



Examiner Refresher Course (Seminar) - Candidate Information

Introduction

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

Our refresher 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 refresher course (seminar) you will be more knowledgeable about Part FCL/UK Regulations 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 UK CAA Standards Documents and additional guidance material.

Objectives

The objectives of the course are:

- # To review the test schedules, and variations of, for the issue of licences/ratings/certificates for single pilot aeroplanes (SPA) excluding single pilot high performance complex (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 UK CAA policy, UK CAA forms, Standards Documents, CAPs, Information Notices, TrainingCom, Skywise and other 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 UK CAA regulations
- # To discuss additional topics as specified by the UK CAA
- # To describe briefing and debriefing techniques incorporating CRM/TEM

To describe the single engine aeroplane technical knowledge verbal examination

Format

The duration of the refresher 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 refresher course (seminar) in order to qualify for the Certificate of Attendance. The numbers attending the refresher 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 refresher course (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 refresher course (seminar).

Administration

This information package is designed to give you all the information you require prior to attending the refresher course (seminar).

IMPORTANT: Ensure you have paid before the date of the refresher course (seminar) otherwise the Zoom and documents access information will not be sent to you.

Before the start of the refresher course (seminar) you will be sent the following information:

- Online documents username and password
- A Zoom link to the refresher course (seminar) including meeting code and password

Please check your email 'Spam/Junk' folder in addition to your 'Inbox' for the above.

The online documents will be available from the Friday before the start of the refresher course (seminar) until it ends.

We have a duty of care to check your licence(s), medical and examiner certificate(s). Therefore, everyone attending the refresher course (seminar) **SHALL** send copies of the following items prior to the start of the refresher course (seminar) (see note 1):

- Licence(s)
 - Part FCL and/or UK CAA (as applicable)
 - particularly important if you are renewing after a long lay off
 - ensure you copy both sides of the licence
 - 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 examiner certificate(s)
- Medical
- Identity document

- passport or national identity card or photo driving licence
- Copies of 2 examiner report forms showing either a fail or partial pass [optional]
 - to be used during the examiner refresher course (seminar) [anonymously]

Email: info@ontrackaviation.com

Notes:

1. This is normally completed during the online registration. If you haven't already supplied these, please send by email.

Refreshment Breaks

Short breaks (10 minutes) will be planned between presentations to enable you to get light refreshment and to stretch your legs. A longer break (45 minutes) will be planned for lunch time.

Online Presentation

In order to gain the most from the presentations you need to be in a room without any disturbance. We recommend you use a laptop, PC or tablet and not a mobile phone. It is a requirement to have a camera and microphone. The internet connection should be of a good quality.

It is recommended that you download the free software; Zoom Client for Meetings (<https://zoom.us/download>) and familiarise yourself with the controls before attending the refresher course (seminar). Additionally, if you are unfamiliar with this type of online meeting software, we can arrange a tutorial ahead of the refresher course (seminar).

In order for us to assist you with any technical issues on the day please supply a phone number where we can contact you. Alternatively, you can contact On-Track Aviation (see **Contact Information**) as our offices will be manned during the refresher course (seminar).

Workshops

You will be assigned to a workshop on the day. The workshop will be facilitated by a member of the On-Track Aviation team. The content will be based on the examiner standardisation course - examiner core knowledge. Therefore, you might wish to review UK CAA Standards Document 21 (Appendix A) prior to attending the refresher course (seminar).

Confirmation of Attendance

In order to confirm you have attended all sessions of the online refresher course (seminar) we will capture your video images during each presentation. Additionally, the refresher course (seminar) will be recorded. If you are absent for more than 10 minutes per day (excluding planned short breaks and lunch time) you will be deemed not to have attended.

Certificate of Attendance

Attendance from you will be required for the whole duration of the refresher course (seminar) including breakout groups and workshops. On completion you shall be sent a Certificate of Attendance a copy of which you will need to send to the UK CAA with your application to revalidate/renew your examiner certificate.

Revalidation/Renewal Action

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

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

- Completed the Part-FCL Single Pilot Aeroplane Examiner Authorisation Application (Issue, Variation, Revalidation and Renewal) SE(A), FE(A), CRE(A), IRE(A), FIE(A), GR(A) [SRG1128A]
- Checked that your licence, class/type rating(s), instructor certificate(s) and medical are valid and current
- Clear evidence of having (see note 3):
 - (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 assessed by a CAA FOTI or by a senior examiner specifically authorised to do so by the UK CAA (see note 2)
 - (b) attended an examiner refresher course (seminar) within the final year of validity (see note 4)
 - (c) passed an examiner 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 Part-FCL Single Pilot Aeroplane Examiner Authorisation Application (Issue, Variation, Revalidation and Renewal) SE(A), FE(A), CRE(A), IRE(A), FIE(A), GR(A) [SRG1128A]
- Checked that your licence, class/type rating(s), instructor certificate(s) and medical are valid
- Clear evidence of having:
 - (a) attended an examiner refresher course (seminar) (see note 4)
 - (b) passed an examiner assessment of competence (see note 1,4)

Notes:

1. The assessment of competence can be conducted as a dummy or observed test
2. The skill test, proficiency check or assessments of competence that occurs in the 12 months immediately preceding the expiry date of the examiner certificate can be conducted as a dummy test or an observed test
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 UK 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

You should complete the refresher course (seminar) before the assessment of competence in accordance with FCL.1030(ii). Notwithstanding FCL.1030(ii), the UK CAA will accept the completion of the assessment of competence and refresher course (seminar) in any order.

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

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

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

There are no questionnaire(s) / form(s) / exercise(s) you should complete prior to attending the refresher course (seminar).

Question and Answer (Q & A) Session

The refresher course (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 refresher course (seminar). The Q & A session maybe attended by a UK CAA FOTI (when available).

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