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Record of versions

Version number	Date of revision	Topics
1.0	01/09/2016	Initial version
2.0	15/05/2017	Corrections: lay-out and explanations about how to fill in.

**When to use this report?**

- In case of reporting an assessment of competence for the initial issuance of a RPA Flight Instructor licence.
- In case of reporting an assessment of competence for the revalidation or renewal of a RPA Flight Instructor licence.

**Content of the report**

- The RPA used for the assessment of competence shall meet the requirements for RPA training.
- The assessment of competence shall also include additional demonstration exercises, as decided by the examiner and agreed upon with the applicant before the assessment. These additional exercises shall be related to the training requirements for the applicable instructor certificate.

**Which sections to fill in?**

**Section 1 Details of the applicant – has to be filled in systematically.**

- The details concerning the applicant are self-explanatory. The signature of the applicant is required.
- BCAA skill test number: the number you receive after registering the test on the website:  
[https://www.mobilit.fgov.be/applications/Internet/EasyWebForms.nsf/BCAA\\_Pract\\_exam\\_RPAS.xsp](https://www.mobilit.fgov.be/applications/Internet/EasyWebForms.nsf/BCAA_Pract_exam_RPAS.xsp)

**Section 2 Details of the assessment – has to be filled in systematically.**

- Tick “Initial” for the initial issue of an instructor certificate, tick “Revalidation” or “Renewal” as appropriate for any subsequent assessment for a certificate already held.
- Tick “First attempt” for a first assessment, tick “Re-test” for any further assessment after a Failed.

**Section 3 Teaching and learning –has to be filled in by the instructor in charge of the course (only for initial)**

- Holders of a EASA Part-FCL FI licence are exempted from the teaching and learning module.
- The Part-FCL FI licence is checked by the examiner and the licence number is filled in.

**Section 4 Result of the assessment of competence – has to be filled in systematically.**

- Give details concerning the assessment (at the examiner’s discretion).
- Tick the result of the two parts of the assessment (theoretical and flight examinations).
- After a fail the examiner may recommend further training; tick the appropriate.
- In a case of failure, motivated reasons are mandatory.
- Fill in the location and date of the test.
- Fill in your examiner’s details.

**Section 5 Demonstration of instructor competencies – has to be filled in for an initial.**

- Give details concerning the candidate’s teaching and learning competencies and attitude towards his/her duties.
- The subject will be given to the candidate minimum 48 hrs before the test.
- This section may be demonstrated in a suitable classroom at a different date.

**Section 6 Oral theoretical examinations – has to be filled in for an initial.**

- Give details concerning the candidate’s knowledge of the items given.

**Section 7 Exercises – has to be filled in systematically.**

- Refer to the Royal Decree for the exercises to be performed.
- Give details concerning the selected exercises for demonstrating the candidate’s ability to be an instructor.

**Section 8 Instructor candidate demo flight (Minimum 3 exercises) - has to be filled in systematically**

- The items will be given by the examiner

**Section 9 Flight Instruction to a Student Pilot (Minimum 3 items) - has to be filled in systematically**

- The items demonstrated in section 7 should be taught to a student.
- The “Student Pilot” can be an actual student or the examiner (this should be determined by the candidate before the check and agreed by the examiner).

**Section 10 Debriefing - has to be filled in systematically**

**Section 7 to 10 should be demonstrated the same day unless specified otherwise**



**RPA Instructor assessment of competence report form**

**Date of reception:**

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1 Details of the applicant		2 Details of the assessment:	
Applicant's last name(s):		Initial: <input type="checkbox"/> Revalidation: <input type="checkbox"/> Renewal: <input type="checkbox"/>	
Applicant's first name(s):		First attempt: <input type="checkbox"/> Re-test: <input type="checkbox"/>	
Signature of applicant:		RPL-A <input type="checkbox"/> RPA-R <input type="checkbox"/> RPL-S <input type="checkbox"/>	
Licence number*:		RPA Type:	
BCAA skill test number:		Registration:	
<b>3 Check Validity of Licence and Medical:</b> <input type="checkbox"/> <b>Check Teaching and Learning course :</b> <input type="checkbox"/> (T&L from PART-FCL FI course or FI rating on PART-FCL licence) <b>Check Experience:</b> <input type="checkbox"/>			
4 Theoretical oral examination:		Flight exercises examination:	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
I recommend further flight <input type="checkbox"/> and/or ground training <input type="checkbox"/> with an instructor before re-test*			
I do not consider further flight or theoretical instruction necessary before re-test*			
<i>* Tick as applicable</i>			
Reason(s) why, if failed : .....			
.....			
.....			
.....			
.....			
I hereby declare that I, as examiner, have reviewed and applied the relevant national procedures and requirements of the applicant's competent authority.			
Location:		Date:	
Examiner's licence number:			
Signature of examiner:		Name(s) in capital letters:	

<b>5</b>	<b>LONG BRIEFING</b>	<b>Date :</b>	<b>Examiner's initials when test/check completed</b>
	<b>Subject :</b>		
	Construction and structure of lesson		
	Technical Accuracy		
	Clarity of Explanation		
	Clarity of Speech		
	Instructional Technique		
	Use of Models and Aids		
	Student Participation		
		<b>SECTION 5</b>	<b>PASS</b> <input type="checkbox"/> <b>FAIL</b> <input type="checkbox"/>

<b>6</b>	<b>Oral theoretical examinations on the ground. (Done By Examiner)</b>	<b>Examiner's initials when test/check completed</b>
	Air law	
	RPAS General Knowledge	
	Flight Performance and Planning	
	Human Performance and Limitations	
	Meteorology	
	Navigation	
	Operational Procedures	
	Principles of Flight	
	Training Administration	
		<b>SECTION 6</b>
		<b>PASS</b> <input type="checkbox"/> <b>FAIL</b> <input type="checkbox"/>

<b>7</b>	<b>Short BRIEFING / Pre-Flight Briefing</b>	<b>Examiner's initials when test/check completed</b>
	Visual Presentation	
	Technical Accuracy	
	Clarity of Explanation	
	Clarity of Speech	
	Instructional Technique	
	Use of Models and Aids	
	Student Participation	
		<b>SECTION 7</b>
		<b>PASS</b> <input type="checkbox"/> <b>FAIL</b> <input type="checkbox"/>

<b>8</b>	<b>Skills assessment FLIGHT (Minimum 3 items) – To be flown by candidate</b>	Examiner's initials when test/check completed
a		
b		
c		
<b>SECTION 8</b>		<b>PASS</b> <input type="checkbox"/> <b>FAIL</b> <input type="checkbox"/>

<b>9</b>	<b>INSTRUCTION FLIGHT to a Student pilot (Minimum 3 items)</b>	Examiner's initials when test/check completed
	Arrangement of Demo	
	Synchronization of Speech with Demo	
	Correction of Faults	
	RAPS Handling	
	Instructional Technique	
	General Airmanship/Safety	
	Positioning and use of Airspace	
<b>SECTION 9</b>		<b>PASS</b> <input type="checkbox"/> <b>FAIL</b> <input type="checkbox"/>

<b>10</b>	<b>POST-FLIGHT DE-BRIEFING</b>	Examiner's initials when test/check completed
	Visual Presentation	
	Technical Accuracy	
	Clarity of Explanation	
	Clarity of Speech	
	Instructional Technique	
	Use of Models and Aids	
	Student Participation	
<b>SECTION 10</b>		<b>PASS</b> <input type="checkbox"/> <b>FAIL</b> <input type="checkbox"/>

<b>11</b>	<b>Comments:</b> (Examiner MUST specify the section related to the comments)