

SECTION 1.03**STATEMENT OF DUTIES AND RESPONSIBILITIES****TRAINING OFFICER**

The Training Officer will undertake to carry out the following duties, for which he is responsible to the ASRA Board through the Operations Manager:

1. Liaise with the Operations Manager to ensure the maintenance of pilot training standards such that ASRA certificate holders are correctly trained and qualified to enable them to meet and maintain the standards required by their certificates and ratings.
2. Maintain a register of the initial issue and renewals of members' Instructor Ratings, and their Medical Certificates, and advise the Operations Manager of the failure of any member to renew these in accordance with the provisions of this Manual.
3. Upon instructions, plan and formulate the syllabus, training materials and examinations required for the conduct of courses associated with Instructor Rating training.
4. Produce and issue instructor packs to the holders of ASRA Instructor Ratings, and amend and update these packs when necessary.
5. Organise the flight-testing of CFIs who apply for renewal of their CFI Approval.
6. Assist in the organisation of instructor training courses, to ensure that ASRA has an adequate number of correctly trained and qualified Instructors.

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