



Examination Pro-forma

When completed the Lead Examiner is to return all pages (except for the temporary licence if the candidate was successful) directly to the BHPA office for processing.

PART 1 To be completed by the Examination Co-ordinator

Candidate's name _____ M/ship No. _____ Telephone No. _____

Type of examination applied for _____

Senior Examiner _____ Exam fee paid £ _____

Assistant Examiner(s) _____

PART 2 To be completed by the Lead Examiner

Indicate (✓) whether the following documents were produced for verification:

- | | |
|--------------------------|-----------------------------------------|
| <input type="checkbox"/> | BHPA valid membership card/licence |
| <input type="checkbox"/> | Instructor Log Book |
| <input type="checkbox"/> | Valid Driving Licence OR PPL |
| <input type="checkbox"/> | Flight Log Book |
| <input type="checkbox"/> | 1st Aid Certificate |
| <input type="checkbox"/> | Pilot rating in the relevant discipline |
| <input type="checkbox"/> | Proof of training courses attended |

(See Technical Manual for required documents for each licence)

Date of examination: _____ Site: _____

Circumstances of examination (post-course, in situ at school, conversion etc.):

Comments: _____

PART 3 Examiner's recommendations (delete as necessary)

It **is** / **is not** recommended that a Licence be issued in the following categories

| PARAGLIDING | HANG GLIDING | PARASCENDING |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Dual Pilot <input type="checkbox"/> | Dual Pilot <input type="checkbox"/> | Dual Pilot <input type="checkbox"/> |
| AEI(Dual) <input type="checkbox"/> | AEI(Dual) <input type="checkbox"/> | AEI(Dual) <input type="checkbox"/> |
| Instructor <input type="checkbox"/> | Instructor <input type="checkbox"/> | Instructor <input type="checkbox"/> |
| Senior Instructor <input type="checkbox"/> | Senior Instructor <input type="checkbox"/> | Senior Instructor <input type="checkbox"/> |
| Senior AEI(Dual) <input type="checkbox"/> | Senior AEI(Dual) <input type="checkbox"/> | Senior AEI(Solo) <input type="checkbox"/> |
| | | Senior AEI(Dual) <input type="checkbox"/> |
| Senior Tow Coach <input type="checkbox"/> | Senior Tow Coach <input type="checkbox"/> | Senior Tow Coach <input type="checkbox"/> |
| Senior Power Coach <input type="checkbox"/> | Senior Power Coach <input type="checkbox"/> | |
| | Senior Power Coach <input type="checkbox"/> | |
| Hill <input type="checkbox"/> Tow <input type="checkbox"/> Power <input type="checkbox"/> | Hill <input type="checkbox"/> Tow <input type="checkbox"/> Power <input type="checkbox"/> Aerotow <input type="checkbox"/> | Round <input type="checkbox"/> Square <input type="checkbox"/> |

If successful the candidate has been issued with a temporary licence (see final page).

If unsuccessful it is recommended that the candidate is allowed to apply for a re-test, after _____ months.

Name (Lead Examiner): _____ Signed: _____

If the examination was not completed state the reason _____

and list those areas outstanding _____



Senior Instructor Examination

Functions to be scrutinised

1. Leadership:

- a) Personal example
- b) Setting standards
- c) Getting staff and students to give of their best

2. Decision making:

Sound and decisive operational judgement

3. School Administration:

- a) Knowledge and understanding
- b) Practical organisational experience

4. BHPA Administration:

- a) Student Records
- b) Daily Flight Logs
- c) Membership Scheme - membership books
- d) Accident Recording/Reporting

5. Trainee Instructor Management:

- a) Constructively discuss with the Examiner the training and continuous evaluation of TIs.
- b) The candidate is to show that he is observing, evaluating and making positive comments and criticism of a TI in both practical and academic training. The Examiner must ensure that mistakes or poor performance do not go unchallenged.

This is considered to be the most crucial area of the examination.

| | Good | Average | Poor |
|--|------|---------|------|
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NOTES

1. It is expected that the Senior Instructor Examination will take between one and a half and two days to complete.
2. If a candidate fails his formal presentation on the SI course he must re-present an academic topic of your choice during his examination. Both you and he are told if this is necessary. Examiners should set a very high standard.
3. Snapshots should be taken, where possible, of personal flying and instructional ability.

TEMPORARY LICENCE

The Chief Examiner's Brief

The Lead Examiner should read out each point in the relevant section below in turn and satisfy himself that the newly licenced member is aware of the added responsibilities. After adding any constructive comments he is to complete the Temporary Licence at the bottom of this page and hand this complete page to the successful candidate.

For newly Licensed Instructors:

The Chairman of the Flying and Safety Committee wants you made aware of the following points:

1. You may only instruct students in the disciplines shown on your licence.
2. You have a DUTY OF CARE towards your students. Don't be intimidated by anyone to carry out operations or training that you are not happy with; and do not hesitate to cease flying or restrict or repeat exercises.
3. You MUST warn all newcomers into the sport about the RISK of injury. It is a sport - NOT a fun fair ride.
4. Make certain that every student is a BHPA member - issue an Introductory Membership Certificate or check their BHPA membership card.
5. Treat every situation as unique - students, launches and flights. Be ready for the unexpected and remember that the weather can change dramatically, especially in hilly terrain, near the coast, or in the summer.
6. If you're not sure whether or not to submit an Incident Report, then send it anyway.
7. Read, take note and act on all Safety and Training information which may appear in SKYWINGS magazine, plus any official Safety Notices you may receive.
8. The issue of your licence means you are considered competent to operate unsupervised and to train students and pilots to all levels within the permitted categories. You have much still to learn, however, but providing you maintain the correct attitude and approach to the sport you will improve as your experience grows.
9. You should be thoroughly conversant with the relevant sections of the Technical Manual.
10. SAFETY REQUIREMENTS AND OPERATING PROCEDURES MUST BE FOLLOWED.
11. To add Extensions to this new Licence you should contact your CFI for details of how to proceed.

LEAD EXAMINER'S COMMENTS:

TEMPORARY LICENCE

This is to certify that, subject to compliance with the Rules and Regulations of the British Hang Gliding & Paragliding Association, a temporary Licence is granted in the category shown below for a period of 28 days from:

Date: _____

| PARAGLIDING | HANG GLIDING | PARASCENDING |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dual Pilot <input type="checkbox"/> AEI(Dual) <input type="checkbox"/> | Dual Pilot <input type="checkbox"/> AEI(Dual) <input type="checkbox"/> | Dual Pilot <input type="checkbox"/> AEI(Dual) <input type="checkbox"/> |
| Instructor <input type="checkbox"/> Senior Instructor <input type="checkbox"/> Senior AEI(Dual) <input type="checkbox"/> | Instructor <input type="checkbox"/> Senior Instructor <input type="checkbox"/> Senior AEI(Dual) <input type="checkbox"/> | Instructor <input type="checkbox"/> Senior Instructor <input type="checkbox"/> Senior AEI(Solo) <input type="checkbox"/> Senior AEI(Dual) <input type="checkbox"/> |
| Senior Tow Coach <input type="checkbox"/> Senior Power Coach <input type="checkbox"/> | Senior Tow Coach <input type="checkbox"/> Senior Power Coach <input type="checkbox"/> Senior Power Coach <input type="checkbox"/> | Senior Tow Coach <input type="checkbox"/> |
| Hill <input type="checkbox"/> Tow <input type="checkbox"/> Power <input type="checkbox"/> | Hill <input type="checkbox"/> Tow <input type="checkbox"/> Power <input type="checkbox"/> Aerotow <input type="checkbox"/> | Round <input type="checkbox"/> Square <input type="checkbox"/> |

Name of holder: _____

Examiner's signature: _____ Examiner's name: _____