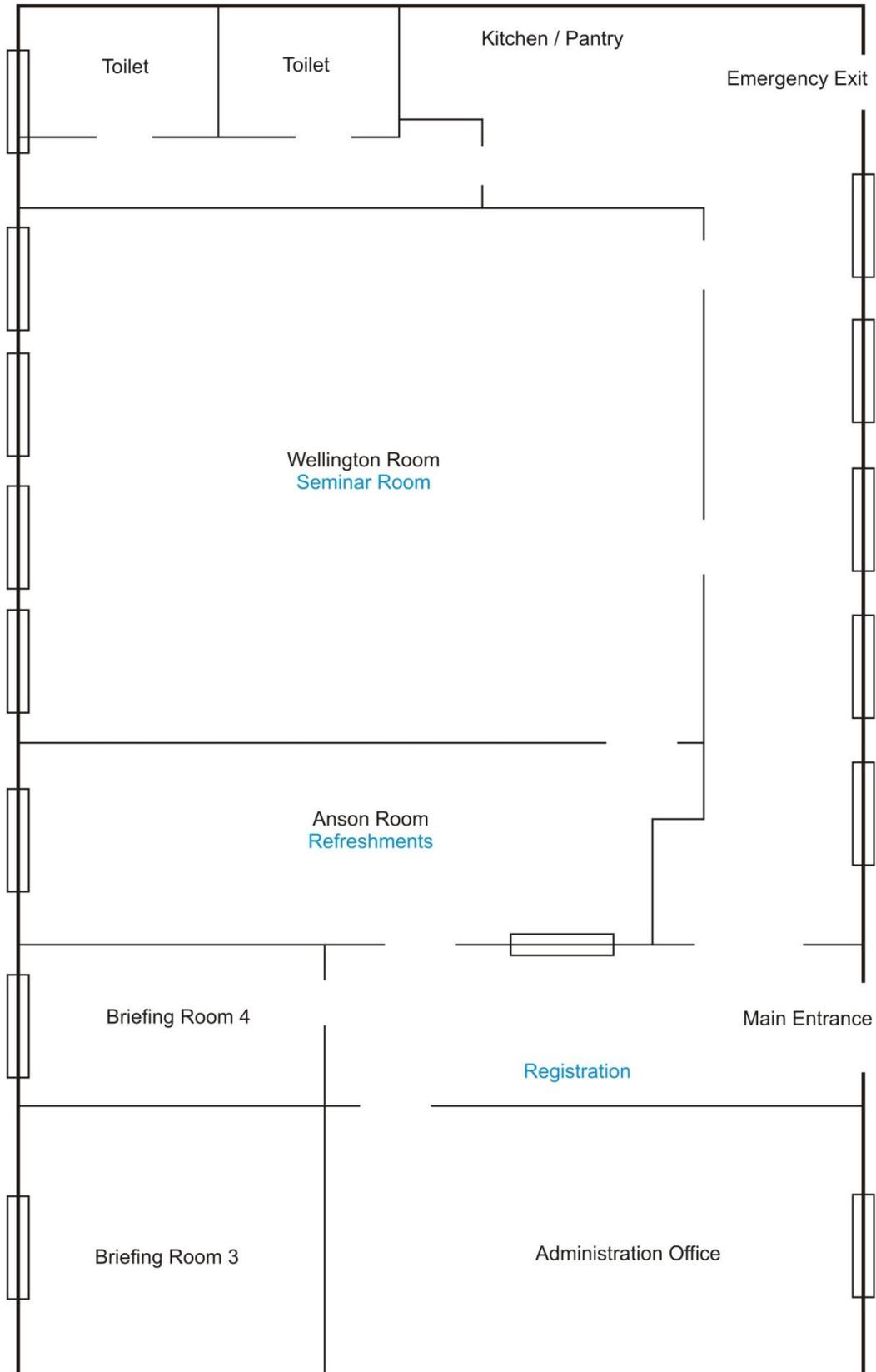
Mainline railway stations in Warwick and Stratford-Upon-Avon run regular services between London and the North. Birmingham Airport is 18 miles to the North and Coventry Airport is 14 miles to the North East.







On-Track Aviation - Instructor Refresher Seminar Plan



INSTRUCTOR REFRESHER SEMINAR PROGRAMME - ONTRACK 2019-1**DAY 1**

0800 - 0900	Registration/Coffee/Tea	Ian Alexander Paul Barker Stephanie Giles Veronica Tanner Faith Young
0900 - 0920	Seminar Introduction & Safety Briefing	Alan Newton
0920 - 1005	EASA	Mike Grierson
1005 - 1020	Coffee/Tea & Snacks	
1020 - 1200	Licensing and Revalidation	Mike Grierson
1200 - 1245	Buffet Lunch	
1245 - 1345	Teaching Basic Navigation	Mike Grierson
1345 - 1445	Student Errors	Christine Bell
1445 - 1500	Coffee/Tea & Snacks	
1500 - 1540	FCL.945	Alan Newton
1540- As reqd	Syndicate Presentation Preparation	Christine Bell Mike Grierson

DAY 2

0830 - 0845	Registration/Coffee/Tea	Paul Barker Stephanie Giles Veronica Tanner Faith Young
0845 - 1000	Syndicate Presentations	Alec Trevett Peter Thompson
1000 - 1015	Coffee/Tea & Snacks	
1015 - 1200	Syndicate Presentations	Alec Trevett Peter Thompson
1200 - 1245	Buffet Lunch	
1245 - 1345	Aviation Medicine	Mike Fonso
1345 - 1445	Safety	Alec Trevett
1445 - 1500	Coffee/Tea & Snacks	
1500 - 1600	Infringements	GASCO
1600 - 1700	Q and A	All
1700	Conclusion, Licence & Logbooks	All