

M-494.6

AC 61-83A

DATE 11/3/80

ADVISORY CIRCULAR



DEPARTMENT OF TRANSPORTATION
Federal Aviation Administration
Washington, D.C.

Subject: NATIONALLY SCHEDULED FEDERAL AVIATION ADMINISTRATION (FAA)
APPROVED, INDUSTRY-CONDUCTED FLIGHT INSTRUCTOR REFRESHER CLINICS.

1. PURPOSE. This Advisory Circular provides guidance on the preparation and approval of a training course outline for an industry-conducted Flight Instructor Refresher Clinic (FIRC).
2. CANCELLATION. Advisory Circular (AC) 61-83 dated September 3, 1976, and AC 61-68, Flight Instructor Refresher Clinics - Scheduling, Attendance, Facilities, and Equipment, dated February 27, 1974, are cancelled.
3. BACKGROUND. In the report on general aviation safety, the Assistant Secretary for Safety and Consumer Affairs recommended that flight instructors periodically attend a recognized flight instructor refresher clinic to ensure their current knowledge of regulations and operating procedures. Industry-conducted clinics have provided this opportunity and, further, have provided a means of renewing flight instructor certificates and qualifying chief flight instructors under Federal Aviation Regulations (FAR) Part 141.
4. CLINIC TRAINING OUTLINE.
 - a. As part of the approval procedure, each interested organization is asked to submit a Training Course Outline (TCO) for approval. During the development of this TCO, the FAA encourages applicants to include new techniques and teaching concepts, as well as diversity in subject material. While standardization of the material presented in any one subject area is paramount, it is not necessary that each applicant include the same subjects within the 24-hour curriculum.
 - b. To ensure standardization within each subject area, the FAA will require close liaison with individual applicants. Further, we will provide standardization briefings, when appropriate, to ensure the best possible product to the public.

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c. To expedite the approval process, it is desirable that, prior to initial contact with the FAA, applicants carefully consider the end product they are attempting to develop and determine what subject areas must be included to achieve that goal. You may wish to concentrate on only a few subject areas involving flight instructors, or you may wish to include broader areas of subject material. Above all, be innovative and do not feel constrained by what has been conducted in the past.

d. Industry has much to offer, and the FAA wishes applicants to make use of their expertise in the manner they think best, bound only within the very general guidelines of "what the flight instructor needs."

e. Each clinic TCO should include:

(1) Curriculum. The curriculum should contain a broad outline of subjects to be taught in the course, including:

(i) A description of the classroom facilities including the minimum space to be allotted for each attendee to ensure adequate climate, environmental and noise control necessary to provide an effective training atmosphere.

(ii) A description of audiovisual aids, projectors, tape recorders, mockups, aircraft components, and other special training aids used for classroom and other ground instruction.

(iii) The name and qualifications of the chief instructor responsible for conducting the clinic.

(iv) The minimum qualifications and ratings for each instructor used for ground training.

(2) Training Syllabus. In addition to the items specified in paragraph (1), the TCO should include a training syllabus that contains at least the following information:

(i) The pilot certificate and ratings, and medical certificate, if necessary, for enrollment in the course.

(ii) A description of each lesson, including its objectives and standards, and the measurable unit of accomplishment or learning to be derived from the lesson or course.

(iii) The test and checks used to measure a student's accomplishment for each stage of training.

(3) Lesson Plans.

(i) A lesson plan for each lesson in the TCO, including the objectives, content, and completion standards.

(ii) The means used to measure the expected learning outcomes at the completion of each lesson. Each page of the clinic TCO should be sequentially numbered.

(4) Testing. Although not required to be submitted for approval, each applicant should develop written tests to be administered at the completion of each stage of training. To ensure successful completion of the clinic, attendees should attain a minimum of 70 percent on all written tests. In addition, the applicant should develop and include in the TCO a method of remedial training (if remedial training is desired) and testing for those attendees who do not successfully complete the stage test.

(5) Training. Each applicant should include a training program (and retraining program when necessary) to ensure that each instructor used in the presentation of the clinic is thoroughly familiar with the objectives, content, and completion standards of the TCO.

5. TRAINING AIDS. A clinic may use training aids to improve communication between an instructor and the participants. Such instruction aids are defined as "devices which assist an instructor in the teaching/learning processes by presenting, supporting, or supplementary material, usually intermittently. They are not self-supporting." The key factor is that such aids support, supplement, or reinforce. Aids should be easily understood and compatible with the learning outcomes expected in the completion standards for the lesson. Aids have no value in the learning process if they cannot be heard or seen. Recordings of sounds should be tested for correct volume and quality in the actual environment in which they will be used. Visual aids should be visible to all if used for an entire class. Lettering and illustrations should be large enough to be easily seen by the students farthest from the aids. Colors, when used, should be clearly contrasted and easily visible.

a. The effectiveness of aids will be judged by their organization, sequencing, pattern of logic, and their overall effectiveness when used in support of and in obtaining the objectives and standards prescribed in the training syllabus.

b. In recent years, we have seen an abundance of excellent new material and techniques in the field of training aids. They present many advantages for the clinic. Each clinic, however, must keep in mind the teaching goals to be achieved, including the continuous monitoring of the participant's progress necessary to develop effectively the knowledge of each participant according to the training syllabus. Training aids do not replace the instructor. It is not desired that the participant be set off alone to learn from the training aid.

c. Notwithstanding the complexity or design of a training aid, it is desired that the chief instructor or the authorized qualified representative determine through personal review or testing that the standards for each lesson have been attained. The purpose of this personal review or testing is to

ensure that the participant meet the completion standards and understand questions missed. Only through such evaluation can the instructor make a sound determination that the participant should progress on to the next lesson, or review as necessary the subjects or procedures previously covered.

6. DEFINITION OF TERMS.

a. Training Syllabus. A step-by-step (building block) progression of learning with provision for regular review and evaluation at prescribed stages of learning. The syllabus defines the unit of training, states by objective what the student is expected to accomplish during the unit of training, shows an organized plan for instruction (building block—from the simple to the complex), and dictates evaluation process for either the unit or stages of learning.

b. Lesson Plan. The instructor's plan for teaching a unit of learning. It is the very basic method for an orderly flow of information to a student based on the student's way of learning.

c. Objectives. Course, stage, and lesson objectives should describe what students are expected TO KNOW or BE ABLE TO DO at the end of a particular course, stage, or lesson. They should be stated in terms of desired student learning outcomes. Course objectives should state in broad terms the knowledge and skill goals to be reached by the student at the end of the course. Stage objectives should be more limited and state desired student goals in specific areas of knowledge and skill. Lesson objectives should clearly specify desired student outcomes and should be consistent with the objective of the stage and course. Objectives should be carefully reviewed to ensure that they actually conform to the standards of this paragraph and are not, in fact, descriptions of a course, stage, or lesson.

d. Content. The content should identify the specific subject matter that will be taught for development of the student's knowledge and/or skills necessary to meet the course, stage, and lesson objectives and completion standards. The content should support the objectives, arranged in a logical sequence, and attainable within the estimated stage and course. Reasonable variances in the timeframe, to accommodate individual learning differences and other situations that may arise from time-to-time, should be considered when determining the adequacy of the estimated timeframes of lessons, stages, or courses.

e. Completion Standards. The completion standards should state the observable, measurable level of knowledge and skill required at the end of the course, stage, or lesson. These standards should be consistent with the objectives.


7. FAILURE TO COMPLY WITH AN APPROVED TCO. The failure of an organization or its representatives to comply with an approved course of training is the basis for withdrawal of the approval to conduct a flight instructor refresher clinic.

8. GRADUATION CERTIFICATE. The approved organization or individual should, at the conclusion of each clinic, issue to each successful graduate a printed and sequentially numbered graduation certificate containing at least the full name and address of the organization approved to conduct the clinic, full name of the graduate, the date of issuance, and signature of the chief instructor. Acceptance of a graduation certificate as the sole basis for flight instructor certificate renewal remains the option of the Federal Aviation Administration.

9. SCHEDULING OF CLINICS. The approved organization or individual will be asked to advise the FAA, General Aviation and Commercial Division, AFO-800, of its intent to conduct a flight instructor refresher clinic not less than 45 days prior to the scheduled date.

10. APPLICATION PROCEDURES. Application should be made by letter to the FAA, 800 Independence Avenue, S.W., Washington, D.C. 20591, Attention: General Aviation and Commercial Division, AFO-800. The original and one copy of the proposed clinic TCO should accompany the request.

11. DURATION OF APPROVAL. In an effort to prevent an abundance of outdated or unused TCO's, each organization or individual will be asked to advise the General Aviation and Commercial Division, AFO-800, every 3 years of its continued intent to conduct flight instructor refresher clinics. Without a letter of intent on file (following original approval) each TCO approval will be considered withdrawn.



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