

**Airline Transport Pilot License ATPL(A)
Modular Distance Learning Theoretical course**



Training Handbook

Airline Transport Pilot License ATPL(A) Modular Distance Learning Theoretical course

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Introduction

Welcome to JAA ATPL Modular Distance Learning Theoretical course. This course has been designed in order to give the student a thorough theoretical foundation, in compliance with JAR-FCL. With this theoretical background you should also be well prepared for the 15 theoretical examinations of a JAA Air Transport Pilot's Licence.

This guide is intended to answer most of your initial questions about the course, but if you have further questions please don't hesitate to contact your FTO (see FTO staff & Course management below).

Presentation of the FTO

AviaTraining AS was founded in 08 January 2003 by Olav Strangstad, and was based on the knowledge, experience and his web of contacts inside the Norwegian aviation community.

AviaTraining AS is aiming to be the leading independent aviation simulator centre in Scandinavia. It's primarily target market is airline operators that do not wish to establish their own "in-house" training facility.

AviaTraining will provide a wide range of courses and training that will be in accordance with regulations issued by Joint Aviation Authorities; the JAR (Joint Aviation Regulation). This is done by hiring highly experienced instructors and leasing simulator time from leading airline operators in Europe, and in close cooperation with simulator operators. Recurrent training is provided by use of new technology and training methods comprising computer based training (CBT) delivered via the Internet.

The overall goal of AviaTraining AS is to lower the cost for aviation operators to keep their personnel qualified. It is an objective to contribute to a higher level of safety standard among the European Air operators.

FTO Location

AviaTraining AS is located at Sandefjord Airport, situated 100 km south of Oslo, the capital of Norway.

AviaTraining AS
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N-3241 Sandefjord
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FTO staff & Course management



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Course Pre-entry Requirements

Academic:

You must have completed the ICAO Annex 1 PPL Exam in order to start this course. There are no specific academic prerequisites for undertaking this course laid down by the JAA.

However; you must demonstrate a sufficient knowledge of mathematics and science, and you should have a good understanding in English language. The Course Organiser will be able to advise you if you are in any doubt.

Flying Experience:

The minimum requirement for undertaking this course is that you must be holding a valid ICAO Private Pilots' Licence.

Be advised that any subsequent flying Skill test for issue of any license or rating, based on the ATPL course cannot be completed until all 15 ground examinations have been passed.

Aim of the Course

The objective is to pass the ATPL-exam. The aim of the course is to provide you with theoretical knowledge in compliance with JAR-FCL, so that you have adequate theoretical knowledge to obtain a “pass” the 15 theoretical examinations of a JAA Air Transport Pilot's Licence.

Student Progress requirements

The student must sign a Training Contract, stating the scope of training, the time available and the exam period to aim for. The exam period must be defined in the Training contract.

The student must attend to training lessons in accordance to the training agreement and the study schedule.

The student must meet a knowledge requirement of 75% pass mark on all Progress Tests or Examination tests, before being permitted to progress to next phase, subject or topic.

The exam period set out by CAA-N will be defined in the Training contract. The student will be permitted to postpone one -1- theoretical exam period, only, with reference to- and in accordance with the training contract. If the student is not able to demonstrate knowledge and proficiency in accordance with progress requirements, and is not being recommended for Theory Exam according to the Training contract, a separate contract must be agreed upon.

Distance Learning (DL) Arena

A modern Internet based e-learning tool called “It’s Learning” is the students learning arena during the course. This will be the student “classroom” where you will meet your fellow students, the FTO and the instructors via, memo, discussion foray, chat and e-mail. Here you will find the course Study Guide that guides you through the course and its learning material. Your instructors may publish additional training materials that are not described in the Study Guide, to emphasise or expand the course content. The FTO will also provide you with information via the bulletin board. The student will have an online library available, with essential reference material.

In the learning arena you will also find the online progress tests.

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Course Design

The course has been designed under the guidelines for the Distance Learning element of a JAR-FCL modular ground school course. Under the guidelines the course duration for ATPL (A) should not be less than a total of 650 hours for full time students.

An element of full time classroom instruction is required in all Distance Learning courses, and will, for this particular course comprise two weeks; or 80 hours total.

Course content

Distance Learning content (electronic documents):

- Course handbook
- Course calendar
- Course Study Schedule
- Self Assessment Questions
- Progression tests
- Additional study material (on instructor's or FTO's discretion)

Main Distance Learning tools:

- Online reference library
- Bulletin board
- Memo (e-mail like messaging system)
- Chat
- Discussion foray
- e-mail
- Student status reports

Other course Material (required):

- 15 Oxford ATPL text books,
- Jeppesen Handbook for Flight Planning
- Student getting started guide
- 2500 Interactive Self Assessment questions on CDrom (exam prep)
- Logon information to the Distance Learning system.

Note:

The training contract must be signed and the course fee must be paid in full before any material is made available to the student.

The course fee includes all text books, online student license, and training material described above for "course content"

Please check that you have received all required training material and that your ATPL books are updated with all available amendments (Check online reference).

Additional course material

The following required "additional material" is not included in the course fee:

1. CRP-5 (or equivalent) manual navigation computer
2. Protractor
3. Straight edge
4. Scientific electronic calculator, with sine, cosine and tangent functions.
(Note that specialist electronic navigation computers, programmable calculators or calculators that can store text are not permitted in any examination)

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Text Books

The student will use 15 JAA-ATPL Theory textbooks produced by Oxford Aviation Training. These books are adapted for distance learning with an extensive amount of 8500 exercise questions including several specimen tests with explanations to the answers. The text books cover all of the JAR-FCL theoretical requirements.

Online question bank

The student will gain practice by the use of the Online question bank; with more than 7000 exercise questions collected and organized into a set of Self Assessment Tests, with JAR code/text feedback. The Assessment Questions cover the ATPL-A Learning Objectives.

CD-based questions

The student will prepare for the Examination and CAA exam by practice solving questions from the Oxford Aviation Training JAA ATPL Exam preparation questions CD with more than 2600 questions.

Summing up the Course elements:

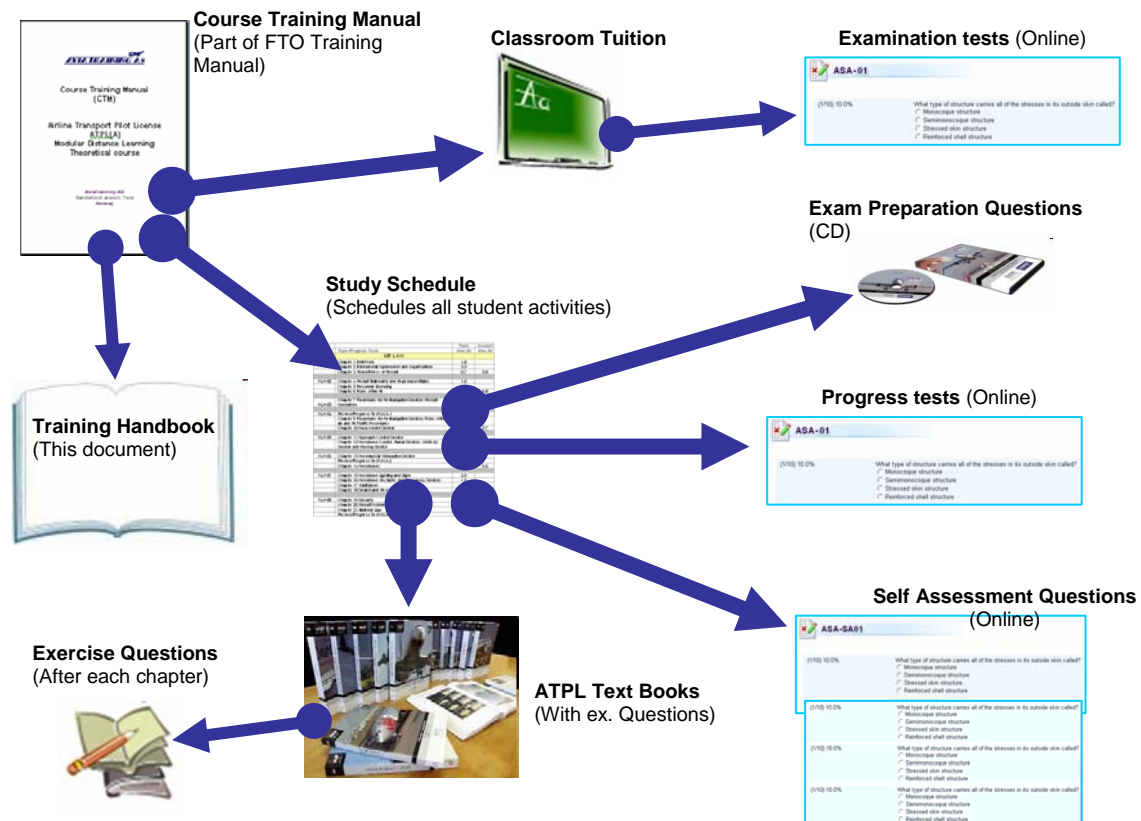
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|----|---------------------------------|---|
| 1. | Interactive communication tools | Discussion groups, messages, e-mail, net-meeting, bulletins and telephone. |
| 2. | Online Course Administration | Course administrative information, DL Training Handbook, Student Getting Started Guide and Reference library. (TCO responsibility) |
| 3. | Online Subject Support | Résumés, animations, illustrations, lecture papers, internet links, elaborating documents and more. (TCO and SI responsibility) |
| 4. | Online Training Support | Training Coordinator and/or Subject Instructors are available online each working day to check, coordinate and monitor student performance. Both the TCO and relevant SI will receive e-mail notification when a student requires assistance of any kind. |
| 5. | Study Schedule | A detailed "to do" list with Reading assignments, exercise questions and Progress Tests to each working session. (FTO responsibility) |
| 6. | Textbooks | Textbooks adapted for distance learning, with exercise questions, written in English language covering the syllabus and learning objectives for each of the JAR-FCL subjects applicable for the course. |

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|------------------------------|--|
| 7. Interactive Question Bank | Interactive Self Assessment Questions (online). Multiple choice questions with immediate feedback and reading reference to the Student. |
| 8. Progress Tests | Predetermined number of progress tests in each subject. The Progress Tests are arranged as timed Online tests with immediate feedback to the student on failed questions, with reading reference. (FTO responsibility) |
| 9. Exam preparation CD | A test tool meant to give the student additional examination training in each subject, prior to the Examination test and CAA exam. |

A Test Feedback-Report will automatically be submitted immediately after each Online Progress Test and Re-Test. The Student and the SI will review the Test Feedback-Report to debrief the test. The students will review all relevant topics not successfully past during the test. The SI will give further debriefing on request. The TCO and SI will be notified immediately, via e-mail, if a student fails a progress test, and will contact the student.

Schematic presentation of Course Elements



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Course Time Scale

This theory course is designed to be completed on part time basis; with an average work load of approximately 3 hours per day (5 days a week) for 35 weeks.

Dependant on the candidate and time available, the guided distance learning phase, has a planned duration of 16 to 35 weeks, while the two weeks of full time classroom tuition, the exam- preparation and exam last for four weeks

The course should be completed within 12 months. AviaTraining will normally not accept candidates attending to the course more than 12 months, (including exam first attempt) and one extra additional exam period.

Course Structure

Phase A of the course is based on internet Distance Learning Management System (DLMS), designed to give the student a good arena for acquiring the level of knowledge sufficient to pass the Theoretical Exam. The DLMS has powerful tools to administer learning content, communicate with participants and monitor/evaluate progression and performance.

Phase B comprises the classroom tuition is conducted by attendance of an instructor for individual student supervision. The topics are presented by means of audio-visual aids, in order to facilitate the lessons and explain exercises.

The tables in this section give detailed description of the course flow of Phase A.

The sessions are to be completed in sequence according to the Training schedule.

Sessions are average 6,5 hours of work load. The times given, includes working with the textbooks, solving textbook exercises and working with online CBT-exercises and training material. Revision time and time to sit Progress tests, online, are also included.

Course Description

The candidate for an ATPL (A) shall demonstrate appropriate knowledge in the following subjects:

- Air Law
- Airframes & Systems
- Electrics
- Power Plant
- Instrumentation
- Mass & Balance
- Performance
- Flight Planning
- Human Performance
- Meteorology
- General Navigation
- Radio Navigation
- Operational Procedures
- Principal of Flight
- Communications

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Distance learning

The estimated study time per subject for the distance learning phase and the subject sequence is presented in the table below:

JAR Code	Subject	Prog. tests	Hours	Weeks
21010000	AGK 1 (Airframes and Systems)	2	29	1,7
21020000	AGK 2 (Electrics)	2	25	1,4
21030000	AGK 3 (Power Plant)	2	27	1,6
81000000	PRINCIPLES OF FLIGHT	2	42	2,6
22000000	INSTRUMENTATION	3	39	3.0
61000000	NAVIGATION 1 (General Nav)	4	61	3,6
62000000	NAVIGATION 2 (Radio Nav)	2	32	2
50000000	METEOROLOGY	5	77	4,6
10000000	AIR LAW	3	53	3,2
71000000	OPERATIONAL PROCEDURES	2	35	2,5
31000000	MASS AND BALANCE	1	12	0,8
32000000	PERFORMANCE	2	24	2
33000000	FLIGHT PLANNING AND MONITORLNG	2	37	2,8
40000000	HUMAN PERFORMANCE AND LIMITATIONS	3	43	2,6
90000000	COMMUNICATIONS	1	9	0,6
		36	545	35

Course Management

Study Schedule

The student will refer to the Study Schedule for each working session and read the assigned text in textbooks, solve exercise-questions in text books and online/CD-rom, and do Progress Tests as called upon my the Study Schedule.

Throughout the duration of the online-course, the student will be in close contact with other students, the TCO, SIs and FTO staff via the e-learning arena. The student activity and performance will be closely monitored and evaluated by the SI, C and FTO staff (HT and CGI) via the DLMS.

Primary communication channels in the DLMS are discussion groups, SMS-messages, e-mail messages, web-based net-meeting and phone.

The SIs and TCO will continually publish additional administrative information and subject related material applicable to DL-students.

General Assessment

Your progress is assessed by progress tests throughout the course, and by a Examination test before you are entered for the JAR-FCL examination. Each subject has its own set of progress tests.

It is the responsibility of the FTO to ensure that you have a reasonable chance of success in the examination and the FTO must endorse the examination application form to this effect. You will not be permitted to sit the examinations without this endorsement.

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The aim of progress tests and examinations are to determine if each Student has acquired sufficient knowledge of the subject/topic at the predetermined intervals throughout the training course.

Progress Tests

A Progress Test consists of multiple choice questions that have been designed to highlight the key concepts within the syllabus scope of the test. Each test has a pre-determined maximum time available that reflects the workload on the CAA exam for the same subject.

Progress Tests shall verify whether the student meet the Course Training Standard or not.

Progress tests are Closed book test, and must be completed online, were called upon by the Study Schedule, in order to document the student's progress.

Failing a Progress Test will require a Re-test, normally within one week.

Subsequent progress tests will only be applicable upon successful completion of the previous tests. Some subjects will have more progress tests than others due to the varying amount of content in each subject.

Examination Tests

An FTO Examination Test is a final test in each subject, and it resembles the CAA exam. These tests are Closed book tests, and must be completed online, were called upon by the Study Schedule to determine whether the student have the acquired knowledge level to proceed to the CAA exam.

The CGI will do the practical coordination between the student and the DLMS.

Re-Test

A Re-test is used as re-sit test for failed Progress tests or Examination tests.

A re- test will be arranged online. This test has to be successfully completed to resume the course.

Failure of a Re- test will require extra training decided by the HT. Dependent on the nature of the subject and failure rate, the student may be schedule to undertake a second re-test, after having completed additional training, such as additional text lessons, extra tuition, discussions with on-line instructors or any other means deemed required.

Progress test results below 50% correct answers, should always require extra training or briefing by an instructor prior to Re-test.

A Test Feedback-Report will automatically be submitted immediately after each Online Progress Test. The Test Feedback-Report states which part of the syllabus, from which the student has failed to answer questions correctly. The Student and the SI will review the Test Feedback-Report and debrief the test.

The Test Feedback-Report will guide the student in where to devote special attention during the review period prior to the Re-test.

The Re-test is administered no earlier than one day, nor later than one week after failing the Progress Test. This time shall be used, by the student, to review the complete theoretical scope of the failed Progress Test.

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Remedial training

The SI/CGI will discuss the areas where there is a shortfall in knowledge with the student, and offer advice on how to remedy that shortfall. The student could also be invited to attend a tutorial session in the failed subject(s).

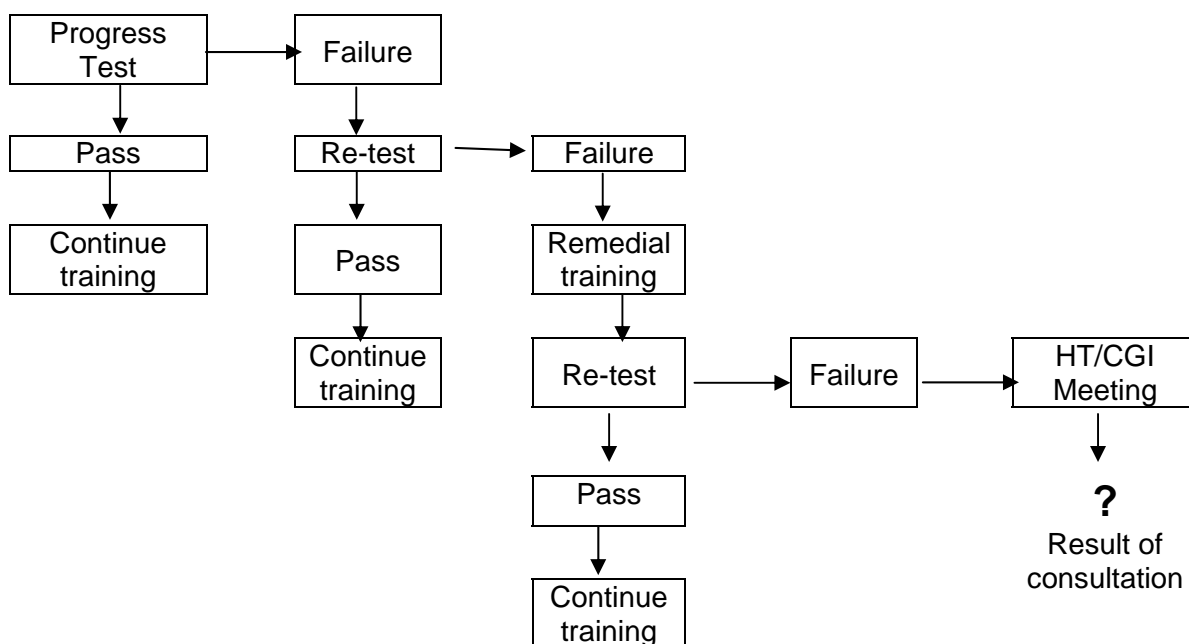
A student with sub-standard performance on a Re-test, will be given extra training as decided by the HT. Dependent on the nature of the subject and failure rate, the student may be schedule for a second re-test, additional training, extra tuition or any other means deemed required.

Unsatisfactory performance

If a student fails a Re-Test, remedial action will be taken. The CGI is responsible for remedial actions. The type of remedial action will depend on the severity of the failure. In the first instance, the CGI or TCO will contact the student. Contact could be by telephone, fax, e-mail or letter.

The student will be given a list of failed syllabus topics and must set aside adequate time for review before he/she sits the Re-test.

The first re-test after failing a test must be completed within one week after having received the list of failed topics, or as advised by the CGI.



JAR FCL Examinations

JAR FCL Examination Format

The CAA sets the examinations on behalf of the JAA. and the valid examination periods and dates are available on CAA WEB site:

<http://www.luftfartstilsynet.no> see “Temaer” and “Eksamen”

Some hints on examination technique are given under Examination Technique below.

CAA Examination Centres

These can be found on the CAA web site.

<http://www.luftfartstilsynet.no> see “Temaer” and “Eksamen” and pdf.-document.

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Examination Technique

Success in passing the ground examinations lies in the use of good examination technique. Detailed tuition in examination technique will be given during the residential weeks, meanwhile here are some hints.

All papers are marked out of 100% with a 75% pass mark. Marks are allocated according to difficulty and there is a choice of up to four answers to each question. There is no penalty marking.

The following is a possible strategy to maximise your chances of success.

- Work through the paper answering all the questions you are sure of. It is a good idea to cover the answers first and mentally find the answer and then find the option that matches your answer. If you are uncertain (perhaps you have eliminated two out of four options) make a note of your working so far and move on, do not dwell too long on any one question.
- When you reach the end of the paper, having answered all the questions you are sure of, go back and look again at the questions you were uncertain of first time around. Try to eliminate as many as possible of the answer options. If you are still uncertain of the answer and the end of the examination is approaching then selecting from two possible answers gives you a 50% chance of getting it right. Before you guess, however, bear in mind that only one of the options is correct, so read all the alternatives, e.g. (a), (b), (c) & (d) and do not rush your decision.
- If you have any time remaining check your answers again, but think carefully before changing your original answer as your first choice is quite likely to be correct.

Training records

Each student will have an individual CTF. The folder will be filed for minimum five years at the FTO after completion of training.

The content of records and correct completion of different Training Reports (TR) are set out in the CTF. Keeping the CTF will be the responsibility of the individual Student.

The Training Records to be kept

The CTF for the ATPL (A) Theoretical Course is kept minimum 5 years.

The online system is designed to automatically generate Student Grade Reports and Student Activity Reports. The reports give a complete picture of student progression, available both to the FTO and the student online at any time.

The content of the CTF will be:

- Documentation for previous experience
- Progress Test reports and Re-test reports from the DLMS
- Activity records from the DLMS
- Latest Training Reports
- FTO Examination test results and the CAA Exam Report

Quality Assurance

The FTO runs a comprehensive quality assurance programme as required by the Authority. The Quality Manager is responsible for ensuring that the monitoring of students is carried out correctly. To assist the Quality Manager to monitor the course, Student Feedback Forms will be issued online at regular intervals throughout the course. It is essential that these are carefully and thoughtfully completed by all students. It is important for us to have the opinions of the students to maintain standards and quality.

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Use of The Distance learning system

AviaTraining will record some information about you when you register as a user of the system it's learning. This information is recorded in order to facilitate communication and cooperation, administration, reporting and evaluation of learning progress.

The registration implies that all use of the system is logged and stored and includes information such as the time of the last logging on, number of logons, times for handing in assignments, results of tests taken on the system, marks, absenteeism and teacher's comments if any. The system also contains a function that makes it possible for the management personnel to evaluate your status relative to the electronically available course material, in order to see which documents are read and the time used on this. This information is only available to you and the management personnel, plus the school's collaborators to the extent this is required for operation of the system.

Contact data such as name, user name and class lists are available to other users of the system in order to facilitate direct communication, to enhance collaboration between users and to ensure that the learning arena also is a social arena. You can also decide to make additional information available to other users, such as your e-mail address, telephone number and photo. It is also your own option to publish information and documents via the system. If you publish something with personal information about yourself, you implicitly agree that such information consequently will become available to other users of the system.

We assure you that we use the information you give only for the purposes described above. All information about you will be erased when you no longer are a student at the learning location.

If you have questions or suggestion in connection with the use of your personal information, please Contact AviaTraining!

Bibliography and Further Reading

While the course covers all the JAR-FCL ATPL(A) objectives further reading and information can be found from the following:

- FTO website - <http://www.aviatraining.no/>
- CAA website - <http://www.luftfartstilsynet.no/>
- JAA website - <http://www.jaa.nl/>
- AIS website - <http://ippc.nais.luftfartsverket.no/index.html>

Training Contract and payment

The Training Contract is set out below. The Training Contract must be filled in and signed by the Candidate. The signed Training Contract and copies of relevant documents must be attached to the Training Contract, or provided by fax or electronic means (pdf-file) to the FTO.

The course fee must be paid in full, accordance with instructions in the Training Contract before any Training Material is made available to the student.

An Examination fee payable to the CAA, must be paid by the candidate after successfully completion of the Final Progress test (school check) and before being authorized for the ATPL-exam. The CAA-fee is not included in the course fee.