

THE LIGHT AIRCRAFT ASSOCIATION PILOT COACHING SCHEME

COACHING MANUAL

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CONTENTS

PART I

Description, Application and Administration

CHAPTER 1	Scope of the Scheme
CHAPTER 2	Tutorial Sessions - Conditions and Responsibilities
CHAPTER 3	Tutorial Sessions - Breadth of Skills Knowledge and Completion Standards
CHAPTER 4	Strip Flying
CHAPTER 5	Type Conversion Training
CHAPTER 6	Refresher Flying
CHAPTER 7	EU Licence Training
CHAPTER 8	NPPL training

CHAPTER 1

SCOPE OF THE SCHEME

Introduction

- 1.1. Training for a Pilot's Licence provides the basic skills in aircraft handling, instrument appreciation, and VFR navigation required for the safe operation of light aircraft in familiar airspace from an aerodrome similar to the training base over generally similar terrain by a pilot who has retained these skills. However, licence training does not prepare a pilot to operate every type of aeroplane in every environment. Many members of the Light Aircraft Association own aeroplanes which possess handling, performance, and/or operating characteristics different from the aircraft used during their licence training. These may be based at strips which bear little resemblance to an aerodrome approved for licence training.
- 1.2. Any aircraft operation which goes beyond that previously trained for generates additional hazards, as witnessed by accident reports. Aircraft accidents are costly in financial and, much more importantly, in human terms, so these hazards must be understood and risks minimised. The LAA recognises the importance of providing guidance to members to minimise those risks.
- 1.3. Financial costs, aircraft serviceability and weather are among factors which frequently prevent pilots exercising the skills and airmanship they learned during licence training. Skills and knowledge deteriorate with time if not actively used, and the mandated minimum currency requirements do not guarantee their retention. Lack of recency has been identified as a major factor in accident reports and pilots who are unable to maintain their skills need assistance from qualified instructors to regain them.

The Aim of the Pilot Coaching Scheme

- 1.4. To encourage the highest standards of safety in light aeroplane operations both in the air and on the ground, the LAA provides a coaching scheme. Under the Scheme, the Association provides training sessions for LAA members on aircraft handling and airmanship skills on the ground and in the air. The Scheme places strong emphasis on the safe operation of aircraft, especially those with unusual handling qualities. It also assists pilots to expand their flying horizons in a safe manner.

Responsibility

- 1.5. Responsibility for development, organisation and running of the coaching scheme rests with the LAA Executive Committee, but is delegated to a nominated Head of Training and a National Coach. These oversee a limited number of approved LAA Coaches covering, as far as possible, all geographical areas of the UK.

Coaching Methods, Breadth and Scope

- 1.6. Coaching is provided at tutorial sessions arranged by Coaches at suitable aerodromes or private strips. Theory seminars include discussions and teaching on airmanship, technical, and regulatory subjects and are followed (ideally during the same weekend) by coaching in the air.
- 1.7 Type Conversion, Strip Conversion, and Refresher Flying including biennial flight with an instructor are the primary training courses provided under the Scheme, and syllabi for these are provided in later chapters. Coaches may also be asked to carry out training for UK and EU Licences under the LAA's DTO status, and guidance for those is also provided later. Ground Subjects Refresher Training will depend on the needs of the candidate and paras 1.10 to 1.12 should be used as a guide. PPL theoretical knowledge examinations may also be undertaken at approved centres under the LAA's DTO status.

Scope of Flying Skills and Airmanship

- 1.8 Throughout the coaching sessions, the priority is to improve safety standards. Tuition concentrates on situations identified as hazardous on the ground and in the air. The various phases of flight and topics to be covered are listed below, in no particular order of priority, and as many should be covered as the available time allows:

Flying Skills

- 1.8.1.
 - a. Ground manoeuvring in confined spaces.
 - b. Short/soft field and crosswind take-offs.
 - c. Achievement of maximum angle/rate of climb.
 - d. Stall recognition, recovery, and avoidance.
 - e. Options following full or partial engine failure during & after take-off.
 - f. Precautionary landings.
 - g. Consistency of landing approach path.
 - h. Airspeed control during normal & sideslip approaches.
 - i. Threshold speed control in turbulence and crosswinds.
 - j. Forced landing after partial/complete engine failure.
 - k. Bad weather circuits and landings.
 - l. Take-off and landing weather and performance limitations.
 - m. Emergency use of radio.
 - n. Use of Air Traffic Services Outside Controlled Airspace.
 - o. Lookout.
 - p. VFR navigation.
 - q. The importance of a disciplined approach to flying.

Operations from Private Strips and Minor Aerodromes

- 1.8.2. a. Grass length and slope.
- b. Obstructions.
- c. Escape routes.
- d. Drainage.
- e. Surface assessment.
- f. Windspeed.
- g. Choice of take-off path.
- h. Conflict with local aerodrome activities.
- i. CAP 428 (Safety Standards at Unlicensed Aerodromes).
- j. General Aviation Safety Sense No 12. STRIP SENSE.
- k. Booking in and out.

Airmanship on the Ground

- 1.8.3. a. Hand swinging propellers.
- b. Starting and taxiing hazards.
- c. Rules of the Air on the Ground.
- d. Aircraft security considerations.
- e. Aircraft picketing.
- f. Care of passengers and onlookers.

Flight Preparation

- 1.8.4. a. Met forecast availability and understanding.
- b. Flight Planning, including use of computerised systems.
- c. The go/no go decision.

Regulations

- 1.8.5. a. Airspace classifications and their significance.
- b. Visual Flight rules and weather minima.
- c. AIS Documentation.
- d. Low flying "Rules of the Air" and implications.

Operating Aircraft with Unusual Handling Qualities

- 1.8.6. a. Identification of potentially hazardous qualities.
- b. Action required to overcome these.
- c. Setting realistic personal limitations.

CHAPTER 2

TUTORIAL SESSIONS - CONDITIONS AND RESPONSIBILITIES

Introduction

- 2.1. The following conditions and responsibilities provide a basic framework for Coaches and aircraft owners taking part in tutorial sessions to ensure safety and an acceptable level of standardisation.

Aircraft Owners

- 2.2. The aircraft owner is to ensure that his aircraft is equipped with a serviceable VHF radio capable of being used with the air traffic services available at the aerodrome hosting the tutorial session. Clear intercom between Coach and aircraft owner is to be available at all times when coaching is taking place. The aircraft owner is also to ensure that two compatible headsets are provided. R/T transmission and reception must be available to both the Coach and aircraft owner.
- 2.3. The pilot under training is responsible for remunerating the Coach for expenses as agreed beforehand, and for the cost of fuel, oil and spares consumed during the tutorial. The pilot is to bring to the tutorial the following:
- a. Aircraft picketing gear.
 - b. Proof of 3rd party insurance cover to the legal minimum liability and hull insurance.
 - c. Flight crew licence(s).
 - d. Pilot's log book.
 - e. Valid Permit to Fly.
 - f. Appropriate Flight Manual/Pilots Notes/Check lists.
 - g. Proof of ownership to ensure the training is a private flight.

Coach

- 2.4. The Coach is responsible for conducting individual tutorials in accordance with the appropriate syllabus issued by the LAA, and for submitting a Training Notification Form on-line to the LAA.

The Coach is responsible for the following;

- a. Complying with the law, including any conditions laid down in permissions and exemptions.
- b. Checking that training may take place at the aerodrome or strip.
- c. Conducting a briefing, before the flying part of the tutorial, covering:
 - i. Aerodrome or strip layout, taxiing and circuit pattern, and any local restrictions and other traffic patterns.
 - ii. VHF frequencies to be used.
 - iii. Condition and dimensions of landing/take-off surfaces to be used.
 - iv. Local noise-sensitive areas.
- v. Maintaining appropriate weather conditions during the tutorial flights.
- vi. Determining those parts of the syllabus to be covered.

Minimum Weather Conditions

- 2.5. Coaching is only to be carried out when the in-flight visibility is 3km or better. Unless the aircraft is permitted to fly in IMC, coaching is only to be carried out when clear of cloud and in sight of the surface.

Flight Crew Designation and Authorisation

- 2.6. During tutorial flights the Coach is the pilot-in-command and the aircraft owner should log the flights as pilot under training. The Coach is responsible for supplying and completing authorisation sheets for the tutorial meeting. 'Chock to chock' times are to be recorded. These sheets are to provide a complete record of flying achieved during the tutorial meeting and are to be retained by the Coach for a minimum of 3 years. A consolidated record of all training is to be sent to LAA Coaching at Headquarters every year.

Aircraft Familiarisation

- 2.7. Before a coaching flight begins, the aircraft owner is to make the aircraft available to the Coach to allow the Coach to become familiar with the flight characteristics of the type or that particular model. This requirement may be waived if the Coach is already familiar with the type and model.

Length of Coaching Sorties

- 2.8. Each individual coaching flight should be planned to be no more than 1 hour in duration followed by a comprehensive de-briefing by the Coach covering the aircraft owner's handling skills and related subjects.

Administration

- 2.9. Payment for the coaching they are to receive is to be made by the pilots under training to the individual Coach to cover his or her expenses, as agreed before coaching is undertaken.
- 2.10. After completing the tutorial, the Coach shall sign the aircraft owner's logbook to confirm that the training has been carried out. Coaching which fulfils licensing requirements is to be certified in accordance with the relevant regulations. Coaches shall retain a record of all training carried out under the Scheme for a minimum of 5 years, and submit a consolidated return of all coaching carried out annually, and on request, to the PCS Head of Training at LAA headquarters.

CHAPTER 3

TUTORIAL SESSIONS, BREADTH OF SKILLS, KNOWLEDGE AND COMPLETION STANDARDS

Introduction

- 3.1. This chapter provides guidance for LAA Coaches on the coaching of flying skills and subjects to be covered during tutorial sessions. Before appointment, LAA Coaches will attend a standardisation meeting under the supervision of the National Coach at which the tutorial points included in this paper should be discussed in depth.

Completion Standards

- 3.2. Coaches are expected to concentrate on the weaker areas of skill displayed by owners. The following list indicates the most important skills and knowledge considered necessary to fly and operate LAA aircraft safely, and a coaching session should not be considered complete if the pilot is unable to achieve a safe standard in all relevant sections.

Flying Skills

- 3.3. The following flying skills and essential knowledge should form the basis of tutorial sessions.

3.3.1. Ground Manoeuvring in Confined Spaces

- a. Wheel braking techniques to achieve minimum radius turns.
- b. Control column position when turning in strong winds.
- c. Effect of slipstreams on third parties, ground equipment, hangar doors and other aircraft.
- d. Technique for ground manoeuvring taildraggers in strong winds.

3.3.2. Short/Soft/Sloping Field and Crosswind Take-Off

- a. Use of power and momentum to achieve minimum take-off run.
- b. Achievement of IAS for maximum angle of climb.
- c. Control position and technique for sloping ground take-off.
- d. Establishment of limiting cross wind for take-off.
- e. Avoidance of pilot induced oscillation.

3.3.3. Stalling

- a. Recognition of the stall from straight and level flight.
- b. Recovery from the stall with emphasis on reducing angle of attack.
- c. Recognition of the approach to the stall in level flight with and without power and flaps.
- d. Recognition of the approach to the stall in turning and high angle flight with and without power and flaps.
- e. Recovery from c. and d. with emphasis on achieving a safe angle of attack and balanced flight before attempting to manoeuvre.

3.3.4. Engine Failure After Take-Off

- a. Discourage the turn back option, but consider a minimum height and maximum wind speed if it is essential.
- b. Handling following EFATO from a maximum climb angle (at a safe height).
- c. Cockpit actions following EFATO.
- d. Manoeuvring limitations following EFATO.
- e. Actions following a partial loss of power/rough running. Discourage early turns.

3.3.5. Abnormal Approaches

- a. Partial engine failure or malfunction in the circuit - options.
- b. Engine malfunctions necessitating unconventional pattern and landing on an aerodrome (PFL pattern).
- c. Short field landings.
- d. Sloping field landings.
- e. Degraded Visibility Procedures - configuration, timed circuits.

3.3.6. Consistency of Landing Approach Path

The approach should be stable from about 300 feet to touchdown. The direction of approach, with or without sideslip, should be achieved with no significant error after the final turn. IAS should be optimum for the type and controlled within the range -0 to +7 knots under calm conditions

3.3.7. Threshold Speed Control in Turbulence and Cross Wind

- a. Prompt use of primary controls to maintain correct pitch, roll, and yaw attitude without undue deviation.
- b. Prompt use of power to maintain angle of descent, and pitch control to achieve and maintain threshold speed.
- c. Correct use of flaps in accordance with handling notes.

3.3.8. Forced Landing after Partial/Complete Engine Failure

Where possible this skill should first be practised at an aerodrome.

- a. Ideally, use the high key/low key/constant aspect method.
- b. Use of Mayday vs. Pan Pan call
- c. Passenger brief (door & brace)

3.3.9. Bad Weather Circuits and Landings

- a. Reasons for a precautionary circuit - weather, fuel shortage, lost?, and the need for early action.
- b. Field suitability - wind, size, slope, surface, surrounds, stock?
- c. Assess while flying into wind from hedge to hedge - minimum time?
- d. Oval circuit pattern in bad visibility configuration (final turn speed and configuration) at safe height (500 feet) and clear of cloud.
- e. Maintain height in final turn until threshold in good view.
- f. Keep aiming point well into landing area
- g. Go-around from low height checking field for problems.
- h. Be ready to change fields.

3.3.10. Take-off and Landing Wind/Turbulence Limits

On the basis of the type's handling qualities and performance the Coach should recommend:

- a. Take-off and landing cross wind limits.
- b. Turbulence limits; e.g. flight in no more than moderate turbulence.
- c. Consideration of thermal activity and orographic effects.

3.3.11. Emergency use of Radio

Brief on D + D services available on 121.5 MHz and obtain either:

- a. Practice PAN or
- b. Training Fix.

3.3.12. Use of Air Traffic Services Outside Controlled Airspace

Ensure a working understanding of the services available by using the LARS system, or FIS from London and Scottish Centres.

3.3.13. Collision avoidance (GA SafetySense Leaflet 13)

- a. Lookout techniques to be emphasised and practised on each tutorial sortie.
- b. Recommend electronic assistance.

3.3.14. VFR Navigation (GA SafetySense Leaflet 5)

- a. Importance of flight planning and the use of a flight log.
- b. Selecting visual waypoints.
- c. Returning to track.
- d. Maintaining track and adjusting heading
- e. ETA revisions.
- f. Diversion calculations.
- g. GPS use.
- h. Correct use of the pressure altimeter.

3.3.15. Disciplined Approach to Flying

- a. Use of take-off, after take-off, pre-landing and en-route checks.
- b. Complying with Visual Flight Rules, particularly minimum heights.
- c. Adherence to personal limitations.
- d. Fuel reserves.

3.3.16. Use of Electronic devices and Navigation Programs

- a. Confirmation of normal planning
- b. Plan for device failure
 - i. Reasons (battery, overheating etc.)
 - ii. Chart
- c. Device secure mounting
- d. Diversion planning while flying
 - i. Obtain new route
 - ii. Check infringement dangers
 - iii. Obtain relevant frequencies
 - iv. Essential to maintain Lookout

Ground Operations

3.4 The following theoretical knowledge and airmanship points should be covered during tutorial sessions.

3.4.1. Hand Swinging Propellers

- a. Briefing.
- b. Chocks.
- c. Procedure.

3.4.2. Engine Starting and Taxying

- a. Brakes, chocks, physical restraint of aircraft if necessary.
- b. Lookout.
- c. Crossing hard/soft and soft/hard surfaces.
- d. Control position

3.4.3. Aircraft Security Considerations

- a. To lock or not to lock?
- b. Hangar security.
- c. Removable equipment.
- d. Key custody (ignition and entrance door).

3.4.4. Aircraft Picketing

- a. Stakes or blocks.
- b. Control locking.

3.4.5. Care of Passengers and onlookers (GA Safety Sense Leaflet 2)

- a. Safety briefings.
- b. Use of passengers as a cockpit resource

3.4.6. Theoretical and Regulatory Knowledge

- a. Right of Way Rules
- b. The low flying rules
- c. NOTAMS, and access from the internet (<http://www.ais.org.uk>)
- d. Use of the AIP
- e. Met forecast availability and sources
- f. Intake icing (GA Safety Sense Leaflet 3B and 14A).
- g. Weight and Balance (GA Safety Sense Leaflet 9A).
- h. Windshear, ground effect, onset of dangerous weather conditions.
- i. Limitations for flight in aircraft operating on Permits to Fly.

3.4.7. Refuelling

- a. Importance of earthing while refuelling.
- b. Precautions against using the incorrect fuel type or mixture.
- c. Fuel quality and temperature limitations.
- d. Fuel deterioration after time.

3.4.8. Considerate Flying

- a. Consider other aviators, especially in the circuit.
- b. Adopt noise reduction flight paths.

CHAPTER 4

STRIP FLYING

References : CAP 422 *Safety Standards at Unlicensed Aerodromes*
CAA GA SafetySense Leaflet 12 - *Strip Sense*
CAA GA SafetySense Leaflet 7 - *Aeroplane Performance*
LAA CSD 1.13 - *Strip Flying Conversion*

Introduction

- 4.1. Private flying strips can present hazards because of their unusual physical characteristics when compared with conventional aerodromes. When homebuilt aircraft with less than ideal flying qualities are flown from strips where these hazards exist, high levels of pilot skills and awareness are essential if safety is not to be jeopardised. This Chapter highlights the particular flying skills required for safe operations from strips and on which coaches should concentrate during tutorial meetings with owners aiming for a LAA Strip Flying Diploma. The Chapter also covers other important safety aspects relevant to strip operations which Coaches should impart to owners.
- 4.2. Familiarity with a particular strip does not confer upon a pilot the ability to fly successfully from other strips with which the pilot is less familiar. However, maintaining the pilot skills for safe strip flying is essential for pilots of homebuilt aircraft who wish to fly from a range of strips, but they should take special care in applying these skills while gaining familiarity with strips that are new to them.

Coaches should emphasise this point and only recommend the award of Strip Flying Diplomas to pilots who achieve high all-round standards of strip flying skills and strip operating knowledge.

Strip Flying Skills

- 4.3. Coaching for a Strip Flying Certificate should concentrate on the following flying skills in addition to the general flying skills listed in Chapter 3.
 - a. Soft/short field take-offs.
 - b. Achievement of maximum climbing angle after take-off.
 - c. Runway approaches using sideslip at constant IAS (V_{REF} as the PoH dictates or $1.3 V_s$).
 - d. Curved approaches at constant IAS (V_{REF}).
 - e. Straight-in powered approaches at constant IAS (V_{REF} minus 5 knots if safe) leading to a short landing.
 - d. Achievement of target threshold speed.
 - e. Cross wind landings and handling in turbulence and curl over caused by adjacent obstructions.
- 4.4. Aircraft handling techniques and configurations applicable to the above flying skills vary between aircraft types and models. Limitations and handling guidance contained in Pilot Operating Handbooks and equivalent documents should be followed.

- 4.5. Coaches should, whenever possible, arrange to teach strip flying techniques at a conventional aerodrome until these skills have been mastered by owners. When sufficiently high standards have been achieved, Coaches should arrange dual exercises at suitable private strips.

Physical Characteristics of Private Strips

- 4.6. CAP 428 'Safety Standards at Unlicensed Aerodromes' provides a useful measure against which to judge the safety of private strips in terms of the severity of potential hazards which may be present on the strip or in its surroundings.
- 4.7. Among the standards recommended for unlicensed aerodromes with a runway of less than 800 metres in length are:
 - a. No natural or man-made objects higher than 150 ft above the average runway elevation within a radius of 2000 metres from the runway mid-point.
 - b. A minimum width of 18 metres.
 - c. Average longitudinal and lateral gradients not exceeding 1:33.
- 4.7. An unlicensed grass runway would be expected to have:
 - a. A smooth well-drained surface free from loose and upstanding objects, depressions and ditches.
 - b. Grass not exceeding 10 cm (4 inches) in length.
 - c. Clear ground each side of the runway and at the ends over which aircraft could taxi without difficulty. These areas should be at least 30 metres wide.

Operations - Strip Assessment

- 4.8. Using *SafetySense leaflet 12* and the information in paragraphs 4.6. and 4.7. as background, Coaches should discuss with owners the physical characteristics of strips to be used and their suitability for the aircraft type to be operated from them. This discussion should include:
 - a. Grass length and the landing runs to be expected as it changes.
 - b. Runway length and width.
 - c. Runway gradients.
 - d. Runway surface hardness/softness.
 - e. Drainage and whether the runway is likely to be wet or dry.
 - f. Daily checks of the strip.
 - g. Nearby obstructions which could affect the safety of take-off, landing, the circuit pattern or taxiing.
 - h. Responsibility for the maintenance of the strip and any vegetation likely to cause an obstruction in the future.
 - i. Areas near the strip suitable for forced landing, particularly following engine malfunction after take-off.
 - j. Any special features relevant to the strip.
 - k. Weather conditions likely to make the strip less than acceptably safe.
 - l. The type of windsock in use and the importance of monitoring windsock indications before take-off and landing.

Aircraft Performance

- 4.9. When assessment of the strip has been completed, and before flying from the strip, the aircraft's performance should be judged against the criteria and advice provided in CAA General Aviation Safety Sense Leaflet 'Aeroplane Performance'.

Co-ordination of Air Traffic

- 4.10. When flying from strips it is important that consideration should be given to possible problems which can arise through conflict between strip users and others operating from neighbouring aerodromes. If the strip falls within or close to Controlled airspace or an Aerodrome Traffic Zone their procedures may conflict with those of the strip users, and a letter of agreement may be advisable. Strip traffic may also come into conflict with low flying or other military traffic, and the RAF's Low Flying Cell should be advised of the strip's presence.

- 4.11. Before operating from a strip, Coaches should ensure that arrangements are in place for the co-ordination of strip operations with neighbouring aerodromes and military traffic. Advice on operations from private strips may be obtained from:

Civil Aviation Authority
Airspace Regulation (Utilisation) (AR (U))
Aviation House
Gatwick Airport South
RH6 0YR
Telephone: 01293 983 880

Fire Fighting and Rescue

- 4.12. CAP 428 'Safety Standards at Unlicensed Aerodromes' Appendix E suggests the minimum scale of equipment needed to deal with a fire and rescue situation involving aircraft such as the Cessna 150/152 and Piper PA38 Tomahawk. It is clearly unlikely that private strips will be equipped to anywhere near this minimum scale, and reliance will therefore have to be placed on the local emergency services in the event of a serious accident. Coaches should confirm that the local emergency services are aware that flying takes place from the strip from time to time, and that a suitable alerting system is in place in the event of an accident.

CHAPTER 5

TYPE CONVERSION TRAINING

References:

LAA CSD 1.08 - *Type Conversion*

LAA TL 2.30 - *Converting to a new type*

Introduction

5.1. Type conversion tutorials are intended to provide new owners with the skills and knowledge needed to fly their aircraft safely from an aerodrome. Where an owner intends operating their new aircraft from a strip, the training should be conducted in two parts. Initial training and practice should be carried out at an aerodrome with runway characteristics adequate to allow for errors during that practice. Subsequent training at the intended strip should form a separate training session.

Preparation

5.2 The pilot should have read *TL 2.30* and studied whatever information he or she could find from web and LAA engineering sources on the aircraft. Coaches should do the same before providing training even if they are familiar with the aircraft type, as individual aircraft vary and can sometimes produce unexpected characteristics.

The Training Programme

5.3. The training programme for each type and individual pilot must of necessity be unique to the individual aircraft and pilot. In general, Coaches should follow the sequence given in Chapter 3, but the number of hours allocated to briefing and theoretical knowledge training is likely to be considerably more than for a general flying session.

CHAPTER 6

REFRESHER FLYING WITH AN INSTRUCTOR

Reference:

LAA CSD 1.10 - Refresher training

Introduction

6.1. Maintaining already learned skills and knowledge is fundamental to safety, whatever type or class of aircraft pilots fly. The regulatory authorities recognise this by requiring pilots to fly with an instructor for every Class Rating revalidation. Since home built aircraft can be more difficult to handle safely than certificated machines, and the conditions under which they are flown are often more demanding on pilot skills, it is especially important that pilots of home built aircraft remain in recent flying practice. Inevitably, however, pilots are often unable to fly for long periods, especially but not exclusively during winter. To help pilots return to flying practice following a non-flying period, the Pilot Coaching Scheme offers refresher flying to LAA members. This should be arranged to enable individual pilots to regain basic flying skills that may have become degraded, and to bring them up to date with any regulatory or flight procedural matters that may have changed since they last flew, or which may have been forgotten. The CAA publish "TrainingComs" which contain their most up-to-date advice on the mandatory refresher flights, and Coaches should take that advice into consideration.

Flying Skills

- 6.2. Whether the refresher flying is part of a mandatory requirement or not, the amount of flying time spent on revising each of the flying skills listed below should depend on the individual pilot. The Coach should discuss the pilot's wishes and concerns beforehand, and brief for the flight accordingly. However, once airborne, any weakness uncovered should be worked upon until corrected. The skills that have generally been found to need most refresher flying time have been marked with an asterisk and should be given priority. A pilot should only be considered as refreshed successfully once he or she has achieved a satisfactory standard in these asterisked skills.
- a. Normal take off, and landing from a powered approach.*
 - b. Glide approach and landing.*
 - c. Practice forced landing after engine failure in the cruise.
 - d. Recognition and avoidance of the approaching stall in straight and turning flight, with and without power, and flaps if applicable.*
 - e. Side slipping approaches in aircraft without flaps.*
 - f. Safe recovery from a wing drop after a stall in straight flight.
 - g. Short and soft field take-off.
 - h. Engine failure after take-off, including partial power failure*.
 - i. Short landing.
 - j. Cross wind landing.

Planned Flying Time

- 6.3. PCS refresher flying should be completed in one day, and would normally total two 45 minute sorties, remembering that rating revalidation training must total at least one hour. However, Coaches should offer as much flying tuition as necessary to achieve a good standard within the time available.

Regulations and Flight Procedures

- 6.4. Regulations and flight procedures which affect VFR flight should be discussed with an emphasis on any recent changes that may have been made or are in the offing. The Coach should review at least the following subjects with the pilot to refresh knowledge that may have been forgotten, and to cover any changes that have recently been announced.
- a. Visual Flight Rules including weather and height minima.
 - b. Distress and Urgency Procedures.
 - c. Danger, Prohibited, and Restricted Areas.
 - d. NOTAM and sources.
 - e. Classes of Airspace, and their use under VFR where permitted.
 - f. The UK 1:250,000 and 1:500,000 Topographical Chart
 - g. Met forecasts and sources.
 - h. R/T Procedure (CAP 413).
 - i. Air Traffic Services Outside Controlled Airspace.

Administrative Procedures

- 6.5. After a refresher flight, the Coach should offer a written debrief to the pilot wherever possible. The flight should be clearly identified in the logbooks of both the pilot and the Coach, and the Coach should sign the pilot's logbook that the training has been completed, identifying any flight which may be required to revalidate a Rating with the Coach's licence number.
- 6.6. If the refresher flight has completed the pilot's requirements for rating revalidation, the Coach should sign the certificate of revalidation in the pilot's licence using FCL.945 privileges.

CHAPTER 7

EU LICENCE TRAINING

Introduction

7.1 As a Declared Training Organisation, the LAA is able to provide training for the EU PART-FCL Light Aircraft Pilot Licence (LAPL) and Private Pilot Licence (PPL) including training for both Single Engine Piston (SEP) and Touring Motor Glider (TMG) Ratings. Coaches who hold valid PART-FCL Flight Instructor (FI) certificates may deliver training for a licence, and those holding valid Class Rating Instructor (CRI) certificates in the appropriate Class may deliver training to pilots already holding PART-FCL licences who wish to obtain or renew an SEP or TMG Class Rating.

Syllabi and Training Programmes

7.2 The syllabi for EU licences are found in AMCs to PART-FCL. However, training organisations are required to follow a training programme which the National Authority has "verified". The LAA has declared this it will use the training programmes provided to the UK CAA by the Honourable Company of Air Pilots and found on their web site www.airpilots.org/ under "aviation matters" and "flight instructors". Copies of these for each licence and rating are held by the Head of Training and are to be followed as closely as practicable.

Procedure

7.3 It is not intended that the LAA should provide basic training for initial licence issue except in exceptional circumstances. Permit aircraft are seldom able to comply with the full syllabus. However, LAA members holding EU or UK licences may well require training or assessment for Class rating issue or renewal. Because of the specific DTO requirements, Coaches wishing to provide training for EU PART-FCL licences or ratings under the LAA's DTO are to consult the PCS Head of Training before agreeing to do so.

Records and reports

7.4 For all PART-FCL training, the instructor shall issue the student with a training record detailing the training he or she will undertake. Appropriate records are available from the Head of Training. The instructor shall complete individual sortie reports after every flight, and these should be signed by the student. Copies shall be retained by the instructor and submitted to the PCS Head of Training when the instructor considers the student ready for Skill Test or when requested.

The instructor shall provide student progress reports, which may be verbal, to the Head of Training at appropriate intervals, at least towards the end of each phase, or if the student appears to be having difficulties.

Testing

7.5. Testing for EU licences and ratings can only be carried out by Examiners with appropriate qualifications, who must agree that the aircraft and venue are acceptable for the test. Before submitting a candidate for test, the instructor shall confirm the examiner's suitability from the list on the CAA's web site, and forward the course completion form to the Head of Training for signing.

CHAPTER 8

NPPL TRAINING

Introduction

8.1 As a Declared Training Organisation, the LAA can provide training for the UK National Private Pilots Licence (NPPL), including training for both Simple Single Engine Aeroplane (SSEA) and Self Launching Motor Glider (SLMG) Ratings. Coaches with valid PART-FCL Flight Instructor (FI) certificates may deliver training for a licence, and those holding valid Class Rating Instructor (CRI) certificates in the appropriate class may train pilots already holding an NPPL licence who wish to obtain or renew an SSEA or SLMG Class Rating.

Syllabi and Training Programmes

8.2 The syllabi for NPPL SSEA and SLMG training are available on the web site www.nationalprivatepilotslicence.org.uk. The same site details the training required to add a rating to an existing NPPL and also the credits which the candidate may be able to claim for previous flying experience. If the instructor has any doubt about the requirements of a particular student, he or she should consult the Head of Training before agreeing to start training. While there is no mandatory requirement to comply with a particular training programme, instructors are encouraged to follow (with appropriate modifications to complete the NPPL syllabi) the verified programmes declared for EU licences and ratings in chapter 7.

Procedure

8.3 Basic training for initial issue of a NPPL is not intended to form a major part of the PCS, and instructors wishing to provide initial training under the LAA's DTO are to consult the PCS Head of Training before agreeing to do so. A more common requirement will be to provide training or assessment for Class rating issue or renewal, for which Coaches should inform the Head of Training before commencing training.

Records and reports

8.4 The PART-FCL training records (with suitable modifications) can be used if required. The instructor shall complete individual sortie reports after every flight, which should be signed by the student. Copies shall be retained by the instructor and submitted to the PCS Head of Training when the instructor considers the student ready for Skill Test or when requested. The instructor shall provide student progress reports, which may be verbal, to the Head of Training at appropriate intervals, at least towards the end of each phase, or if the student appears to be having difficulties.

Testing

8.5. Testing can only be carried out by UK Examiners with appropriate qualifications who must agree the aircraft and venue are suitable for the test. For initial licence issue, the candidate must pass the Navigation Skill Test before completing the qualifying cross-country flight. Before submitting a candidate for test, the instructor shall confirm the examiner's suitability from the list on the CAA's web site, and inform the Head of Training.

SUMMARY OF LAA COACHING TUTORIAL SESSION

Aircraft Owner:.....

Aircraft Registration and Type:.....

LAA Membership No:.....

Tutorial Meeting Location:.....

Reason for Tutorial:

LAA Coach:.....

Dates of Tutorial Meetings:.....

Flying hours achieved:.....