



THE BGA TRAINING ORGANISATION

INTRODUCTION

Gliding training in the UK is currently unregulated. The BGA and its clubs agree to and take responsibility for the development and maintenance of appropriate standards. The standards are described within BGA Laws and Rules and other documents identified in this publication. All BGA instructors operate within a BGA-wide training organisation that includes them, their CFI's and their clubs training operation.

This publication is designed to support BGA clubs and their members with appropriate guidance.

The information will be modified by EASA Flight Crew Licensing requirements in due course.

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CONTENTS

The BGA Flight Training Organisation Explained

- a. Management
 - Chairman of the Instructors Committee
 - Instructors Committee
 - Accountable Manager
 - Chief Flying Instructor
 - Senior Regional Examiners
- b. Instructors
 - Requirements
 - Continuity of Training
 - Techniques
- c. Records
 - Student & Training Records
 - Transfer of Student Records
 - Logbooks
- d. Training Programme
 - BGA Gliding Flight Training Syllabus
 - Instructor Training
- e. Training Aircraft
 - Suitable Aircraft
 - Fleet
- f. Operating Sites
 - Accommodation
 - Operational Publications
 - Club Information
- g. Testing & Examining
 - Standards
- h. Insurance
- i. HQ Administration

THE BGA FLIGHT TRAINING ORGANISATION EXPLAINED

The BGA is of course an association of gliding clubs which exists to support the clubs and their members, to develop participation in gliding and to protect the sport and its assets.

Gliding training is delivered at clubs by BGA instructors, and supported on a regional basis by examiners and coaches. These elements, along with BGA administrative support and the Instructors Committee, form the BGA flight training organisation.

This document describes in detail the various elements within the BGA flight training organisation.

NB: BGA Laws and Rules is the source document regarding any BGA standards or requirements. The website version of Laws and Rules is the definitive text. Other guidance material is published from time to time on the BGA website.

a. Management

Chairman of the Instructors Committee

The Chairman of the Instructors Committee as the BGA head of training is responsible to the BGA Executive Committee for the effective management of training within the BGA flight training organisation. In discharging that responsibility, the Chairman of the Instructors Committee is expected to co-ordinate activity with the Accountable Manager. The Chairman of the Instructors Committee discharges responsibility for effective management of training at BGA club sites through the local CFI, who is the local head of training.

The nominated Chairman of the Instructors Committee should have extensive experience as a BGA instructor and possess sound managerial and organisational capability.

The responsibilities of the Chairman of the Instructors Committee include setting and promulgating policies to effect the efficient and safe management of the BGA training organisation in accordance with established procedures and guidance.

Instructors Committee

The primary role of the Instructors Committee is to advise the BGA Executive Committee on matters relating to gliding training and includes as members all the Senior Regional Examiners as well as others appointed by the Instructor Committee Chairman. The Instructors Committee terms of reference describes its full role.

Training Standards Manager

The Training Standards Manager is responsible to the Chairman of the Instructors Committee for all BGA flying training standards.

The person nominated for this post shall have extensive experience as a BGA instructor and shall normally have extensive experience in training BGA instructors.

Chief Flying Instructor

A BGA site Chief Flying Instructor (CFI) is selected and appointed by club chairmen and approved by a Senior Regional Examiner as authorised by the Chairman of the Instructors Committee. Among other responsibilities a BGA site CFI is the local head of training and is therefore responsible to the Chairman of the Instructors Committee for *BGA training organisation* matters pertaining to the site. In addressing those responsibilities, CFI's usually liaise with their local Senior Regional Examiner.

The person nominated for the CFI post shall have extensive experience as a BGA instructor (BGA Laws and Rules refers).

In addition to those general responsibilities regarding all flying at the club site, the responsibilities of the CFI include;

- Supervision and standardisation of all instructors reporting to him and the provision of adequate instructor briefing material
- Standardisation of instructors. This is an important aspect of the operations of a club.
- Ensuring that suitable arrangements are in place for the CFI to approve pilot and instructor BGA application forms
- Maintenance of student pilot flight instruction records at the club

CFI's are supported by Senior Regional Examiners.

Senior Regional Examiners

The BGA has a number of Senior Examiners who in addition to leading the examining teams in their region also provide guidance and advice to CFI's.

Accountable Manager

The BGA Chief Executive is responsible to the BGA Executive Committee for ensuring that the BGA has adequate resources, personnel and processes in place to meet its training requirements and to maintain the established standards. In discharging that responsibility, as the 'Accountable Manager' he is expected to co-ordinate activity with the Chairman of the Instructors Committee (who is the BGA flight training organisation's head of training).

b. Instructors

Requirements

All instructors must meet the BGA requirements with regard to holding instructor ratings and certificates entitling them to conduct instruction (BGA Laws and Rules refers).

There are three BGA instructor ratings; Basic, Assistant & Full. Basic Instructors teach a limited number of upper air exercises only and operate under tightly supervised conditions.

Full Instructors have Bronze badge testing privileges.

Continuity of Training

Sufficient instructors should be available to ensure the proper continuity of training for all students. If an instructor finds him or herself being overstretched, the issue should be brought to the attention of the CFI.

Instructing Techniques

Instructing must be carried out using techniques acceptable to the BGA. The BGA instructor manual refers and other guidance material refers.

Instructor Rating Validity

BGA BI, Assistant and Full instructor ratings are revalidated annually by their club CFI based on the instructor meeting two out of three requirements; the required experience criteria in the 12 months prior to the date the revalidation takes place; refresher activity; test by a BGA regional examiner. An instructor whose rating is not revalidated before the date of expiry of the rating may be renewed following appropriate training and a test by a BGA examiner. Standardisation, refresher and checking requirements are established within the revalidation & renewal requirements described in BGA Laws and Rules.

In the event of a reportable incident or accident involving an instructor, the instructor must not instruct further until he or she has been authorised to do so by the Senior Regional Examiner in discussion with the CFI.

Concerns/Issues

If at any time an instructor has any questions regarding their role as a BGA instructor, they should seek the advice of their CFI, who in turn can seek advice from the Senior Regional Examiner.

If any instructor has any concerns regarding instructing standards, they should bring them to the attention of their CFI. If they are unable to resolve the issue with their CFI, they should contact the BGA Training Standards Manager in confidence via the BGA office.

c. Records

Student & Training Records

The Accountable Manager is responsible for ensuring that adequate records are maintained at BGA HQ.

CFI's are responsible for ensuring that adequate records are maintained at BGA sites

- Flight instruction records shall be maintained by the club for each student
- Student record cards must as a minimum include all the BGA flight training syllabus exercises

If computer based records are used, back-up arrangements must be in place.

All flight instruction records are to be retained for a minimum of 3 years from the date of completion.

Transfer of Student Records

Where requested by a student, copies of a student training record (not originals) should be made available to another club that is seeking to complete a course of training for that student. Such records, which should be certified as correct, should be forwarded to the relevant CFI.

Logbooks

Student pilot's logbooks shall be kept up to date.

Student pilot's logbooks should be periodically certified as being correct by the CFI or his nominated deputy.

d. Training Programme

Sufficient flight training must be carried out to complete the relevant syllabus.

Flight training should be arranged so that students receive instruction from the minimum number of different instructors commensurate to the training need.

BGA Gliding Flight Training Syllabus

The BGA theoretical knowledge syllabus and flight training syllabus from first flight through to completion of the Bronze and Cross Country skills tests is clearly defined and is the minimum syllabus content to be used at BGA clubs.

Instructor Training

Flight instructor training is provided in accordance with published course programs and may only be carried out by those approved to do so by the BGA Training Standards Manager.

e. Training Aircraft

Suitable Aircraft

Only aircraft with dual controls and compliant with BGA airworthiness standards shall be used for flight training.

Fleet

In determining fleet size, the club should ensure that a sufficient number of aircraft suitably equipped and appropriate to the courses of training on offer are provided to achieve continuity of flying training for the number of students involved. The requirements for routine maintenance and use of aircraft for other purposes should be taken into account.

f. Operating Sites

The base operating site and any alternative site used must be suitable in every way for the planned training.

All BGA sites are deemed suitable for BGA flight training with, where necessary limitations on launch type.

Accommodation

A suitable briefing facility of adequate size relative to the maximum student capacity should be available.

A quiet area for self-study purposes or testing should be available.

Operational Publications

The following operational publications shall be available including via online access to students and instructors and, where applicable, kept current by amendments.

- CAP 393 - Air Navigation: The Order and the Regulations.
- BGA Laws and Rules
- BGA Instructors Manual
- BGA Safety Education materials
- NOTAMs
- National and UK Aeronautical Information Publication including Danger Area and Activity Areas, Charts and NOTAM supplements.
- National and UK Aeronautical Information Circulars
- Flight Manuals for the aircraft used on the course(s) on offer
- Standard meteorology reports and forecasts (in document or computer based formats)
- CAP 413 Radiotelephony Manual

Club Information

Each BGA training site should maintain a clearly marked publication containing relevant information and instructions to enable instructors to perform their duties and to give guidance to students on the format and content of the training course and any local requirements and/or safety considerations. This document provides the minimum content.

g. Testing & Examining

Standards

BGA examining and testing requirements and guidance are described in the BGA Flight Examiner Standards Document.

h. Insurance

All two-seat gliders used for instruction at BGA clubs must be insured for instruction and insured at a level of third party and second seat liability as described in BGA Laws and Rules. This level of insurance is regularly reviewed by the BGA Executive Committee. The BGA holds an Aviation Risk insurance policy for the event of a liability claim against the BGA including one of its instructors where the privileges of an instructors rating were required and were being exercised.

i. HQ Administration

The BGA HQ administration team, which comprises of an office manager and two full time administrators, supports the BGA Training Organisation by providing an oversight and support function. In addition, they provide support where requested by telephone & email to all BGA clubs and their members.

All training organisation application forms are submitted through BGA HQ. A combination of automated database checking on data entry and manual checking against standard procedures confirms compliance with BGA standards. Club level errors or non-compliances are referred back to their source and resolved.

The database contains historic records of BGA certificates, ratings and badges held including any expiry dates. The CRM system provides automated instructor rating expiry notification to individuals and automatically updates a password protected CFI's instructor team management web tool.

The BGA Training Standards Manager works closely with BGA HQ staff.

Publications and web based guidance material are supported and administered through the BGA office in co-ordination with the BGA Communications Officer.

The database and all e-stored documents are backed up routinely.

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