

# RAAP 11

## Converting a pilot from another organisation to RAAus Pilot Certificate/Instructor rating

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## RECREATIONAL AVIATION ADVISORY PUBLICATION—RAAP 11

### CONVERTING A PILOT FROM ANOTHER ORGANISATION TO RAAUS PILOT CERTIFICATE/ INSTRUCTOR RATING

This Recreational Aviation Advisory Publication (RAAP) has been created to provide responses to frequently asked questions when converting pilots with qualifications from other organisations or overseas qualifications to a RAAus Pilot Certificate or Instructor Rating.

Chief Flying Instructors (CFIs) are recommended to read this RAAP first to see if your particular scenario is covered in this information. Operations is always happy to then answer questions about unique scenarios which don't meet these common examples.

#### Pilot Certificate

##### Minimum steps to conversion

There are basic steps required for any pilot with qualifications from another organisation, be it CASA, GFA, HGFA, ASRA, overseas organisations or Defence Force to convert to a RAAus Recreational Pilot Certificate (RPC). A Pilot Certificate is the minimum requirement for an Instructor Rating or Approval.

1. Become a flying member of RAAus <https://www.raa.asn.au/application-for-membership/>
2. Meet the RAAus medical standard – Driver Licence self-declared unless nominated medical conditions exist. Refer to Section 2.16 of the Operations Manual for detailed information.
3. Complete a minimum of 5 hours flight in a RAAus aircraft (must include 1 hours solo) with a RAAus Instructor. If you have logbook entries for flight time in an aircraft which can be registered RAAus (CASA registered Jabiru, Tecnam, Piper Cub, HGFA registered trike or powered parachute, for example), this can be counted towards this requirement. Section 2.13 paragraph 1 of the Operations Manual provides more detail.
4. Complete the RAAus Converting Pilot Exam at your chosen FTS (multiple choice, based on Air Legislation, Radio, Basic Aeronautical Knowledge, Human Factors, Navigation and Meteorology and the RAAus Operations Manual).
5. Complete a flight assessment with a RAAus CFI for issue of a RAAus Pilot Certificate (RPC). Based on Licence and logbook information you hold, the CFI can recognise previous endorsements.
6. If the aircraft is operated privately, complete the online L1 maintenance course and if you are confident to complete the maintenance schedule requirements, conduct the maintenance. Maintenance for a training aircraft must be completed by a RAAus L2 maintainer or higher.

##### What will this RAAus Pilot Certificate allow me to do?

This will permit operations in a RAAus aircraft under Day VFR, although no aerobatics are currently permitted in RAAus aircraft. Access to controlled airspace (CTA) can only be permitted if the pilot also holds current CASA issued qualifications and the aircraft meets the airspace requirements.

Aircraft requirements include calibration of pressure instruments every 2 years, a transponder if the airspace requires, an approved engine meaning aero engines only – Rotax, Jabiru, Lycoming, Continental, etc. (if operating an amateur built aircraft, automotive engine conversions will require an additional approval under Civil Aviation Order CAR 262AP5). Talk to our Airworthiness and Maintenance department for more information.

## What is eligible time in non-RAAus aircraft?

Eligible time in aircraft not registered with RAAus includes, but is not limited to Light Sport Aircraft (LSA) or Certified aircraft types such as Jabiru, Tecnam, Sling, Cub, Foxbat, etc. If an aircraft can meet RAAus registration requirements (MTOW 600 kg or less) but does not carry RAAus registration, any logged time for the candidate as PIC or as an Instructor providing instruction can be used to meet minimum experience requirements. Cessna 150/152 or Piper Tomahawk instructing time is only accepted for recognition when converting those candidates for RAAus CFI Approval who hold CASA issued Grade 1 or CFI Approval.

## What do the RAAus Groups of aircraft refer to?

**Group A** refers to a 3-axis aircraft, single or dual seat, single engine aircraft up to a Maximum Take-Off Weight MTOW of 600 kg or 650 kg for a waterborne aircraft.

**Group B** is a weightshift powered hang glider, often referred to as a Microlight or Trike. This aircraft can be single or dual seat, single engine and with an MTOW up to 600 kg.

**Group C** is a rarely used category of aircraft in which control is managed using a combination of weightshift and standard 3 axis inputs.

**Group D** is a Powered Parachute, which consists of a soft ram air wing which can support a base with one or two seats for the pilot and passenger to sit in. The MTOW of these aircraft is a maximum of 600 kg.

**Group F** is not currently administrated by RAAus.

**Group G** is a proposed category of aircraft relevant to the upcoming weight increase. These aircraft are similar to Group A 3 axis, however the MTOW is 601 kg to an eventual maximum of 1500 kg.

## What are the competency requirements?

Candidates must meet the practical and theoretical competency standards for issue of a Pilot Certificate or Instructor rating, as required in the RAAus Syllabus of Flight Training, available on the RAAus website and CFI Portal.

These competencies are required regardless of previous aeronautical experience and may not be met by the candidate in the minimum hour requirements specified in the RAAus Operations Manual.

## What are the theory requirements?

Pilots converting from other organisations may provide logbook entries confirming passes for theory subjects required for RAAus Pilot Certificate, including Air Legislation, Radio, Human Factors, Basic Aeronautical Knowledge, Navigation and Meteorology, however this knowledge may be non-current, or out of date. Use of the RAAus Converting Pilot exam will ensure information is current for the latest regulations, RAAus specific requirements and Human Factors (HF) requirements.

If the applicant holds a RPL(A) or higher or HGFA or GFA Certificate issued after 2008, this will meet the HF requirement.

## How much will my conversion cost?

Our RAAus Flight Training Schools (FTS) provide training using a variety of aircraft and locations. As a result, there is no simple answer to this question. We recommend you contact the CFI of your closest RAAus FTS using this link from our website. <https://www.raa.asn.au/fly-with-us/flight-training-schools/>

## I hold an Instructor rating from CASA or an Australian sport organisation, can this be recognised towards a RAAus Instructor rating?

**CASA Instructor** - If this Instructor rating is based on CPL(A), instructing time delivered in an aircraft under 600 kg MTOW can be used towards the minimum requirements for issue of a Group A RAAus Instructor rating.

**GFA Instructor** – A minimum of 5 hours PIC in RAAus registerable aircraft will be required in addition to the gliding instructing experience for issue of a Group A Instructor rating.

**HGFA Instructor** – All instructing experience in HGFA Group B equivalent aircraft will be recognised towards issue of a Group B RAAus Instructor rating.

**ASRA Instructor** - A minimum of 5 hours PIC in RAAus registerable aircraft will be required in addition to the gyroplane instructing experience for issue of a Group A Instructor rating.

**Helicopter Instructor** - If this Instructor rating is based on CPL(H), instructing time delivered in helicopters can be used towards the minimum requirements for issue of a Group A RAAus Instructor rating. A minimum of 5 hours PIC in RAAus registerable aircraft will be required in addition to the gliding instructing experience for issue of a Group A Instructor rating. Additional theoretical requirements may be required.

## I hold a Defence Pilot Licence or Instructor rating, what do I need to do to convert?

If you flew 3 axis aircraft, simply follow the Minimum steps to conversion process at the beginning of this document. Likewise for an Instructor, follow the guidance for a CASA issued Instructor rating above.

## I am a RAAus CFI, what do I need to do to convert a pilot from another organisation?

As a basic guide, CFIs should reference the RAAus Syllabus of Flight Training (practical and theoretical) and Section 2.13 of the RAAus Operations Manual to confirm the candidate meets the competency, aeronautical experience and theoretical knowledge requirements for issue of a RAAus Pilot Certificate or Instructor rating, as this is the basis for any decision or advice from RAAus Operations.

CFIs must be able to confirm the candidate's understanding of theoretical requirements via oral questioning, reviewing Licence and logbook information, observation and completion of the **RAAus Converting Pilot exam**.

## What are recognised Licences and Certificates – for Australian organisations?

RAAus recognises hours gained in obtaining or maintaining Pilot Certificate, Instructor Rating or Approvals by holders of Gliding Federation of Australia (GFA), Hang Gliding Federation of Australia (HGFA) and Australian Sport Rotorcraft Association (ASRA) Pilot Certificates or CASA issued Recreational Pilot Licence (RPL), Private Pilot Licence (PPL) or higher Licence in addition to Instructor ratings and approvals.

## What are recognised Licences and Certificates – for overseas qualifications?

RAAus recognises pilot licences and certificates, Pilot in Command (PIC) and instructing time from the USA (FAA), United Kingdom (CAAUK), New Zealand (CAANZ), Canada (Transport Canada), South Africa (SACAA) and the European Union (EASA). For organisations outside these countries, please contact Operations directly on [ops@raa.asn.au](mailto:ops@raa.asn.au) supplying copies of the Licence or Certificate held.

## What is the primary reference document - Operations Manual Section 2.13 and Civil Aviation Order (CAO) 95.10, 95.32 and 95.55

Section 2.13 of the RAAus Operations Manual remains the primary reference for requirements for conversion of overseas or local qualifications to RAAus Pilot Certificate, Instructor rating or higher Approval.

All RAAus aircraft must operate under a Civil Aviation Order. Group A reference [CAO 95.55](#), Group B and D operate under [CAO 95.32](#) and Group A single seat aircraft under 300 kg MTOW operate under [CAO 95.10](#). These CAOs are available for reference on the RAAus website.

### Real world scenarios

These additional scenarios have been provided as examples of processes and requirements.

### Pilot Certificate

**Scenario 1** A PPL (A) holder who hasn't flown since 1986 wishes to obtain a RAAus Group A three axis Pilot Certificate with eligible non-RAAus registered PIC time.

#### Requirement

- Confirm previous PPL (A) documents and relevant logbook entries
- Confirmation of current theory requirements by successfully completing the RAAus Converting Pilot Exam (therefore including Human Factors requirements (HF is only accepted automatically if the PPL (A) was issued after 2008).
- As the candidate holds logged time in eligible non-RAAus aircraft, complete sufficient flight time to assure competency for Group A aeroplanes
- Pass a flight test with a Group A CFI
- Supply copies of the PPL (A) and logged time in eligible non-RAAus aircraft PIC time to RAAus with the Converting Pilot form
- Provide logbook evidence for any PPL (A) endorsement to be recognised

**Reference:** Section 2.13 paragraph 5.c.(2)

**Scenario 2** A PPL (A) holder who hasn't flown since 1986 wishes to obtain a RAAus Group A three axis Pilot Certificate but has no eligible non-RAAus registered PIC time

#### Requirement

- Confirm previous PPL (A) documents and relevant logbook entries
- Confirmation of current theory requirements by successfully completing the RAAus Converting Pilot Exam (therefore including Human Factors requirements (HF is only accepted automatically if the PPL (A) was issued after 2008).
- As the candidate does not hold logged time in eligible non-RAAus aircraft, complete a minimum of 5 hours (must include 1 hour of solo) in RAAus aeroplane
- Pass a flight test with a Group A CFI
- Supply copies of the PPL (A) with the Converting Pilot form
- Provide logbook evidence for any PPL (A) endorsement to be recognised

**Reference:** Section 2.13 paragraph 5.c.(1)

**Scenario 3** A RAAus Group D Powered Parachute Pilot Certificate holder wishes to add a Group A Pilot Certificate

**Requirement**

- Confirmation of current 3 axis theory requirements including Human Factors by using RAAus BAK and HF exams (HF only required if the candidate did not complete the Group D Pilot Certificate issue after 2008)
- Confirmation of understanding of current 3 axis Air Legislation and Radio procedures particularly at non-controlled aerodromes
- Sufficient flight time to assure competency including a minimum of 5 hours (1 hour PIC) in a Group A aircraft
- Additional training for Cross Country endorsement if sought (minimum ten hours dual, plus a minimum of 2 hours PIC)
- Pass a flight test with a Group A CFI
- Supply Converting Pilot form for issue of Group A Pilot Certificate to RAAus

**Reference:** Section 2.13 paragraph 5.c.(2) and Section 2.07 paragraph 11.

**Scenario 4** A HGFA weight shift Pilot Certificate holder wishes to obtain a RAAus Group B Pilot Certificate. The pilot has over 400 hours logged time as PIC of an Airborne XT912 with a Streak wing

**Requirement**

- Confirmation of current theory requirements including Human Factors by using the Converting Pilot Exam
- Confirmation of sufficient PIC logged time of a Group B aeroplane registered with HGFA
- Pass a flight test with a Group B CFI
- Supply copies of HGFA Pilot Certificate and logbook entries confirming PIC time to RAAus with the Converting Pilot form

**Reference:** Section 2.13 paragraph 5.c.(3)

**Scenario 5** The holder of a New Zealand current Pilot Licence wishes to obtain a Group A Pilot Certificate. The pilot has 250+ PIC hours logged in a NZ registered Tecnam P92 Super Echo

**Requirement**

- A copy of NZ Pilot Licence
- Complete the Converting Pilot exam
- Confirm navigation competency and complete the RAAus Navigation and Meteorology exams (can recognise NZ qualification but differences in Australian processes need to be managed)
- Sufficient flight time to assure competency (as required)
- Ensure the candidate understands no access to controlled airspace unless current CASA qualifications are also held
- Pass a flight test with a Group A CFI
- Supply copies of NZ Pilot Licence and logbook entries confirming PIC time to RAAus with the Converting Pilot form
- Provide logbook evidence for any endorsement to be recognised

**Reference:** Section 2.13 paragraph 5.c.(3)

**Scenario 6** The candidate holds a NZ Pilot Licence and wants to attain a RAAus Group A Pilot Certificate but has no in eligible non-RAAus registered aircraft time

**Requirement**

- A copy of NZ Pilot Licence
- Complete the Converting Pilot exam
- Minimum 5 hours in RAAus aircraft (includes 1 hour PIC)
- Confirm navigation competency and complete the RAAus Navigation and Meteorology exams (can recognise NZ qualification but differences in Australian processes need to be managed)
- Pass a flight test with a Group A CFI
- Supply copies of NZ Pilot Licence and logbook entries confirming PIC time to RAAus with the Converting Pilot form
- Provide logbook evidence for any endorsement to be recognised

**Reference:** Section 2.13 paragraph 5.c.(2)

**Scenario 7** The candidate holds a GFA Pilot Certificate, but has no time in eligible non-RAAus registered powered aircraft

**Requirement**

- A copy of GFA Pilot Certificate
- Complete the Converting Pilot exam
- Sufficient flight time to assure competency including a minimum of 5 hours (1 hour PIC) in a Group A aircraft
- If a Cross Country endorsement is sought, complete ten hours dual (plus 2 hours PIC) for Cross Country endorsement and complete the RAAus Navigation and Meteorology exams
- Pass a flight test with a Group A CFI
- Supply copies of GFA Pilot Certificate with the Converting Pilot and Cross Country Endorsement form and provide logbook evidence for any endorsement to be recognised

**Reference:** Section 2.13 paragraph 5.c.(2) and Section 2.07 paragraph 11.

## Instructor and higher Approval holders

**Scenario 1** A CASA Grade 2 Instructor (holder of a CPL (A)) who wishes to become a RAAus Senior Instructor in Group A and has logged 200+ hours instructing in VH-registered Jabiru aircraft

**Requirement**

- Complete converting pilot requirements for a RAAus Pilot Certificate with a RAAus CFI
- Provide logbook evidence for any endorsement to be recognised
- Confirm the CASA Grade 2 Instructor qualification
- Pass a flight test with a RAAus Pilot Examiner
- Note. RPC and Senior Instructor flight tests may be completed concurrently if the Examiner is a RAAus CFI and PE Approval holder
- Supply copies of CASA Grade 2 Flight Instructor Rating (FIR) and logbook entries confirming PIC time to RAAus with the Converting Pilot form
- Provide logbook evidence for any endorsement to be recognised

**Reference:** Section 2.13 paragraph 11.b.

**Scenario 2** A GFA Level 2 Instructor who has 50 hours instructing experience logged in an eligible non-RAAus registered motor glider and wishes to become a RAAus Instructor in Group A

#### Requirement

- Confirm competency for a RAAus Pilot Certificate with a RAAus CFI including basic navigation principles for issue of Cross Country endorsement (**Pilot Certificate scenario 7**)
- Provide a copy of the GFA Instructor qualification
- Provide confirmation of appropriate standard of delivery of ground briefings for RAAus Pilot Certificate subjects as referenced in the RAAus Flight Instructor Reference Manual and additional training as required
- Undertake 30 hours (which will include 10 hours of PMI) ground theory instruction with an approved RAAus IT or IT(T)
- Hold a minimum of 150 hours total aeronautical experience and a minimum of 75 hours PIC of RAAus aircraft (may be reduced to 25 hours with verified logbook entries)
- Pass a flight test with a RAAus Pilot Examiner or Instructor Trainer (Permanent)
- Supply copies of GFA Instructor Rating and logbook entries confirming PIC time to RAAus with the Converting Pilot form
- Provide logbook evidence for any endorsement to be recognised

**Reference:** Section 2.13 paragraph 9.b. Note. Requires logbook evidence for reduction to 25 hours PIC

**Scenario 3** Group B RAAus CFI with 400+ hours instructing in Group B RAAus aircraft who wishes to become a Group A CFI

#### Requirement

- Complete requirements for a RAAus Group A Pilot Certificate with a RAAus CFI (**Pilot Certificate scenario 4**)
- Hold 25 hours PIC of Group A RAAus aircraft (or registerable RAAus aircraft)
- Pass a flight test with a Pilot Examiner, Operations or Assistant Operations Manager, or approved delegate for issue of a Group A Senior Instructor rating
- Train and recommend one student for solo and Pilot Certificate in Group A aircraft under an approved RAAus Group A CFI and be recommended for Group A CFI Approval
- Supply copies of logbook entries confirming Group A PIC time to RAAus with the Converting Instructor form
- Provide logbook evidence for any endorsement to be recognised

**Reference:** Section 2.13 paragraphs 12 and 13.c.

**Scenario 4** The candidate holds a USA Sport Pilot Instructor rating including 250+ hours instructing time in eligible non-RAAus registered Group A aircraft and wishes to gain a RAAus Senior Instructor rating for Group A aircraft

#### Requirement

- Complete requirements for a RAAus Group A Pilot Certificate with a RAAus CFI (**Pilot Certificate Scenario 5**) including completing the RAAus Converting Exam
- Hold a minimum of 200 hours total aeronautical experience in Group A aeroplanes
- Pass a flight test with a Pilot Examiner, Operations Manager, or approved delegate for issue of a Group A Senior Instructor rating
- Be approved by a RAAus CFI to send RAAus candidates on first or subsequent solo

- Supply copies of logbook entries confirming Group A PIC time to RAAus with the Converting Instructor form
- Provide logbook evidence for any endorsement to be recognised

**Reference:** Section 2.13 paragraph 11 (b)

**Scenario 5** The candidate holds a HGFA Pilot Certificate and Flight Instructor rating, with PIC and 275+ hours instructing time in eligible non-RAAus registered aircraft and wishes to gain a Group B RAAus Senior Instructor rating.

### Requirement

- Complete requirements for a RAAus Group B Pilot Certificate with a RAAus Group B CFI (**Pilot Certificate Scenario 4**)
- Pass a flight test with a Pilot Examiner, Operations Manager, or approved delegate for issue of a Group A Instructor rating
- Supply copies of logbook entries confirming Group A PIC time to RAAus with the Converting Instructor form
- Provide logbook evidence for any endorsement to be recognised

**Reference:** Section 2.13 paragraph 11 (b)

Quick Reference All	Student	Pilot	Theory Instructor	Instructor	Snr Instructor	CFI Approval	Pilot Examiner
Age = or greater		15	18	18	18	21	21
Membership	✓	✓	✓				✓
RAAus Medical Declaration	✓	✓	✓				✓
Class 2/Medical Questionnaire				✓	✓		✓
Pax recency		✓		✓	✓	✓	✓
<b>Endorsements</b>							
Radio			✓	✓	✓		✓
Human Factors		✓	✓				✓
Passenger			✓	✓	✓		✓
Cross Country			✓	✓	✓		✓
<b>Competencies</b>							
Group syllabus elements		✓	✓				✓
PMI			✓	✓	✓		✓
Ground Theory			✓				
PPL theory or equivalency			✓		✓	✓	✓
Time held lower rating/Approval							24
<b>Aeronautical experience</b>							
> 20 hours Ab-Initio Dual		✓					
> 100 hrs total time (*Note 1)				✓	✓		✓
>75hrs PIC				✓	✓		✓
>150hrs PIC					✓		
>250hrs PIC						✓	
>600hrs PIC							✓
<b>Proficiency checks</b>							
90 Day				✓			
12 month					✓		
24 month(BFR)		✓			Updated with Instructor Renewal		
Instructor renewal				✓	✓	✓	✓

\*Note 1-For converting applicants only

*That's a WRAP!*