

PASA Apprentice Instructor

Prerequisite: USHPA Level One Certification (H1/P1)

Phase one: Shadow and Log minimum ten classes as a non-teaching apprentice
Begin to work on completing Instructor Training Checklist
Complete and successfully pass phase one written test
Submit logs for review
Log minimum number of students...30

Complete Performance Evaluation: extend phase one or move to phase two.

Phase two: Shadow and log ten classes
Begin to teach as a supervised assistant
Continue fulfillment of Instructor Training Checklist
Complete and successfully pass phase two written test
Submit logs for review
Log minimum number of students...30

Complete Performance Evaluation; extend phase two or move to phase three

Phase three: Two supervised, observed lessons and formal performance evaluation
Pass phase three written test
Complete Instructor Training Checklist

Phase 4: Teach beginner level lessons under supervision of USHPA Instructor
Begin working on UHSPA Instructor certification requirements.

Phase I Test _____

Phase II Test _____

Phase III Test _____

Phase I Review _____

Phase II Review _____

Phase III Review _____

Instructor Training Checklist

Flight Training

_____ Has joined USHPA (must join before flight training).

_____ Has satisfied all requirements for H1 or P1.

Instructor Training

Must be initialed by training program administrator only

_____ Has assisted in a satisfactory number of classes to be able to teach without assistance

_____ Has taught in light wind

_____ Has taught in high wind

_____ Has taught two phase three lessons, supervised by a senior instructor; the lesson must be clear, well organized, and follow the submitted syllabus

_____ Has demonstrated the ability to set up and break down training gliders

_____ Has demonstrated the ability to test fly and properly tune training gliders

_____ Can deliver ground school/safety briefing, covering all necessary points.

_____ Has a working knowledge of all PASA School Standards, USHPA SOP's, and FAA FAR's

_____ Has completed phase 1, 2, and 3 written tests

_____ Has completed all student log requirements

Other Requirements

_____ Has obtained current certification in First Aid

_____ Has obtained current certification in CPR

Has read and understands all policies and procedures as outlined in the PASA SCHOOL STANDARDS MANUAL.

Instructor's Signature

DATE

Administrator's Signature

DATE

Administration of PASA Apprentice Training Program

This program provides an opportunity for an individual to begin training to become a USHPA Certified hang gliding instructor by assisting currently certified Instructors through a series of directly supervised “shadows”, the administration of a series of written tests, stage checks, and a formal performance review process where determinations are made as to the eligibility to continue. This mentorship style training requires the trainee to shadow the lead instructor through every aspect of teaching a lesson.

The administrator of this program (Chief Instructor) has the responsibility of verifying each students training records, conducting the stage checks and performance evaluations, and administering written tests.

The Chief Instructor for each PASA School will have the responsibility of submitting the school's curriculum and syllabus, including the materials used in a PASA Schools Training Center. The following subject matter is recommended to be included: Instruction methods and techniques; the fundamental principles of the learning process; instructor duties, privileges, responsibilities, and limitations; elements of effective teaching, and emergency procedures.

PHASE 1:

Although a trainee will immediately begin working on completing a list of tasks, there are no actual teaching duties during the initial phase. The trainee is a silent observer for the first phase, following every move of the lead instructor, noting techniques, methodology and terminology, but not giving any instruction.

After each lesson, the trainee is responsible for logging everything that happened during the lesson that is relevant to becoming a hang gliding instructor in the instructor log book. (i.e....teaching techniques, learning objectives, etc....).

Direct supervision by a certified USHPA instructor is required at all times and in all phases.

PHASE 2:

Teaching practice begins in the second phase. As the second phase progresses, the trainee will become an active observer and participant in the teaching process. They will gradually be allowed to assist with a larger share of the teaching duties. At all times, an apprentice instructor is shadowing the lead of a certified instructor. The certified instructor must define and/or demonstrate the task for each student. The apprentice can then follow the lead that the instructor has revealed.

After each lesson, the trainee is responsible for logging everything that happened during the lesson that is relevant to becoming a hang gliding instructor in the instructor log book. (i.e....teaching techniques, learning objectives, etc....).

Direct supervision by a certified USHPA instructor is required at all times and in all phases.

PHASE 3:

The assistant instructor takes on the role of the primary instructor and is responsible for teaching the lesson from start to finish. The lead instructor becomes the observer, evaluating the assistant's performance. The lead instructor is still ultimately responsible for the safety and quality of the lesson and it is incumbent upon the lead to intervene should it be necessary.

Logging of the lessons is not required.

Direct supervision by a certified USHPA instructor is required at all times and in all phases.

Phase 4:

The PASA certified Apprentice Instructor is qualified to teach beginner level lessons.

Apprentice Instructors always follow the USHPA Instructor's syllabus.

Direct supervision by a certified USHPA instructor is required at all times and in all phases.

Instructor Log Book

Basic information that must be logged includes the date, the glider, the class time, the conditions with respect to direction, velocity, and gust differential, the names of each student and their skill level. Additional information that must be included in the log entry should describe the lesson in paragraph form. Each entry should be written in a manner that will enable the reviewer to determine whether the teaching fundamentals are being communicated successfully. The entries should address specific student issues and the remedies used to resolve them.

The log entries will indicate the progress of the trainee. The reviewer/trainer can circle terms, highlight sections, make connections to teaching principles, and ask further questions during the review process to ensure that the material is completely understood.

The suitability of the logs is a subjective determination by the Chief Instructor.

Performance Evaluations and Stage Checks

Performance evaluations are formal and individual and include a review of the tests and the log books. These sessions will end with a formal plan of action which could include extending the phase or granting permission to continue to the next phase. When the logs are inadequate because of a lack of thoroughness, or lack of understanding of the subject matter, the trainee will not earn the ability to move forward in the training process.

When there are subject areas that need further clarification, the reviewer can use this time to coach the trainee on the information. When the subject matter has been mastered, the log book entries will reflect that the trainee has a firm grasp of the teaching basics.

The log books and written tests become the property of the individual PASA school training program, and they must be stored and maintained for five years. The responsibility to monitor the shadowing process and the student logs rests with the PASA Certified School. In the event of a claim involving an apprentice instructor, the log books, completed written tests and Instructor Checklists will serve as documentation of the material covered during the training sessions, and must be turned over, along with the waivers, any video that was captured, and an accident report, within 48 hours of the accident.

A Note to the Training Program Administrators

The three written tests should be created for your individual school and should include subject matter that is directly relevant to the safe operation of your particular site. The tests can include information that you do not think your trainee will know yet, in addition to testing an apprentice's knowledge. This will give you the opportunity to discuss important training topics that may be unique to your teaching site.

All written tests become the property of your PASA Certified School and must be kept on file for five years. The same is true of the instructor log books. The written test can be multiple choice, true false, written answers, or any combination as determined by the PASA School. If a passing grade is determined to be an essential part of the program, it can be set by the program administrator.

A trainee will not have an unlimited number of attempts to receive a positive performance review. This is true for all three performance reviews, but particularly the third performance review. Sometimes a trainee may need to be coached, and sometimes a trainee may need to be cut. This decision rests entirely on the shoulders of the training program administrator.

When the process of logging the students is not being completed to the satisfaction of the program administrator, or when it appears the importance of following the USHPA or PASA procedures is not being met, the trainee must be cut.