



# **PART-ORA APPROVED TRAINING ORGANISATION MANUAL**

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<b>PART 3 – TRAINING MANUAL – LAPL(A) &amp; PPL(A)</b>	3.1
<b>1 THE TRAINING PLAN</b>	3.3
<b>1.1 The Aim of the Course</b>	3.3
<b>1.2 Pre-entry Requirements</b>	3.3
<b>1.3 Credits for Previous Experience</b>	3.4
1.3.1 EASA LAPL(A)	3.4
1.3.2 EASA PPL(A)	3.4
<b>1.4 Training Syllabi</b>	3.5
1.4.1 Flight Training – LAPL(A)	3.5
1.4.2 N/A	3.5
1.4.3 Flight Training – PPL(A)	3.6
1.4.4 N/A	3.7
1.4.5 Flight Training LAPL(A) to PPL(A) Upgrade Course	3.7
1.4.6 Theoretical Knowledge Training	3.7
<b>1.5 Time Scale</b>	3.8
<b>1.6 Training Programme</b>	3.8
1.6.1 General Arrangements	3.8
1.6.2 Bad Weather Constraints	3.9
1.6.3 Maximum Student Training Times	3.9
1.6.4 Training Records	3.9
1.6.5 Form of Training Records	3.9
1.6.6 Checking of Records and Log Books	3.10
1.6.7 Standardisation of Entries	3.10
1.6.8 Log Book Entries	3.11
<b>1.7 Safety Training</b>	3.11
1.7.1 Individual Responsibilities	3.11
1.7.2 Emergency Drills	3.11
1.7.3 Dual Checks	3.12
1.7.4 Requirements before First Solo (Phase 1)	3.12
1.7.5 Requirements before First Solo (Phase 2)	3.12
1.7.6 Requirements before First Solo Qualifying Cross-country (Phase 3)	3.13
1.7.7 Requirements before Skill Test Recommendation (Phase 4)	3.13
<b>1.8 Tests and Examinations</b>	3.13
1.8.1 Flying	3.13
1.8.2 Theoretical Knowledge	3.14
1.8.3 Test Reports & Records	3.16
1.8.4 Examination Re-sit Procedures	3.16
<b>1.9 Training Effectiveness</b>	3.16
1.9.1 Identification of Unsatisfactory Progress	3.17
1.9.2 Actions to Correct Unsatisfactory Progress	3.17
1.9.3 Reporting & Documentation	3.17
1.9.4 Instructor Allocation / Change of Instructor	3.17
1.9.5 Collection, Maintenance and Destruction of Records	3.18

<b>2</b>	<b>BRIEFING AND AIR EXERCISES</b>	3.19
2.1	Air Exercises	3.19
2.2	N/A	3.28
2.3	<b>Course Structure</b>	3.29
2.3.1	Phase of Training	3.29
2.3.2	Integration of Theoretical Syllabus	3.30
2.3.3	Student Progress	3.30
2.4	<b>Instructional Methods</b>	3.30
2.4.1	Pre-flight Briefings	3.30
2.4.2	Post-flight Discussion	3.30
2.4.3	Adherence to Syllabus	3.30
2.4.4	Authorisation for Solo Flight	3.31
2.5	<b>Progress Checks</b>	3.31
2.5.1	Progress Check 1	3.31
2.5.2	Progress Check 2	3.31
2.5.3	Progress Check 3	3.31
2.5.4	Progress Check 4	3.31
2.5.5	Nomination of Examiners	3.31
2.5.6	Conduct of Progress Checks	3.32
2.5.7	Documentation	3.32
<b>3</b>	<b>SYNTHETIC FLIGHT TRAINING N/A</b>	3.32
<b>4</b>	<b>THEORETICAL KNOWLEDGE</b>	3.33
4.1	<b>Course Structure</b>	3.33
4.2	<b>Teaching Materials</b>	3.34
4.3	<b>Student Progress</b>	3.34
4.4	<b>Progress Testing</b>	3.34

## 1 THE TRAINING PLAN

### 1.1 The Aim of the Course

#### LAPL(A)

The aim of the LAPL(A) course is to train the student pilot to act as PIC under the Visual Flight Rules in single-engine piston aeroplanes (land) or TMGs with a maximum certificated mass of 2000kg or less and a maximum of three passengers such that there are never more than four persons on board the aircraft.

#### PPL(A)

The aim of the PPL course is to train the student pilot to act as PIC or co-pilot under the Visual Flight Rules.

The EASA LAPL(A) / EASA PPL(A) Skills Test is the means of determining if the course aim has been achieved.

Further details on the requirements for the EASA LAPL(A) / EASA PPL(A) Skill Test can be found in the United Kingdom Civil Aviation Authority (CAA) Standards Document 19(A).

#### LAPL(A) to PPL(A) Upgrade Course

The aim of the European Aviation Safety Agency (EASA) PPL(A) Upgrade Course is to allow pilots who hold the following licences to undertake a course of theoretical knowledge and flight training which will enable them to attain the higher levels of proficiency and knowledge required for the issue of a PPL(A):

- EASA LAPL(A)
- EASA LAPL(S) with TMG

### 1.2 Pre-entry Requirements

#### LAPL(A) / PPL(A)

There are no pre-entry requirements for either the LAPL course or the PPL course. However, before flying solo in a DSFT aircraft, a student pilot must:

- Be at least 16 years of age
- Hold an appropriate and valid medical certificate issued in accordance with EASA Part-MED
- Demonstrate evidence of English language proficiency equivalent to at least ICAO Level 4
- Have completed the EASA LAPL(A) / EASA PPL(A) Theoretical Examinations in Air Law and Communications
- Have completed the relevant emergency drill training
- Have completed the Phase 1 Reading List and Progress Check Flight

#### LAPL(A) TO PPL(A) UPGRADE COURSE

Applicants for an EASA PPL(A) holding an EASA LAPL(A) shall:

- Complete at least 15 hours of flight time on aeroplanes after the issue of the EASA LAPL(A), of which at least 10 hours shall be flight instruction completed in a training course at an Approved Training Organisation (ATO) as detailed in this manual.
- must hold a valid Class 2 medical certificate issued in accordance with EASA Part-MED

### 1.3 Credits for Previous Experience

#### 1.3.1 EASA LAPL(A)

Applicants for an EASA LAPL(A) who have prior experience as Pilot In Command (PIC) may be credited towards the requirements for licence issue on the basis of a pre-entry flight test with DSFT.

Credit awarded shall not:

- i. exceed the total flight time as Pilot In Command (PIC)
- ii. exceed 50% of the total hours required for licence issue
- iii. be credited towards the 6 hours of supervised solo flight time required for licence issued

In accordance with Part-FCL.110(A), applicants for an EASA LAPL(A) who have held another licence in the same category of aircraft shall be fully credited towards the requirements of the EASA LAPL(A) in that category of aircraft. If the licence has lapsed, the applicant shall have to pass a skill test in accordance with FCL.125 for the issue of an EASA LAPL(A) in the appropriate aircraft category.

Applicants for an EASA LAPL(A) holding an EASA LAPL(S) with TMG extension shall have completed at least 21 hours of flight time on TMGs after the endorsement of the TMG extension and complied with the requirements of Part-FCL.135.A(a) on aeroplanes.

#### 1.3.2 EASA PPL(A)

The holder of a pilot licence on another category of aircraft (except balloons) may, at the discretion of the HT, be credited with 10% of their total flight time up to maximum of 10 hours towards the flight time requirement for licence issue. The amount of credit given in this case shall not include the requirements of Part-FCL.210.A(a)(2).

In accordance with Part-FCL.210(A), applicants for an EASA PPL(A) holding an EASA LAPL(A) shall complete at least 15 hours of flight time on aeroplanes after the issue of the EASA LAPL(A), of which at least 10 shall be flight instruction completed in a training course at an Approved Training Organisation (ATO). This training course shall include at least 4 hours of supervised solo flight time, including at least 2 hours of solo cross-country flight time with at least 1 cross-country flight of at least 270 km (150 NM), during which full stop landings at 2 aerodromes different from the aerodrome of departure shall be made.

Applicants for an EASA PPL(A) holding an EASA LAPL(A) shall have completed:

- Complete at least 15 hours of flight time on aeroplanes after the issue of the EASA LAPL(A), of which at least 10 hours shall be flight instruction completed in a training course at an Approved Training Organisation (ATO) as detailed in this manual.

### 1.4 Training Syllabi

#### 1.4.1 Flight Training – LAPL(A)

The EASA LAPL(A) flight training course will include, at least 30 hours of flight instruction on aeroplanes, including at least:

- 15 hours of dual flight instruction in the class in which the skill test will be taken
- 6 hours of supervised solo flight time, including at least 3 hours of solo cross-country flight time with at least 1 cross-country flight of at least 150 km (80 NM), during which 1 full stop landing at an aerodrome different from the aerodrome of departure shall be made.

An overview of the syllabus is shown in the table below:

Flt	Sortie	Flight Time		Total	Remarks
		Dual	Solo		
1	Effects of Controls	1.2		1.2	Ex.4; 5a
2	Straight and Level	1.2		2.4	Ex.6; 5b
3	Climbing/Descending	1.0		3.4	Ex7a/b; 8
4	Turning/Descending	1.0		4.4	Ex.9; 8
5	Slow Flight	1.0		5.4	Ex.10a
6	Stalling	1.0		6.4	Ex.10b
7	Spin Avoidance/Circuits	1.0		7.4	Ex.11; 12; 13
8	Circuits	1.0		8.4	Ex12; 13; 12/13e
9	Circuits	1.0		9.4	Ex12; 13; 12/13e
10	Circuits / <b>Progress Check 1</b>	1.0		10.4	Ex12; 13; 12/13e
11	First Solo		0.3	10.7	Ex.14
12	Circuit Consolidation 1	0.6	0.7	12.0	Ex12; 13; 12/13e
13	Circuit Consolidation 2	0.5	1.0	13.5	Ex12; 13; 12/13e
14	Advanced turning/GH Revision	1.0		14.5	Ex.5-13; 15
15	FLWOP	1.0		15.5	Ex.5-13; 15; 16
16	Solo GH		1.0	16.5	Ex.5-13; 15; 16
17	Precautionary Landings	1.0		17.5	Ex.5-13; 15-17
26	<b>Progress Check 2</b>	1.0		18.5	Ex.5-13; 15-17
18	Nav 1	1.0		19.5	Ex.18a
19	Nav 2	1.5		21.0	Ex.18a
20	Nav 3		1.0	22.0	Ex.18a
21	Nav 4 (VFR Diversion)	1.5		23.5	Ex.18a
22	Nav 5 (Land-away)	1.5		25.0	Ex.18a
23a	LAPL Cross country 1		1.0	26.0	Ex.18a
23b	LAPL Cross country 2		1.0	27.0	Ex.18a
24	Nav 6 (Low level & Poor visibility)	1.0		28.0	Ex.18b
25	Nav 7 (Introduction to Radio Navigation)	0.5		28.5	Ex.18c
27	<b>Progress Check 4</b>	1.5		30.0	As Required

#### 1.4.2 N/A

### 1.4.3 Flight Training – PPL(A)

The EASA PPL(A) flight training course will include, at least 45 hours of flight instruction on aeroplanes, including at least:

- 25 hours of dual flight instruction
- 10 hours of supervised solo flight time, including at least 5 hours of solo cross-country flight time with at least 1 cross-country flight of at least 270 km (150 NM), during which full stop landings at 2 aerodromes different from the aerodrome of departure shall be made.

An overview of the syllabus is shown in the table below:

Flt	Sortie	Flight Time		Total	Remarks
		Dual	Solo		
1	Effects of Controls 1	1.2		1.2	Ex.4a
2	Straight and Level 1	1.2		2.4	Ex.6a; 5a
3	Effects of Controls 2 / Straight and Level 2	1.3		3.7	Ex.4b; 6b; 5b
4	Climbing / Descending 1	1.2		4.9	Ex.7a/b; 8a
5	Turning / Descending 2	1.2		6.1	Ex.8b; 9
6	Slow Flight/Stalling 1	1.3		7.4	Ex.10a
7	Stalling 2 / Rev	1.2		8.6	Ex.10b; 10c
8	Circuits	1.0		9.6	Ex.12; 13
9	Circuits	1.0		10.6	Ex.12; 13; 12/13e
10	Circuits / <b>Progress Check 1</b>	1.0		11.6	Ex.12; 13; 12/13e
11	Circuits Dual to First Solo	0.8		12.4	Ex.12; 13; 12/13e
12	First Solo		0.3	12.7	Ex.14
13	Circuit Consolidation 1	0.5	0.5	13.7	Ex.12; 13; 12/13e
14	Circuit Consolidation 2	0.3	0.7	14.7	Ex.12; 13; 12/13e
15	Circuit Consolidation Solo		1.0	15.7	Ex.12; 13; 12/13e
16	Circuit Consolidation Solo		1.0	16.7	Ex.12; 13; 12/13e
17	Circuit Consolidation Solo		1.0	17.7	Ex.12; 13; 12/13e
18	Advanced turning/GH Rev	1.0		18.7	Ex.5-13; 15
19	PFL's / Circuits	1.0		19.7	Ex.5-13; 15; 16
20	Solo GH		1.0	20.7	Ex.5-13; 15
21	Precautionary Landings /GH Rev	1.0		21.7	Ex.5-13; 15-17
22	Solo GH		1.0	22.7	Ex.5-13; 15; 16
23	Dual GH	1.0		23.7	Ex.5-13; 15-17
24	Solo GH		1.0	24.7	Ex.5-13; 15; 16
25	Dual IF	1.0		25.7	Ex.19
26	Solo GH		1.0	26.7	Ex.5-13; 15; 16
27	Dual IF	1.0		27.7	Ex.19
28	Nav 1; Intro	1.5		29.2	Ex.18a
29	Nav 2 / <b>Progress Check 2</b>	1.5		30.7	Ex.18a
30	Nav 3 Solo Nav		1.5	32.2	Ex.18a
31	Nav 4 VFR Diversion	1.5		33.7	Ex.18a; 18b
32	Nav 5 L/A	1.5		35.2	Ex.18a; 18b
33	Nav 6 L/A	1.5		36.7	Ex.18a; 18b
34	Solo Nav		1.5	38.2	Ex.18a
35	Radio Nav	1.5		39.7	Ex.18c
36a	PPL Cross-country 1		1.0	40.7	Ex.18a
36b	PPL Cross-country 2		1.0	41.7	Ex.18a
36c	PPL Cross-country 3		1.0	42.7	Ex.18a
37	GH Skills Test Rev / <b>Progress Check 4</b>	1.3		44.0	Ex.5-13; 15-17
38	Solo GH Skills test Rev		1.0	45.0	Ex.5-13; 15; 16

1.4.4 N/A

**1.4.5 Flight Training – LAPL(A) to PPL(A) Upgrade Course**

Applicants holding an EASA LAPL(A) who wish to upgrade to an EASA PPL(A) shall complete:

15 hours of flight time since the issue of the LAPL(A), of which at least 10 hours shall be flight instruction with an Approved Training Organisation (ATO).

The flight instruction shall include:

- 4 hours supervised solo flight time;
- including at least 2 hours of solo cross country flight time with at least 1 cross-country flight of at least 270 km (150 NM), during which full stop landings at 2 aerodromes different from the aerodrome of departure shall be made

An overview of the syllabus is shown in the table below:

Flt	Sortie	Flight Time		Total	Remarks
		Dual	Solo		
1	Aeroplane Familiarisation	GROUND ONLY			
2	Emergency and abnormal procedures	GROUND ONLY			
3	Preparations for Flight and Actions After Flight	GROUND ONLY			
4	Assessment Flight: General Handling and Circuits	1.5		1.5	Ex.5-13; 15-17
5	Solo Circuit Consolidation		1.0	2.5	Ex.12; 13; 12/13E
6	Assessment Flight: Basic Navigation	1.5		4.0	Ex.18a
7	Low Level Navigation and Radio Navigation	1.5		5.5	Ex.18a; 18b; 18c
8	Basic Instrument Flight	1.5		7.0	Ex.19
9	PPL(A) Cross Country Qualifier		3.0	10.0	Ex.18a

**1.4.6 Theoretical Knowledge Training**

**LAPL(A) / PPL(A)**

Theoretical Knowledge for the EASA LAPL(A) / EASA PPL(A) shall be given in accordance with the syllabus set out in AMC1 FCL.210, AMC1 FCL.215 and the United Kingdom Civil Aviation Authority (CAA) CAP 1298 and CAP 1299.

A course of theoretical knowledge instruction and examinations must be completed prior to the student being recommended for Skill Test. Student progress will be monitored by DSFT through the recording of all ground and theoretical instruction on the students Flight Exercise Report Form and through the completion of the Theoretical Study Record Forms, which are located in the Appendices to this manual.

The theoretical knowledge training may consist of formal classroom instruction, interactive video, presentations, computer-based learning and directed distance learning.

The following theoretical subjects must be completed for the issue of the EASA LAPL(A) / EASA PPL(A). The suggested study hours for each theoretical topic are to act as a guideline for the student and do not indicate the minimum amount of study required before being recommended for test. DSFT have proposed that all examinations are completed within five of



the six possible theoretical examination sittings to allow for re-tests should one or more papers be failed.

Subject	Phase Complete	Sitting	Suggested Study Time (Hours)
AIR LAW	1	1	14
COMMUNICATIONS	1	1	8
METEOROLOGY	2	2	17
NAVIGATION	2	3	16
FLIGHT PLANNING AND PERFORMANCE	2	3	7
AIRCRAFT GENERAL KNOWLEDGE	3	4	14
PRINCIPLES OF FLIGHT	3	4	10
HUMAN PERFORMANCE	4	5	7
OPERATIONAL PROCEDURES	4	5	7
		<b>TOTAL</b>	<b>100</b>

### 1.5 Time Scale

#### LAPL(A) / PPL(A)

A full-time course for the EASA LAPL(A) / EASA PPL(A) is expected to take six to eight weeks to complete.

Students for the EASA LAPL(A) / EASA PPL(A) may schedule the frequency of their training to suit their personal circumstances and availability. However, it should be noted that training is expected to take considerably longer for students not undertaking a full-time course of training. The average completion time for a part-time student is twelve to twenty-four months.

The flight training syllabi detailed in this manual shows the minimum training required. Each flight exercise has a completion standard that is to be achieved before moving on to the next exercise. In the event that the required standard is not achieved in the minimum time allocated, it will be necessary to repeat all or part of the exercise, which is likely to result in the course being extended beyond the minimum hours.

#### LAPL(A) to PPL(A) Upgrade Course

A full-time course for the EASA LAPL(A) to PPL(A) Upgrade Course is expected to take two weeks to complete.

Students undertaking the upgrade course may schedule the frequency of their training to suit their personal circumstances and availability. However, it should be noted that training is expected to take considerably longer for students not undertaking a full-time course of training. The average completion time for a part-time student is three to six months.

### 1.6 Training Programme

#### 1.6.1 General Arrangements

The DSFT daily flying program is to be prepared by the Operations Manager and Operations Assistants. Each flying lesson will be allocated a time slot, instructor and aircraft as appropriate. Each flying lesson will be booked into the bookings diary and will be promulgated to staff and students by the operations team as required. The flying programme will be created to take into account duty time limitations, aircraft maintenance, weather and operational requirements.

Standard training slots will be booked to last for two hours, to include pre and post flight bookings. For navigation exercises these will be considerably longer, and students will be notified when booking if a longer slot is required.

The HT will have ultimate responsibility for the content of all Training Courses taught at DSFT.

Changes or limitations in the flying program due to aircraft unserviceability, weather or other factors will be promulgated at the earliest opportunity by DSFT Instructors to the Operations Team, who will notify any students affected as soon as reasonably possible.

Programmed booking times are to be regarded as targets that should be achieved to ensure the smooth flow of the days flying program. Students are expected to arrive in good time for their booking with any pre-flight preparation (including weather checks and flight planning) completed prior to their scheduled start time.

### 1.6.2 Bad Weather Constraints

Flying training will not take place when the weather is below the minima required to test on that part of the syllabus. If weather precludes flying, then relevant ground briefings will be given, or students will be required to refresh their theoretical knowledge during this time.

### 1.6.3 Maximum Student Training Times

The provisions of Part 2 – Operations Manual, 1.15 Flight Duty Period, Flight Time Limitations and Rest Periods, 1.15.1 Students apply.

### 1.6.4 Training Records

Student training records are to be stored in a secure cabinet which is only accessible by instructional or operations staff.

Students are encouraged to read their own training records and can ask an approved Pilot of staff to give them access to these at any time. Students are required to countersign flight reports to acknowledge that the report is an accurate reflection of the flight. Students may not keep their original training records but may request a copy to be made if they require.

Student training records are to be retained for a minimum of three years following the completion of a course of approved training. Archived student records will be stored in a separate section of the secure cabinet which is only accessible by instructional or operations staff.

### 1.6.5 Form of Training Records

DSFT uses the following forms for the EASA LAPL(A) / EASA PPL(A) / EASA LAPL(A) to EASA PPL(A) Upgrade courses:

- APPENDIX 6A EXAMPLE STUDENTS' PROGRESS REPORT SHEET
- APPENDIX 6B EXAMPLE RTF TRAINING LOG
- APPENDIX 6C STUDENT PHASE / PROGRESS CHECK RECORD – EASA LAPL(A) / EASA PPL(A)
- APPENDIX 6D EMERGENCY DRILLS CHECKLIST
- APPENDIX 6E EASA LAPL(A) / EASA PPL(A) FIRST SOLO CIRCUIT AUTHORITY
- APPENDIX 6F EASA LAPL(A) / EASA PPL(A) FIRST SOLO NAVIGATION AUTHORITY
- APPENDIX 6G EASA LAPL(A) / EASA PPL(A) QUALIFYING CROSS-COUNTRY AUTHORITY
- APPENDIX 6H EASA LAPL(A) / EASA PPL(A) FIRST SOLO NAVIGATION / QUALIFYING CROSS-COUNTRY BRIEFING CHECKLIST
- APPENDIX 6I STUDENT PROGRESS CHECK FORM (*For All appropriate Courses*)

**Note:** All Students will be expected to become a 'Pilot' of DSFT and will fill out an appropriate 'DSFT Membership Form', which includes relevant personal information.

### 1.6.6 Checking of Records and Logbooks

The HT shall be responsible for completing regular standardisation checks on student records and logbooks. These checks shall ensure that all instructors are completing student records to a satisfactory standard that all student records are legible and that instructors are including appropriate content in their flight reports.

Details of these checks shall be recorded in the instructors personnel file on the Instructor Training Log form.

The Compliance Monitoring Manager shall be responsible for checking student records against logbook entries. Checks shall be made at the end of each training phase and before the student is recommended for test to ensure that the student records and logbooks match and that all elements of the current training phase have been completed and correctly documented prior to the student progressing. If any issues are highlighted, they shall be notified to the HT for correction.

### 1.6.7 Standardisation of Entries

Student training records must be completed after each flight by the instructor who has conducted or authorised that flight. Details of any Emergency Drills and completion of exercises to test standard should also be documented on the appropriate form in the student's record.

At the end of each flight, the instructor shall record the content of the flight along with a standardisation number on the Students Record Sheet; or 'Flight Exercise Report Form' as appropriate to the course being undertaken. All student records should be legible and clear and should include the full name of the instructor and the full aircraft registration. Students should countersign each their record sheet; or flight report and any other required documentation to reflect that the content of the report is accurate and fair. Definitions of each standardisation number are shown in the table below:

*Standardisation Table.*

Grade	Description
1	Student performs all exercises accurately and precisely after one demonstration and a minimum of practice.
2	Student performs most exercises accurately and precisely following demonstration and practice well within the allotted exercise period.
3	Student performs most exercises after demonstration and a number of practices, to a reasonable degree of accuracy within the allotted time
4	Student requires additional demonstration and or practice to perform the exercise. Accuracy is often poor. Additional time is required for the exercise
5	Student has difficulty in performing the exercise and needs frequent re-demonstration and additional practice. Unable to complete the exercise satisfactorily in the allotted period. Additional training required.
6	Student has great difficulty in performing the exercise. Additional demonstration and practice is required, accuracy is poor, unable to complete the exercise in the allotted period. Additional training essential.

Before being recommended for test, the HT or Compliance Monitoring Manager should check the students training record and logbook to ensure that all records are accurate, that all training and progress tests have been successfully completed and that all pre-test requirements have been met. If any issues or deficiencies are highlighted, they shall be notified to the HT for correction. Once a student has successfully completed a course of training and all requirements have been checked, the HT may recommend the student for test and a Course Completion Certificate can be issued.

### 1.6.8 Log Book Entries

Students' logbooks are to be completed in accordance with Article 228 of the Air Navigation Order 2016, as amended and AMC1 FCL.050.

## 1.7 Safety Training

### 1.7.1 Individual Responsibilities

The HT has the overall responsibility to ensure that adequate flight safety training is taught throughout the DSFT Flight Training Courses. Individual flight instructors are responsible for ensuring that their students complete safety training in accordance with the following instructions.

### 1.7.2 Emergency Drills

Emergency drill scenarios shall be carried out as listed below during either course. Upon satisfactory completion of each emergency drill, both the student and instructor should sign the Emergency Drills Check List Form which will be kept in the student's training records.

Each emergency drill scenario has a validity period, as shown, but in any case, will be 'refreshed' as required during the indicated phases; or whichever comes first.

If the validity periods stated are exceeded for any drill, then the student should be briefed again for that drill and additional practice must be repeated with the Emergency Drills Check Form being signed appropriately.

#### **GROUP A EMERGENCY DRILLS (PRIOR TO FIRST SOLO):**

##### **TO BE REFRESHED IN PHASE 2 AND PHASE 4**

###### **Validity 6 Weeks**

- Engine Failure During Flight
- Engine Failure After Take-Off (EFATO)
- Engine Fire on the Ground
- Engine Fire during Flight
- Cabin Fire during Flight
- Propeller Overspeed (*As appropriate to aircraft in use e.g. complex*)
- Alternator failure
- Gear Failure (Lowering / Retraction) (*As appropriate to aircraft in use e.g. complex*)

#### **GROUP B EMERGENCY DRILLS (PRIOR TO FIRST NAVIGATION)**

##### **TO BE REFRESHED IN PHASE 4**

###### **Validity 12 Weeks**

- Radio failure
- Requirements for and Wearing of Life Jackets
- Use of Dingy
- Ditching Procedures
- Types and use of Fire Extinguishers
- Fuelling Safety Procedures

- De-icing Precautions and Limitations
- Use of First Aid Kit

**Note:** *Emergency drill scenarios shall be carried out as appropriate during the LAPL(A) to PPL(A) Upgrade course and documented in the Emergency Drills Check List Form. Appendix 6D, Part 4.*

### 1.7.3 Dual Checks

Students on the EASA LAPL(A) / EASA PPL(A) / EASA LAPL(A) to EASA PPL(A) Upgrade course may not be authorised to complete a solo flight without a dual check with an instructor if they have not flown a dual flight within the preceding 21 days. For the purposes of this paragraph the 80nm (150km) / 150nm (270km) cross-country is to be considered as one flight.

### 1.7.4 Requirements before First Solo (PHASE 1)

#### LAPL(A) / PPL(A)

Before being permitted to fly solo for the first time, a student must:

- Have satisfactorily completed Exercises 1-13 of the EASA LAPL(A) / EASA PPL(A) syllabus.
- Have satisfactorily completed the Phase 1 Emergency Drill training.
- Have passed the Phase 1 Progress Check.
- Have signed the DSFT Organisational Manual.
- Have passed the Air Law and Communications Theoretical Examinations.
- Have read the United Kingdom Civil Aviation Authority (CAA) Skyway Code document.
- Hold an appropriate medical for the licence they are training for.

#### Requirements before Supervised Solo Flight

#### LAPL(A) to PPL(A) Upgrade

Before being permitted to fly solo for, a student must:

- Have signed the DSFT Organisational Manual.
- Have read the United Kingdom Civil Aviation Authority (CAA) Skyway Code document.
- Have read all appropriate DSFT Risk Assessments.
- Hold an appropriate medical for the licence they are training for.

### 1.7.5 Requirements before First Solo Cross-country (PHASE 2)

Before being authorised to undertake a first solo cross-country flight, a student must:

- Fulfil all of the appropriate requirements listed in 1.7.4 above.
- Have satisfactorily completed Exercises 1-18a of the EASA LAPL(A) / EASA PPL(A) syllabus.
- Have satisfactorily completed the Phase 1 and 2 Emergency Drill training.
- Have passed the Phase 2 Progress Check.
- Have passed the Meteorology, Navigation, Flight Performance and Planning Theoretical Examinations.
- Have read all United Kingdom Civil Aviation Authority (CAA) Safety Sense Leaflets.

- Have read all appropriate DSFT Risk Assessments.
- Hold an appropriate medical for the licence they are training for

### 1.7.6 Requirements before First Solo Qualifying Cross-country (PHASE 3)

Before being authorised to undertake the Solo Qualifying Cross Country flight, a student must:

- Fulfil all requirements listed in 1.7.4 and 1.7.5.
- Have satisfactorily completed Exercises 1-18a of the EASA LAPL(A) / EASA PPL(A) syllabus.
- Have satisfactorily completed the Phase 1 and 2 Emergency Drill training.
- Have passed the Aircraft General Knowledge and Principle of Flight Theoretical Examinations.
- Have read United Kingdom Civil Aviation Authority (CAA) CAP 413.
- Have passed the Radiotelephony Practical Examination.
- Have passed the Phase 3 Progress Check.
- Hold an appropriate medical for the licence they are training for.

### 1.7.7 Requirements before Skill Test Recommendation (PHASE 4)

Prior to being recommended for Skill Test, a student must:

- Fulfil all requirements listed in 1.7.4-1.7.6 of the EASA LAPL(A) / EASA PPL(A) Training Manual.
- Have satisfactorily completed Exercises 1-18 of the EASA LAPL(A) / EASA PPL(A) syllabus (For the EASA PPL(A) Exercise 19 must also be completed).
- Has successfully completed the Solo Qualifying Cross Country Flight.
- Have satisfactorily completed the Phase 1, 2 and 4 Emergency Drill training.
- Have passed the Operational Procedures and Human Performance Theoretical Examinations.
- Have passed the Phase 4 Progress Check.
- Have read Standards Document 19(A).
- Hold an appropriate medical for the licence they are training for.

## 1.8 Tests and Examinations

### 1.8.1 Flying

#### (a) Progress Checks

Flight progress checks are conducted by experienced instructors or examiners throughout the course to ensure that students are ready to progress onto the next phase of training. This includes:

- Prior to first solo flight.
- Prior to first solo navigation flight.
- Prior to solo Qualifying Cross Country.
- Prior to Skill Test.

#### (b) EASA LAPL(A) / EASA PPL(A) Skill Test

The EASA LAPL(A) / EASA PPL(A) Skill Test is taken when all of the theoretical knowledge, flying training and relevant experience requirements have been met in accordance with the United Kingdom Civil Aviation Authority (CAA) Standards Documents 19(A).

If the student fails part or all of the Skill Test, then DSFT will make every effort to provide remedial training and support as required prior to applying for a retest.

**(c) EASA LAPL(A) / EASA PPL(A) SKILL TEST TOLERANCES**

<b>Flight Profile</b>	<b>Tolerance</b>
<b>ATTITUDE OR HEIGHT</b>	
Normal flight	± 150 ft
<b>TRACKING</b>	
All except precision approach	± 10°
<b>HEADING</b>	
Normal operating	± 10°
<b>SPEED</b>	
Take-off / Vr	+ 15 kt / - 5 kt
Climb and Approach	± 15 kt
Vat / Vref	+ 15 kt / - 5 kt
Cruise	± 15 kt
Maximum Airspeed error at any time	± 15 kt
<b>NAVIGATION</b>	
Estimated Time of Arrival	± 3 Minutes

**1.8.2 Theoretical Knowledge**

**(a) Progress Tests**

Students on the EASA LAPL(A) / EASA PPL(A) course will be required to log their self-study and revision time for each theoretical subject. Directed self-study is conducted using the Pooley's Flight Training Manuals and Revision Guides. At the end of each chapter, the student will find a series of progress check questions which should be attempted. The amount of self-study, revision time and the results of each chapter progress check shall be recorded in the student's training file.

All formal classroom work, pre-flight theoretical briefings, long briefings and additional theoretical instruction shall be recorded in the student's training file by the instructor conducting the briefing.

When the student feels prepared to sit a theoretical knowledge examination paper, practice papers will be used to check the student's level of understanding on the theoretical knowledge subject. The results of each practice paper, and any additional revision or debrief time, shall also be recorded in the student's training file. If students have successfully passed the practice papers it can be deemed that the theoretical training requirements have been met to a satisfactory standard.

**(b) Theoretical Knowledge Examinations**

On checking the student's training records, and, if appropriate, with the student's instructor(s), if the Ground Examiner is satisfied that a suitable amount of directed self-study and classroom briefing has been completed and the student has successfully completed all chapter progress checks and practice examination papers, then the student may be recommended for the examination.

The theoretical knowledge examinations will be set when all relevant theoretical knowledge instruction has been completed. The pass mark for these examinations is 75%.

Theoretical knowledge examinations will be conducted in accordance with the United Kingdom Civil Aviation Authority (CAA) Standards Document 11.

The examination will be completed under the supervision of a Ground Examiner approved by the competent authority or by a responsible person within the training organisation who is not undergoing training for a licence. Students are not to be left alone in the examination room whilst the examination is in progress.

Examination papers are kept in a lockable cabinet which can be accessed only by the nominated custodian.

Prior to the papers being removed from the cabinet, a room will be prepared for the exam. The student will not be permitted to take any mobile phones, text books or aids not listed below into the examination room.

The examination is 'closed book' and no reference material of any kind is to be used other than that provided with the examination paper. Students may use the following equipment during an examination:

- A scientific calculator, a mechanical navigation slide rule or an electronic flight computer
- A protractor
- A compass and dividers
- A ruler
- Pen / Pencil

Once the invigilator is satisfied that the room and candidate are ready then they will issue the paper and blank answer sheet. The instructions to students will be read through and, following the student being satisfied, the start and finish times will be noted and the exam will commence with the invigilator in the room.

Should a student have any issues during the exam then they are to gain the invigilator's attention and discuss the problem in a manner that does not affect any other candidates.

Should a student have to leave the room (to use the toilet, fetch an overlooked piece of equipment etc) then they must be accompanied so far as is practical by the invigilator or a person deemed suitable by the invigilator.

Students must be given a five-minute warning before the end of the examination period. When the finish time is reached, the invigilator will remove all paperwork associated with the exam and mark it in a safe office.

Students have three attempts to pass each examination subject with DSFT. If the student fails, the third attempt then the procedure set out in United Kingdom Civil Aviation Authority (CAA) Standards Document 11 will be followed.

Examinations must be completed in a maximum of six sittings. A sitting is defined as attending an examination centre or training organisation for the purpose of taking one or more examination(s). When taking more than one examination these must be completed in a maximum of 10 consecutive days.

All theoretical knowledge examinations must be completed within 18 months, counted from the end of the calendar month when the first exam was attempted. Examinations are valid for 24 months from the date of the last exam for licence issue.

All theoretical knowledge examinations must be passed within the examination validity period prior to the student being recommended for Skill Test.



### 1.8.3 Test Reports & Records

Examination answer sheets are to be marked by the only by the Ground Examiner. Examination papers must not be marked in any way.

If the invigilation of the examination has been delegated, papers and answer sheet must be returned to the Ground Examiner immediately at the end of the examination.

Answer sheets must bear the names in BLOCK CAPITALS and signatures of the candidate, the invigilator, and the Ground Examiner who marked the paper as well as the date of the examination.

Completed answer sheets must be regarded as “Examination in Confidence” and retained by the Ground Examiner. On no account are the marked answer sheets to be given to the candidate, held with the student records, or sent to other persons as proof of passing an examination. Completed answer sheets will be stored in a secure cabinet.

The Ground Examiner is personally responsible for retaining the completed answer sheets for at least 3 years (36 months). Where examination results are required to be notified to another ATO, the candidate is to be given the results on the relevant licence/rating application form.

#### (a) Examination Pass

If the student has successfully passed the examination, the Ground Examiner must notify the student. The ground examiner may discuss any areas of weakness with the student but must not discuss answers to specific questions.

The Ground Examiner should update the student’s training file with the details of the examination that has been completed to demonstrate that the requirements of FCL.025(b)(3) with regards to the number of sittings and paper attempts have been met.

#### (b) Examination Fail

If the student has failed the examination, the Ground Examiner must notify the student. The Ground Examiner may discuss any areas of weakness with the student but must not discuss answers to specific questions.

The student must be presented with the United Kingdom Civil Aviation Authority (CAA) ‘SRG2155 - Examination Report in the respects of failure of Theoretical Examinations’ providing details of the examination that has been failed and the reasons why.

The Ground Examiner should update the student’s training records with the details of the examination that has been completed to demonstrate that the requirements of FCL.025(b)(3) with regards to the number of sittings and paper attempts have been met.

### 1.8.4 Examination Re-sit Procedures

Only one attempt at each paper may be made in any one sitting. A student is not required to wait until the end of the ten consecutive day period before attempting the re-sit of a failed paper, but whenever a re-sit is attempted this is counted as a further sitting. If the student opts to start a new sitting by re-sitting a failed paper within the ten 10-day period, then the Ground Examiner should ensure this is clearly marked in the student’s training records.

The Ground Examiner will ensure that the student is not issued with an examination paper they have previously taken when a re-sit of a subject is being undertaken.

### 1.9 Training Effectiveness

The progress of a student will be monitored by their instructor.

The HT shall maintain an overall assessment of all students in training by regularly reviewing training records and through discussions with the student and instructor as appropriate. The following specific guidance is given for the procedures to be adopted in the assessment process:

- Reference to individual training records
- Consultation with individual flying instructors
- Consultation with the student.

If this process reveals training deficiencies, then the HT is responsible for ensuring that appropriate remedial action is taken.

#### **1.9.1 Identification of Unsatisfactory Progress**

Unsatisfactory progress on the course by a student at any time is to be brought to their attention by their instructor and documented in the student training records.

Continued failure to improve will then be discussed with the student by the HT and appropriate future actions will be agreed.

Students will be informed that it is their duty to report on time as required by the instructor and failure to do so will result in unsatisfactory progress during the course. In the event of a student failing to report for a programmed flight, the instructor must establish the reason for this absence. If a satisfactory explanation is not given for this absence, the matter must be brought to the attention of the HT.

A student who continually falls short of the professional standard expected in their conduct will be asked to discuss their continued training and progress with the HT. In an extreme case, the student will be suspended from the course. This action will be explained to the student and confirmed in writing.

#### **1.9.2 Actions to Correct Unsatisfactory Progress**

A student who falls below the expected standard will initially be debriefed on their progress through the course. An appropriate course of action will be determined between the student and instructor and a review of this action will follow.

The review period should not exceed 3.0 hours of further training. Any remedial action and follow-up should be annotated as such in the student records. The purpose of this review action is to ensure that the student is fully aware of the areas of training, conduct or attendance which were expected to be addressed and to provide an opportunity for the student to explain how they have addressed them.

Following this review period, if progress has not improved, the HT, in discussion with the student, will decide what further remedial action is to be taken.

#### **1.9.3 Reporting & Documentation**

Details of any unsatisfactory progress shall be recorded by the HT in the student's training records. Details of the issues that have been highlighted and the remedial action and time frames that have been agreed will be recorded. Subsequent meetings regarding the unsatisfactory progress shall also be recorded.

#### **1.9.4 Instructor Allocation / Change of Instructor**

- (a) On starting a course of flight training instruction, each student will be allocated a primary instructor who will be predominantly responsible for delivering their prescribed course of flight training.
- (b) If a change in primary instructor is required, either at the request of the student or due to operational reasons, then this should be approved by the HT and reflected on the student

notes folder. The newly allocated instructor should be provided with the opportunity to review the student notes, with any remaining instructors and the HT, to ensure that they are fully up to speed with student progress and remaining training requirements.

- (c) Where possible, no student should have more than three primary instructor changes during their course of training, unless necessary due to instructor changes within the organisation itself.
- (d) Due to the nature of DSFT, additional instructors may be required to deliver occasional training as determined by student and aircraft availability, weather opportunities and staff holidays. These instructors should deliver the training required for the next exercise as described in the student's notes. Any queries over the training to be conducted in that flight should be discussed with either the HT or the Duty Instructor during the instructor morning briefing.

### **1.9.5 Collection, Maintenance and Destruction of Records**

All student records held by DSFT will be collected, maintained and destroyed in compliance with the Data Protection Act 2018 and its subsequent amendments and directives.

## 2 BRIEFINGS AND AIR EXERCISES

### 2.1 Air Exercises

All or some, as appropriate, of the following Air Exercises are to be used for the EASA LAPL(A) / EASA PPL(A) and the EASA LAPL(A) to EASA PPL(A) Upgrade courses accordingly.

Each will have an Exercise Number, Exercise Title, an Exercise Aim, either a Briefing or Air Exercise or both and a Completion Standard if applicable.

Ex 1a	Familiarisation with the Aeroplane
<b>Aim:</b>	To learn the characteristics of the aeroplane used on the course.
<b>Briefing</b>	The characteristics of the aeroplane: <ul style="list-style-type: none"> <li>• Cockpit layout</li> <li>• Airframe and engine systems</li> <li>• Use of the check list(s) and drills</li> <li>• Aircraft controls</li> </ul>
<b>Air Exercise</b>	N/A
<b>Completion Standard</b>	N/A

Ex 1b	Emergency Procedures
<b>Aim:</b>	To learn essential emergency procedures
<b>Briefing</b>	Emergency Drills: Action in the event of a fire on the ground or in the air: <ul style="list-style-type: none"> <li>• Engine fire</li> <li>• Cockpit/Cabin fire</li> <li>• Electrical fire</li> </ul> System failure drills as applicable to type Escape exits Escape drills including use of emergency equipment
<b>Air Exercise</b>	N/A
<b>Completion Standard</b>	N/A

Ex 2	Preparation for and Action After Flight
<b>Aim:</b>	To learn the actions required before flight and how to secure the aircraft after flight.
<b>Briefing</b>	Flight authorisation and aircraft acceptance Serviceability documents Equipment required for flight (maps, etc.) External & internal checks Harness, seat and rudder pedal adjustment, (student comfort) Starting and after starting checks System/power/serviceability checks (as applicable) Closing down/shutting down the aircraft (including system checks) Parking, leaving the aircraft (including safety/security as applicable) Completion of the authorisation sheet and aircraft serviceability documents
<b>Air Exercise</b>	N/A
<b>Completion Standard</b>	N/A

Ex 3	Familiarisation / Air Experience Flight
<b>Aim:</b>	To gain air experience and familiarisation with the airborne environment
<b>Briefing</b>	N/A
<b>Air Exercise:</b>	Local area familiarisation Familiarisation with the cockpit layout, ergonomics, controls Demonstrate cockpit procedures Demonstrate stability and control
<b>Completion Standard</b>	N/A

Ex 4	Effect of Controls
<b>Aim:</b>	To learn the effects of the cockpit controls and the functions of the instruments
<b>Air Exercise:</b>	Primary effects when laterally level and when banked Further effects of aileron and rudder Effects of: <ul style="list-style-type: none"> <li>• airspeed &amp; slipstream</li> <li>• power</li> <li>• trimming controls</li> <li>• flaps</li> <li>• other controls, as applicable</li> </ul> Operation of: <ul style="list-style-type: none"> <li>• mixture control</li> <li>• carburettor heat and/or other controls</li> <li>• cabin heating/ventilation</li> </ul>
<b>Completion Standard</b>	Demonstrate an understanding of the effects of the cockpit controls and the functions of the instruments

Ex 5	Taxiing
<b>Aim:</b>	To learn to manoeuvre the aircraft on the ground
<b>Ground Exercise:</b>	Pre-taxi checks Starting, control of speed and stopping Engine handling Control of direction and turning Turning in confined spaces Parking area procedure and precautions Effects of wind and use of flying controls Effects of ground surface Freedom of rudder movement Marshalling signals Instrument checks Air traffic control procedures
<b>Completion Standard</b>	Demonstrate the ability to manoeuvre the aircraft safely on the ground

Ex 5b	Taxiing Emergencies
<b>Aim:</b>	To learn the correct actions in the event of emergencies during taxi
<b>Ground Exercise:</b>	Brake failure Steering failure
<b>Completion Standard</b>	Demonstrate the correct actions in the event of an emergency during taxi

Ex 6a/b	Straight & Level Flight
<b>Aim:</b>	To learn to fly the aircraft in a constant direction, at a constant level and in balance, at selected power settings, with and without flap
<b>Air Exercise:</b>	At normal Cruising Power: <ul style="list-style-type: none"> <li>• Attaining and Maintaining Straight and Level Flight</li> <li>• Demonstration of Inherent Stability</li> <li>• Control in Pitch, including use of Elevator Trim control</li> <li>• Lateral Level, Direction and Balance, use of Rudder Trim controls as applicable</li> </ul> At Selected Airspeeds (Use of Power): <ul style="list-style-type: none"> <li>• Effect of Drag and use of Power (Two Airspeeds for one Power Setting)</li> <li>• Straight and Level in Different Aeroplane Configurations (Flaps, Landing Gear)</li> <li>• Use of Instruments to achieve Precision Flight</li> <li>• Airmanship</li> </ul>
<b>Completion Standard</b>	Achieve and maintain straight & level flight, in balance, within: Height - $\pm 150$ ft, Heading - $\pm 10^\circ$ , Speed - $\pm 15$ kts

Ex 7a/b	Climbing
<b>Aim:</b>	To learn to enter and maintain a climb in a constant direction and to level off at selected altitudes/heights
<b>Air Exercise:</b>	Entry and maintaining the normal Maximum Rate Climb Levelling Off Levelling Off at Selected Altitudes Climbing with Flaps down Recovery to normal Climb En Route Climb (Cruise Climb) Maximum Angle of Climb Use of Instruments to achieve Precision Flight Airmanship
<b>Completion Standard</b>	Enter a climb maintaining direction within $\pm 10^\circ$ . Maintain a steady climb whilst maintaining heading within $\pm 10^\circ$ and speed within $\pm 15$ kts. Level from a climb within 150ft of a selected altitude/height maintaining heading within $\pm 10^\circ$ . Display basic airmanship

Ex 8a/b	Descending
<b>Aim:</b>	To learn to enter and maintain a descent in a constant direction and to level off at selected altitudes/heights
<b>Air Exercise:</b>	Entry and maintaining the Glide Levelling Off Levelling Off at Selected Altitudes Descending with Flaps down Powered Descent – Cruise Descent (inc. effect of Power/Airspeed) Side-slipping (on suitable types) Use of Instrument to achieve Precision Flight Airmanship
<b>Completion Standard</b>	Enter a descent maintaining direction within $\pm 10^\circ$ . Maintain a constant rate of descent whilst maintaining heading within $\pm 10^\circ$ and speed within $\pm 15$ kts. Level from a descent within 150ft of a selected altitude/height maintaining heading within $\pm 10^\circ$ . Display basic airmanship

Ex 9	Turning
<b>Aim:</b>	To learn to complete a level turn at medium angles of bank onto selected headings
<b>Air Exercise:</b>	Entry and maintaining Medium Level Turns Resuming straight flight Faults in the Turn (incorrect Pitch, Bank, Balance) Climbing Turns Descending Turns Slipping Turns (on suitable types) Turns to Selected Headings, use of Gyro Heading Indicator and Compass Use of Instruments to achieve Precision flight Airmanship
<b>Completion Standard</b>	Enter a turn at $30^\circ$ AOB maintaining level flight within $\pm 150$ ft and maintaining balance. Maintain a constant angle of bank whilst maintaining level flight within $\pm 150$ ft and speed within $\pm 15$ kts, in balance. Recover to straight and level flight on a selected heading within $\pm 10^\circ$ whilst maintaining level flight within $\pm 150$ ft, in balance. Display basic airmanship

Ex 10a	Slow Flight
<b>Aim:</b>	To learn to manoeuvre the aircraft safely at slow speed
<b>Air Exercise:</b>	<p>Airmanship Safety Checks Introduction to Slow Flight Controlled Slow Flight in the Clean Configuration at:</p> <ul style="list-style-type: none"> <li>• Vs1 + 10 knots &amp; with Flaps Down</li> <li>• Vso + 10 knots: Straight &amp; Level Flight</li> </ul> <p><b>Level Turns*</b> <b>Climbing &amp; Descending*</b> <b>Climbing &amp; Descending Turns*</b></p> <ul style="list-style-type: none"> <li>• Controlled Slow Flight in the Clean Configuration at:</li> <li>• Vs1 + 5 knots &amp; with Flaps Down</li> <li>• Vso + 5 knots: Straight &amp; Level Flight</li> </ul> <p><b>Level Turns*</b> <b>Climbing &amp; Descending*</b> <b>Climbing &amp; Descending Turns*</b> <b>Descending 'Unbalanced' Turns at Low Airspeed – the need to maintain Balanced Flight*</b></p> <p>Application of full power with correct attitude and balance to achieve normal climb speed</p> <p style="text-align: right;">* Not required for LAPL(A)</p>
<b>Completion Standard</b>	Demonstrate the ability to manoeuvre the aircraft safely at slow speed. Display basic airmanship

Ex 10b	Stalling
<b>Aim:</b>	To recognise and recover from an approaching stall with minimum height loss. To learn the effect of power and flap on the stalling characteristics of the aircraft
<b>Air Exercise:</b>	<p>Airmanship – Safety checks The symptoms of the Stall Stall Recognition &amp; Recovery:</p> <ul style="list-style-type: none"> <li>• Recovery Without Power</li> <li>• Recovery With Power</li> <li>• Recovery when a Wing Drops at the Stall</li> </ul> <p>Stalling with Power 'ON' &amp; Recovery Stalling with Flap 'Down' &amp; Recovery</p> <p><b>Maximum Power Climb (straight &amp; turning flight) to the point of Stall with uncompensated YAW – Effect of unbalance at the stall when climbing power is being used.*</b></p> <p>Stalling &amp; Recovery during Manoeuvres involving more than 1G (accelerated stalls, including secondary stalls &amp; recoveries)</p> <p><b>Recoveries from Incipient Stalls in the landing and other configurations &amp; conditions*</b> <b>Recoveries at the Incipient Stage during change of Configuration*</b></p> <p style="text-align: right;">* Not required for LAPL(A)</p>
<b>Completion Standard</b>	Demonstrate the ability to recognise the signs of the approaching stall, particularly in the landing and approach configurations, and to execute the standard recovery, minimising height loss. Display basic airmanship



Ex 11	Spin Avoidance
<b>Aim:</b>	To learn to recognise the signs of an incipient spin and to recover with minimum height loss
<b>Air Exercise:</b>	Airmanship - Safety checks Stalling and recovery at the incipient spin stage (stall with excessive wing drop, about 45°) Instructor induced distractions during the stall
<b>Completion Standard</b>	To recognise the approach of an incipient spin and to take the correct actions to avoid it developing Display basic airmanship

Ex 12	Take-off & Climb to Downwind Position
<b>Aim:</b>	To learn to take-off, enter the climb and position the aircraft on the downwind leg of the circuit
<b>Air Exercise:</b>	Pre-take-off checks Into wind take-off Safeguarding the nose wheel Crosswind take-off Drills during and after take-off Short take-off and soft field procedure/techniques including performance calculations Noise abatement procedures Airmanship
<b>Completion Standard</b>	Demonstrate the ability to follow the correct circuit pattern. Display basic airmanship

Ex 13	The Circuit, Approach and Landing
<b>Aim:</b>	To learn to take-off and land facing into wind, crosswind and downwind
<b>Air Exercise:</b>	Circuit procedures, downwind, base leg Powered approach and landing Safeguarding the nose wheel Effect of wind on approach and touchdown speeds, use of flaps Crosswind approach and landing Glide approach and landing Short landing and soft field procedures/techniques Flapless approach and landing Wheel landing (tail wheel aeroplanes) Noise abatement procedures Airmanship
<b>Completion Standard</b>	Demonstrate the ability to follow the correct circuit pattern, to maintain the correct approach path and safely land the aircraft in various configurations Display basic airmanship

Ex 12/13E	Emergencies in the Circuit
<b>Aim:</b>	To learn to take the correct actions in the event of an emergency occurring in the circuit area
<b>Air Exercise:</b>	Aborted take-off Engine failure after take-off Mis-landing / Go-around Missed approach
<b>Completion Standard</b>	Demonstrate the ability to carry out the correct actions in the event of an emergency occurring in the circuit area.

Ex 14	First Solo
<b>Aim:</b>	To fly the normal circuit pattern and carry out a normal approach and landing
<b>Air Exercise:</b>	Normal circuit, approach and landing
<b>Completion Standard</b>	N/A

Ex 15	Advanced Turning
<b>Aim:</b>	To learn to turn the aircraft at high angles of bank (45°-60°) and to recognise and recover from a stall in the turn with minimum height loss
<b>Air Exercise:</b>	Steep turns (45°), level and descending Stalling in the turn and recovery Recoveries from unusual attitudes, including spiral dives Airmanship
<b>Completion Standard</b>	Enter a turn at 45°AOB maintaining level flight within $\pm 150$ ft and maintaining balance. Maintain a constant angle of bank whilst maintaining level flight within $\pm 150$ ft and speed within $\pm 15$ kts, in balance. Recover to straight and level flight on a selected heading within $\pm 10^\circ$ whilst maintaining level flight within $\pm 150$ ft, in balance. Carry out checks and drills in accordance with the aircraft checklist. Make RTF calls in accordance with CAP413. Display basic airmanship

Ex 16	Forced Landing Without Power
<b>Aim:</b>	To learn to make a safe approach and landing after a partial or complete engine failure
<b>Air Exercise:</b>	Choice of landing area, provision for change of plan Gliding distance Descent plan Key positions Engine cooling Engine failure checks Use of radio Base leg Final approach Landing Actions after landing Airmanship
<b>Completion Standard</b>	Demonstrate the ability to make an approach to a suitable landing area with a realistic chance of landing safely in the selected area and recover to the climb Carry out checks and drills in accordance with the aircraft checklist Make RTF calls in accordance with CAP413 Display appropriate airmanship

Ex 17	Precautionary Landing
<b>Aim:</b>	To learn to learn to land the aircraft safely other than at the planned airfield
<b>Air Exercise:</b>	Full procedure away from aerodrome to break-off height Occasions necessitating In-flight conditions Landing area selection: <ul style="list-style-type: none"> <li>• Normal aerodrome</li> <li>• Disused aerodrome</li> <li>• Ordinary field</li> </ul> Circuit and approach Actions after landing Airmanship
<b>Completion Standard</b>	Carry out checks and drills in accordance with the aircraft checklist Make RTF calls in accordance with CAP413 Display appropriate airmanship

Ex 18a	Navigation
<b>Aim:</b>	To learn to plan a cross-country flight and to navigate by visual reference
<b>Air Exercise:</b>	<p><b>Flight planning</b> Weather forecast and actual - map selection and preparation - choice of route – controlled airspace - danger, prohibited and restricted areas - safety altitudes</p> <p><b>Calculations</b> Magnetic heading(s) and time(s) en-route - fuel consumption - mass and balance - mass and performance</p> <p><b>Flight information</b> NOTAMS etc. - radio frequencies - selection of alternate aerodromes - aeroplane documentation</p> <p><b>Notification of the flight</b> pre-flight administrative procedures - flight plan form</p> <p><b>Departure &amp; En-route</b> Organisation of cockpit workload - altimeter settings - ATC liaison in controlled/regulated airspace - setting heading procedure - noting of ETAs - maintenance of altitude and heading - revisions of ETA and heading - log keeping - use of radio - use of nav aids - minimum weather conditions for continuation of flight - in-flight decisions - transiting controlled/regulated airspace - diversion procedures - uncertainty of position procedure - lost procedure</p> <p><b>Arrival, aerodrome joining procedure</b> ATC liaison in controlled/regulated airspace - altimeter setting - entering the traffic pattern - circuit procedures – parking - security of aeroplane – refuelling - closing of flight plan, if appropriate - post-flight administrative procedures</p>
<b>Completion Standard</b>	<p>Correctly employ pre-flight planning facilities and techniques</p> <p>Employ correct VFR navigational techniques while maintaining heading <math>\pm 10^\circ</math>, height/altitude <math>\pm 150\text{ft}</math> and speed <math>\pm 15\text{kts}</math></p> <p>Carry out checks and drills in accordance with the aircraft checklist</p> <p>Make RTF calls in accordance with CAP413; Display appropriate airmanship</p>
Ex 18b	Navigation Problems at Lower Levels & in Reduced Visibility
<b>Aim:</b>	To learn to navigate accurately at low level and in reduced visibility
<b>Air Exercise:</b>	<p>Actions prior to descending</p> <p>Hazards (e.g. obstacles, and terrain)</p> <p>Difficulties of map reading</p> <p>Effects of wind and turbulence</p> <p>Vertical situational awareness (avoidance of controlled flight into terrain)</p> <p>Avoidance of noise sensitive areas</p> <p>Joining the circuit</p> <p>Bad weather circuit and landing</p>
<b>Completion Standard</b>	<p>Correctly employ pre-flight planning facilities and techniques</p> <p>Employ correct VFR navigational techniques while maintaining heading <math>\pm 10^\circ</math>, height/altitude <math>\pm 150\text{ft}</math> and speed <math>\pm 15\text{kts}</math></p> <p>Carry out checks and drills in accordance with the aircraft checklist</p> <p>Make RTF calls in accordance with CAP413; Display appropriate airmanship</p>

Ex 18c	Radio Navigation
<b>Aim:</b>	To learn how to use radio aids to navigation
<b>Air Exercise:</b>	Navigation procedures as necessary <ul style="list-style-type: none"> <li>• Use of</li> <li>• GNSS</li> <li>• VOR</li> <li>• <b>ADF/NDB*</b></li> <li>• VHF/DF</li> <li>• En-route or terminal radar</li> <li>• Secondary Surveillance Radar</li> <li>• <b>DME*</b></li> </ul> <p style="text-align: right;">* Not required for LAPL(A).</p>
<b>Completion Standard</b>	Employ correct VFR navigational techniques while maintaining heading $\pm 10^\circ$ , height/altitude $\pm 150\text{ft}$ and speed $\pm 15\text{kts}$ Carry out checks and drills in accordance with the aircraft checklist Make RTF calls in accordance with CAP413 Display appropriate airmanship

Ex 19	Introduction to Instrument Flight (Not required for LAPL(A))
<b>Aim:</b>	To learn to fly the aircraft safely by sole reference to instruments
<b>Air Exercise:</b>	Physiological sensations Instrument appreciation Attitude instrument flight Instrument limitations Basic manoeuvres: <ul style="list-style-type: none"> <li>• Straight and level at various airspeeds and configurations</li> <li>• Climbing and descending</li> <li>• Standard rate turns, climbing and descending, onto selected headings</li> <li>• Recoveries from climbing and descending turns</li> </ul>
<b>Completion Standard</b>	Carry out all exercises while maintaining height/altitude $\pm 150\text{ft}$ , heading $\pm 10^\circ$ , speed $\pm 15\text{kts}$ Carry out checks and drills in accordance with the aircraft checklist Make RTF calls in accordance with CAP413 Display appropriate airmanship

2.2 N/A

2.3 Course Structure

2.3.1 Phase of Training

(a) The EASA LAPL(A) Flight Training Course is divided into four phases as detailed below. Whilst the course will normally be expected to follow the suggested structure and flight times detailed below, instructors may deviate from this structure as required by weather or serviceability constraints or student progress considerations, in which case the circumstances are to be detailed in the training record.

EASA LAPL(A)			
Phase	Exercises	Min. Hours	Completion
1	1-14a	11.7	Phase 1 Progress Check, First Solo Circuit
2	12/13, 18a	12.3	Phase 2 Progress Check, First Solo Navigation
3	18a	3.0	Phase 3 Progress Check, Qualifying Cross Country
4	18b, 18c	3.0	Phase 4 Progress Check, Skill Test Recommendation

(b) The EASA PPL(A) Flight Training Course is divided into four phases as detailed below. Whilst the course will normally be expected to follow the suggested structure and flight times detailed below, instructors may deviate from this structure as required by weather or serviceability constraints or student progress considerations, in which case the circumstances are to be detailed in the training record.

EASA PPL(A)			
Phase	Exercises	Min. Hours	Completion
1	1-14a	13.5	Phase 1 Progress Check, First Solo Circuit
2	12/13, 18a	17.8	Phase 2 Progress Check, First Solo Navigation
3	18a	6.7	Phase 3 Progress Check, Qualifying Cross Country
4	18b, 18c and 19	7.0	Phase 4 Progress Check, Skill Test Recommendation

(c) Flight exercises for each course will normally be taught in the order as shown in either 1.4.1, 1.4.3 and 1.4.5 as appropriate, which ensures that they are taught in the most suitable learning sequence. If deviation from the normal order is necessary due, for example, to weather or aircraft unserviceability, the circumstances are to be detailed in the student's training record.

(d) Emergency Drill scenarios shall be carried out as listed in this manual during the appropriate phase of training. Upon satisfactory completion of each emergency drill, both the student and instructor should sign the 'Emergency Drills Check List' form (*Appendix 6D, Part 4*). Emergency Drills should be repeated within as required in subsequent phases as laid out in this manual.

### 2.3.2 Integration of Theoretical Syllabus

- (a) The completion of Theoretical Knowledge Instruction and Examinations are structured into the flight training phases by DSFT to complement the students flight training. This will allow students to apply the knowledge gained during their Theoretical Knowledge Instruction to the practical aspects of their flight training.
- (b) The Theoretical Knowledge Examination structure and required reading list can be found in the 'EASA LAPL(A) / EASA PPL(A) Theoretical Requirements, Reading and Equipment List' located within the Appendices to this manual.

### 2.3.3 Student Progress

Before progressing from one phase of training to the next a student must have:

- Completed all of the flight exercises to a satisfactory standard.
- Passed the relevant phase progress test.
- Completed the required Theoretical Knowledge Examinations and required reading.

## 2.4 Instructional Methods

### 2.4.1 Pre-flight Briefings

- (a) Each flight exercise is to be preceded by a comprehensive pre-flight briefing. The student should be left with no doubt as to their responsibilities during the flight and the order in which the exercises are to be taught / practised as well as the standards they are required to achieve in order to successfully complete the exercise.
- (b) All students are expected to arrive on time for their allocated briefing slot. As early as possible in the course, and particularly during the navigation flight exercises, the student is expected to arrive at the allocated briefing time prepared to brief the instructor on the current meteorological conditions, NOTAMs, navigation route (where applicable) and provide any other information that is pertinent to the exercise being conducted.
- (c) Pre-flight briefings may make use of all available training aids, including computer based aids, as required.

### 2.4.2 Post-flight Discussion

- (a) The student should be debriefed as soon as practicable after each flight. The debriefing must match the subsequent entry in the student's training record, which both the student and instructor are required to sign to confirm that the entry is a true and accurate reflection of the flight and topics discussed.
- (b) The post-flight debrief should clearly define any successes and failings by the student. Where failings are identified, the debrief should also identify the actions that need to be taken in order to improve performance.
- (c) If multiple instances are identified during post-flight debriefs that highlight that the student is not making satisfactory progress on the course then the procedures outlined in the 'Training Effectiveness' section of this manual should be followed.

### 2.4.3 Adherence to Syllabus

- (a) Instructors are to give instruction in accordance with the flight training syllabus set out in this manual. It is essential that instruction is standardised to avoid confusion if the student should fly with more than one instructor. Any examples of a lack of standardisation are to be brought to the attention of the HT.

- (b) Each syllabus exercise states the standards that are to be achieved by the student. Where possible, the standard should be reached before moving on to the next exercise. It should be noted that some exercises, such as Exercise 2 and Exercise 5, are continuously taught throughout the course and the completion standard may be achieved much later than when the exercise is first introduced.

#### **2.4.4 Authorisation for Solo Flight**

- (a) Students are to be authorised for solo flights only after they have received a pre-flight briefing from the authorising instructor and have completed the relevant pre-solo form for the exercise being conducted, as follows:
- First Solo Circuit Authorisation. Appendix 6E, Part 4.
  - First Solo Navigation Authorisation. Appendix 6F, Part 4.
  - Qualifying Cross-Country Authorisation. Appendix 6G, Part 4.
  - First Solo Navigation / Qualifying Cross-Country Briefing Checklist. Appendix 6H, Part 4.
- (b) Flight Instructors (Restricted) may authorise solo students under the supervision of an unrestricted Duty Instructor. Flight Instructors (Restricted) may not authorise students for their first solo circuit flight or first solo navigation flight.

### **2.5 Progress Checks**

#### **2.5.1 PROGRESS CHECK 1**

Progress Check 1 is a check of the student's ability to fly the aircraft safely and to a standard suitable to be allowed to fly as Pilot In Command (PIC). The check must be passed before the student is authorised for the first solo flight. The Progress Check will be recorded on The Student Progress Check Form. Appendix 6I, Part 4.

#### **2.5.2 PROGRESS CHECK 2**

Progress Check 2 is a check of the student's ability to conduct a cross-country flight under VFR conditions safely and to complete other flight manoeuvres with an acceptable degree of accuracy. The check must be passed before the student is authorised for the first solo navigation flight. The Progress Check will be recorded on The Student Progress Check Form. Appendix 6I, Part 4.

#### **2.5.3 PROGRESS CHECK 3**

Progress Check 3 is a check of the student's ability to conduct a cross-country flight, including at least one landing at another airfield, under VFR conditions safely and to complete other flight manoeuvres with an acceptable degree of accuracy. The check must be passed before the student is authorised for the Qualifying Cross Country Flight. The Progress Check will be recorded on The Student Progress Check Form. Appendix 6I, Part 4.

#### **2.5.4 PROGRESS CHECK 4**

Progress Check 4 is designed to ensure that the student can complete all of the relevant exercises to the standard required in the EASA LAPL(A) / EASA PPL(A) Skill Test. The check must be passed before a recommendation is made for a student to attempt the skill test. The Progress Check will be recorded on The Student Progress Check Form. Appendix 6I, Part 4.

#### **2.5.5 Nomination of Examiners**

- (a) Where possible, all progress checks are to be conducted by the HT to aid in the standardisation of instructors and students. Where this is not possible, the check is to be conducted by an experienced Flight Instructor (Unrestricted) or examiner who has been nominated by the Head of Training.



- (b) Progress Check 4 should be conducted by the HT. Upon successful completion the HT is authorised to sign the student's recommendation for test.
- (c) Progress Checks are an integral part of the EASA LAPL(A) / EASA PPL(A) Flight Training Course. The flight time for each progress check will be logged towards the total flight time requirements for the respective course. Progress checks should be recorded by the student as dual flight time.
- (d) Since the progress test is considered to be flight instruction, an Flight Examiner who conducts a progress test cannot then conduct a skill test for the same student.
- (e) The HT, Simon Capp, Mark Watkinson, Rob Wotton and Mike Beeston are the CAA authorised Flight Examiners for DSFT.

#### 2.5.6 Conduct of Progress Checks

- (a) Before conducting a Progress Check, the instructor conducting the flight will complete the phase requirements checklist on the Student Phase / Progress Check Record (*Appendix 6C, Part 4*), ensuring that all the phase completion criteria have been met prior the Progress Check flight being conducted. This shall include Theoretical Examinations, Flight Exercises and Emergency Drills that should have been completed during the phase.
- (b) The instructor conducting the Progress Check may assess any aspects of the flight exercises conducted during the current phase, or any previous phase, that they deem suitable to assess the progress of the student.
- (c) All exercises and emergency drills assessed must be completed unaided to the completion standard detailed for that exercise and within the Skill Test Limitations for the licence being taught before the student is permitted to move on to the next phase.

#### 2.5.7 Documentation

- (a) Each phase has a Phase / Progress Check Record. Appendix 6C, Part 4.
- (b) The Student Phase / Progress Check Record (*Appendix 6C, Part 4*), must be completed by the instructor conducting the progress check flight prior to the flight commencing to ensure that all phase completion requirements have been met.
- (c) The instructor conducting the check must list the exercises being assessed / completed must also provide details of any additional flying exercises / drills that have been assessed as part of the flight.
- (d) The instructor must indicate on The Student Progress Check Form, (*Appendix 6I, Part 4*) whether the student has successfully passed or failed the progress check flight for that phase. In the case of failure, the instructor in conjunction with the HT must indicate the reasons for the failure and suggest a course of remedial training to be completed before the student may attempt the Progress Check again.

### 3 SYNTHETIC FLIGHT TRAINING

N/A to any DSFT Course.

**4 THEORETICAL KNOWLEDGE**

**4.1 Course Structure**

- (a) Theoretical Knowledge for the EASA LAPL(A) / EASA PPL(A) shall be given in accordance with the syllabus set out in AMC1 FCL.210, AMC1 FCL.215 and the United Kingdom Civil Aviation Authority (CAA) CAP 1298 and CAP 1299.
- (b) A course of theoretical knowledge instruction and examinations must be completed prior to the student being recommended for Skill Test. Student progress will be monitored by DSFT through the recording of all ground and theoretical instruction in the students records.
- (c) The theoretical knowledge training may consist of formal classroom instruction, interactive video, presentations, computer-based learning and directed distance learning.
- (d) The following theoretical subjects must be completed for the issue of the EASA LAPL(A) / EASA PPL(A). The suggested study hours for each theoretical topic are to act as a guideline for the student and do not indicate the minimum amount of study required before being recommended for test. DSFT have proposed that all examinations are completed within five of the six possible theoretical examination sittings to allow for re-tests should one or more papers be failed.

Subject	Phase Complete	Sitting	Suggested Study Time (Hours)
<b>AIR LAW</b>	1	1	14
<b>COMMUNICATIONS</b>	1	1	8
<b>METEOROLOGY</b>	2	2	17
<b>NAVIGATION</b>	2	3	16
<b>FLIGHT PLANNING AND PERFORMANCE</b>	2	3	7
<b>AIRCRAFT GENERAL KNOWLEDGE</b>	3	4	14
<b>PRINCIPLES OF FLIGHT</b>	3	4	10
<b>HUMAN PERFORMANCE</b>	4	5	7
<b>OPERATIONAL PROCEDURES</b>	4	5	7

**4.2 Teaching Materials**

- (a) The following course materials will be used in support of the theoretical knowledge instruction:
  - Pooley’s EASA LAPL(A) / EASA PPL(A) Flight Training Manuals: Volumes 1 - 7
  - Pooley’s EASA LAPL(A) / EASA PPL(A) Revision Guides: Volumes 1 - 9
  - Aircraft Pilot Operating Handbook (POH)
  - United Kingdom Civil Aviation Authority (CAA) ‘The Skyway Code’
  - DSFT Organisation Manual, all Parts therein and any relevant associated Annexes.
  - DSFT Safety Management System and applicable risk assessments
  - DSFT Pre-flight briefings and extended briefings
  - Power-point and / or video presentations
  - United Kingdom Civil Aviation Authority (CAA) Safety Sense Leaflets
  - United Kingdom Civil Aviation Authority (CAA) CAP 413
  - United Kingdom Civil Aviation Authority (CAA) Standards Document 19(A)
  - Model demonstration aircraft
  - Cut-away Flight Instruments

**4.3 Student Progress**

- (a) Students on the EASA LAPL(A) / EASA PPL(A) course will be required to log their self-study and revision time for each theoretical subject. Directed self-study is conducted using the Pooley's Flight Training Manuals and Revision Guides. At the end of each chapter, the student will find a series of progress check questions which should be attempted. The amount of self-study, revision time and the results of each chapter progress check shall be recorded in the student's record form.
- (b) All formal classroom work, pre-flight theoretical briefings, long briefings and additional theoretical instruction shall be logged on the student's records by the instructor conducting the briefing.

**4.4 Progress Testing**

- (a) When the student feels prepared to sit a theoretical knowledge examination paper, practice papers will be used to check the student's level of understanding on the theoretical knowledge subject. The results of each practice paper, and any additional revision or de-brief time, should also be logged in the student's records. If students have successfully passed the practice papers it can be deemed that the theoretical training requirements have been met to a satisfactory standard.
- (b) Evidence shall be presented to the Ground Examiner prior to being recommended for an examination. If the Ground Examiner is satisfied that a suitable amount of directed self-study and classroom briefing has been completed and the student has successfully completed all chapter progress checks and practice examination papers, then the student may be recommended for the examination.