

USE OF TRAINING RECORD

Aim: To learn what the Training Record is and how to use it.

Training Records:

Training Records are used to record your progress and achievements as you train to be a soaring pilot or to gain other qualifications associated with gliding operations. They are a convenient means of setting out the exercises you will complete as you train. They record when you are first briefed and when you are competent at each exercise. Your club holds copies of the various Training Records used. Your instructor will get you the Training Records for the initial exercises grouped into the Ground Training Syllabus and the A Certificate Training Syllabus. Others will be given to you as you progress through your training. The lists of exercises may initially appear daunting and seem like a lot of work ahead. However, rest assured they are designed to provide both you and your trainers a clear and complete summary of the exercises to be covered to ensure your complete training. From this comes the best chance of ensuring your safe, efficient and effective training as a soaring pilot.

Ensure you keep your Training Records in a safe place and bring them to the airfield or training venue each time you come out to the club for training.

Training Syllabi:

Exercises are grouped into syllabi that together form your training record. These include the:

Ground Training Syllabus	A Certificate Training Syllabus
B Certificate Training Syllabus	Qualified Glider Pilot Training Syllabus
Advanced Training Syllabus	Winch Driver Training Syllabus

Within each syllabus, exercises are grouped into *modules* when appropriate. An example of this is the Stalling module in the A Certificate Training Syllabus which contains 10 exercises related to Stalling. Each will be briefed and then the practical instruction follows. It is often possible to cover a number of exercises in one flight or training session. Note that while the exercises are listed in a particular order within a module, it is not necessary to always stick to the sequence as listed. It is also possible to complete and practise exercises from more advanced syllabi while still not having completed the lower level of qualification. An example of this would be to be trained and signed off in exercises from the High Altitude Soaring module in the Advanced Training Syllabus while still not having gained the Qualified Glider Pilot award.

Note also that some exercise will consist of a briefing discussion only. An example of this would be those in the Solo Flight module of the A Certificate Training Syllabus.

Briefings:

Briefings are used to prepare you for the exercise lesson to be undertaken. They are an essential part of the training package and involve the instructor discussing any theory relevant to the exercise and then outlining how the exercise will be taught to you. Briefings may be one-on-one or involve several students being briefed together as a group. They can be conducted in a classroom type environment or may be out on the field using somewhat more limited training aids. The briefing can be done at any time but will most likely be shortly before the exercise is commenced. If done earlier, a quick refresher brief will be made to ensure you are ready for the lesson prior to commencing practical training exercises.

Briefings should be interactive; that is, the Instructor will ask questions to check your knowledge and understanding. You will be invited to ask any questions to clarify your understanding of any theory involved and what the exercise will have you doing. ie. What are you to be responsible for during the exercise. Remember, the only “silly question” is the one you don’t ask so if in doubt about anything, please make sure you ask and clarify understanding in your own terms.

Notes are provided for each exercise module and it is to your benefit that you have prepared by reading up on the exercise and where possible, checking on any reference material suggested. Bring these along as they will form the basis of the lesson plan for the briefing and the practical exercises to be covered.

Your Instructor will sign your Training Record in the appropriate column once they have completed briefing you on a particular exercise.

Competance:

Having been briefed, you will then be taken through the practical parts of the exercise. Once the Instructor is satisfied that your practical skills and knowledge are of a suitable standard you will be signed off as competent to perform the exercise without further instruction. Some exercises can be signed off with little practical consolidation while others take longer. It is common to have several of the A Certificate exercises signed off as competent just before solo so do not become concerned if your Instructor does not always sign off an exercise after only one or two practices at it. It takes time to develop your skills to a point where you no longer require direct supervision and your Instructor will discuss this with you.

Record Keeping:

Once you have completed a particular training syllabus the completed Training Record for it will be held by the Chief Flying Instructor (CFI) to form part of the club's operating records. This satisfies the legal requirement for retention of training records for 2 years. It is also a good idea to have a copy yourself, particularly if you may be flying at different locations where other Instructors may want to see your Training Records.

Tips:

- Preparation is the key to your success when learning to fly. Read up on the exercise to be undertaken.
- Ask questions to clarify your understanding.
- Don't let the Instructor rush or "bamboozle" you. We all learn at different rates.. ensure you learn at your pace.
- Some training can still be achieved in poor weather so you should always have your Training Record with you.

Need To Know:

- Where to obtain each page of your Training Record.
- How to store your Training Record.
- Who can sign off exercises in your Training Record.
- What to do when you complete a page of your Training Record.

Further Reading:

- GNZ MOAP Appendix 2. contains the various training syllabi used.

