

12<sup>th</sup> November 2014

### Training Records

#### **1 Introduction**

- 1.1 It has been brought to my attention that some training is taking place which is not being properly recorded and reported to LAA Head Office. During transition to EASA, it is important to make sure that we comply with the incoming requirements as we will be subject to both self-audit and audit by the Civil Aviation Authority.
- 1.2 Ensuring training is properly notified in advance and subsequently recorded will also mean that LAA Head Office are able to assist in the event of an incident or accident.

#### **2 Training on behalf of the LAA Pilot Coaching Scheme**

- 2.1 All ground and flight training carried out by LAA Coaches on behalf of the LAA must be properly recorded; this record must be submitted upon completion of training. If you have not been provided with a training record, a blank form can be downloaded (Coaching Scheme Leaflet 3.8) from the LAA website.
- 2.2 Training such as the "one hour with an instructor" does not need to be notified in advance, but must be reported via a training record to LAA Head Office, either by post or e-mail.
- 2.3 Type conversions and tailwheel conversions must be applied for by the student in advance of any training through LAA Head Office. Application forms are on the LAA website under Pilot Coaching>Files and Forms. The coach will be provided with a copy of the submitted documents including aircraft insurance and a blank training record.
- 2.4 All ad-hoc training, such as refresher or Class Rating renewal training, should be notified in advance to LAA Head Office via a brief e-mail to include student's name and LAA membership number, aircraft type and registration, and a brief description of the expected training. Upon completion of training, a training record must be submitted to LAA Head Office.

#### **3 Summary**

- 3.1 All training except the "one hour with an instructor" must be notified in advance. Upon completion of any course of training under the LAA Pilot Coaching Scheme, a training record must be submitted to LAA Head Office.

Notification of Training to: [coaching@laa.uk.com](mailto:coaching@laa.uk.com)

Training Record to: [penny.sharpe@laa.uk.com](mailto:penny.sharpe@laa.uk.com) (or via post)



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