



Danish CAA [Trafikstyrelsen] Examiner Refresher Course (Seminar) - Candidate Information

Introduction

This course (seminar) only covers the requirements for the issue, revalidation and renewal of Danish CAA [Trafikstyrelsen] issued examiner certificates. If your examiner certificate has been issued by another EASA Member State you should request written approval from them before enrolling onto the seminar as it may not be accepted as part of your initial issue, revalidation and/or renewal requirements.

Our course (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 course (seminar) you will be more knowledgeable about Part FCL and better informed so you can do your job more effectively.

We believe 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 Danish CAA [Trafikstyrelsen].

Scope

The course (seminar) is designed to cover the requirements of the following examiner certificates:

- FE(A), FIE(A), CRE(A) and IRE(A) SPA
- TRE(A) and SFE(A) for SP HPCA

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 Flight Examiners Manual (FEM) and additional guidance material.

Objectives

The objectives of the course (seminar) are:

- To review the test schedules, and variations of, for the issue of licences/ratings/certificates for SP aeroplanes including 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 forms and the FEM
- 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 EASA regulations
- To discuss additional topics as applicable
- To describe briefing and debriefing techniques incorporating CRM/TEM
- To describe the SE aeroplanes technical knowledge verbal examination

Format

The duration of the course (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 course (seminar) in order to qualify for the Certificate of Attendance. The numbers attending the course (seminar) will be strictly limited to maximise the benefit derived from debate and to allow sufficient opportunity for everyone to become actively involved.

The course (seminar) is a vehicle under the guidance of a Danish CAA [Trafikstyrelsen] Senior Examiner to provide examiners with the opportunity to standardise examining methods and practises including an opportunity to discuss issues with likeminded colleagues. A proactive approach will enable you to gain maximum benefit from the course (seminar).

Administration

This information package is designed to give you all the information you require prior to attending the course (seminar). A name badge will be issued to you on arrival.

Everyone attending the course (seminar) should bring with them the following items:

- EASA Licence
 - please keep your licence pages together inside your licence cover
- ICAO licence and FCL.900(c) if examining under an FCL.1000(c) privileges
 - please keep your licence pages together inside your licence cover
- Examiner / FCL.1000(c) certificate(s)
 - these are normally located in your licence or maybe on a separate certificate
- Photographic identification
 - passport, driving licence, etc

Note: We have a duty of care to check your licence(s) and examiner certificate(s).

Refreshments

The charge covers a light lunch, morning and afternoon tea/coffee and snacks. Other facilities, food or beverages, not associated with the On-Track refresher course (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.

Documents

Documents will be available to download before the refresher course (seminar) and will remain available until the completion of the refresher course (seminar). There are no hard copies of the documents available.

The documents will be removed from the On-Track Aviation webpage after the refresher course (seminar) is complete.

The username and password to access the documents online will be sent to you before the refresher course (seminar). Please note these will not be issued until payment has been received in full.

Certificate of Attendance

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

Revalidation/Renewal Action

IMPORTANT: An examiner refresher course (seminar) does not full fill the requirements of a senior examiner refresher course (seminar) and vice versa.

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

- Checked that your licence, class/type rating(s), instructor certificate(s) and medical are valid and current
- Clear evidence of having (see note 2):
 - (a) before the expiry date of the certificate, have conducted at least 6 skill tests, proficiency checks or assessments of competence. One of the skill tests, proficiency checks or assessments of competence shall take place in the period of 12 months immediately preceding the expiry date of the examiner certificate and shall have been observed by an inspector from the Danish CAA [Trafikstyrelsen] or NAA (as applicable) or by a senior examiner specifically authorised to do so by the Danish CAA [Trafikstyrelsen] or NAA (as applicable)
 - (b) attended an examiner refresher course (seminar) within the final year of validity (see note 3)
 - (c) passed an assessment of competence within the final year of validity (see notes 1, 3)

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

- Checked that your licence, class/type rating(s), instructor certificate(s) and medical are valid and current
- Clear evidence of having:
 - (a) attended an examiner refresher course (see note 3)
 - (b) passed an assessment of competence (see note 1,3)

Notes:

1. The assessment of competence is conducted as an observed test
2. 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). However, the Danish CAA [Trafikstyrelsen] requires the applicant to have conducted 6 tests/checks per examiner privilege held (e.g. 6 as TRE, 6 as CRE, etc). If this requirement is not met, the privilege will be removed, unless the observed test is performed for that specific privilege.
3. You should complete the refresher course (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

The Danish CAA [Trafikstyrelsen] Senior Examiner may not be able to renew or revalidate your examiner certificate at the end of the course if you are not a Danish CAA [Trafikstyrelsen] examiner. This may have to be done by your NAA or Senior Examiner of your NAA once you have completed all the revalidation or renewal requirements

Licences / Examiner Certificates

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

Examiner Assessment of Competence (AoC)

On-Track Aviation can arrange your examiner AOC should you require.

Danish CAA [Trafikstyrelsen]

For more information about Danish CAA [Trafikstyrelsen] examiner certificates please refer to their web site.

<https://examiner.dk/>

Contact Information

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

Unit 2, Lowes Lane Business Park, Walton Road, Wellesbourne, Warwickshire CV35 9RB

Telephone: 01789 842777 / 01789 842755 Email: info@ontrackaviation.com

Website: www.ontrackaviation.com

The Venue - On-Track Aviation

The seminar will be held in On-Track Aviation Limited, Wellesbourne, Warwickshire. The town of Wellesbourne is 5 miles east of Stratford-Upon-Avon and 5 miles south west of Junction 15 of the M40 along the A429. Please note we are not located on Wellesbourne Mountford Aerodrome.

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Road

From the north:

Leave the M40 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 continue to follow the signs towards Cirencester / Stow-on-the-Wold. After the third round about (WDP40 / Fire Station) take the first left (Ettington Road) sign posted to Wellesbourne (Village Centre) / Walton. Opposite the Co-op supermarket take the second right (Walton Road) sign posted to Walton. Then turn second left (Loves Lane) and On-Track Aviation is 200 m on the left in a large white and red brick office building (Loves Lane Business Park)

From the south:

Follow the A429, sign posted to Wellesbourne / Warwick, towards Wellesbourne town. On the outskirts of Wellesbourne town turn right (Ettington Road) sign posted to Wellesbourne (Village Centre) / Walton. Opposite the Co-op supermarket take the second right (Walton Road) sign posted to Walton. Then turn second left (Loves Lane) and On-Track Aviation is 200 m on the left in a large white and red brick office building (Loves Lane Business Park)

Car Parking

There is ample free car parking on site. Please only park in designated areas.

Railway

Mainline railway stations in Warwick and Stratford-Upon-Avon run regular services between London and the North.

Airports

Birmingham Airport is 18 miles North. Wellesbourne Mountford Aerodrome is 1.5 miles West. Coventry Airport is 18 miles North East

Local Taxis

- 007 Stratford Taxis Tel: 01789 414007
- Dawn 'til Dusk Tel: 07768 436662
- Runabout Taxis Tel: 07702 941748
- Teddy Bear Kabs Tel: 07771 622970
- Main Taxis (Stratford) Tel: 01789 415333
- Airport Taxis Tel: 01789 267951 / 07802 733852



