

Student pilots wishing to change to another Approved Training Organisation (ATO) or Declared Training Organisation (DTO) during a training course

This notice is for information only. It can be used as guidance and/or awareness.

Applicability:

Licencing	Student pilots
Medical	-
Training organisation	All ATO's and DTO's
FSTD	-

Aircraft category:

Airplane <input checked="" type="checkbox"/>	Helicopter <input checked="" type="checkbox"/>	Sailplane <input checked="" type="checkbox"/>	Balloon <input checked="" type="checkbox"/>	Airship <input checked="" type="checkbox"/>
Microlight <input type="checkbox"/>	Paramotor <input type="checkbox"/>	RPAS <input type="checkbox"/>		

1. Introduction

This Information Notice provides guidance to student pilots wishing to change to another ATO or DTO and guidance to ATO's and DTO's that receive student pilots from another ATO or DTO.

The first issue has been edited on 18/05/2020. This second issue aims at clarifying the information and to refer to the Training department procedure LA_L-TRA_0108 to request the acceptance of a transfer when applicable.

2. Definitions

- *Resigning organisation*: the organisation that the student pilot wishes to leave and to stop the training;
- *Receiving organisation*: the organisation where the student pilot wishes to continue the training.

3. Conditions of transfer to another ATO/DTO

A student pilot may decide to change to another ATO/DTO at his/her discretion. Nevertheless, not all courses can be transferred to the receiving ATO/DTO and possible transfers and credits are foreseen in the regulation.

3.1. As student pilot in a LAPL or a PPL training

In the case of a LAPL or a PPL training, theoretical knowledge instruction and flight instruction may be completed at a DTO or at an ATO different from the one where applicants have commenced their training.

The transfer does not need any approval of the competent authority.

To transfer to another ATO or DTO:

1. The student requests a copy of his/her training file from the resigning organisation and provides it to the receiving organisation.
2. Before enrolling a student pilot in an approved training programme, the receiving ATO or DTO should make an assessment of the student's progress (e.g. a progress test for the acquired theoretical knowledge or a progress check for the acquired flying skills).
3. Based on the student pilot's training file and its assessment, the receiving ATO or DTO determines the credits and the remaining hours of training required of the theoretical subjects and/or the flying exercises. A copy is joined in the student's training file.

When proposing a student for a theoretical knowledge examination or a skill test, the Head of Training of the ATO or DTO must be able to demonstrate that the student has received sufficient theoretical knowledge instruction (e.g. 100 hours for PPL) and flight instruction in compliance with Part-FCL.

A procedure explaining how the above transfer will be performed and documented should be added to the LAPL and PPL training manuals of the ATO or in the training programme of the DTO in the chapter 'Credits for previous experience'.

3.2. As student pilot in a CPL or an ATPL training

In the case of training course contained in the Appendix 3 of the Part-FCL, an applicant wishing to transfer to another ATO during a training course shall apply to the competent authority for a formal assessment and approval of the further hours of training required. It applies to the student pilot in an ATP, ATP/IR, CPL or CPL/IR (professional trainings), whether these courses are integrated or modular.

3.2.1. Conditions to apply for a transfer

- For student pilots in the professional trainings, the transfer from an ATO to another is only authorised within the same training course. Any change within the integrated courses (i.e. from an integrated ATP to an integrated CPL/IR), or from integrated course to modular course and vice versa, is **not allowed** and no crediting is foreseen. In this case, a new training course must be started from the beginning.
- In the case of an IR training course, transfer of ATO is only allowed between the "Basic Instrument Flight module (BIF)" and the "Procedural Instrument Flight module (PIF)", provided that the resigning ATO is able to issue the course completion certificate for the BIF. Prior to starting the PIF, the ATO shall assess the competence of the applicant in basic instrument flying skills. Refresher training shall be given if required. Within the PIF training, no transfer is allowed.
- In the case of a competency based IR(A), crediting of previous flight instruction with an IRI(A) or a FI(A) holding the privileges to instruct for the IR and relevant PIC flight experience based on an ICAO rating is possible to a certain extent. After completing a pre-assessment flight, based on the experience of the candidate, the ATO will consider the amount of additional training required, using an approved procedure compliant with the Appendix 6 of the Part-FCL.
- In all other cases, the transfer to another ATO is **not allowed** without restarting a new course from the beginning.

3.2.2. Preparation to apply for a transfer

To transfer to another ATO:

1. The student requests a copy of his/her training file from the resigning organisation and provides it to the receiving organisation.
2. Before enrolling a student pilot in an approved training programme, the receiving ATO:
 - checks that the above conditions to apply for a transfer are met;
 - makes an assessment of the student's progress (e.g. a progress test for the acquired theoretical knowledge or a progress check for the acquired flying skills).
3. Based on the student pilot's training file and its assessment, the receiving ATO determines the credits and the remaining hours of training required of the theoretical subjects and/or the flying exercises. A copy is joined in the student's training file.

3.2.3. Procedure to apply for a transfer

Only if the above conditions are met, a student pilot wishing to transfer to another ATO applies to the competent authority for the formal assessment of the further hours of training required, following the BCAA Training department procedure LA_L-TRA_0108 available on the BCAA website:

- https://mobilit.belgium.be/fr/transport_aerien/licences/centres_de_formation/ato_approved_training_organisation/procedures_ato (French version);

- https://mobilit.belgium.be/nl/luchtvaart/vergunningen/vliegopleidingen/ato_approved_training_organisation/ato_procedures (Dutch version).

The document for formal assessment of the further hours of training required must be filled-in and signed by the student pilot and the Head of Training of the resigning and the receiving ATO.

Please note that, at any time, it remains the Head of Training responsibility to:

- Ensure that the training is in compliance with Part-FCL;
- Ensure the satisfactory integration of flight training in an aircraft or a flight simulation training device (FSTD) and theoretical knowledge instruction; and
- Supervise the progress of individual students.

When proposing a student for a theoretical knowledge examination or a skill test, the Head of Training of the ATO must be able to demonstrate that the student has received sufficient theoretical knowledge instruction and flight instruction in compliance with Part-FCL.

4. Entry into force and cancellation

This information notice replaces INFO_LIC_2014-001 and shall remain in force until repealed.

5. Reference in legislation

- Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council
- FCL.115 LAPL – Training course
- FCL.210 PPL – Training course
- ORA.ATO.110 – Personnel requirements
- AMC1 DTO.GEN.230 – DTO Training programme
- Part-FCL Appendix 3 – Training courses for the issue of a CPL and a ATPL
- Part-FCL Appendix 6 – Modular training courses for the IR

6. Questions

All questions related to this document can be sent to: bcaa.ato@mobilit.fgov.be.

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