

APPENDIX B TO CAAP 5.14-2(0) – SAMPLE PROGRAM OF INSTRUCTION

This appendix contains a sample program of instruction and detailed syllabus as an example means of complying with Schedule 4 of the flying school AOC. CFI's may use this material as a template to construct their flying school specific program.

Each week is divided into half day blocks with each block comprising lessons made up of training elements.

NOTE: The program of instruction and syllabus are based upon two trainee instructors commencing the FITC at the same time and progressing at the same rate. Differing trainee numbers and/or resources will require a different program and syllabus.

Appendix B-Table 1 on pages B2 and B3 of this Appendix provides a “*course at a glance*” view over a nine week time frame. As well as indicating activity types in half day blocks it also lists required classroom and flying hours. **The flying hours are the total hours for two trainees.** Mutual hours are logged by both trainees so the 20.0 hours indicated equates to 10.0 airframe hours.

The remaining pages in this Appendix provide a sample detailed syllabus. The weeks are presented as five day working weeks. With the exception of night flying, they are blocked from 0800 to 1700 with a 1 hour lunch break. Each week is divided into half days with the lesson numbers and training elements required to be covered listed against each half day.

Flight instructor training can be a particularly demanding learning experience for trainees. CASA recommends from safety of flight and learning environmental perspectives that the CFI's ensure that trainee instructors are rostered so as not to exceed the basic flight and duty limits contained in CAO 48.0 and 48.1 as applicable to flying school operations.

The provided sample program of instruction complies with the base limitations contained in CAO 48. Experience with instructor training indicates that duty times and days off rather than flight times will generally be the limiting areas. The sample program is structured around a 90 duty hour fortnight with two days per week off. Currently accepted adult learning theory and principles indicate that attempts to exceed these limits will probably be counter productive due to cumulative fatigue leading to reduced learning rates.

CFI's can expect that any training plan will probably require adjustment during the conduct of the course due to weather, serviceability or personnel issues. During the conduct of a course the program should be reviewed and amended as required, at least on a weekly basis. Conducting regular progress reviews will assist with ensuring projected course completion dates remain realistic and course elements are covered in an appropriate sequence.

APPENDIX B – TABLE 1 **Weeks 1 to 5**

Week 1				Classroom hrs	Dual Hrs	Mutual Hrs
Day	0800	1200 - 1300	1700			
1	PMI		PMI	8.0		
2	PMI		STL's	8.0		
3	STL's		STL's	8.0		
4	Ground Briefs		LB G Straight and Level	8.0		
5	LB RB Straight and Level		PFB G & RB Straight and Level	8.0		

Week 2						
Day	0800	1200 - 1300	1700			
1	Lesson 1 (X2)		Lesson 2 (X2)	4.0	4.0	
2	LB G Climbing and Descending		LB RB Climbing and Descending	8.0		
3	PFB G & RB Climbing and Descending		Lesson 3 (X2)	6.0	2.0	
4	Lesson 4 (X2)		LB G Medium Turns	6.0	2.0	
5	LB RB Medium Turns		PFB G & RB Medium Turns	8.0		

Week 3						
Day	0800	1200 - 1300	1700			
1	Lesson 5 (X2)		LB G Climbing and Descending Turns	6.0	2.0	
2	LB RB Climbing and Descending Turns		PFB G & RB C and D Turns	8.0		
3	Lesson 6 (X2)		Lesson 7 (X2)	4.0	4.0	
4	Lesson 8 CFI Check Trainee 1		Lesson 8 CFI Check Trainee 2	5.0	3.0	
5	Lesson 9 Trainee 1 PIC Mutual		Lesson 9 Trainee 2 PIC Mutual	4.0		2.0

Week 4						
Day	0800	1200 - 1300	1700			
1	LB G EOC		LB RB EOC	8.0		
2	Lesson 10 Trainee 1		Lesson 10 Trainee 2	4.0	2.0	
3	Lesson 11 (X2)		Lesson 12 (X2) Mutual	4.0	2.0	3.0
4	LB G Stalling		LB RB Stalling	8.0		
5	PFB G & RB Stalling		Lesson 13 (X2)	5.0	2.0	

Week 5						
Day	0800	1200 - 1300	1700			
1	Lesson 14 (X2)		Lesson 15 Trainee 2 PIC Mutual	6.0	2.0	1.5
2	Lesson 15 Trainee 1 PIC Mutual		Lesson 16 Spinning Brief and Fly (X2)	6.0	2.0	1.5
3	LB G TO Circuit & LDG		LB RB TO Circuit & LDG	8.0		
4	PFB G & RB TO Circuit & LDG		Lesson 17 (X2)	5.0	2.0	
5	Lesson 18 (X2)		Lesson 19 (X2)	4.0	4.0	

APPENDIX B – TABLE 1

Weeks 6 to 9

Week 6				Classroom hrs	Dual Hrs	Mutual Hrs
Day	0800	1200-1300	1700			
1	LB and PFB RB Advanced Circuits		Lesson 20 (X2)	6.0	2.0	
2	LB and PFB RB Advanced Circuits		Lesson 21 (X2)	6.0	2.0	
3	LB and PFB RB Steep Turns		Lesson 22 (X2)	6.0	2.0	
4	LB G IF		LB RB IF	8.0		
5	Lesson 23 (X2)		Lesson 24 (X2)	4.0	4.0	

Week 7				Classroom hrs	Dual Hrs	Mutual Hrs
Day	0800	1200-1300	1700			
1	Lesson 25 (X2) Mutual		Lesson 26 CFI Check Trainee 1	4.0	1.5	3.0
2	Lesson 26 CFI Check Trainee 2		Lesson 27 Trainee 1 PIC Mutual	4.0	1.5	
3	Lesson 27 Trainee 2 PIC Mutual		LB and PFB RB Forced Landings/EFATO	4.0		3.0
4	OFF		LB & PFB RB Ngt Ccts and Lesson 35 X2 1400 - 2200	4.0	2.0	
5	OFF		LB & PFB RB Ngt Ccts and Lesson 36 X2 1400 - 2200	4.0		2.0

Week 8				Classroom hrs	Dual Hrs	Mutual Hrs
Day	0800	1200-1300	1700			
1	Lesson 28 X2		LB and PFB RB PS&L/Abnomals	8.0	2.0	
2	Lesson 29 X2		Lesson 30 X2	8.0	2.0	
3	Lesson 31 X2		Lesson 32 Trainee 2 PIC Mutual	4.0	2.0	1.0
4	Lesson 32 Trainee 2 PIC Mutual		LB G Navigation	4.0		1.0
5	LB RB Nav Basic		LB RB Nav Advanced	8.0		

Week 9				Classroom hrs	Dual Hrs	Mutual Hrs
Day	0800	1200-1300	1700			
1	PFB Nav and lesson 33 Trainee 1		PFB Nav and lesson 33 Trainee 2	4.0	3.0	
2	PFB Nav and lesson 34 Trainee 2		PFB Nav and lesson 34 Trainee 1	4.0	3.0	
3	Lesson 37 X 2		Lesson 37 Trainee 2 PIC Mutual	4.0		2.0
			TOTAL HOURS	255.0	60.0	20.0

KEY:

Pink = CFI Check

Brown = Night Flying

Orange = Hours table

Note:

The above table does not include any pre course ICS familiarisation flying or the Pre-Rating assessment flights as they are not to be included in the CAO 40.1.7 minimum hours requirement of 30hrs dual training in the nominated flight sequences.

Detailed Syllabus

Pages B4 to B16 of this Appendix provide a sample detailed syllabus.

Appendix B-Table 2 below provides a numbered list of training elements. This numbering system is used in the sample detailed syllabus in this appendix.

APPENDIX B – TABLE 2

DAY VFR TRAINING ELEMENT LIST

Element Number	Name	Notes
1	Preparation for Flight	
2	Daily Inspection	
3	Taxiing	
4	Straight and Level	
5	Climbing and Descending	
6	Medium Turns	
7	Climbing and Descending Turns	
8	Effects of Controls	
9	Stalling	
10	Spinning	
11	Take-Off, Circuit and Landing	
12	Go-around	
13	Flapless Take-Off and Landing	
14	Short Field Take-Off and Landing	
15	Cross Wind take-Off and Landing	
16	Steep Turns	
17	Steep Descending Turns	
18	Instrument Flying	
19	Forced landings	
20	Engine failure After Takeoff	
21	Precautionary Search	
22	Fire Drill	
23	Systems malfunctions	
24	Navigation	
25	Night Circuits	

WEEK 1

Week 1 commences after the trainee has been through the routine flying school administrative and assessment process to ensure they are qualified to commence the flight instructor training course. This week is planned around a full 40hr week in the class room.

Day 1 Allocated to PMI

Day 2 AM – PMI

PM – First session of STI's where the trainee commences applying the PMI principles combined with their aeronautical knowledge base

Day 3 Completion of STL's

Day 4 AM – General discussion on Long briefing by trainer/s

PM – Trainees receiving demonstration Long briefing Straight and Level

Day 5 AM – Trainees delivering long briefing Straight and Level

PM – Trainees receiving demonstration and delivering Pre-flight Briefing (PFB) Straight and Level

WEEK 2

Week 2 is where the trainees start to combine their newly acquired skills and knowledge into complete lesson packages. The week program requires 32hrs of Classroom access and eight aeroplane flying hours.

Day 1 AM – Basic Phase lesson No 1 X2

PM – Basic Phase lesson No 2 X2

Basic Phase Lesson No 1 Content

Activity	Training Element
Assessment	1
Give back	2
Demonstration and Give back	3
Demonstration and Give back	4

Basic Phase Lesson No 2 Content

Activity	Training Element
Assessment	2
Give back	3
Give back	4

Day 2 AM – Trainer to give Climbing and Descending long briefing

PM – Both trainees delivering give backs of Climbing and Descending long briefing to the trainer

Day 3 AM – Trainer to give and both trainees give back Climbing and Descending PFB
PM – Basic Phase lesson No 3. X2

Basic Phase Lesson No 3 Content

Activity	Training Element
Assessment	3
Give back	4
Demonstration and Give back	5

Day 4 AM – Basic Phase lesson No 4. X2
PM – Trainer to give Medium Turns long briefing

Basic Phase Lesson No 4 Content

Activity	Training Element
Assessment	4
Give back	5

Day 5 AM – Both trainees give back Medium turns long briefing
PM – Trainer to give and both trainees give back Medium Turns PFB

WEEK 3

The basic phase is completed this week with the trainees having their CFI checks on Day 4. If the CFI check is satisfactory the trainees can commence mutual training on basic phase training elements and complete Basic Phase at the end of Day 5. The week program requires 27hrs of classroom access and 11 aeroplane flying hours.

The CFI check is intended to serve a number of purposes:

1. Provide an opportunity for the CFI to participate in the delivery of the instructor course.
2. To provide a formal trainee progress check at the completion of the basic phase dual flying.
3. Provide a formal assessment of trainee standard for approval to commence mutual flying training.
4. Expose the trainee to the formal assessment environment.
5. Assessment of Element 7 is scheduled for this lesson.

The CFI check should commence with a short AK Question and Answer (Q&A) session.

The trainee should then be asked to present a formal long briefing on one of the Basic Phase training elements. The topic for this long briefing should have been advised to the trainee on Day 5 of Week 4. The trainee should be allowed to deliver the long briefing without interruption. The CFI should debrief the trainee at the conclusion of the ground component prior to progressing to the flight component.

For the flight component the trainee should be asked to present and deliver a PFB and air lesson on one of the Basic Phase training elements. This exercise should be allowed to progress without interruption. If there is sufficient time available at the conclusion of this teaching exercise, the CFI should ask the trainee for short demonstrations of other basic phase teaching exercises. On return to the aerodrome, the trainee should be asked to demonstrate as a pure flying exercise, one of the advanced landing manoeuvres – crosswind, flapless or short field as appropriate.

- Day 1** AM – Basic Phase lesson No 5. X2
PM – Trainer to give Climbing and Descending turns long briefing

Basic Phase Lesson No 5 Content

Activity	Training Element
Assessment	5
Demonstration and Give back	6

- Day 2** AM – Both trainees delivering give backs of Climbing and Descending Turns long briefing to the trainer
PM – Trainer to give and both trainees give back Climbing and Descending Turns PFB

- Day 3** AM – Basic Phase lesson No 6. X2
PM – Basic Phase lesson No 7. X2

Basic Phase Lesson No 6 Content

Activity	Training Element
Give back	6
Demonstration and Give back	7

Basic Phase Lesson No 7 Content

Activity	Training Element
Assessment	6
Give back	7

- Day 4** AM – CFI Check Trainee 1 – Lesson 8
PM – CFI Check Trainee 2 – Lesson 8

Basic Phase Lesson No 8 Content

Activity	Training Element
Assessment	Selected Basic Phase Training Elements
Assessment	7 required

The Trainees commence mutual training on Day 5. It is important that mutual training is carefully controlled and monitored to ensure the required learning outcomes are achieved. A trainer should brief the trainees prior to the commencement of any mutual training lesson or daily block of lessons. The trainer should clearly lay out the desired learning outcomes and methods for measuring achievement. The trainer should also debrief the trainees at the conclusion of the mutual training lesson or lesson block. As lesson 9 is the trainees first mutual lesson, the trainer should brief and debrief both lessons.

Day 5 AM – Mutual – Lesson 9 - Trainee 2 PIC
PM – Mutual – Lesson 9 - Trainee 1 PIC

Basic Phase Lesson No 9 Content

Activity	Training Element
Give back - Mutual	Briefed Basic Phase Elements

WEEK 4

The trainees commence Advanced Phase in Week 5.

The week program requires 29hrs of Classroom access and nine aeroplane flying hours.

Day 1 AM – Trainer to give Effects of Controls long briefing
PM – Both trainees delivering give backs of Effects of Controls long briefing to the trainer

Day 2 AM – Advanced Phase lesson No 10. Trainee 1
PM – Advanced Phase lesson No 10. Trainee 2

Basic Phase Lesson No 10 Content

Activity	Training Element
Demonstration and Give back	8

Day 3 AM – Advanced Phase lesson No 11. X2
PM – Advanced Phase lesson No 12. X2. Mutual

Advanced Phase Lesson No 11 Content

Activity	Training Element
Give back	8
Assessment	8

Advanced Phase Lesson No 12 Content

Activity	Training Element
Give back - Mutual	8

Day 4 AM – Trainer to give Stalling long briefing
PM – Both trainees delivering give backs of Stalling long briefing to the trainer

Day 5 AM – Trainer to give, and both trainees give back Stalling PFB
PM – Advanced Phase lesson No 13. X2

Advanced Phase Lesson No 13 Content

Activity	Training Element
Demonstration and Give back Give back	9

WEEK 5

The week program requires 29hrs of Classroom access and 13 aeroplane flying hours.

Day 1 AM – Advanced Phase lesson No 14. X2
PM – Advanced Phase lesson No 15. - Trainee 2

Advanced Phase Lesson No 14 Content

Activity	Training Element
Give back	9
Assessment	9

Advanced Phase Lesson No 15 Content

Activity	Training Element
Give back Give back - Mutual	9

Day 2 AM – Advanced Phase lesson No 15. - Trainee 1
PM – Advanced Phase lesson No 16. X2

Advanced Phase Lesson No 16 Content

Activity	Training Element
Demonstration	10
Assessment	10

Day 3 AM – Trainer to give Take off Circuit and Landing long briefing
PM – Both trainees delivering give backs of Take off Circuit and Landing long briefing to the trainer

Day 4 AM – Trainer to give and both trainees give back Climbing and Descending Turns PFB
PM – Advanced Phase lesson No 17. X2

Advanced Phase Lesson No 17 Content

Activity	Training Element
Demonstration and Give back	11

Day 5 AM – Advanced Phase lesson No 18. X2
PM – Advanced Phase lesson No 19. X2

Advanced Phase Lesson No 18 Content

Activity	Training Element
Give back	11

Advanced Phase Lesson No 19 Content

Activity	Training Element
Assessment	11
Demonstration and Give back	12
Demonstration and Give back	13

WEEK 6

The week program requires 30hrs of Classroom access and 10 aeroplane flying hours.

Day 1 AM – Both trainees delivering give backs of Advanced Circuits long briefing and PFB to the trainer
PM - Advanced Phase lesson No 20. X2

Advanced Phase Lesson No 20 Content

Activity	Training Element
Give back	12 and 13
Demonstration and	12
Demonstration and Give back	14

Day 2 AM – Both trainees delivering give backs of Advanced Circuits long briefing and PFB to the trainer
PM – Advanced Phase lesson No 21. X2

Advanced Phase Lesson No 21 Content

Activity	Training Element
Give back	14
Demonstration and Give back	15

- Day 3** AM – Both trainees delivering give backgive backs of Steep Turns long briefing and PFB to the trainer
PM – Advanced Phase lesson No 22. X2

Advanced Phase Lesson No 22 Content

Activity	Training Element
Assessment	13
Demonstration and Give back	16 and 17

- Day 4** AM – Trainer to give Instrument Flight long briefing
PM – Both trainees delivering give back of Instrument Flying long briefing to the trainer

- Day 5** AM – Lesson 23. X2
PM – Lesson 24. X2

Advanced Phase Lesson No 23 Content

Activity	Training Element
Assessment	14
Give back and Assessment	16
Demonstration and Give back	18

Advanced Phase Lesson No 24 Content

Activity	Training Element
Assessment	1, 2, 3, 4 and 5
Give back	15
Give back and Assessment	17
Give back	18

WEEK 7

The week program requires 20hrs of Classroom access and 13 aeroplane flying hours.

Week 7 incorporates both trainees being rostered for a half day CFI check. If the CFI check is satisfactory the trainees can commence mutual training on advanced phase training elements. Night circuits is rostered for days 4 and 5.

The CFI check is intended to serve a number of purposes:

- Provide an opportunity for the CFI to participate in the delivery of the instructor course.
- To provide a formal trainee progress check about half way through the advanced phase.
- Provide a formal assessment of trainee standard for approval to commence mutual flying training of advanced sequences.
- Expose the trainee to the formal assessment environment.
- Assessment of Elements 12, 15 and 18 is scheduled for this lesson.

The CFI check should commence with a short AK Q&A session.

The trainee should then be asked to present a formal long briefing on one of the Advanced Phase training elements covered to date. This topic for this long briefing should have been advised to the trainee on Day 5 of Week 8. The trainee should be allowed to deliver the long briefing without interruption. The CFI should debrief the trainee at the conclusion of the ground component prior to progressing to the flight component.

For the flight component the trainee should be asked to present and deliver a PFB and air lesson on one of the Advanced Phase training elements covered to date. This exercise should be allowed to progress without interruption. If there is sufficient time available at the conclusion of this teaching exercise, the CFI should ask the trainee for short demonstrations of other basic phase teaching exercises.

Day 1 AM – Advanced Phase lesson No 25. X2
PM – Advanced Phase lesson No 26. Trainee 1

Advanced Phase Lesson No 25 Content

Activity	Training Element
Give back - Mutual	1, 2, 3, 4 and 5
Give back - Mutual	16 and 17

Advanced Phase Lesson No 26 Content

Activity	Training Element
Assessment	12, 15 and 18 required
Assessment	11 thru 18 as appropriate

Day 2 AM – Advanced Phase lesson No 26. Trainee 2
PM – Advanced Phase lesson No 27. Trainee 1 PIC

Advanced Phase Lesson No 27 Content

Activity	Training Element
Give back - Mutual	1 thru 5 and 16 and 17

Day 3 AM – Advanced Phase lesson No 27. Trainee 2 PIC
 PM – Both trainees delivering give backs of Forced Landings/Engine Failure Aafter Take Off long briefing and PFB to the trainer

Day 4 PM – Both trainees give back Long brief and PFB Night Circuits
 Night – Lesson 35. X2

Advanced Phase Lesson No 35 Content

Activity	Training Element
Demonstration and Give back	25
Assessment	25

Day 5 PM – Both trainees give back Long brief and PFB Night Circuits
 Night – Lesson 36. X2

Advanced Phase Lesson No 36 Content

Activity	Training Element
Give back - Mutual	25

WEEK 8

The week program requires 32hrs of Classroom access and eight aeroplane flying hours.

Day 1 AM – Advanced Phase lesson No 28. X2
 PM – Both trainees delivering give backs of Precautionary Search and Landing/Abnormals long briefing and PFB to the trainer

Advanced Phase Lesson No 28 Content

Activity	Training Element
Give back	13, 14 and 15
Demonstration and Give back	19 and 20

Day 2 AM – Advanced Phase lesson No 29. X2
 PM – Advanced Phase lesson No 30. X2

Advanced Phase Lesson No 29 Content

Activity	Training Element
Give back	13, 14, 15, 19 and 20

Advanced Phase Lesson No 30 Content

Activity	Training Element
Give back	13, 14 and 15
Demonstration and Give back	21, 22 and 23

- Day 3** AM – Advanced Phase lesson No 31. X2
PM – Advanced Phase lesson No 32. Trainee 1 PIC

Advanced Phase Lesson No 31 Content

Activity	Training Element
Give back	13, 14 and 15
Assessment	19 and 20
Give back and Assessment	21, 22 and 23

Advanced Phase Lesson No 32 Content

Activity	Training Element
Give back - Mutual	19, 21 and 22

- Day 4** AM – Advanced Phase lesson No 32. Trainee 2 PIC
PM – Trainer to give Navigation long briefings

- Day 5** AM – Both Trainees to give back Basic Navigation long briefings
PM – Both Trainees to give back Basic Navigation long briefings

WEEK 9

During week 11 the trainees complete the training program and pre-rating flight assessments. The week program requires 22hrs of Classroom access and 11 aeroplane flying hours.

- Day 1** AM – Trainee 2 give back PFB Navigation and lesson 33
PM – Trainee 1 give back PFB Navigation and lesson 33

Advanced Phase Lesson No 33 Content

Activity	Training Element
Assessment	1, 2, 3, 11 and 14
Demonstration and Give back	24

- Day 2** AM – Trainee 2 give back PFB Navigation and lesson 34
PM – Trainee 1 give back PFB Navigation and lesson 34

Advanced Phase Lesson No 34 Content

Activity	Training Element
Assessment	1, 2, 3, 11 and 15
Give back and Assessment	24

Day 3 AM – Advanced Phase lesson No 37. Trainee 1 PIC
PM – Advanced Phase lesson No 37. Trainee 2 PIC

Advanced Phase Lesson No 37 Content

Activity	Training Element
Give back - Mutual	As briefed by trainer