



## NOTICE TO COACHES CSD 1.17

19<sup>th</sup> October 2020

### Training Records

It is important that all training taking place is properly recorded and reported to LAA Head Office. As a Declared Training Organisation we are subject to both self-audit and audit by the Civil Aviation Authority.

This notification in advance will also mean that LAA Head Office are able to assist in the event of an incident or accident.

#### **Training for initial issue of a private licence.**

Training under the Pilot Coaching Scheme for the initial issue of a licence will only be carried out in exceptional circumstances. Training for initial issue of a PART-FCL licence must be in accordance with the [Training Programme](#) produced by the Honourable Company of Air Pilots on the flight instructors section of their web site. Training records associated with these training programmes may be obtained from the PCS Head of Training, who must be consulted before commencing any training for a PART-FCL licence or rating issue. The Head of Training must also be informed before any training is carried out for the initial issue of a NPPL, and although the [NPPL syllabus](#) is slightly different, the LAA's PART-FCL training records should also be used. These records must be submitted to the Head of Training before Skill Test.

#### **Other training on behalf of the LAA Pilot Coaching Scheme**

All ground and flight training carried out by LAA Coaches on behalf of the LAA must be properly recorded. Guidance for all types of training is contained in the PCS Coaching Manual, and Coaches are responsible for submitting a Training Application (Coaching Scheme Document 1.01) to LAA Head Office before any training commences. For courses covering more than one day the student should be provided with a completed sortie debrief form such as that at Annex A after every flight. At the completion of training the LAA Training Record Form at Annex B (Coaching Scheme Document 1.02) or a similar document must be submitted to LAA Head Office.

In order for the PCS head of Training to issue any 'course completion certificate' required before Skill Test, a copy of the training record must be made available to him.

#### **Summary**

All training, including 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: [office@laa.uk.com](mailto:office@laa.uk.com)

Consulting PCS Head of Training at: [cockburnlaa@btinternet.com](mailto:cockburnlaa@btinternet.com)

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

**Flight Training Student Debrief**

Student		Coach		Date	
Aircraft		Route		Lesson(s)	
Off Chocks		On Chocks		Flt time	

**Post Flight Debrief Form**

<b>Lesson Content</b>			
<b>Sortie Report</b>			
<b>Supervisory remarks/ preparation for next flight</b>			
<b>Coach signature</b>		<b>Student signature</b>	
<b>Dual hours</b>	<b>Total dual</b>	<b>Solo hours</b>	<b>Total solo</b>

# Student Record for Qualified Pilots

CSD 1.02



Student Name : \_\_\_\_\_

Course : \_\_\_\_\_

Date : \_\_\_\_\_

A/C Reg : \_\_\_\_\_

Instructor : \_\_\_\_\_

From	To	Brakes Off	Brakes On	Chock Time	Comments

From	To	Brakes Off	Brakes On	Chock Time	Comments
				Total:	

Course Completion – Instructor Comments
---

Instructor Signature :

Student Signature :