ATO Instructor – Functional CV

*I.a.w. Regulations (EU) No. 290/2012; Part-ORA*

*NOTES:*

* The use of this document is mandatory unless an internal procedure within the OMM is approved by the BCAA.
* The BCAA reserves the right to interview the nominee or call for additional evidence of his/her suitability before deciding upon his/her acceptability.
* All submission must include supporting evidence of relevant qualifications and experience. This evidence should include total flying experience, type/classes flown, total instructional experience/instruction time per course, course certificates, copy of pilot licence and associated ratings plus any other posts held that have been subject to an approval by an Authority.

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| 1. Details of management personnel as specified in Part-ORA | | | | | | | | | | | to be completed by an ATO representative | | | |
| Approved Training Organisation (ATO): | | | | | | | |  | | | | | | |
| ATO Approval No. (if applicable): | | | | | | | | **BE/ATO -** | **999** | | | | | |
| Nominee’s name: | | | |  | | | | | First name: | | |  | | |
| Position(s) for which nomination is being made (tick appropriate box): | | | | | | | | | | | | | | |
|  | Flight Instructor (FI) | | | | | | | |  | Theoretical Knowledge Instructor (TKI) | | | | |
|  | Flight Simulation Training Instructor (FSTI) | | | | | | | |  |  | | | | |
| Work contract type: | | | | |  | | Full time | |  | Part time | |  | Volunteer | |
| If part time: | | | Amount of hours/week of presence within the ATO: | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | |
| Name of the representative: | | | | | |  | | | | | | | | |
| Signature: | |  | | | | | | | | | | | Date: |  |

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| 2. Personal details of the instructor | | | | | | | | | | to be completed by the nominee | | | | |
| Title: | |  | | | | Name: | |  | Firstname: | |  | | | |
| Date of birth (dd/mm/yyyy): | | | | | | | |  | Place of birth: | |  | | | |
| Nationality: | | |  | | | | | | | | | | | |
| Permanent address: | | | | | | | | | | | | | | |
|  | Street: | |  | | | | | | | | | Number: | |  |
|  | Place: | |  | | | | | | | | | Postal code: | |  |
|  | Country: | |  | | | | | | | | | | | |
| Telephone: | | |  | | | | | | | | | | | |
| Email: | | |  | | | | | | | | | | | |
| Qualifications relevant to the position: | | | | | | | | | | | | | | |
| CV in annex : | | | |  | | |  | | | | | | | |
|  | | | | | | | | | | | | | | |
| Experience relevant to the position: | | | | | | | | | | | | | | |
| CV in annex : | | | | |  | |  | | | | | | | |
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|  | | | | | | | | | | | | | | |
| Signature: | | |  | | | | | | | Date: | | |  | |

**The following pages are for information only and do not have to be sent to the BCAA**

## Summary of the legal requirements

### Flight Instructor (FI) and Flight Simulation Training Instructor (FSTI)

(ORA.ATO.110)

* Shall hold the qualifications required by Part-FCL for the type of training that they are providing.

### Theoretical Knowledge Instructor (TKI)

(ORA.ATO.110, AMC1 ORA.ATO.110(c), AMC1 ORA.ATO.210)

* Shall have practical background in aviation in the areas relevant for the training provided and have undergone a course of training in instructional techniques or;
* Shall have previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which they will provide theoretical knowledge instruction;
* Should, before appointment, prove competency by giving a test lecture based on material he/she have developed for the subjects he/she is to teach.

Additional requirements for ATOs providing training for CPL, MPL and ATPL and the associated ratings and certificates:

* The theoretical knowledge instruction for type or class ratings should be conducted by instructors holding the appropriate type or class rating, or having appropriate experience in aviation and knowledge of the aircraft concerned. (For this purpose, a flight engineer, a maintenance engineer or a flight operations officer should be considered as having appropriate experience in aviation and knowledge of the aircraft concerned.)