



Instructor Competence Report

CAEI/CFI:	BHPA number:	Date:
TI/AEI/IN/SI assessed:	BHPA number:	

Competence	Performance Criteria	Skill Level			Remarks (only if necessary)
		PG	HG	PA	
Technical Knowledge	Knowledge of Inst/Student ratios & reasons				
	Knowledge of appropriate PRS syllabus				
	Responsibilities of TI/Instructor/SI				
	Knowledge of Safety Requirements & Recommended Practices				
Training Delivery	Ability to establish good learning environment				
	Clear accurate information				
	Manner, pace and style				
	Giving feedback during lessons/exercises				
	Good knowledge of subject				
Demonstrations	Researches and prepares training materials				
	Planning				
	Handling				
Currency	Use of correct 'Patter'				
	Personal flying practice				
	Regular practical instruction				
Validating	Regular theoretical instruction				
	Assessing students and providing feedback				
	Analysis of feedback to improve training provided				
	Confirmation of learning and use of tests				

Overall comments

**Note: IN/SI's - only level 4 and above is a pass (see Objective Skill Level sheet)
TI's - this is a record of your progress**

Pass/Fail	Assessors signature _____
	AEID/TI/IN/SI assessed signature _____
CAEI/CFI - overall comments (optional)	

INSTRUCTOR OBJECTIVE SKILL LEVELS

The Objective Skill Level is an assessment of the instructor's skill level against the Standards agreed by the BHPA FSC. The Skill Levels are as follows:

Skill Level 7	<p>The skill level one would expect from an experienced instructor who was completely familiar with the exercise/lesson. A polished, confident, competent and relaxed performance. No comments required. No debrief points. Test Question: Is there anything at all I need to say to improve the skill level? Answer: No = 7. Yes = 6.</p>
Skill Level 6	<p>The skill level one would expect from an experienced instructor who was familiar with the exercise. A minor comment/suggestion needed to hit the top skill level but overall a good performance. Test Question: Is there much that I need to say to improve the skill level? Answer: No, only a small comment/suggestions = 6. Yes, a few pointers = 5.</p>
Skill Level 5	<p>The skill level one would expect from an experienced instructor who was becoming quite familiar with the exercise. There was some very minor errors/omissions. There was room for improvement but the overall result was most effective. Some very minor debrief points but no areas of concern. Test question: Is the skill level developing to a good standard? Answer: Yes, just a few pointers = 5. No, not yet although it was satisfactory = 4.</p>
Skill Level 4	<p>The skill level one would expect from an experienced instructor who was inexperienced on the exercise. There were errors/omissions but none to cause concern and the overall result was still effective. Room for improvement, several debrief points but more as guidance rather than major criticism. Test Question: Is the skill level good enough to satisfy the objective? Answer: Yes = 4. No = 3.</p>
Skill Level 3	<p>Not quite up to the required skill level but getting close. Quite a few errors/omissions. Needs to practise but generally in the right area. Needed prompting to steer in the right direction. Some repetition required to consolidate skill. Test Question: Is the skill level just in need of a re-briefing and some practise? Answer: Yes, that should solve the problem = 3. No there is more to it than that = 2.</p>
Skill Level 2	<p>Not up to the required skill level but making some progress during the exercise. Several errors/omissions, some of which needed a re-demonstration to ensure the area of concern was understood. Test Question: Can the skill level be developed satisfactorily during the next exercise? Answer: Yes, providing some time is devoted to it = 2. No = 1.</p>
Skill Level 1	<p>Not up to the required skill level. Several significant errors/omissions. Debriefs and re-demonstrations were required but no clear improvement was made. Intervention may have been required. Aspects of the lesson were potentially unsafe. This skill level is fail. Test Question: Does the skill level need to be resolved before teaching this again? Answer: Yes = 1. No, progress will be made providing some time is devoted to it = 2.</p>

The following details must be checked before completing the Instructor Competence Report.

- 1) The licence holders Flight Log Book entries, to prove flying currency. The minimum acceptable is - 25 flights or 15hrs in the past 12 months.
- 2) The licence holders Instructor Log Book, to prove instructional/operational currency. The minimum acceptable is - 10 days instructing, in each discipline and each environment for which renewal is sought for, in the past 12 months.
- 3) For Air Experience Instructors, as pilot of a dual glider, the minimum acceptable is 10 flights in the past 12 months.
- 4) The licence holders relevant First Aid Certificate is current.

	Hill			Tow			Power			Aerotow			Square			Round			
	Hrs	Flights	Days	Hrs	Flights	Days	Hrs	Flights	Days	Hrs	Flights	Days	Hrs	Flights	Days	Hrs	Flights	Days	
PG																			
HG																			
PA	N/A	N/A	N/A				N/A	N/A	N/A				N/A	N/A	N/A				

Note: If the minimum requirement for each discipline and each environment renewal is not met, the renewal of this licence is subject to FSC approval.

If this is the case, please complete the form, but include a separate sheet, detailing any relevant information and reason/s for not meeting the minimum requirement, as this will help the Instructor & Coach panel when considering the renewal application.