



FOR OFFICIAL USE

Date of receipt:

EXAMINER REPORT FOR INSTRUCTORS ASSESSMENT OF COMPETENCE

(Initial Issue / Re-Validation / Renewal or Extension of Privileges)

Please complete in **BLOCK CAPITALS** using *black or dark blue ink*.

FALSE REPRESENTATION STATEMENT

It is an offence to make, with intent to deceive, any false representations for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons so doing render themselves liable, on summary conviction, to a severe fine and/or imprisonment.

1. APPLICANT DETAILS

| | |
|---|-------------------|
| Surname: | Forename(s): |
| Date of Birth: | Nationality: |
| Town of Birth: | Country of Birth: |
| Permanent Address: | |
| Telephone: | Mobile telephone: |
| e-mail: | |
| Address for Correspondence (if different from above): | |

2. APPLICATION (tick as appropriate)

I am applying for: Initial Revalidation Renewal or Extension of privileges

| | Aeroplanes | Helicopters |
|--|--------------------------|--------------------------|
| Flight Instructor (FI) | <input type="checkbox"/> | <input type="checkbox"/> |
| Class Rating Instructor (CRI) | <input type="checkbox"/> | |
| Instrument Rating Instructor (IRI) | <input type="checkbox"/> | <input type="checkbox"/> |
| AIRCRAFT CLASS /TYPE/ FSTD used for Assessment of Competence | | |
| If extension of Instructor Privileges is required –Please specify here | | |

Applicant Declaration: I understand that I am undertaking an Assessment of Competence for the privilege of the Instructor role selected above.

| | |
|--|--------------|
| Instructor Applicant Signature: | Date: |
|--|--------------|

3. DETAILS OF INSTRUCTOR APPLICANT'S VALID DCA-ISSUED or EQUIVALENT THIRD COUNTRY LICENCE

| | | | | | | | |
|--|---------------------|--------------------|--|--------------|--|-----------------|------------------------|
| License type: | | Aircraft Category: | | Issuing NAA: | | Licence Number: | |
| | TYPE / CLASS | | | | | | Expiry Date(s): |
| Class / Type Ratings Included on the license: | 1. | | | | | | |
| | 2. | | | | | | |
| | 3. | | | | | | |
| | 4. | | | | | | |
| | 5. | | | | | | |

4. DETAILS OF INSTRUCTOR APPLICANT INSTRUCTOR CERTIFICATE(S) HELD

Note – This section to be verified by Examiner

| Type / Privileges of Instructor Certificate | Certificate Expiry Date | Restrictions (e.g. Simulator only etc.) |
|---|-------------------------|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

5. ASSESSMENT OF COMPETENCE ITEMS

Note: The Training and Assessment of instructors should be made against the performance standards at Appendix A to this form "Instructor Competencies and Assessment" (see AMC1 FCL.920):

Use of checklist, airmanship, A/C limitations must be respected in all sections

| Section 1a | | Attempt | | Long briefing |
|----------------------------|--------------------------------------|-----------------|-----------------|----------------------|
| | | 1 st | 2 nd | |
| a | Construction and structure of lesson | | | |
| b | Instructional technique and method | | | |
| c | Technical Knowledge | | | |
| d | Use of models and aids | | | |
| e | Clarity of explanation and speech | | | |
| f | Student participation | | | |
| Please delete as necessary | | Passed | failed | Examiner's signature |

| Section 1b | | Attempt | | Theoretical knowledge oral |
|----------------------------|-----------------------------------|-----------------|-----------------|----------------------------|
| | | 1 st | 2 nd | |
| a | Air law | | | |
| b | Aircraft General knowledge | | | |
| c | Flight Performance and Planning | | | |
| d | Human Performance and Limitations | | | |
| e | Meteorology | | | |
| f | Navigation | | | |
| g | Operational Procedures | | | |
| h | Principles of Flight | | | |
| i | Training Administration | | | |
| Please delete as necessary | | Passed | failed | Examiner's signature |

| Section 2 | | Attempt | | Pre-flight briefing |
|----------------------------|-------------------------|-----------------|-----------------|----------------------|
| | | 1 st | 2 nd | |
| a | Visual presentation | | | |
| b | Technical accuracy | | | |
| c | Clarity of explanation | | | |
| d | Clarity of speech | | | |
| e | Instructional technique | | | |
| f | Use of models and aids | | | |
| g | Student participation | | | |
| Please delete as necessary | | Passed | failed | Examiner's signature |

| Section 3 | | Attempt | | Instruction flight |
|----------------------------|-------------------------------------|-----------------|-----------------|---------------------------|
| | | 1 st | 2 nd | |
| a | Arrangement of demo | | | |
| b | Synchronisation of speech with demo | | | |
| c | Correction of faults | | | |
| d | Aircraft handling | | | |
| e | Instructional technique | | | |
| f | General airmanship and safety | | | |
| g | Positioning and use of airspace | | | |
| Please delete as necessary | | Passed | failed | Examiner's signature |

| Section 4 (if applicable)(only for FI for ME aircraft) | | Multi-engine exercises | | |
|--|---|-------------------------------|-----------------|----------------------|
| | | Attempt | | |
| Items d-g to be defined by the examiner | | 1 st | 2 nd | |
| a | Actions following an engine failure shortly | | | |
| b | A single engine approach and go around | | | |
| c | A single engine approach and landing | | | |
| Please delete as necessary | | Passed | failed | Examiner's signature |

| Section 5 (if applicable) | | Attempt | | Post flight briefing |
|----------------------------------|-------------------------|-----------------|-----------------|-----------------------------|
| | | 1 st | 2 nd | |
| a | Visual presentation | | | |
| b | Technical accuracy | | | |
| c | Clarity of explanation | | | |
| d | Clarity of speech | | | |
| e | Instructional technique | | | |
| f | Use of models and aids | | | |
| g | Student participation | | | |
| Please delete as necessary | | Passed | failed | Examiner's signature |

| Section 6 (if applicable) Additional demonstration exercises, related to the Training requirements for the applicable Instructor certificate and / or items from Appendix A – (AMC1 FCL.920) Instructor Competencies and Assessment | | | | |
|--|--|-----------------|-----------------|----------------------|
| All items to be defined by the examiner | | Attempt | | |
| | | 1 st | 2 nd | |
| a | | | | |
| b | | | | |
| c | | | | |
| d | | | | |
| e | | | | |
| f | | | | |
| Please delete as necessary | | Passed | failed | Examiner's signature |

6. FLIGHT INSTRUCTOR EXAMINER'S NOTIFICATION OF COMPLETION OF ASSESSMENT OF COMPETENCE

| | |
|---|---|
| <p>FLIGHT INSTRUCTOR EXAMINER'S (FIEs) or TRE ASSESSMENT</p> <p>I hereby certify completion of the Assessment of Competence for Instructor Privileges in accordance with PART-FCL requirements for:</p> | <p>Instructor Applicant Name:</p> <p>.....</p> |
|---|---|

| | | | | | |
|--------------------------------|--|--|--|--------------------|-------------------|
| Aircraft Class or Type: | | Aircraft Registration or FSTD ID No.: | | Date: |/...../..... |
| Time OFF Blocks: | | Time ON Blocks: | | Total Time: | |

2nd Flight (if required to complete this Assessment of Competence)

| | | | | | |
|--------------------------------|--|--|--|--------------------|-------------------|
| Aircraft Class or Type: | | Aircraft Registration or FSTD ID No.: | | Date: |/...../..... |
| Time OFF Blocks: | | Time ON Blocks: | | Total Time: | |

| | | | | | | |
|----------------------------------|----|----|----|----|----|----|
| Result by Section (Pass or Fail) | 1. | 2. | 3. | 4. | 5. | 6. |
| Sections for re-test (Tick) | | | | | | |

| | | |
|---------------------------------------|---------------------|---|
| RESULT (Tick as applicable) | PASS | <input type="checkbox"/> |
| | PARTIAL PASS | <input type="checkbox"/> In this case please fill in section 7 & see Note below |
| | FAIL | <input type="checkbox"/> See Note below |

NOTE : In the case of a FAIL or a PARTIAL PASS: I understand that I may not exercise the privileges of my Instructor Certificate, until the successful completion of training and a further Assessment of Competence is completed satisfactorily.

| | | |
|--|-------------|-------------------|
| Examiner Signature & Number | DATE |/...../..... |
| Instructor Applicant Signature | DATE |/...../..... |

Non DCA Examiners Declaration:

| | |
|---|--|
| <p>I hereby declare that I, * , have reviewed and applied the relevant national procedures and requirements of the applicant's competent authority contained in version** of the Examiner Differences Document.</p> | |
| *Name examiner | **Insert document version i.e. 01-2014 |
| <p>Date: Signature of Examiner:</p> | |

7. PARTIAL PASS - EXAMINERS NOTIFICATION OF COMPLETION OF PARTIAL PASS (2nd Attempt)

| | |
|---|---|
| <p>FLIGHT INSTRUCTOR EXAMINER'S (FIEs) or TRE ASSESSMENT</p> <p>I hereby certify completion of the Assessment of Competence for Instructor Privileges in accordance with PART-FCL requirements for:</p> | <p>Instructor Applicant Name:</p> <p>.....</p> |
|---|---|

| | | | | | |
|--------------------------------|--|--|--|--------------|-------------------|
| Aircraft Class or Type: | | Aircraft Registration or FSTD ID No.: | | Date: |/...../..... |
|--------------------------------|--|--|--|--------------|-------------------|

| | | | | | |
|-------------------------|--|------------------------|--|--------------------|--|
| Time OFF Blocks: | | Time ON Blocks: | | Total Time: | |
|-------------------------|--|------------------------|--|--------------------|--|

2nd Flight (if required to complete this Assessment of Competence)

| | | | | | |
|--------------------------------|--|--|--|--------------|-------------------|
| Aircraft Class or Type: | | Aircraft Registration or FSTD ID No.: | | Date: |/...../..... |
|--------------------------------|--|--|--|--------------|-------------------|

| | | | | | |
|-------------------------|--|------------------------|--|--------------------|--|
| Time OFF Blocks: | | Time ON Blocks: | | Total Time: | |
|-------------------------|--|------------------------|--|--------------------|--|

| | | | | | | |
|---|----|----|----|----|----|----|
| Result by Section (Pass or Fail) | 1. | 2. | 3. | 4. | 5. | 6. |
|---|----|----|----|----|----|----|

| | | |
|---------------------------------------|-------------|--------------------------|
| RESULT (Tick as applicable) | PASS | <input type="checkbox"/> |
| | FAIL | <input type="checkbox"/> |

NOTE : In the case of a FAIL: I understand that I may not exercise the privileges of my Instructor Certificate, until the successful completion of training and a further Assessment of Competence is completed satisfactorily.

| | | |
|--|--------------|-------|
| Examiner Signature & Number | DATE: | |
|--|--------------|-------|

| | | |
|---------------------------------------|--------------|-------|
| Instructor Applicant Signature | DATE: | |
|---------------------------------------|--------------|-------|

Non DCA Examiners Declaration:

| | |
|--|--|
| <p>I hereby declare that I, * _____, have reviewed and applied the relevant national procedures and requirements of the applicant's competent authority contained in version** of the Examiner Differences Document.</p> | |
| *Name examiner | **Insert document version i.e. 01-2014 |
| Date: | Signature of Examiner: |

General Guidance to Instructor Applicants

Instructor Assessment of Competence (see AMC 3 FCL.935)

GENERAL

1. Except for the multi-crew cooperation instructor (MCCI), the synthetic training instructor (STI), the mountain rating instructor (MI) and the flight test instructor (FTI), an applicant for an instructor certificate shall pass an
2. Assessment of competence in the appropriate aircraft category to demonstrate to an examiner qualified in accordance with Subpart K, the ability to instruct a student pilot to the level required for the issue of the relevant licence, rating or certificate.
3. Section 5 of this report form reproduces the Assessment of Competence found at AMC 3 FCL.935
4. An Assessment of Competence for an FI, CRI or IRI or TRI (SPA) or (SPH) certificate shall only be conducted by an FIE designated by the DCA.
5. When an aircraft is used for the assessment, it should meet the requirements for training aircraft.
6. If an aircraft is used for the Assessment of Competence, the Examiner acts as the PIC, except in circumstances agreed upon by the Examiner when another instructor is designated as PIC for the flight.
7. During the Assessment of Competence the applicant occupies the seat normally occupied by the instructor (instructor's seat if in an FSTD or pilot seat if in an aircraft), except in the case of balloons. The Examiner, another instructor or, for MPA in an FFS, a real crew or 'dummy crew' under instruction, functions as the 'student'. The applicant is required to explain the relevant exercises and to demonstrate their conduct to the 'student', where appropriate. Thereafter, the 'student' executes the same manoeuvres (if the 'student' is the Examiner or another instructor, this can include typical mistakes of inexperienced students). The applicant is expected to correct mistakes orally or, if necessary, by intervening physically.
8. The Assessment of Competence should also include additional demonstration exercises, as decided by the Examiner. The applicant should be briefed on these exercises prior to conducting the Assessment of Competence. These additional exercises should be related to the training requirements for the applicable Instructor Certificate.
9. Part-FCL does not specify the criteria for a 'Pass', 'Fail' or 'Partial Pass' of the Assessment of Competence for the grant of an Instructor Certificate, therefore it is the responsibility of the Examiner to determine the outcome of the assessment.
In General Examiners should apply the following guidance :
The applicant shall pass all sections of the Assessment of Competence. If any item in a section is failed, that section is failed. Failure in more than one section will require the applicant to take the entire Assessment of Competence again. Any applicant, failing only one section, shall take the failed section again (Partial Pass). Failure in any section of the 2nd Attempt, including those sections that have been passed at the 1st attempt, will require the applicant to take the entire Assessment of Competence again.
In summary,
 - a) All sections passed = Pass.
 - b) One section failed = Partial Pass
 - c) More than one section failed = Fail
10. The Examiner may terminate the Assessment of Competence at any stage if it is considered that the applicant's demonstration of flying or instructional skills will require a complete re-test.

11. For FI (s), section 1, the oral theoretical knowledge examination part of the Assessment of Competence, is subdivided into two parts:
 - (i) The applicant is required to give a lecture under test conditions to other 'student(s)', one of whom will be the Examiner. The test lecture is to be selected from items of section 1. The amount of time for preparation of the test lecture is agreed upon beforehand with the Examiner. Appropriate literature may be used by the applicant. The test lecture should not exceed 45 minutes;
 - (ii) The applicant is tested orally by an Examiner for knowledge of items of section 1 and the 'core instructor competencies: teaching and learning' content given in the instructor courses.
12. Sections 1, 2, 3 and 5 are for all FIs. These sections comprise exercises to demonstrate the ability to be an FI (for example instructor demonstration exercises) chosen by the Examiner from the flight syllabus of the FI training courses. The applicant is required to demonstrate FI abilities, including briefing, flight instruction and de-briefing.
13. For other category of Pilot Instructors the Examiner must decide which competencies are not applicable to the Assessment of Competence (e.g. some items may not be applicable to IOS in FSTD). In these cases the Examiner should mark N/A .
14. Otherwise, the Examiner should clearly write PASS or FAIL in the applicable space beside each item on the Assessment form.
15. Section 4 comprises additional instructor demonstration exercises for an FI for ME aircraft. This section, if applicable, is done in an ME aircraft, or an FFS or FNPT II simulating an ME aircraft. This section is completed in addition to sections 2, 3 and 5.
16. 4 copies of this report may be required. Copies of the report shall be submitted to or retained by:
 - (i) The Applicant
 - (ii) The Examiner
 - (iii) The Cyprus Department of Civil Aviation
 - (iv) The Examiner's Competent Authority (if different).
17. Applicants for an Instructor Certificate should attach this Assessment of Competence Report Form to the applicable DCA Instructor Certificate Application Form and return to the Licensing Section of Cyprus DCA.

Note: The Training and Assessment of Instructors should be made against the performance standards at Appendix A to this form "**Instructor Competencies and Assessment**" (see **AMC1 FCL.920**):

Appendix A - Instructor Competencies and Assessment (AMC1 FCL.920)

| No. | Competence | Performance | Knowledge |
|-----|--|--|--|
| 1. | Prepare resources | (a) ensures adequate facilities; (b) prepares briefing material; (c) manages available tools. | (a) understand objectives; (b) available tools; (c) competency-based training methods. |
| 2. | Create a climate conducive to learning | (a) establishes credentials, role models appropriate behaviour; (b) clarifies roles; (c) states objectives; (d) ascertains and supports trainees needs. | (a) barriers to learning; (b) learning styles. |
| 3. | Present knowledge | (a) communicates clearly; (b) creates and sustains realism; (c) looks for training opportunities. | (a) teaching methods. |
| 4. | Integrate TEM or CRM | (a) makes TEM or CRM links with technical training. | (a) HF, TEM or CRM. |
| 5. | Manage time to achieve training objectives | (a) allocates time appropriate to achieving competency objective. | (a) syllabus time allocation. |
| 6. | Facilitate learning | (a) encourages trainee participation; (b) shows motivating, patient, confident and assertive manner; (c) conducts one-to-one coaching; (d) encourages mutual support. | (a) facilitation; (b) how to give constructive feedback; (c) how to encourage trainees to ask questions and seek advice; |
| 7. | Assesses trainee performance | (a) assesses and encourages trainee self-assessment of performance against competency standards; (b) makes assessment decision and provide clear feedback; (c) observes CRM behaviour. | (a) observation techniques; (b) methods for recording observations. |
| 8. | Monitor and review progress | (a) compares individual outcomes to defined objectives; (b) identifies individual differences in learning rates; (c) applies appropriate corrective action | (a) learning styles; (b) strategies for training adaptation to meet individual needs. |
| 9. | Evaluate training sessions | (a) elicits feedback from trainees; (b) tracks training session processes against competence criteria; (c) keeps appropriate records. | (a) competency unit and associated elements; (b) performance criteria. |
| 10. | Report outcome | reports accurately using only observed actions and events. | (a) phase training objectives; (b) individual versus systemic weaknesses. |