

**Notes to Students and Instructors on Using the
Flight Training Manual for Gliders
and the
*Glider Pilot's Handbook of Aeronautical Knowledge***

In any training program, but especially one with multiple instructors, it is crucial that accurate records are kept for all students so that efficient use is made of both the students' and instructors' time. These notes describe how to use the record keeping system supplied with the books, the *Flight Training Manual for Gliders* (FTMFG) and the *Glider Pilot's Handbook of Aeronautical Knowledge* (GPHAK) and their corresponding workbooks. If these books are not available from your local club or gliderport, they can be purchased directly from www.GliderBooks.com and from the SSA, as well as other soaring supply vendors.

It is strongly suggested that students read the introduction to both books before starting their training. The introductions describe the training process, and the path the students will take while getting their license.

Training Program

The glider pilot training program can be divided into two parts; knowledge training and flight training.

Knowledge training includes topics such as aerodynamics, weather, regulations, and airspace, and is covered by the *Glider Pilot's Handbook of Aeronautical Knowledge*. The knowledge training is mostly self-study, with the students reading the book and doing the workbook exercises on their own. The instructor will then answer any questions the student has, check the workbook answers, and ask questions to confirm that the student has a grasp of the material.

Flight training teaches the student to perform the maneuvers required to safely pilot a glider, such as takeoffs, flying the aerotow, circling flight, and landing. Each lesson in the *Flight Training Manual for Gliders* covers a single maneuver. Several lessons are normally covered in one session with a flight instructor. The typical flight session will consist of:

- Review of assigned homework
- Explanation of flight lessons
- One or more flights to practice lessons
- Debrief on the flight(s)
- Assignment of homework for next session

Student Responsibilities

Students should come prepared for their lessons. This means the student should have read and understood the material in the assigned homework, and completed the corresponding workbook exercises.

Students should ask questions about any exercises in the workbooks or concepts in the reading that they do not completely understand. If you have to “guess” at the correct answer, ask your instructor to explain the topic further.

Flight Training Progress Record

Two versions of the Flight Training Progress Record are available. One is simply the progress record as given in the front of the *Flight Training Manual for Gliders* and should be maintained by the student to keep track of assigned/completed lessons and workbook exercises. The other is a “card” that can be printed on card stock, and carried with the instructor in the glider to mark lesson progress and to take notes during the flight. Both versions of the Flight Training Progress Record are available for free download from www.GliderBooks.com.

The Flight Training Progress Record Card allows the instructor(s) to keep accurate records on each student, including all the information to meet the requirements of the FAA. If students will have multiple instructors, it is suggested that the Flight Training Progress Record Cards for all students be kept in a central location that can be accessed by all of the instructors. Once the students have obtained their certificate, their progress cards should be archived in a safe place.

Following is a guideline for using the check boxes on the Flight Training Progress Record:

“GPHAK Prereq.” – Prerequisites for this lesson in the *Glider Pilot’s Handbook of Aeronautical Knowledge (GPHAK)*. These chapters/sections should be completed before starting on the flight training lesson.

“Read” – The **instructor** should circle this box when the lesson is assigned as homework. The **student** marks this box as completed after reading about this lesson in the *Flight Training Manual for Gliders*.

“Workbook” – The **student** should mark this box after completing the workbook questions for this lesson.

“Instruction” – The **instructor** should mark this box after reviewing/correcting the student’s workbook answers, and giving the student ground instruction about the lesson.

“Demonstrated” – The **instructor** should mark this after demonstrating the lesson to the student.

“Level 1” – The **instructor** should mark this box when the student understands/observes the errors being made, but is not yet able to take the proper actions to correct them.

“Level 2” – The **instructor** should mark this box when the student understands/observes the errors being made, and understands the actions that need to be taken to correct the errors, even if the student cannot consistently perform those actions.

“Level 3” – The **instructor** should mark this box when the student understands/observes the errors being made, understands the actions that need to be taken to correct the errors, and can consistently perform those actions.

“Responsible” – The **instructor** should mark this box when the student is responsible for performing the action/maneuver covered in this lesson at the appropriate time during the flight without prompting from the instructor.

“Proficient” – The **instructor** should mark this box when the student consistently performs the action/maneuver covered in this lesson at the level required to meet the Practical Test Standards.

Knowledge Training Progress Record

A copy of the Knowledge Training Progress Record is given in the front of the *Glider Pilot's Handbook of Aeronautical Knowledge*. The Knowledge Training Progress Record **should be maintained by the student** to keep track of assigned and completed workbook exercises. Extra copies of the Knowledge Training Progress Record are available for free download from **www.GliderBooks.com**.

Following is a guideline for using the columns on the Knowledge Training Progress Record:

“Read” – The **instructor** should circle this box when the section is assigned as homework. The student marks this box as completed after reading the section in the *Glider Pilot's Handbook of Aeronautical Knowledge*.

“Workbook” – The **student** should mark this box after completing the workbook questions for this section.

“Instruction” – The **instructor** should mark this box after reviewing/correcting the student's workbook answers, and giving the student ground instruction about the section.

“Complete” – The **instructor** should mark this after the student demonstrates acceptable knowledge of the topics covered in this section.

Note that transition pilots (pilots who already have either a fixed or rotary wing private pilots certificate) are not required to complete all of the subject areas covered in the Knowledge Training Progress Record.

FAA Written Test Question Index

Students can practice taking the FAA Aeronautical Knowledge written test at online test preparation sites, such as www.exams4pilots.org. Each test question is assigned a 4-digit number. The FAA Written Test Question Index (available for free download at www.GliderBooks.com) can be used to determine where to find the information in the *Glider Pilot's Handbook of Aeronautical Knowledge* (GPHAK) or the *Flight Training Manual for Gliders* (FTMFG) to correctly answer the test questions.

Practical Test Preparation Progress Record

The FAA publishes a book called the *Private Pilot Practical Test Standards for Glider* (PTS). The PTS describes the areas of operation and the tasks within those areas that the examiner will cover during the practical test (i.e., the “flight” test). It also lists the minimum performance required to successfully complete each task. Students should be familiar with the PTS before taking the practical test. The PTS is available to be downloaded for free from the FAA website.

As the last step in the training process, the instructor and the student will go through each area of operation and task required by the PTS. The Practical Test Preparation Progress Record is used to document this last step. Note that not all of the tasks are required for transition pilots. The Practical Test Preparation Progress Record is available for free download from www.GliderBooks.com.