

7 Instructor Certificates

7.1 Types and Requirements

Hang Gliding and Paragliding

Hang Glider and Paraglider Instructor certificates are issued on five levels as follows:

- (a) Flight Experience Instructor (least experienced),
- (b) Apprentice Instructor Certificate,
- (c) Flight Instructor Certificate,
- (d) Chief Flight Instructor Certificate, and
- (e) Instructor Examiner Certificate (most experienced).

Weightshift Microlighting & Powered Paragliding

Weightshift microlight and Powered Paragliding Instructor certificates are issued on five levels as follows:

- (a) Flight Experience Instructor (least experienced),
- (b) Apprentice Instructor Certificate,
- (c) Flight Instructor Certificate,
- (d) Chief Flight Instructor Certificate, and
- (e) Instructor Examiner Certificate (most experienced).

7.1.1 Flight Experience Instructor Certificate (HG/PG)

Certificates Issued:

- (a) Hang Gliding Flight Experience Instructor
- (b) Paragliding Flight Experience Instructor

Requirements for Issue

An applicant for the issue of a Flight Experience Instructor Certificate shall:

- (c) hold a valid HGFA Advanced HG or PG5 Paraglider Pilot Certificate for the type of aircraft the certificate is being sought;
- (d) hold a valid Safety Officer or Senior Safety Officer appointment;
- (e) have undergone and successfully completed an approved HGFA Tandem Endorsement (Instructional) training course in accordance with section [8.4.15](#), for the type of aircraft for which the certificate is being sought; and
- (f) Hold a current Workplace Level 2 First Aid Certificate, Senior First Aid Certificate or HGFA recognised equivalent.;
- (g) have undergone a Flight Experience Instructor Training Course recognised by HGFA;
- (h) Sign a HGFA Instructor Code of Conduct form; and
- (i) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#); and
- (j) forward a completed application form, signed Instructor Code of Conduct form, a copy their First Aid Certificate and the appropriate fee to the HGFA Office.

Aeronautical Experience

Prior to applying for the issue of a Flight Experience Instructor Certificate an applicant shall:

- (k) Hold an Advanced HG Pilot or PG5 Paraglider Pilot Certificate for the type of aircraft for which the Flight Experience Instructor certificate is sought; and
- (l) Minimum of 200 hours; or 100 hours and 500 landings as pilot in command over a period of at least 12 months

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Flight Experience Instructor Certificate (HG/PG)



Privileges

A Flight Experience Instructor Certificate authorises the holder to carry out the following duties, under the supervision of a Chief Flight Instructor at an approved HGFA Flight Training Facility:

- (m) Carry out Trial Introductory Flights (TIFs) with persons who are HGFA Student or Trainee members; and
- (n) Demonstrate the aircraft's controls to the prospective pilot and may hand over aircraft's control to that person on the condition that the Flight Experience Instructor must carry out all launches, circuits, approaches and landings.

Responsibilities

Flight Experience Instructors will undertake to carry out the following duties, for which they are responsible to the Chief Flight Instructor:

- (o) Conduct Introductory training flights in accordance with the standards, procedures and regulations set out in this Operations Manual,
- (p) Each morning of operation, discuss with their supervising CFI the operational plans and the requirements, skills or expected achievements of the participants and;
- (q) After operations have been completed for the day, discuss with their supervising CFI the outcomes of the days operations and the performance of the participants.
- (r) Ensure that all aircraft used for operations are in an airworthy state and that all aircraft and associated equipment meet or exceed the HGFA airworthiness standards appropriate to the Operations for which they are used.
- (s) Ensure that accurate and complete logs are maintained of all flying operations and training aircraft.
- (t) Conduct the operational and administrative aspects of his or her assigned duties in such a manner so as not to bring the HGFA, its Officers, Members, affiliates or Associations into disrepute.
- (u) On request, furnish all the logs, training documentation and information necessary to satisfy the Operations Manager that all operations are being conducted in accordance with the requirements of this Operations Manual.
- (v) Ensure that he or she undertakes regular solo flights so as to maintain a high personal level of pilot competency and currency.
Flight Experience Instructors must immediately report any accidents / incidents to their CFI and/or the Operations Manager, and report the accident / incident via the HGFA online AIRS database or HGFA forms: SM-01 and SMS-02 (See [1.3](#) - Operational Documents Register).

Note: Failure to report accidents / incidents during training for certificates or endorsements is considered a breach of duty by instructors and also is a breach of the TSI Act 2003. A breach can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Note: Failure to supply supporting documentation upon request from the Operations Manager as proof of training and standards compliance is considered a breach of duty by instructors and can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Period of Validity

Unless cancelled or suspended by the HGFA Operations Manager, a Flight Experience Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal.

Requirements for Renewal

An applicant for the renewal of an Flight Experience Instructor Certificate shall satisfy all the requirements for the initial issue of the certificate; and,

- (w) have conducted a minimum of ten flights as pilot in command of an aircraft of the type for which renewal of the Flight Experience Instructor Certificate is sought in the six month period prior to Certificate renewal; and
- (x) within the 90 days prior to the expiry date of his or her certificate submit to a check flight with a HGFA CFI certified in the specific discipline for renewal (HG/PG) and demonstrate his or her competency and ability to conduct Training Introductory Flights; and
- (y) have accumulated, in each of the two years prior to the application for renewal, a minimum of 25 hours as pilot in command of an aircraft of the type for which renewal of the Flight Experience Instructor Certificate is sought.
- (z) forward a completed renewal application, copy of First Aid Certificate, copy of their Medical Statement, copy of training flight logs and aircraft maintenance logs and appropriate fee to reach the HGFA office **at least twenty eight (28) days prior to the Certificate expiry date.**

Note

- **Failure to renew any flight instructor certificate, or any of the required qualifications, by the due date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.**
- *Flight Instructors may be required to submit to regular in-flight checks in accordance with the requirements of their CFI or the HGFA Operations Manager.*
- *Where the minimum aeronautical experience requirements have not been met prior to renewal, the HGFA Operations Manager may consider renewal as a special case; provided there is sufficient supporting recommendation from a HGFA Chief Flight Instructor.*

Authority for Issue

The issue of a Flight Experience Instructor Certificate may only be authorised in writing by the HGFA Operations Manager or their delegate.

7.1.2 Flight Experience Instructor Certificate (WM/PPG)

Certificate Issued:

- (a) Weight shift Microlight Flight Experience Instructor.
- (b) Powered Paraglider Flight Experience Instructor.

Requirements for Issue

An applicant for the issue of a Weightshift Microlight or Powered Paraglider, Flight Experience Instructor Certificate shall:

- (c) hold a valid HGFA Weightshift microlight or Powered Paraglider Pilot Certificate;
- (d) have undergone and successfully completed an approved HGFA Tandem Endorsement (Instructional) training course in accordance with section [8.4.15](#), for the type of aircraft for which the certificate is being sought; and
- (e) have undergone the appropriate Flight Experience Instructor Training Course which is recognised by HGFA; and
- (f) Hold a current Workplace Level 2 First Aid Certificate, Senior First Aid Certificate or HGFA recognised equivalent.
- (g) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#);
- (h) forward a completed application form, signed Instructor Code of Conduct form, a copy their First Aid Certificate and the appropriate fee to the HGFA Office.

Aeronautical Experience

Prior to commencing a HGFA Flight Experience Instructor training course and undergoing assessment for the issue of a Flight Instructor Certificate, an applicant shall:

- (i) have completed a minimum of 200 hours flying experience as pilot in command in Weightshift Microlights or Powered Paraglider over a period of at least twelve months from WM/PPG Pilot Certificate issue; or
- (j) have completed a minimum of 100 hours flying experience with a minimum of 500 landings as pilot in command in weightshift microlight or powered paraglider over a period of at least twelve months from WM/PPG Pilot Certificate issue.

Privileges

A WM/PPG Flight Experience Instructor Certificate authorises the holder to carry out the following duties under the supervision of a WM/PPG Chief Flight Instructor at an approved HGFA Flight Training Facility:

- (k) Carry out Trial Introductory Flights (TIFs) with persons who are HGFA Student or Trainee members; and
- (l) Demonstrate the aircraft's controls to the prospective pilot and may hand over aircraft control to that person on the condition that the Flight Experience Instructor must carry out all take-offs, circuits, approaches and landings.
- (m) Not exercise the privileges of his or her certificate unless within the preceding 90 days he or she has carried out a minimum of 5 hours in-flight experience as a Flight Experience Instructor in a weightshift microlight or powered paraglider (whichever is appropriate); or within the preceding 90 days he or she has passed a satisfactory flight check with a Chief Flight Instructor.

Responsibilities

Flight Experience Instructors will undertake to carry out the following duties, for which they are responsible to the Chief Flight Instructor:

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- (n) Conduct Introductory training flights in accordance with the standards, procedures and regulations set out in this Operations Manual
- (o) Each morning of operation, discusses with their supervising CFI the operational plans and the requirements, skills or expected achievements of the participants and;
- (p) After operations have been completed for the day, discusses with their supervising CFI the outcomes of the days operations and the performance of the participants.
- (q) Ensure that all aircraft used for training operations are in an airworthy state and that all aircraft and associated equipment meet or exceed the HGFA airworthiness standards appropriate to the operations for which they are used.
- (r) Ensure that accurate and complete logs are maintained of all flying operations and training aircraft.
- (s) Conduct the operational and administrative aspects of his or her assigned duties in such a manner so as not to bring the HGFA, its Officers, Members, Affiliates or Associations into disrepute.
- (t) On request, furnish all the logs and information necessary to satisfy the Operations Manager that all training operations are being conducted in accordance with the requirements of this Operations Manual.
Ensure that he or she undertakes regular solo flights so as to maintain a high personal level of pilot competency and currency.

Flight Experience Instructors must immediately report any accidents / incidents to their CFI and/or the Operations Manager, and report the accident / incident via the HGFA online AIRS database or HGFA forms: SM-01 and SMS-02 (See [1.3](#) - HGFA Operational Documents Register).

Note: Failure to report accidents / incidents during training for certificates or endorsements is considered a breach of duty by instructors and also is a breach of the TSI Act 2003. A breach can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Note: Failure to supply supporting documentation upon request from the Operations Manager as proof of training and standards compliance is considered a breach of duty by instructors and can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Period of Validity

Unless cancelled or suspended by the HGFA Operations Manager, a Flight Experience Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal.

Requirements for Renewal

An applicant for the renewal of an Flight Experience Instructor Certificate shall satisfy all the requirements for the initial issue of the certificate; and,

- (u) have conducted a minimum of ten Tandem flights in a weightshift microlight or powered paraglider (whichever is appropriate) in the six month period prior to Certificate renewal; and
- (v) within the 90 days prior to the expiry date of his or her certificate, submit to a check flight with a HGFA CFI certified in the specific discipline for renewal (WM/PPG) and demonstrate his or her competency and ability to conduct Training Introductory Flights; and
- (w) have accumulated, in each of the two years prior to the application for renewal, a minimum of 25 hours as pilot in command of a weightshift microlight or powered paraglider (whichever is appropriate).
- (x) forward a completed renewal application, copy of First Aid Certificate, copy of their Medical Statement, copy of training flight logs and aircraft maintenance logs and appropriate fee to reach the HGFA office **at least twenty eight (28) days prior to the Certificate expiry date.**

Note

- **Failure to renew any flight instructor certificate, or any of the required qualifications, by the due date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.**
- **Flight Instructors may be required to submit to regular in-flight checks in accordance with the requirements of their CFI or the HGFA Operations Manager.**

- *Where the minimum aeronautical experience requirements have not been met prior to renewal, the HGFA Operations Manager may consider renewal as a special case; provided there is sufficient supporting recommendation from a HGFA Chief Flight Instructor.*

Authority for Issue

The issue of a Flight Experience Instructor Certificate (WM/PPG) may only be authorised by the HGFA Operations Manager in writing.

7.1.3 Apprentice Instructor Certificate (HG/PG)

Certificates Issued

- (a) Apprentice Hang Glider Instructor.
- (b) Apprentice Paraglider Instructor.

Requirements for Issue

An applicant for the issue of an Apprentice Instructor Certificate shall:

- (c) hold a valid HGFA Advanced HG Pilot or PG5 Paraglider Pilot Certificate;
- (d) hold a valid Safety Officer appointment;
- (e) have passed all Pilot Certificate Aeronautical Knowledge Examinations within the preceding 2 months;
- (f) Hold a current Workplace Level 2 First Aid Certificate, Senior First Aid Certificate or HGFA recognised equivalent;
- (g) have attained the age of 18 years;
- (h) sign a HGFA Instructor Code of Conduct form; and
- (i) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#); and
- (j) forward a completed application form, signed Instructor Code of Conduct form and the appropriate fee to the HGFA Office.

Aeronautical Experience

Prior to applying for the issue of an Apprentice Instructor Certificate an applicant shall:

- (k) Hold an Advanced HG Pilot or PG5 Paraglider Pilot Certificate for the type of aircraft for which the Apprentice certificate is sought; and
- (l) Have completed a minimum of 200 hours; or 100 hours and 500 landings over at least the last 18 months, as pilot in command of the type of aircraft for which the Apprentice certificate is sought.

Privileges

An Apprentice Instructor Certificate authorises the holder to give assistance in the provision of ground and flight instruction. The holder of an Apprentice Instructor Certificate may;

- (m) Provide assistance in ground and flight instruction only under the direct supervision of a Chief Flight Instructor; and
- (n) If also the holder of a Tandem Instructional endorsement, carry out Trial Introductory Flights (TIFs) with persons who are HGFA Student or Trainee members; and
- (o) not exercise the privileges of his or her certificate unless within the preceding 90 days he or she has carried out a minimum of two flights in the actual glider being used by the student.

Note: *There are two intended purposes in this requirement:*

- (a) *To ensure that the "actual glider" to be flown by the Student is airworthy and its flight characteristics are known to be appropriate for instruction.*
- (b) *That the Apprentice Instructor is current in that glider type and class.*

An exception may arise when for example, the Student weighs 50Kg and the Instructor weighs 150Kg. Therefore the "actual glider" may not be appropriately rated. To satisfy (a), the "actual glider" must be flown by an advanced Pilot or another instructor twice within the preceding 90 days and its suitability for training determined.

Responsibilities

Apprentice Instructors will undertake the following duties, for which they are responsible to their approved CFI:

- (p) Under the instruction and supervision of a Chief Flight Instructor, assist in the conduct of training of HGFA Student Pilots in accordance with the standards, procedures and regulations set out in this Operations Manual, the HGFA Training Syllabus and Guidelines and the relevant legislation.
- (q) Conduct the operational and administrative aspects of his or her assigned duties in such a manner so as not to bring the HGFA, its Officers, Members, Affiliates or Associations into disrepute.
- (r) Maintain an accurate and complete apprentice training log, that is endorsed on a daily basis by the Chief Flight Instructor providing direct supervision.
- (s) Ensure that all aircraft used for flight training are in an airworthy state and that all aircraft and associated equipment meet or exceed the HGFA airworthiness standards appropriate to the operations for which they are used.
- (t) Report to his or her CFI, without delay, any faults, or defects, appearing in training aircraft that render the aircraft un-airworthy or otherwise unsuitable for training. Ensure that the fault or defect has been repaired prior to conducting further training flights in that aircraft.
- (u) Ensure that sufficient and regular solo in-flight practice is carried out, so as to maintain a high personal level of pilot competency and currency.
- (v) Apprentice Instructors must immediately report any accidents / incidents to their CFI and/or the Operations Manager, and report the accident / incident via the HGFA online AIRS database or HGFA forms: SM-01 and SMS-02 (See [1.3](#) - HGFA Operational Documents Register).

Note: *Failure to report accidents / incidents during training for certificates or endorsements is considered a breach of duty by instructors and also is a breach of the TSI Act 2003. A breach can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.*

Note: *Failure to supply supporting documentation upon request from the Operations Manager as proof of training and standards compliance is considered a breach of duty by instructors and can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.*

Period of Validity

Unless cancelled or suspended by the HGFA Operations Manager, an Apprentice Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal.

Requirements for Renewal

An applicant for the renewal of an Apprentice Instructor Certificate shall satisfy all the requirements for the initial issue of the certificate; and,

- (w) have accumulated a minimum of 30 hours of instructional duties in the two year period prior to renewal;
- (x) within the 90 days prior to the expiry date of his or her certificate submit to a check flight with a HGFA CFI and successfully demonstrated his or her competency and instructional ability.
- (y) forward a completed renewal application, copy of First Aid Certificate, copy of their Medical Statement, copy of training flight logs and aircraft maintenance logs and appropriate fee to reach the HGFA office **at least twenty eight (28) days prior to the Certificate expiry date.**

Note

- **Failure to renew any flight instructor certificate, or any of the required qualifications, by the due date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.**
- *Flight Instructors may be required to submit to regular in-flight checks in accordance with the requirements of their CFI or the HGFA Operations Manager.*
- *Where the minimum aeronautical experience requirements have not been met prior to renewal, the HGFA Operations Manager may consider renewal as a special case; provided there is sufficient supporting recommendation from a HGFA Chief Flight Instructor.*

Authority for Issue

The issue of an Apprentice Instructor Certificate may only be authorised by the HGFA Operations Manager.

7.1.4 Apprentice Instructor Certificate (WM/PPG)

Certificate Issued:

- (a) Weight Shift Microlight Apprentice Instructor.
- (b) Powered Paragliding Apprentice Instructor.

Requirements for Issue

An applicant for the issue of a WM/PPG Apprentice Instructor Certificate shall:

- (c) hold a valid HGFA Pilot Certificate;
- (d) have attained the age of 18 years;
- (e) hold a current Workplace Level 2 First Aid Certificate, Senior First Aid Certificate or HGFA recognised equivalent.
- (f) sign a HGFA Instructor Code of Conduct form; and
- (g) forward to the HGFA office a medical statement indicating that his or her health complies with this manual, section [4.1.5](#);
and
- (h) forward a completed application form, signed Instructor Code of Conduct form and the appropriate fee to the HGFA Office.

Aeronautical Experience

Prior to commencing a HGFA approved instructor training course and undergoing an in-flight examination for the issue of an Apprentice Instructor Certificate an applicant shall:

- (i) have not less than 75 hours flying experience as a Pilot-In-Command of a weightshift microlight / powered paraglider gained over a period of at least twelve months from WM/PPG Pilot Certificate issue, of which a minimum of 5 hours must be as Pilot-in-Command from the rear seat / position, in a variety of weather conditions under the direct supervision of a HGFA Chief Flight Instructor; or
- (j) if having previous flying experience in hang gliders, gliders, aeroplanes or ultralights other than weightshift microlights / powered paraglider have completed at least 100 hours aeronautical experience, of which a minimum of 50 hours flying experience must be as a Pilot-In-Command of a weightshift microlight gained over a period of six months, of which a minimum of 5 hours must be as Pilot-in-Command from the rear seat / position, in a variety of weather conditions under the direct supervision of a HGFA Chief Flight Instructor.

Note: Where previous experience is gained as Pilot In Command of a hang glider, written approval may be granted by the HGFA Operations Manager to reduce the minimum number of hours experience required as pilot in command of a weightshift microlight prior to Apprentice Certificate issue.

Privileges

An Apprentice Instructor Certificate authorises the holder to give ground and in-flight instruction in WM/PPG, where the holder is in the employ and under the direct supervision of an approved WM/PPG Chief Flight Instructor.

The holder of an Apprentice Instructor Certificate may;

- (k) Conduct ground and in-flight instruction only under the direct supervision of a Chief Flight Instructor or appropriately qualified Flight Instructor that has been recommended by a Chief Flight Instructor and approved in writing by the HGFA Operations Manager;
- (l) If also the holder of a Tandem Instructional endorsement, carry out Trial Introductory Flights (TIFs) with persons who are HGFA Student or Trainee members;
- (m) not authorise the undertaking of a First Solo, or subsequent solo flights by a Student Pilot;
- (n) not exercise the privileges of his or her certificate unless within the preceding 90 days he or she has carried out a minimum of 5 hours in-flight experience as a flight instructor in a WM/PPG; or within the preceding 90 days he or she has passed a satisfactory flight check with a Chief Flight Instructor.

Note: A HGFA Apprentice Instructor Certificate holder may give in flight instruction in a weightshift microlight under the direct supervision of a relevant (WM/PPG) Chief Flight Instructor (or under a (WM/PPG) instructor which has been approved in writing by the HGFA Operations

Manager) at a HGFA Approved Facility. Any such instruction must be conducted as part of a bona fide training course and follow a HGFA approved flight training syllabus.

Responsibilities

Apprentice Instructors will undertake the following duties, for which they are responsible to the Chief Flight Instructor:

- (o) Under the instruction and supervision of a Chief Flight Instructor, conduct ab initio training of HGFA Student Pilots in accordance with the standards, procedures and regulations set out in this Operations manual, the HGFA Training Syllabus and Guidelines and the relevant legislation.
- (p) Conduct the operational and administrative aspects of his or her assigned duties in such a manner so as not to bring the HGFA, its Officers, Members, Affiliates or Associations into disrepute.
- (q) Ensure that all aircraft used in his or her flight training are in a clean and airworthy state and also satisfy himself or herself that those aircraft are properly maintained and registered with the HGFA, and where available, have public liability insurance.
- (r) Report to his or her Chief Flight Instructor without delay, any faults, or defects, appearing in training aircraft that render the aircraft un-airworthy or otherwise unsuitable for training. Ensure that the fault or defect has been repaired prior to conducting further training flights in that aircraft

Note: If an aircraft is found to have faults or defects, then ensure that the aircraft is not mistakenly used by others. Pack and tag.

- (s) Ensure that sufficient and regular solo in-flight practice is carried out, so as to maintain a high personal level of pilot competency and currency.
- (t) Apprentice Instructors must immediately report any accidents / incidents to their CFI and/or the Operations Manager, and report the accident / incident via the HGFA online AIRS database or HGFA forms: SM-01 and SMS-02 (See [1.3](#) - Operational Documents Register).

Note: Failure to report accidents / incidents during training for certificates or endorsements is considered a breach of duty by instructors and also is a breach of the TSI Act 2003. A breach can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Note: Failure to supply supporting documentation upon request from the Operations Manager as proof of training and standards compliance is considered a breach of duty by instructors and can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Period of Validity

Unless cancelled or suspended by the HGFA Operations Manager an Apprentice Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal providing all required qualifications are maintained current and valid.

Requirements for Renewal

An applicant for the renewal of an Apprentice Instructor Certificate shall satisfy all the requirements for the initial issue of the certificate; and,

- (u) have accumulated a minimum of 30 hours of instructional duties in the two year period prior to renewal;
- (v) within the 90 days prior to the expiry date of his or her certificate submit to a check flight with a HGFA CFI and successfully demonstrated his or her competency and instructional ability.
- (w) forward a completed renewal application, copy of First Aid Certificate, copy of their Medical Statement, copy of training flight logs and aircraft maintenance logs and appropriate fee to reach the HGFA office **at least twenty eight (28) days prior to the Certificate expiry date.**

Note

- **Failure to renew any flight instructor certificate, or any of the required qualifications, by the due date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.**
- **Flight Instructors may be required to submit to regular in-flight checks in accordance with the requirements of their CFI or the HGFA Operations Manager.**

- *Where the minimum aeronautical experience requirements have not been met prior to renewal, the HGFA Operations Manager may consider renewal as a special case; provided there is sufficient supporting recommendation from a HGFA Chief Flight Instructor.*

Authority for Issue

The issue of an Apprentice Instructor Certificate may only be authorised by the HGFA Operations Manager on recommendation from a HGFA CFI.

7.1.5 Flight Instructor Certificate (HG/PG)

Certificates Issued:

- (a) Hang Gliding Flight Instructor
- (b) Paragliding Flight Instructor

Requirements for Issue

An applicant for the issue of a Flight Instructor Certificate shall:

- (c) hold a valid HGFA Advanced HG Pilot or PG5 Paraglider Pilot Certificate;
- (d) hold a valid Apprentice Instructor Certificate of the same aircraft type for which the Flight Instructor Certificate is sought;
- (e) Hold a current Workplace Level 2 First Aid Certificate, Senior First Aid Certificate or HGFA recognised equivalent.;
- (f) have successfully passed the HGFA Flight Instructor Theory Examination to the standard specified in the HGFA Flight Instructor Training Program;
- (g) have undergone and successfully completed an Instructor Training Course which is recognised by HGFA (Cert. 4 in Training & Assessment or equivalent);
- (h) have attained the age of 18 years;
- (i) have observed and assisted (as an approved Apprentice Instructor) in the provision of flight instruction in at least two (2) HGFA Approved Training Facilities for a minimum of twelve (12) days in total, which includes a minimum of 30 hours theory instructional duties; or
- (j) have observed and assisted in the provision of flight instruction at an HGFA Approved Training Facilities for a minimum of twelve (12) days in total which includes a minimum of 30 hours theory instructional duties; and
- (k) currently holds an equivalent international Flight Instructor rating, recognised by the HGFA and approved by the Operations Manager. (Evidence to be provided, along with referrals from the administering organisation in the country of origin.)
- (l) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#); and
- (m) forward a copy of appropriately endorsed Apprentice Instructor Training logs, completed application form and the appropriate fee to the HGFA Office; and
- (n) demonstrate to his or her Chief Flight Instructor the ability to give instruction to persons undergoing training; and
- (o) The level of competency required is:
 - (i) to be able to give flight instruction, including pre-flight and post flight briefing, in flight assistance, as well as demonstrations of skills and techniques for all parts of the Pilot Training Syllabus, with a first attempt accuracy of 90 percent; and
 - (ii) to be able to accurately explain all aspects of the Pilot training and Aeronautical Knowledge syllabus (as it relates to student-novice pilots), with explanations adjusted to suit the individual, and demonstrate an ability to assess a Student's understanding of syllabus subjects.

Aeronautical Experience

Minimum of 50 hours in-flight instructional duties and a minimum of 30 hours theory training experience.

Privileges

A Flight Instructor Certificate authorises the holder to give flight and theory instruction where the holder;

- (p) is in the employ and under the supervision of an approved HGFA Chief Flight Instructor, or
- (q) is a member of a HGFA affiliated and Incorporated Club and is under the supervision of an approved HGFA Chief Flight Instructor who is also a member of that club, or
- (r) is engaged in training operations with written approvals from the HGFA Operations Manager and
 - (i) his or her employing CFI, or

- (ii) club or clubs who may have responsibility for the region or area, or
 - (iii) under the supervision of a CFI of the responsible club in accordance with (ii).
- (s) if also the holder of a Tandem Instructional endorsement, may carry out Trial Introductory Flights (TIFs) with persons who are HGFA Student or Trainee members.

Responsibilities

Flight Instructors will undertake the following duties, for which they are responsible to their approved supervisor:

- (t) Conduct theory and flight instruction on aircraft of the type for which the Flight Instructor Certificate is issued;
- (u) under the directions of his or her supervisor, conduct ab initio to basic soaring skills training, of HGFA Students, Supervised HG Pilots and PG2 Paraglider pilots in accordance with the standards, procedures and regulations set out in this Operations Manual, the HGFA Training Syllabus and Guidelines and the relevant legislation.
- (v) Conduct the operational and administrative aspects of his or her assigned duties in such a manner so as not to bring the HGFA, its Officers, Members, Affiliates or Associations into disrepute.
- (w) Assess the readiness for, and authorise, Student Pilots to undertake first solo flight but only after being authorised to do so by his or her supervisor.
- (x) When authorised by the Chief Flight Instructor and approved by the Operations Manager, take control of an approved HGFA Training Facility at such times when the Chief Flight Instructor is absent or on leave due to illness.
- (y) Take control of a remote Training Facility when requested to do so by his or her supervisor, and report the activities of the remote facility to his or her Chief Flight Instructor, at the close of each days flying.
- (z) Maintain accurate and complete records and logs of all training activities, including individual student records, instruction log and lesson plans as well as aircraft logs where appropriate.
- (aa) Ensure that all aircraft used by his or her flight training facility are in an airworthy state and that all aircraft and associated equipment meet or exceed the HGFA airworthiness standards appropriate to the operations for which they are used.
- (bb) Report to his or her supervisor, without delay, any faults, or defects, appearing in training aircraft that render the aircraft un-airworthy or otherwise unsuitable for training. Ensure that the fault or defect has been repaired prior to conducting further training flights on the aircraft.
- (cc) Ensure that he or she undertakes regular solo flights so as to maintain a high personal level of pilot competency and currency.
- (dd) not exercise the privileges of his or her certificate unless within the preceding 90 days he or she has carried out a minimum of three flights in an aircraft similar to the aircraft being used by the student.

Flight Instructors must immediately report any accidents / incidents to their CFI and/or the Operations Manager, and report the accident / incident via the HGFA online AIRS database or HGFA forms: SM-01 and SMS-02 (See [1.3](#) - Operational Documents Register).

Note: Failure to report accidents / incidents during training for certificates or endorsements is considered a breach of duty by instructors and also is a breach of the TSI Act 2003. A breach can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Note: Failure to supply supporting documentation upon request from the Operations Manager as proof of training and standards compliance is considered a breach of duty by instructors and can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Period of Validity

Unless cancelled or suspended by the HGFA Operations Manager a Flight Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal providing all required qualifications are maintained current and valid.

Requirements for Renewal

An applicant for the renewal of a Flight Instructor Certificate shall:

- (ee) Have accumulated (and logged) a minimum of 24 student days of instructing and including at least 3 pilots achieving the issue of a Supervised Pilot Certificate in the two year period prior to the application for renewal (where a student day means one student for one day, e.g. a class of 4 students for 1 day equals 4 student days);
- (ff) have accumulated, in the two year period prior to the application for renewal, a minimum of 25 hours as pilot in command of an aircraft of the type for which renewal of the Flight Instructor Certificate is sought;
- (gg) attend an approved HGFA Flight Instructor refresher program or HGFA National Coaching Conference in the four year period prior to the application;

- (hh) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#); and
- (ii) forward an annual renewal application, copy of the current First Aid Certificate, copies of suitably endorsed training logs and the appropriate fee to reach the HGFA office **at least twenty eight (28) days prior to the expiry date.**

Notes:

- **Failure to renew any flight instructor certificate, or any of the required qualifications, by the due date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.**
- *Flight Instructors may be required to submit to regular in-flight checks in accordance with the requirements of their CFI or the HGFA Operations Manager.*
- *Where the minimum aeronautical experience requirement, minimum instructional requirements or flight instructor refresher program requirements have not been met prior to renewal, the HGFA Operations Manager may consider renewal as a special case, provided there is sufficient supporting recommendation or reason, and that any renewal on this basis is provided in writing to the members concerned with a specific period of extension nominated by the Operations Manager or his or her delegate and the details of the extension remain held on record.*

Authority for Issue

The issue of a Flight Instructor Certificate may only be authorised by the HGFA Operations Manager (or delegate).

7.1.6 Flight Instructor Certificate (WM/PPG)

Certificate Issued:

- (a) Weightshift Microlight Flight Instructor Certificate.
- (b) Powered Paraglider Flight Instructor Certificate.

Requirements for Issue

An applicant for the issue of a Flight Instructor (WM/PPG) Certificate shall:

- (c) hold a valid HGFA Apprentice Instructor Certificate of the same aircraft type for which the Flight Instructor Certificate is sought;
- (d) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#); together with a completed application form and the appropriate fee to the HGFA Office;
- (e) Hold a current Workplace Level 2 First Aid Certificate, Senior First Aid Certificate or HGFA recognised equivalent.
- (f) have undergone an Instructor Training Course which is recognised by HGFA (Cert. 4 in Training & Assessment or equivalent);
- (g) have completed a minimum of 30 hours theory instructional duties related to the aircraft for which the certificate is sought, as an Apprentice Instructor (evidence sighted by a CFI and signed on the application form);
- (h) have completed a minimum of 50 hours in-flight instructional duties as an Apprentice Instructor in WM/PPG aircraft which includes training a minimum of three students upto first solo standard;
- (i) satisfy his or her Chief Flight Instructor, that he or she is capable of carrying out the duties of a Flight Instructor;
- (j) demonstrate to his or her Chief Flight Instructor the ability to correctly assess a student's readiness to undertake a first solo flight on at least three separate occasions;
- (k) demonstrate to his or her Chief Flight Instructor the ability to give ground instruction to persons undergoing training in a weightshift controlled aeroplane; and
 - (i) The level of competency required is to be able to give ground lessons, pre flight and post flight briefings on any or all parts of the WM/PPG Pilot Training Syllabus, with a first attempt accuracy of 90 percent. To be able to accurately explain all aspects of the syllabus, with explanations adjusted to suit the individual, and demonstrate an ability to assess a Student's understanding of syllabus subjects.
- (l) demonstrate to a HGFA Instructor Examiner his or her ability to give in-flight instruction in a PPG aircraft or a two place WM aircraft; and
 - (i) The level of competency required is to be able to give in-flight instruction on all flying sequences listed in the Pilot Training Syllabus. The applicant must be able to accurately and safely fly each sequence, to the satisfaction of the CFI or Instructor Examiner.

Aeronautical Experience

Prior to undertaking an assessment for upgrading his or her Apprentice Instructor Certificate to a Flight Instructor Certificate a candidate shall have not less than 100 hours flying experience in WM/PPG, of which a minimum of 50 hours must have been accumulated in-flight instructional duties in WM/PPG.

Privileges

A Flight Instructor Certificate authorises the holder to give flight and theory instruction where the holder;

- (m) is in the employ and under the supervision of an approved HGFA Chief Flight Instructor, or
- (n) is a member of a HGFA affiliated and Incorporated Club and is under the supervision of an approved HGFA Chief Flight Instructor who is also a member of that club, or
- (o) is engaged in training operations with written approvals from the HGFA Operations Manager and;
 - (i) his or her employing CFI, or
 - (ii) club or clubs who may have responsibility for the region or area, or
 - (iii) under the supervision of a CFI of the responsible club in accordance with (ii).
- (p) if also the holder of a Tandem Instructional endorsement, may carry out Trial Introductory Flights (TIFs) with persons who are HGFA Student or Trainee members.

Responsibilities

Flight Instructors will undertake to carry out the following duties, for which they are responsible to the Chief Flight Instructor:

- (q) Give ground and in-flight instruction to HGFA Student Pilots; Under the supervision of a Chief Flight Instructor, conduct ab initio training of HGFA Student Pilots in accordance with the standards, procedures and regulations set out in this Operations Manual, the HGFA Training Syllabus and Guidelines and relevant legislation
- (r) Conduct the operational and administrative aspects of his or her assigned duties in such a manner so as not to bring the HGFA, its Officers, Members, Affiliates or Associations into disrepute.
- (s) Assess the readiness for and authorise Student Pilots to undertake first solo and subsequent solo flights, but only after being authorised to do so by his or her Chief Flight Instructor.
- (t) When authorised by the Chief Flight Instructor and approved in writing by the Operations Manager, take control of a Flight Training Facility at such times when the Chief Flight Instructor is absent.
- (u) Take control of a remote Flight Training Facility when requested to do so by his or her Chief Flight Instructor, and report the activities of the remote facility to his or her Chief Flight Instructor, at regular and frequent intervals.
- (v) Ensure that all aircraft used by his or her flight training facility are in a clean and airworthy state and also satisfy himself or herself that those aircraft are properly registered and maintained with the HGFA and where available, have public liability insurance.
- (w) Report to his or her Chief Flight Instructor, without delay, any faults, or defects, appearing in training aircraft that render the aircraft un-airworthy or otherwise unsuitable for training. Ensure that the fault or defect has been repaired prior to conducting further training flights in that aircraft.
- (x) Ensure that sufficient and regular solo in-flight practice is carried out, so as to maintain a high personal level of pilot competency and currency.
- (y) Flight Instructors must immediately report any accidents / incidents to their CFI and/or the Operations Manager, and report the accident / incident via the HGFA online AIRS database or HGFA forms: SM-01 and SMS-02 (See [1.3](#) - Operational Documents Register).

Note: Failure to report accidents / incidents during training for certificates or endorsements is considered a breach of duty by instructors and also is a breach of the TSI Act 2003. A breach can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Note: Failure to supply supporting documentation upon request from the Operations Manager as proof of training and standards compliance is considered a breach of duty by instructors and can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Period of Validity

Unless cancelled or suspended by the HGFA Operations Manager a Flight Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal providing all required qualifications are maintained current and valid.

Requirements for Renewal

An applicant for the renewal of a Flight Instructor Certificate shall:

- (z) have accumulated a minimum of 30 hours of instructional duties in the two year period prior to renewal;
- (aa) within the 90 days prior to the expiry date of his or her certificate submit to a check flight with a HGFA CFI and successfully demonstrate his or her competency and instructional ability;
- (bb) attend an approved HGFA Instructor refresher program or HGFA National Coaching Conference in the four year period prior to the application; and
- (cc) Hold a current Workplace Level 2 First Aid Certificate, Senior First Aid Certificate or HGFA recognised equivalent.
- (dd) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#); and
- (ee) forward a renewal application, medical declaration, Pilot Certificate Booklet, copy of the current First Aid Certificate and the appropriate fee to reach the HGFA office **at least twenty eight (28) days prior to the expiry date.**

Notes:

- **Failure to renew any flight instructor certificate, or any of the required qualifications, by the due Date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.**
- *Flight Instructors may be required to submit to regular in-flight checks in accordance with the requirements of their CFI or the HGFA Operations Manager.*
- *Where the minimum aeronautical experience requirement, minimum instructional requirements or flight instructor refresher program requirements have not been met prior to renewal, the HGFA Operations Manager may consider renewal as a special case, provided there is sufficient supporting recommendation or reason, and that any renewal on this basis is provided in writing to the members concerned with a specific period of extension nominated by the Operations Manager or his or her delegate and the details of the extension remain held on record.*

Authority for Issue

The issue of a Flight Instructor Certificate may only be authorised in writing by the HGFA Operations Manager on recommendation from a HGFA CFI.

7.1.7 Chief Flight Instructor Certificate (HG/PG)

Certificates Issued

- (a) Hang Gliding Chief Flight Instructor.
- (b) Paragliding Chief Flight Instructor.

Requirements for Issue

A person shall not act in the capacity of a HGFA Chief Flight Instructor unless recommended in writing by a HGFA Instructor Examiner or the HGFA Operations Manager, and approved to do so, in writing by the HGFA Operations Manager.

An applicant for the issue of a Chief Flight Instructor Certificate shall:

- (c) hold a valid HGFA Flight Instructor Certificate of the type for which the certification is sought;
- (d) Hold a current Workplace Level 2 First Aid Certificate, Senior First Aid Certificate or HGFA recognised equivalent.
- (e) have undergone an Instructor Training Course which is recognised by HGFA HGFA (Cert. 4 in Training & Assessment or equivalent);
- (f) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#); and
- (g) forward a copy of appropriately endorsed Instructor Training logs, a copy of their First Aid Certificate, completed application form and the appropriate fee to the HGFA Office; and
- (h) demonstrate to the HGFA Operations Manager (or his delegate) his or her ability to give instruction to persons undergoing training from ab initio through to advanced soaring and cross country skills.

The level of competency required is to be able to:

- (i) give flight instruction, including pre-flight and post flight briefing, in flight assistance, as well as skill, techniques and complete flight sequence demonstrations, for all levels of Pilot Certificate and appropriate endorsements; and
- (j) accurately explain all aspects of the Pilot Training and Aeronautical Knowledge syllabus (as it relates to pilots of all levels), with explanations adjusted to suit the individual, and demonstrate an ability to assess a Student's understanding of syllabus subjects.

Aeronautical and Instructional Experience

Prior to making application for the issue of a Chief Flight Instructor Certificate an applicant shall:

- (k) not have less than 200 logged student days training experience as a Flight Instructor (where a student day means one student for one day, e.g. a class of 4 students for 1 day equals 4 student days); or
- (l) If having previous experience as a flying instructor or Chief Flying Instructor in gliders, aeroplanes, ultralights or weightshift microlights, have completed at least 200 hours of in-flight experience as a flight instructor and a minimum of 50 student days logged experience as a HGFA Flight Instructor, for the aircraft type for which the endorsement is sought.

Privileges

A Chief Flight Instructor Certificate authorises the holder to:

- (m) Operate and control an approved HGFA Flight Training Facility and any approved satellite HGFA Flight Training Facility
- (n) authorise the undertaking of solo flights by HGFA student pilots.
- (o) personally give flight and theory instruction in powered and non-powered hang gliders and/or paragliders subject to flight training operations being limited:
 - (i) to those types of aircraft for which the Chief Flight Instructor holds a current and valid Advanced Pilot Certificate, and
 - (ii) to those types of operation for which the Chief Flight Instructor holds the appropriate endorsements.

The holder of a Chief Flight Instructor Certificate shall not exercise the privileges of his or her certificate unless within the preceding 90 days he or she has carried out a minimum of three flights in similar configuration aircraft being used by the student.
- (p) if also the holder of a Tandem Instructional endorsement, carry out Trial Introductory Flights (TIFs) with persons who are HGFA Student or Trainee members.

Responsibilities

Chief Flight Instructors will undertake to carry out the following duties, for which they are responsible to the Operations Manager:

- (q) Conduct all training in accordance with the standards, procedures and regulations set out in this Operations Manual, the relevant HGFA Training Syllabi and Guidelines and relevant legislation. Ensure that accurate and complete records and logs of all training activities are maintained, including individual student records, instruction log and lesson plans as well as aircraft logs where appropriate.
- (r) Conduct the operational and administrative aspects of his or her assigned duties in such a manner so as not to bring the HGFA, its Officers, Members, Affiliates or Associations into disrepute.
- (s) Conduct flight and theory examinations for Supervised, Intermediate and Advanced Hang Glider Pilot Certificate applicants or PG1, PG2, PG3, PG4 and PG5 Paragliding Certificate applicants and make recommendations to the HGFA Operations Manager concerning the issue, renewal or otherwise of the Pilot Certificates.
- (t) Conduct flight and theory examinations for flight or skills endorsements and issue on behalf of HGFA such endorsements, (but only for those flying activities for which the Chief Flight Instructor holds the appropriate endorsement).
- (u) Ensure that Apprentice or Flight Instructors under his or her control or Apprentice or Flight Instructors as requested by the HGFA Operations Manager maintain the highest level of competency and currency, and to maintain assessment of their continued suitability to conduct flight or ground training.
- (v) Provide reasonable ground and flight training opportunities for Apprentice Instructors as requested by the HGFA Operations Manager.

- (w) Furnish all the information necessary to satisfy the Operations Manager that the Flight Training Facility for which he or she is responsible has:
- (i) An adequate number of accredited Flight Instructors;
 - (ii) Documentation, sites, facilities and other equipment necessary to ensure proper and adequate training.
- (x) Ensure that all aircraft used for flight training are in an airworthy state and that all aircraft and associated equipment meet or exceed the HGFA airworthiness standards (see "Assembly, Inspection and Maintenance Standards", [9.6](#)) appropriate to the Operations for which they are used and that any aircraft are appropriately registered with the HGFA.
- (y) Ensure that all other equipment, especially tow systems, winches, simulators, harnesses, helmets and communication systems are fully operational; and meet applicable international or Australian Standards.
- (z) Ensure that all Instructors, Apprentice Instructors, and student pilots are members of HGFA.
- (aa) Upon reasonable request from the HGFA Operations Manager conduct training and refresher courses for all levels of Instructors and actively participate in the conduct of National Coaching Conferences.
- (bb) Ensure that he or she undertakes regular solo flights so as to maintain a high personal level of pilot competency and currency. Chief Flight Instructors must either ensure that all accidents / incidents reported to them by Instructors under their control have been reported via the HGFA AIRS online reporting system, or that they themselves report the accident / incident via the HGFA AIRS online reporting system or HGFA forms: SM-01 and SMS-02 (See [1.3](#) - Operational Documents Register).

Note: Failure to report accidents / incidents during training for certificates or endorsements is considered a breach of duty by instructors and also is a breach of the TSI Act 2003. A breach can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Note: Failure to supply supporting documentation upon request from the Operations Manager as proof of training and standards compliance is considered a breach of duty by instructors and can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Period of Validity

Unless cancelled or suspended by the HGFA Operations Manager a Chief Flight Instructor Certificate shall remain valid for a period of 2 year from the date of issue or renewal providing all required qualifications are maintained current and valid.

Requirements for Renewal

An applicant for the renewal of a Chief Flight Instructor Certificate shall:

- (cc) have accumulated (and logged) a minimum of 24 student days of instructing and including at least 3 pilots achieving the issue of a Supervised Pilot Certificate in the two year period prior to the application for renewal (where a student day means one student for one day, e.g. a class of 4 students for 1 day equals 4 student days);
- (dd) have accumulated in the two year period prior to the application for renewal a minimum of 25 hours as pilot in command of either a hang glider or paraglider.
- (ee) Hold a current Workplace Level 2 First Aid Certificate, Senior First Aid Certificate or HGFA recognised equivalent.
- (ff) participate in an approved HGFA Instructor refresher program or HGFA National Coaching Conference in the four year period prior to the application;
- (gg) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#); and
- (hh) forward the annual renewal application, current First Aid Certificate, copy of copies of suitably endorsed training logs and the appropriate fee to reach the HGFA office **at least twenty eight (28) days prior to the expiry date.**

Note:

- **Failure to renew any flight instructor certificate, or any of the required qualifications, by the due Date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.**
- *Flight Instructors may be required to submit to regular in-flight checks in accordance with the requirements of the HGFA Operations Manager.*
- *Where the minimum aeronautical experience requirement, minimum instructional requirements or flight instructor refresher program requirements have not been met prior to renewal, the HGFA Operations Manager may consider renewal as a special case, provided there is sufficient supporting recommendation or reason, and that any renewal on this basis is*

provided in writing to the members concerned with a specific period of extension nominated by the Operations Manager or his or her delegate and the details of the extension remain held on record.

Authority for Issue

The issue of a Chief Flight Instructor Certificate may only be authorised by the HGFA Operations Manager.

7.1.8 Chief Flight Instructor Certificate (WM/PPG)

Certificate Issued

- (a) Weightshift Microlight Chief Flight Instructor.
- (b) Powered Paraglider Chief Flight Instructor.

Requirements for Issue

A person shall not act in the capacity of a HGFA Chief Flight Instructor unless recommended in writing by a HGFA Instructor Examiner or the HGFA Operations Manager, and approved to do so, in writing by the HGFA Operations Manager.

A person seeking approval to act as a Chief Flight Instructor shall:

- (c) hold a valid HGFA Flight Instructor Certificate of the type for which the certification is sought;
- (d) have passed examinations, with a 90% pass mark, considered by the HGFA Operations Manager to be at least equivalent to Australian private pilot licence examinations;
- (e) hold a current Workplace Level 2 First Aid Certificate, Senior First Aid Certificate or HGFA recognised equivalent;
- (f) have undergone an Instructor Training Course which is recognised by HGFA (Cert. 4 in Training & Assessment or equivalent);
- (g) undertake, in writing, to conduct all ground and flight training in accordance with the standards, procedures and regulations as specified in this manual, relevant legislation;
- (h) provide all the information necessary to satisfy the HGFA Operations Manager that the Flight Training Facility for which he or she is to be responsible has properly certified two place WM/PPG aircraft, an adequate number of HGFA Flight Instructors, documentation, facilities and other equipment, necessary to ensure the proper and adequate training of WM/PPG student pilots.
- (i) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#)
- (j) forward a copy of appropriately endorsed Instructor Training logs, completed application form, a copy of their First Aid certificate and the appropriate fee to the HGFA Office;

Aeronautical Experience

Prior to making application for the issue of a Chief Flight Instructor Certificate an applicant shall:

- (k) have not less than 200 hours in-flight experience as an instructor in WM/PPG; or
- (l) if having previous experience as a Flight Instructor or Chief Flying Instructor in gliders, aeroplanes or ultralights, have completed at least 300 hours of in-flight experience as a Flight Instructor and a minimum of 50 hours of in-flight experience as a Flight Instructor in WM/PPG.

Privileges

A Chief Flight Instructor Certificate authorises the holder to:

- (m) operate and control a Flight Training Facility and any Satellite Flight Training Facilities as approved in writing by the HGFA Operations Manager;
- (n) give ground and in-flight instruction on WM/PPG aircraft;
- (o) authorise the undertaking of solo flights by HGFA Student Pilots or higher certificate holders;
- (p) recommend the issue of HGFA (WM/PPG) Pilot Certificates; and
- (q) recommend the issue of Endorsements to (WM/PPG) Pilot Certificates.
- (r) if also the holder of a Tandem Instructional endorsement, carry out Trial Introductory Flights (TIFs) with persons who are HGFA Student or Trainee members.

Note: *The Chief Flight Instructor must him/herself hold the endorsement being authorised.*

Responsibilities

Chief Flight Instructor will undertake to carry out the following duties, for which they are responsible to the Operations Manager. Conduct ab-initio and advanced ground and flight training of HGFA Student Pilots in accordance with the standards, procedures and regulations set out in this Operations Manual,

- (s) Conduct the operation and administration of the Flight Training Facility for which he or she is responsible in such a manner so as not to bring the HGFA, its Officers, Members, Affiliates or Associates into disrepute.
- (t) Make recommendations to the HGFA Operations Manager concerning the issue or renewal of Pilot Certificates.
- (u) If approved by the HGFA Operations Manager conduct ground and flight training for Apprentice Instructor Certificate candidates and make recommendation to an Instructor Examiner as to the candidate's readiness to undergo examination for the issue of an Apprentice Instructor Certificate.
- (v) Issue HGFA endorsements, but only for those flying activities for which the Chief Flight Instructor, holds the appropriate endorsement.
- (w) Ensure that Apprentice or Flight Instructors under his or her control or Apprentice or Flight Instructors as requested by the HGFA Operations Manager, maintain the highest level of competency and currency, and to maintain assessment of their continued suitability to conduct flight or ground training.
- (x) Ensure that all aircraft used by his or her flight training facility are kept in a clean and airworthy state and also that those aircraft are properly registered and maintained with the HGFA and where available, have public liability insurance.
- (y) Be responsible to HGFA for the maintenance of a continued high level of training and general flying practices of WM/PPG pilots operating aircraft attached to his or her Flight Training Facility.

Chief Flight Instructors must either ensure that all accidents / incidents reported to them by Instructors under their control have been reported via the HGFA AIRS online reporting system, or that they themselves report the accident / incident via the HGFA AIRS online reporting system or HGFA forms: SM-01 and SMS-02 (See [1.3](#) - Operational Documents Register).

Note: Failure to report accidents / incidents during training for certificates or endorsements is considered a breach of duty by instructors and also is a breach of the TSI Act 2003. A breach can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Note: Failure to supply supporting documentation upon request from the Operations Manager as proof of training and standards compliance is considered a breach of duty by instructors and can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Period of Validity

Unless cancelled or suspended by the HGFA Operations Manager a Chief Flight Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal providing all required qualifications are maintained current and valid.

Requirements for Renewal

An applicant for the renewal of a Chief Flight Instructor Certificate shall:

- (z) Have accumulated a minimum of 30 hours of in-flight instructional experience including at least 3 pilots achieving the issue of a Pilot Certificate in the two year period prior to the application for renewal;
- (aa) within the 90 days prior to the expiry date of his or her certificate submit to a check flight with a HGFA Instructor Examiner and successfully demonstrated his or her competency;
- (bb) Hold a current Workplace Level 2 First Aid Certificate, Senior First Aid Certificate or HGFA recognised equivalent.
- (cc) attend an approved HGFA Instructor refresher program or HGFA National Coaching Conference in the four year period prior to the application; and
- (dd) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#); and
- (ee) forward the annual renewal application, current First Aid Certificate, copy of copies of suitably endorsed training logs and the appropriate fee to reach the HGFA office **at least twenty eight (28) days prior to the expiry date.**

Note:

- **Failure to renew any flight instructor certificate, or any of the required qualifications, by the due Date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.**
- **Flight Instructors may be required to submit to regular in-flight checks in accordance with the requirements of the HGFA Operations Manager.**

- *Where the minimum aeronautical experience requirement, minimum instructional requirements or flight instructor refresher program requirements have not been met prior to renewal, the HGFA Operations Manager may consider renewal as a special case, provided there is sufficient supporting recommendation or reason, and that any renewal on this basis is provided in writing to the members concerned with a specific period of extension nominated by the Operations Manager or his or her delegate and the details of the extension remain held on record.*

Authority for Issue

The issue of a Chief Flight Instructor Certificate may only be authorised by the HGFA Operations Manager.

7.1.9 Instructor Examiner Certificate (HG/PG)

Certificates Issued:

- (a) Hang Gliding Instructor Examiner.
- (b) Paragliding instructor Examiner.

Requirements for Issue

An applicant for the issue of an Instructor Examiner Certificate shall:

- (c) hold a valid HGFA Chief Flight Instructor Certificate of the type for which the certification is sought;
- (d) Have attained the age of 21 years;
- (e) hold a current Workplace Level 2 First Aid Certificate, Senior First Aid Certificate or HGFA recognised equivalent;
- (f) Have experience in the conduct of instructor training sessions at a HGFA Instructor Conference or Instructor Training Clinic; and
- (g) Demonstrate, to the satisfaction of the HGFA Operations Manager, his or her ability to correctly assess the capabilities and performance of HGFA Instructors, and to take appropriate remedial action in cases where their performance standard is below standard.
- (h) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#); and
- (i) forward a copy of the completed application form, a copy of their First Aid certificate and the appropriate fee to the HGFA Office;

Instructional Experience

Prior to making an application for the issue of an Instructor Examiner Certificate an applicant shall have trained and provide evidence of a minimum of 80 student pilots to Supervised Pilot Certificate; and have trained a minimum of 4 Apprentice Flight Instructors to Flight Instructor Certificate standard as a Chief Flight Instructor.

Responsibilities

Instructor Examiners will undertake to carry out the following duties, for which they are responsible to the Operations Manager;

- (j) Conduct ground and flight examination of HGFA Instructor Certificate candidates and make recommendations to the HGFA Operations Manager as to the issue, or otherwise, of the appropriate certificates.
- (k) Conduct ground and flight examination of HGFA Instructor Certificate holders requesting renewal of their respective certificates, and make recommendations in writing to the HGFA Operations Manager as to the renewal or otherwise, of the certificates.
- (l) Upon request from the HGFA Operations Manager conduct ground and/or flight training courses for Apprentice Instructor Certificate candidates.
- (m) Upon request from the HGFA Operations Manager conduct training and refresher courses for Flight Instructors, Chief Flight Instructors and candidates for those approvals and certificates.
- (n) Upon request from the HGFA Operations Manager monitor the training standards and practices of specified Flight Training Facilities and report his or her findings, in writing, to the HGFA Operations Manager.
- (o) Upon request from the HGFA Operations Manager, investigate complaints that a HGFA pilot has contravened the standards, procedures or regulations set out in this manual or the relevant legislation. The findings of any such investigation will be reported in writing to the HGFA Operations Manager. Included in this report will be recommendations to the HGFA Disciplinary Tribunal as to the suitability, or otherwise, of the offending pilot to continue to hold any, or all, HGFA Pilot Certificates or endorsements.

- (p) Instructor Examiners must either ensure that all accidents / incidents reported to them by Instructors under their control have been reported via the HGFA AIRS online reporting system, or that they themselves report the accident / incident via the HGFA AIRS online reporting system or HGFA forms: SM-01 and SMS-02 (See [1.3](#) - HGFA Operational Documents Register).

Note: *Failure to report accidents / incidents during training for certificates or endorsements is considered a breach of duty by instructors and also is a breach of the TSI Act 2003. A breach can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.*

Note: *Failure to supply supporting documentation upon request from the Operations Manager as proof of training and standards compliance is considered a breach of duty by instructors and can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.*

Period of Validity

Unless cancelled or suspended by the HGFA Operations Manager, an Instructor Examiner Certificate shall remain valid for a period of 4 years from the date of issue or renewal providing all required qualifications are maintained current and valid.

Requirements for Renewal

An applicant for the renewal of an Instructor Examiner Certificate shall:

- (q) within the 90 days prior to the expiry date of his or her certificate submit to a check flight with a HGFA Instructor Examiner nominated by the HGFA Operations Manager and successfully demonstrate his or her competency; and
- (r) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#); and
- (s) forward a renewal application, a copy of their First Aid Certificate and the appropriate fee to reach the HGFA office **at least twenty eight (28) days prior to the expiry date.**

Note:

- ***Failure to renew any flight instructor certificate, or any of the required qualifications, by the due Date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.***

Authority for Issue

The issue of an Instructor Examiner Certificate may only be authorised by the HGFA Operations Manager.

7.1.10 Instructor Examiner Certificate (WM/PPG)

Certificate Issued:

- (a) Weightshift Microlight Instructor Examiner.
- (b) Powered Paragliding Instructor Examiner.

Requirements for Issue

An applicant for the issue of an Instructor Examiner Certificate shall:

- (c) hold a valid HGFA Chief Flight Instructor Certificate of the type for which the certification is sought;
- (d) have attained the age of 21 years;
- (e) hold a current Workplace Level 2 First Aid Certificate, Senior First Aid Certificate or HGFA recognised equivalent;
- (f) Have experience in the conduct of instructor training sessions at a HGFA Instructor Conference or Instructor Training Clinic; and
- (g) Demonstrate, to the satisfaction of the HGFA Operations Manager his or her ability to correctly assess the capabilities and performance of HGFA Instructors, and to take appropriate remedial action in cases where their performance standard is below standard.
- (h) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#); and
- (i) forward a copy of the completed application form, a copy of their First Aid certificate and the appropriate fee to the HGFA Office;

Instructional Experience

Prior to making application for the issue of an Instructor Examiner Certificate an applicant shall:

- (j) have not less than 500 hours of in-flight experience as an Instructor in weightshift microlights or powered paragliders; and have trained a minimum of 4 Apprentice Flight Instructors to Flight Instructor Certificate standard as a Chief Flight Instructor; or
- (k) if having previous experience as a Flight Instructor or Chief Flying Instructor in gliders, aeroplanes or ultralights, have completed at least 500 hours of in-flight experience as a Flight Instructor and a minimum of 200 hours of in-flight experience as a Flight Instructor in WM/PPG; and have trained a minimum of 4 Apprentice Flight Instructors to Flight Instructor Certificate standard as a Chief Flight Instructor.

Responsibilities

Instructor Examiners will undertake to carry out the following duties, for which they are responsible to the Hang Gliding Federation of Australia:

- (l) Conduct ground and flight examination of Flight Instructor and Apprentice Instructor Certificate candidates and make recommendations to the HGFA Operations Manager as to the issue, or otherwise, of the appropriate certificates.
- (m) Conduct ground and flight examination of Flight Instructor and Apprentice Instructor Certificate holders requesting renewal of their respective certificates, and make recommendations to the HGFA Operations Manager as to the issue, or otherwise, of the certificates.
- (n) Upon request from the HGFA Operations Manager conduct ground and or flight training courses for Apprentice Instructor Certificate candidates.
- (o) Upon request from the HGFA conduct ground and flight assessments for the issue or renewal of Flight Instructor Certificates and/or Chief Flight Instructor Certificates, and make recommendations in writing as to the issue or renewal, or otherwise, of the certificates.
- (p) Upon request from the HGFA Operations Manager conduct training and refresher courses for Flight Instructors and / or Chief Flight Instructors and candidates for those approvals and certificates.
- (q) Upon request from the HGFA Operations Manager monitor the training standards and practices of specified WM/PPG Flight Training Facilities and report his or her findings, in writing, to the HGFA Operations Manager.
- (r) Upon request from the HGFA Operations Manager, investigate complaints that a WM/PPG pilot has contravened the standards, procedures or regulations set out in this manual or relevant legislation. The findings of any such investigation will be reported in writing to the HGFA Operations Manager. Included in this report will be recommendations to the HGFA Disciplinary Tribunal as to the suitability, or otherwise, of the offending pilot to continue to hold any, or all, HGFA Pilot Certificates or endorsements.
- (s) Instructor Examiners must either ensure that all accidents / incidents reported to them by Instructors under their control have been reported via the HGFA AIRS online reporting system, or that they themselves report the accident / incident via the HGFA AIRS online reporting system or HGFA forms: SM-01 and SMS-02 (See [1.3](#) - HGFA Operational Documents Register).

Note: Failure to report accidents / incidents during training for certificates or endorsements is considered a breach of duty by instructors and also is a breach of the TSI Act 2003. A breach can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Note: Failure to supply supporting documentation upon request from the Operations Manager as proof of training and standards compliance is considered a breach of duty by instructors and can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

Period of Validity

Unless cancelled or suspended by HGFA, an Instructor Examiner Certificate shall remain valid for a period of 4 years from the date of issue or renewal providing all required qualifications are maintained current and valid.

Requirements for Renewal

An applicant for the renewal of an Instructor Examiner Certificate shall:

- (t) within the 90 days prior to the expiry date of his or her certificate submit to a check flight with a HGFA Instructor Examiner nominated by the HGFA Operations Manager and successfully demonstrate his or her competency; and
- (u) forward a medical statement indicating that his or her health complies with this manual, section [4.1.5](#); and

(v) forward a renewal application, a copy of their First Aid Certificate and the appropriate fee to reach the HGFA office **at least twenty eight (28) days prior to the expiry date.**

Note:

- **Failure to renew any flight instructor certificate, or any of the required qualifications, by the due Date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.**

Authority for Issue

The issue of an Instructor Examiner Certificate may only be authorised by the HGFA Operations Manager.

7.2 Issue and Renewal of Instructor Certificates

7.2.1 Instructor Certificates (HG/PG)

The requirements are summarised in the table below.

Requirements	Flight Experience Instructor	Apprentice Instructor	Flight Instructor	Chief Flying Instructor	Instructor Examiner
Prerequisite Qualifications	Advanced HG or PG5 Paragliding Pilot Certificate	Advanced HG or PG5 Paragliding Pilot Certificate	Apprentice Instructor Certificate	Flight Instructor Certificate	Chief Flight Instructor Certificate
Medical Standard	Standard GP medical examination in conjunction with HGFA Instructor Medical Form				
Theory Examination	Advanced HG or PG5 Paragliding Pilot Certificate Examination	All Pilot Certificate Examinations	Flight Instructor Theory Exam	No	No
Flight Skills Test	Yes	Yes	Yes	Yes	No
Flight Training Ability Test	Yes - Introductory Training Flight Only	Yes - All phases of HGFA Pilot Training Syllabus	Yes - All phases of HGFA Pilot Training Syllabus	Yes - All phases of HGFA Pilot Training Syllabus	No
Ground Training Ability Test	Yes - Introductory Training Flight Only	Yes - All phases of HGFA Pilot Training Syllabus	Yes - All phases of HGFA Pilot Training Syllabus	Yes - All phases of HGFA Pilot Training Syllabus	No
Aeronautical and Instructional Experience	Minimum of 200 hours and 25 flights	Advanced HG or PG5 Paragliding Pilot Certificate Standard	Advanced HG or PG5 Paragliding Pilot Certificate Standard and minimum 12 day apprenticeship including a minimum of 30 hours theory training experience	Advanced HG or PG5 Paragliding Pilot Certificate Standard and minimum 200 days instructional experience	CFI with: >80 ab initio Students to Supervised Pilots Trained 4 or more apprentice instructors to FI standard.
Current Pilot Certificate and Tandem Endorsement (Instructional)	Yes	No	No	No	No
Validity	2 years				4 years
Approved by	Operations Manager				

7.2.2 Instructor Certificates (WM)

The requirements are summarised in the table below.

Requirements	Flight Experience Instructor	Apprentice Instructor	Flight Instructor	Chief Flight Instructor	Instructor Examiner
Prerequisite Qualifications	Pilot Certificate and attend HGFA course	Pilot Certificate and attend HGFA course	Apprentice Instructor Certificate and theory required for unrestricted Private Pilot License	Flight Instructor Certificate	Chief Flight Instructor Certificate
Medical Standard	Statement provided by a General Practitioner indicating that the pilot has undergone a medical examination in conjunction with the HGFA Instructor Medical Examination Form (See 4.1.5)				
Flight Skills Test	Yes	Yes	No	No	No
Flight Training Ability Test	Yes - introductory flight only	Yes	Yes	Yes	No
Ground Training Ability Test	Yes - introductory flight only	Yes	Yes	Yes	No
Aeronautical and Instructional Experience	Minimum of 200 hours; or 100 hours and 500 landings as pilot in command.	Minimum of 75 hours as pilot in command over a minimum of 12 months – 5 hours as pilot in command from the rear seat	Minimum of 50 hours flight instruction duties and minimum of 30 hours theory training experience	Minimum of 200 hours flight instruction duties	Minimum of 500 hours flight instruction duties
Renewal Requirements / Training Experience	Minimum 10 Tandem flights in previous six months	Minimum of 30 hours flight training per year	Minimum of 30 hours flight training per year	Minimum of 30 hours flight training per year and 3 pilots to solo	Delivery of Flight Instructor Workshops/ Seminars
Current Pilot Certificate and Tandem Endorsement (Instructional)	Yes	Yes	Yes	Yes	Yes
Demonstrate Training Ability	Yes	Yes	Yes	Yes	Yes
Validity	2 years				4 years
Approved by	Operations Manager				

7.2.3 Instructor Certificates – (PPG) (Foot / Wheel)

The requirements are summarised in the table below.

Requirements	Flight Experience Instructor	Apprentice Instructor	Flight Instructor	Chief Flight Instructor	Instructor Examiner
Prerequisite Qualifications	Pilot Certificate and attend HGFA course	Pilot Certificate and attend HGFA course	Apprentice Instructor Certificate and theory required for unrestricted Private Pilot License	Flight Instructor Certificate	Chief Flight Instructor Certificate
Medical Standard	Statement provided by a General Practitioner indicating that the pilot has undergone a medical examination in conjunction with the HGFA Instructor Medical Examination Form (See 4.1.5)				
Flight Skills Test	Yes	Yes	No	No	No
Flight Training Ability Test	Yes - introductory flight only	Yes	Yes	Yes	No
Ground Training Ability Test	Yes - introductory flight only	Yes	Yes	Yes	No
Aeronautical and Instructional Experience	Minimum of 200 hours; or 100 hours and 500 landings as pilot in command.	Minimum of 75 hours as pilot in command over a minimum of 12 months – 5 hours as pilot in command from the rear seat	Minimum of 50 hours flight instruction duties and minimum of 30 hours theory training experience	Minimum of 200 hours flight instruction duties	Minimum of 500 hours flight instruction duties
Renewal Requirements / Training Experience	Minimum 10 Tandem flights in previous six months	Minimum of 30 hours flight training per year	Minimum of 30 hours flight training per year	Minimum of 30 hours flight training per year and 3 pilots to solo	Delivery of Flight Instructor Workshops / Seminars
Current Pilot Certificate and Tandem Endorsement (Instructional)	Yes	No	No	No	No
Demonstrate Training Ability	Yes	Yes	Yes	Yes	Yes
Validity	2 years				4 years
Approved by	Operations Manager				

7.3 Instructor Endorsements:

7.3.1 Tandem Endorsement (Instructional) - (HG/PG/PPG/WM)

Requirements for Issue

An applicant for the issue of a HGFA Tandem Endorsement (Instructional) shall:

- (a) hold a valid HGFA Instructor Certificate for the type of aircraft for which the endorsement is sought;
- (b) have attained the age of 18 years;
- (c) have undergone an approved HGFA Tandem Endorsement (Instructional) training course in accordance with section [8.4.15](#); and
- (d) pass to the required standards of the flight and theory examination requirements, and
- (e) demonstrate to an appropriate HGFA Chief Flight Instructor that he or she has reached the level of competency required for the issue of the endorsement.
- (f) forward a copy of the completed application form, a copy of their First Aid certificate and the appropriate fee to the HGFA Office;

Aeronautical Experience

Prior to undertaking a flight test for the issue of a Tandem Endorsement (Instructional) an applicant shall have completed, as pilot in command, a minimum of 30 Tandem flights in aircraft of the type for which the endorsement is sought.

Privileges

A Tandem Endorsement (Instructional) authorises the holder to act as Pilot-In-Command of a suitable certified aircraft carrying a student subject to:

- (g) operations limited to aircraft of the type for which a pilot certificate is issued and held;
- (h) the student being aged 10 years or older and where the student is under 18 years of age, parental consent is granted;
- (i) all flights are instructional purposes only and must be overseen by a CFI;
- (j) only holders of a HGFA Pilot Certificate or persons with a HGFA trainee membership who are undergoing part of a bona fide approved training program may be charged a fee for the instruction provided by the holder of this endorsement; and
- (k) the pilot in command having performed three flights, in an aircraft of the type being used, within the preceding 90 days.

Note: It is necessary for any HGFA instructor providing training operations to obtain from each passenger a valid HGFA membership and a signed HGFA Release, Assumption of Risk and Warning Form prior to the training being commenced (Form MEM-07).

Period of Validity

A HGFA Tandem Endorsement (Instructional) shall remain valid:

- (l) while the holder's HGFA Instructor Certificate is valid; and
- (m) while the holder has a current statement indicating that his or her health complies with this manual, section [4.1.5](#) or
- (n) unless suspended, cancelled or otherwise varied by the HGFA Operations Manager.

Authority for Issue

The issue of a Tandem Endorsement (Instructional) may only be authorised in writing by the HGFA Operations Manager on recommendation from an appropriate HGFA CFI or IE.