

# Flight Radiotelephony (Communications) Training Syllabus - Training Record



This Record is a guide to the practical training required for pilots undergoing training who wish to obtain a Flight Radiotelephony Operator's Licence (FRTOL). Communications training forms a mandatory part of the Part-FCL pilot training courses and is recommended to accompany training for the UK NPPL. Candidates for the FRTOL are required to pass a written and a practical test as detailed in CAP 804, Part 1, Section 6. Completion of the items listed in the following Syllabus will prepare candidates for both examinations. Completion of this form is optional and does not form any part of the licence qualification. Candidates may wish to retain it as a guide to the examination content and may also wish to demonstrate to the RTF Examiner that they have completed all of the syllabus items that are to be examined on.

## 1. STUDENT NAME

CAA Personal reference number (if known):

Forename(s): ..... Surname: .....

Flight Training Organisation: .....

Date Training Commenced: ..... Date Training Completed: .....

## 2. FAMILIARISATION WITH AIRCRAFT RADIO EQUIPMENT AND RADIO LICENCE

Section 1: Aircraft Radio Equipment			Section 2: Radio Licence and Procedures		
1.1	Switching On		2.1	Aircraft Radio Licence and Schedule	
1.2	Selecting Frequencies including 5/25 KHz steps		2.2	FRTOL - ANO Schedule 7 and Art 50, 50A and 51	
1.3	Volume and Squelch Adjustment		2.3	CAP 413 - UK AIP - CAP 804	
1.4	Intercom/Station Selection Box		2.4	Part-FCL.055 Language Proficiency	
1.5	Headset Adjustment		2.5	Microphone Technique	
1.6	Location of Equipment		2.6	Call-signs - Abbreviations	
1.7	Location of Antennae		2.7	Listening Out - Phonetic Alphabet	
1.8	Radio Failure		2.8	Standard Phrases	

## 3. PRACTICAL TRAINING AND DEMONSTRATION

Section 3: Departure Procedures			Section 4: Circuit and Arrival Procedures		
3.1	Radio Check - Signal strength/Readability reporting		4.1	Initial Call - Listen Out	
3.2	Taxi information/instructions - Read Back		4.2	Joining Procedures - Aerodrome Information	
3.3	Holding (ground) - Runway incursion risk		4.3	ATC Clearance (if applicable)	
3.4	Departure Clearance (Controlled Aerodrome)		4.4	Entering ATZ Calls	
3.5	Take-Off Clearance		4.5	Circuit Calls (Incl. Military Circuit)	
3.6	Frequency Changes - Ground/Tower/Approach		4.6	Landing	
3.7	Differences in ATC - AFIS - Air Ground Procedures		4.7	Orbit - Extend - Touch and Go - go-around calls	
3.8	Conditional Clearances - Runway incursion risk		4.8	Vacating Runway	
3.9	Use of SSR		4.9	Closing Down	

Section 5: En-route Procedures			Section 6: Emergency and Lost Procedures		
5.1	Frequency Changing		6.1	<b>MAYDAY - (NO PRACTICE MAYDAY CALLS)</b>	
5.2	Initial Call		6.2	<b>PAN PAN - Practice Training</b> Fix 121.5 MHz	
5.3	Procedural Position Reports		6.3	Obtaining VDF Bearings - True and Magnetic	
5.4	Level Reporting		6.4	Degrees of Emergency - Definitions	
5.5	Use of ATSO CAS		6.5	Frequencies to use for Emergency Calls	
5.6	Use of LARS		6.6	Priority of Calls	
5.7	Use of SSR		6.7	Uncertainty of Position	
5.8	MATZ Penetration (Actual or Simulated)		6.8	Radio Failure	
5.9	SVFR Clearances		6.9	SSR Emergency Codes	
5.10	Flight in a Control Zone		6.10	Mayday Relay - Responsibilities	
5.11	Obtaining VDF Bearings for Navigation		6.11	Cancelling Emergency	

# Flight Radiotelephony (Communications) Training Syllabus - Training Record – GUIDANCE NOTES

## GENERAL GUIDANCE

1. Use of this form is optional. It has been produced in response to requests from Industry regarding the Radiotelephony Training that should be completed with a pilot training course. It may be used for:
  - JAR-FCL PPL courses at Registered Facilities until 8th April 2015.
  - Part-FCL Integrated courses for the CPL/IR/ATPL at ATOs.
  - UK NPPL courses at Registered Facilities, Microlight Schools and BGA Gliding and Motor Gliding Schools.
2. Registered Facilities and ATOs may wish to include this form with the candidates Flying Training Record. It may be used to indicate all of the ground/airborne training that the candidate has completed towards the Part-FCL PPL and the UK FRTOL. It will enable:
  - The training provider to ensure that the candidate is trained in the entire syllabus;
  - The candidate to be aware of the syllabus, and the items he/she will be tested in;
  - UK NPPL courses at Registered Facilities, Microlight Schools and BGA Gliding and Motor Gliding Schools.
3. On completion of training, there is no mandatory requirement for training providers to retain a copy of this record, however, many may wish to do so. It is recommended that a copy be given to the applicant to help them prepare for the FRTOL written and practical examinations, which may examine the candidate's knowledge in any of the areas listed in the syllabus.
4. This form does not represent a return to the "Continuous Assessment" method of training/examination employed between 1986 and 1998. It does not count towards the examinations in any way, however, it is hoped that by providing a clearer list of syllabus items, that candidates for the FRTOL will be better prepared and trained. The ability to communicate by radio remains an integral requirement of the Part-FCL pilot training syllabi.
5. Classroom instruction can be enhanced by airborne practice, reducing the time in the classroom. To be effective, all practice in the air should be preceded by briefing, demonstration and teaching, i.e. breaking calls into smaller parts and allowing candidates to practice bit by bit until they can manage the complete call. It is important to emphasise the need to listen out as well as talk.
6. It is recommended that the syllabus be completed to allow the candidate to sit the written and practical tests prior to undertaking solo navigation flights. This will ensure that the student is able to apply more time to operating the aircraft than using the radio.