

SECTION 4

INSTRUCTORS

1. CATEGORY SYSTEM BASIC INSTRUCTOR (CSBI)

To become a Category System Basic Instructor, the candidate must fulfil all the requirements of a Category System Basic Instructor Course.

1.1 Required qualifications to attend:

- 1.1.1. A British Skydiving 'C' Licence.
 - 1.1.2. Two years involved in Skydiving,
 - 1.1.3. A written recommendation by a CI who has known the candidate for a minimum of six months and has seen them regularly skydiving during that period.
 - 1.1.4. Holds a current 'Solo Skydiving Instructor Medical Certificate/Doctor's Certificate' (Form 116A).
 - 1.1.5. Holds a British Skydiving Packing certificate.
 - 1.1.6. Completed and fulfilled the requirements of the British Skydiving CSBI Proficiency Card (Form 254a).
 - 1.1.7. At the start of the course, the candidate must have completed 60 descents in the previous two years.
- 1.2. Will be required to attend a CSBI Course of up to a week in length organised a Safety & Training Officer (STO) or the Head of Safety, Training & Competitions (HoSTC).
- 1.3. After successfully completing the CSBI Course, the candidate will be awarded CSBI status, and will be permitted to instruct/coach (Category System) Student Skydivers, under supervision.
- 1.4. The CSBI rating is valid for a period of twelve (12) months from the date of issue.
- 1.5. CSBIs may dispatch and supervise AFF Students on Consolidation jumps, following a brief by at least an AFFI (logbook endorsement). CSBIs may only follow out Consolidation students after successful completion of their Level 8.

N.B.(1) The Training Syllabus for Category System Basic Instructors can be found on Form 151.

2. TANDEM BASIC INSTRUCTOR (TBI)

To become a Tandem Basic Instructor, the candidate must fulfil all the requirements of a Tandem Basic Instructor Course.

2.1 Required qualifications to attend:

- 2.1.1. A British Skydiving 'C' Licence.
- 2.1.2. Two years involved in Skydiving,

- 2.1.3. A written recommendation by a CI who has known the candidate for a minimum of six months and has seen them regularly skydiving during that period.
- 2.1.4. Holds a British Skydiving Packing certificate.
- 2.1.5. Completed and fulfilled the requirements of the British Skydiving TBI Proficiency Card (Form 254b).
- 2.1.6. At the start of the course, the candidate must have completed 60 descents in the previous two years.
- 2.2. Will be required to attend a TBI Course of up to a week in length organised by an STO or the HoSTC.
- 2.3. After successfully completing the TBI Course, the candidate will be awarded TBI status, and will be permitted to instruct/brief Tandem Student Skydivers, under direct supervision, but will not be permitted to make Tandem parachute descents.
- 2.4. TBI Course candidates should meet the jump and free fall requirements of the Tandem Instructor Course (para. 5.1.2.- below) prior to attending the TBI Course.
- 2.5. The TBI rating is valid for a period of twelve (12) months from the date of issue.

N.B.(2) The Training Syllabus for Tandem Basic Instructors can be found on Form 152.

3. ACCELERATED FREE FALL BASIC INSTRUCTOR (AFFBI)

To become an Accelerated Free Fall Basic Instructor, the candidate must fulfil all the requirements of an Accelerated Free Fall Basic Instructor Course.

3.1 Required qualifications to attend:

- 3.1.1. A British Skydiving 'D' Licence.
- 3.1.2. Two years involved in Skydiving.
- 3.1.3. A written recommendation by a CI who has known the candidate for a minimum of six months and has seen them regularly skydiving during that period.
- 3.1.4. Holds a current 'Solo Skydiving Instructor Medical Certificate/Doctor's Certificate' (Form 116A).
- 3.1.5. Holds a British Skydiving Packing certificate.
- 3.1.6. Completed and fulfilled the requirements of the British Skydiving AFFBI Proficiency Card (Form 254c).
- 3.1.7. At the start of the course, the candidate must have completed 60 descents in the previous two years.

- 3.2. Will be required to attend an AFFBI Course of up to a week in length organised by an STO or the HoSTC.
- 3.3. After successfully completing the AFFBI Course, the candidate will be awarded AFFBI status, and will be permitted to instruct/brief Accelerated Free Fall Student Skydivers initially under direct supervision until competency is proven (logbook endorsement) and then continue under supervision. The AFFBI may dispatch and supervise AFF Students on Consolidation jumps, following a brief by at least an AFFI (logbook endorsement). AFFBIs may only follow out consolidation students after successful completion of their Level 8. The AFFBI may not make any AFF instructional descents with AFF Student Skydivers.
- 3.4. AFFBI Course candidates should meet the jump and free fall requirements of the Accelerated Free Fall Instructor Course (para. 6.1.2. - below) prior to attending the AFFBI Course.
- 3.5. The AFFBI rating is valid for a period of twelve (12) months from the date of issue.

N.B.(3) The Training Syllabus for Accelerated Free Fall Instructors can be found on Form 153.

4. CATEGORY SYSTEM INSTRUCTOR (CSI)

To become a Category System Instructor, the candidate must fulfil all the requirements of a Category System Instructor Course.

4.1. Required qualifications to attend:

- 4.1.1. At least 6 months as a Category System Basic Instructor or is an Accelerated Free Fall Instructor.
- 4.1.2. A written recommendation from the candidate's CI, together with Form 254d detailing the work carried out during the candidate's probationary period.
- 4.1.3. Holds a British Skydiving Canopy Handling (CH) coach qualification.
- 4.1.4. At the start of the course, the candidate must have completed 60 descents in the previous two years.
- 4.2. Will be required to attend a Category System Instructor Course of up to a week in length organised by an STO or the HoSTC.
- 4.3. On successful completion of 4.2. above, two Instructor Examiners (IEs) will sign the qualification of the candidate. The candidate will then be awarded CSI status and be qualified to instruct/coach (Category System) Student Skydivers up to British Skydiving 'A' Licence.
- 4.4. AFF Instructors preparing to attend a CSI course have the privileges of a CSBI and are permitted to teach the relevant course content under the direct supervision of a CI nominated current Category System Instructor who has held the rating for no less than two years.

N.B.(4) The Training Syllabus for Category System Instructors can be found on Form 151.

5. TANDEM INSTRUCTOR (TI)

To become a Tandem Instructor, the candidate must fulfil all the requirements of a Tandem Instructor Course authorised by an STO or the HoSTC.

5.1. Requirements to attend:

- 5.1.1. At least a Category System Basic Instructor, a Tandem Basic Instructor or Accelerated Free Fall Basic Instructor.
- 5.1.2. A minimum of 800 descents and 8 hours of free fall time.
- 5.1.3. A written recommendation by the candidate's CI.
- 5.1.4. Holds a current 'Tandem Skydiving Instructor Medical Certificate/Doctor's Certificate' (Form 116.)
- 5.1.5. Has completed a minimum of 50 descents in the previous 12 months.
- 5.1.6. Has made a descent acting as a Student Tandem Skydiver within the previous 3 months.
- 5.1.7. Has read and is fully familiar with the Tandem Equipment Manual applicable to the Tandem Equipment they are to be evaluated on.
- 5.1.8. Knows how to pack the main parachute of the Tandem Equipment (as per the Manufacturer's Manual) and is documented to do so.
- 5.1.9. Completed and fulfilled the requirements of the British Skydiving TI Proficiency Card (Form 254e).

5.2. Evaluation descents on the Course.

- 5.2.1. A minimum of 4 evaluation descents will be made using a suitable container, followed by:
- 5.2.2. A minimum of 5 evaluation descents with a British Skydiving 'B' Licence skydiver acting as a Student Tandem Skydiver (see 5.3. below).
- 5.2.3. All objectives must be achieved within a maximum of 12 descents.
- 5.2.4. The candidate will only be evaluated on one type of Tandem parachute system.
- 5.2.5. 5.2.1 & 5.2.2 above does not apply to candidates who are current British Military Tandem Parachutists. The course Examiners will decide on the number of descents required.

5.3. Qualifications to act as Student Tandem Skydivers on the Course

- 5.3.1. All evaluation descents must be with current British Skydiving 'B' Licence skydivers. They must be briefed on how to respond to Tandem emergencies.
- 5.3.2. All skydivers acting as Student Tandem Skydivers must wear an altimeter. Secondary handles may also be fitted.

5.4. On successful completion of the course the candidate will be awarded Tandem Instructor status for the particular type of equipment they was evaluated on.

5.5 Tandem Instructor Probationary Period.

After successful completion of the Tandem Instructor Course, those recently qualified Tandem Instructors will start a probation period consisting of 20 Tandem descents. During the 20 probationary Tandem descents the Tandem Instructor will be restricted to the limitations laid out in The Tandem Instructor Probationary Record (Form 325).

5.6. Tandem System Conversion.

Tandem Instructors wishing to convert to a different type of Tandem System where the primary handles (deployment devices i.e. Drogue and Primary release handles) are situated in a different place to the system they were originally evaluated on, will be required to complete a TI Conversion Course, authorised by an STO or the HoSTC and conducted by an independent British Skydiving Tandem Examiner who is current on the system for conversion and which will include the following evaluation jumps:

- 5.6.1. At least 1 jump with a suitable container.
- 5.6.2. A minimum of 2 descents with a British Skydiving 'A' Licence skydiver acting as a Student Tandem Skydiver.

N.B.(5) The requirements for those acting as Student Tandem Skydivers are as 5.3.1 and 5.3.2 above.

N.B.(6) The requirements along with a conversion table to assist with identifying those Tandem systems which will require a conversion course can be found on Form 294.

5.7. Requirements to use a hand/wrist mounted camera

Tandem instructors wishing to jump with a hand/wrist mounted camera must have a minimum of 500 Tandem descents and have completed a minimum of 250 Tandem descents within the previous 12 months or, have a minimum of 1,000 Tandem descents and have completed a minimum of 100 Tandem descents within the previous 12 months. Prior to jumping with a hand/wrist mounted camera with Tandem Students the Tandem Instructor must demonstrate the ability to perform 3 successful consecutive Tandem jumps with an 'A' Licence skydiver acting as a Tandem Student whilst using a hand/wrist mounted camera.

- 5.7.1. Only a TI approved by the CI may use a hand/wrist mounted camera and its mount must be inspected and approved by the CI.
- 5.7.2. TIs must be fully briefed by the CI or CI nominated TI on the requirements to use the camera. This will include emergency procedures.
- 5.7.3. The Tandem Instructor must be able to carry out their systems checks, maintain heading and deploy in a stable position.
- 5.7.4. The 'A' Licence skydiver must be briefed on how to respond to Tandem emergencies.
- 5.7.5. Each 'A' Licence Tandem descent must be filmed by inside/outside camera person, and this must be included in the Tandem Instructor's debrief.
- 5.7.6. Hand/wrist mounted cameras are to be fitted to left hand/wrist only.

5.8. Tandem Instructor Currency

- 5.8.1. Any TI, who has not made a Tandem descent in the preceding 3 calendar months, must make one Tandem jump with a British Skydiving 'A' Licence skydiver before taking a Student Tandem Skydiver. The British Skydiving 'A' Licence skydiver must be briefed on how to respond to Tandem emergencies.
- 5.8.2. Prior to the above jump the TI must practise emergency procedures with the skydiver attached.
- 5.8.3. All current TIs must have practised Tandem Reserve Drills in a suspended harness within the previous one calendar month. The harness handle configuration must be as per the equipment to be used. It is the responsibility of the TIs to ensure that the reserve drills are observed and signed for in their logbook by a CI, or CI nominated TI.

5.9. Currency requirements to jump a hand/wrist mounted camera

- 5.9.1. Any TI wishing to continue jumping a hand/wrist mounted camera 12 months after first being cleared to do so must have made 100 Tandem skydives with at least 50 hand/wrist mounted camera descents within the preceding 12 calendar months, otherwise they must again satisfy the initial requirements.
- 5.9.2. Any TI previously cleared to jump a hand/wrist mounted camera who has not made a Tandem descent within the preceding 3 months must either meet the requirements of 5.8.1. above, or be within 12 months of their initial Tandem hand/wrist mounted camera Clearance, and in each case, they must make a jump with a hand/wrist mounted camera with a 'A' License skydiver before jumping a hand/wrist mounted camera with Tandem Students. The British Skydiving 'A' Licence skydiver must be briefed on how to respond to Tandem emergencies.
- 5.9.3. Any TI who has over 500 hand/wrist mounted camera descents must do a minimum of 50 hand/wrist mounted camera descents within the previous two years to continue jumping hand/wrist mounted cameras.

5.10. Tandem Instructor Rating Renewal

In addition to normal Instructor Rating Renewal requirements (see para 12 below), a TI must also fulfil the following:

- 5.10.1. Has made a minimum of 20 Tandem descents in the previous 12 months. Instructors holding ratings for more than one Tandem System must have made a minimum of 10 Tandem descents on each system in that period.
- 5.10.2. Failure to reach the required number of descents in the preceding 12 months will require the TI to present themselves to an IE for refresher training. Training will include the following:
 - a. Suspended harness drills and emergency drills.
 - b. One descent with a suitable container.
 - c. One descent with a British Skydiving 'A' Licence Skydiver, who has been fully briefed on how to respond to Tandem emergencies.

- 5.10.3. Subsequent failure to reach the required number of Tandem descents in the next 12 months, will require the instructor to present themselves for re-evaluation on a TI course. The course Instructor Examiners will decide on the number of descents required.

N.B.(7) The Training Syllabus for Tandem Instructors can be found on Form 152.

6. ACCELERATED FREE FALL INSTRUCTOR (AFFI)

To become an Accelerated Free Fall Instructor, the candidate must successfully complete an Accelerated Free Fall Instructor Course, organised by an STO or the HoSTC.

6.1. Required qualifications to attend:

- 6.1.1. A Category System Instructor (CSI). A Category System Basic Instructor (CSBI) or an Accelerated Free Fall Basic Instructor (AFFBI) who has held the rating for at least six months.
- 6.1.2. Holds a British Skydiving 'D' Licence and has a minimum of 10 hours free fall time.
- 6.1.3. Holds a British Skydiving Canopy Handling (CH) coach qualification.
- 6.1.4. A written recommendation from the candidate's CI.
- 6.1.5. Completed and fulfilled the requirements of the British Skydiving AFF Proficiency Card (Form 254f).
- 6.1.6. At the start of the course, the candidate must have completed 60 descents in the previous two years.

6.2. Evaluation jumps

Candidates must make 5 evaluation jumps on which a pass mark of 12 points must be obtained.

- 6.3. On successful completion of the above course, two IEs will sign the qualification of the candidate. The candidate will then be awarded AFFI status and be qualified to instruct/coach AFF Student Skydivers.
- 6.4. Holders of CSI ratings have the privileges of an AFFBI rating whilst preparing to attend an AFFI course and are permitted to teach the relevant course training syllabus initially under direct supervision until competency is proven (logbook endorsement) and then continue under supervision of a CI nominated current AFF Instructor who has held the rating for no less than two years.

N.B.(8) The Training Syllabus for Accelerated Free Fall Instructors can be found on Form 153.

7. ADVANCED INSTRUCTOR (AI)

To become an Advanced Instructor the candidate must fulfil all the requirements of the Pre-Advanced Instructor Assessment Course and an Advanced Instructor Examination Course.

7.1. Required qualifications to attend:

- 7.1.1. Has been a Category System and/or AFF Instructor for at least three years.

- 7.1.2. Holds a British Skydiving 'D' Licence.
- 7.1.3. Has completed a night descent and display descent.
- 7.1.4. At the start of the course, the candidate must have completed 60 descents in the previous two years.
- 7.2. Will be required to attend a Pre-Advanced Instructor Assessment Course of up to a week in length organised by an STO or the HoSTC.
- 7.3. After completing the Pre-Advanced Instructor Assessment Course, the candidate will be either advised to re-apply to attend another Pre-Advanced Instructor Assessment Course after a minimum period of time or will be recommended to attend an Advanced Instructor Examination Course for upgrading to Advanced Instructor after a period of time specified by the Instructor Examiners, but within a maximum of 18 months.
- 7.4. On successful completion of the Advanced Instructor Examination Course, two Instructor Examiners will sign the qualification of the candidate. The candidate will then be awarded Advanced Instructor status.

N.B.(9) The Training Syllabus for Advanced Instructors can be found on Form 151.

8. INSTRUCTOR EXAMINER (IE)

To become an Instructor Examiner, the candidate must fulfil the requirements for upgrading to Instructor Examiner on the appropriate Courses.

- 8.1. The candidate must have been an Advanced Instructor for at least two years.
- 8.2. At the start of the course, the candidate must have completed 60 descents in the previous two years.
- 8.3. Has attended at least two Category System Basic Instructor Courses of up to a week in length.
- 8.4. Prove their ability to examine candidates on instructor courses and be able to critique instructors.
- 8.5. Is able to present the required lectures on the CSBI Course.
- 8.6. On successful completion of the requirements for upgrading to IE, two IEs will sign the qualification of the candidate. The candidate will then be awarded Instructor Examiner status.
- 8.7. After becoming an IE they must attend an instructor course at least every two years.
- 8.8. When examining instructors, every IE must be aware of their responsibilities towards British Skydiving, the PTO, the Student Skydivers and the Candidate themselves and of the consequences which may flow from an incident due or partly due to faulty instruction. If there is any reasonable doubt in their mind that the candidate is too inexperienced, temperamentally or in any way unsuitable, an IE must NOT sign his/her rating.

9. GROUND INSTRUCTORS (G)

A Ground Instructor is a British Skydiving instructor who does not meet the required annual/bi-annual jump number requirements for instructor rating renewal (see para 12, below), or wishes to only take part in 'ground' instruction. To obtain a ground instructor rating, an instructor (CSI, AFFI or TI) must contact British Skydiving HQ, in writing, stating which rating(s) they wishes changing. After which the instructor may renew their ground instructor rating annually (see *N.B.* below).

9.1. Category System Instructor (G)

To become a CSI(G) the CSI must have held the rating for a minimum of 3 years before changing to a ground rating. Once the change has been made the CSI(G) will be permitted to carry out all the duties of a CSI on the ground but will not be permitted to carry out any CSI duties in the aircraft or in the air, including dispatching, jumping with or observing Student Skydivers.

9.2. Accelerated Free Fall Instructor (G)

To become an AFFI(G) the AFFI must have held the rating for a minimum of 3 years before changing to a ground rating. Once the change has been made the AFFI(G) will be permitted to carry out all the duties of a AFFI on the ground but will not be permitted to carry out any AFFI duties in the aircraft or in the air, including dispatching, jumping with or observing Student Skydivers.

9.3. Tandem Instructor (G)

To become a TI(G) the TI must have held the rating for a minimum of 3 years before changing to a ground rating. Once the change has been made the TI(G) will be permitted to carry out all the duties of a TI on the ground but will not be permitted to carry out any TI duties in the aircraft or in the air, including jumping with Tandem Student Skydivers.

N.B. Ground Instructor ratings expire on the 31st March each year but may be renewed up to six months after that date. To renew a ground instructor rating the instructor must satisfy their CI and that they are current in all aspects of skydiving instruction relevant to their status.

9.4. Regaining Full Instructor Status

Should a Ground Instructor (G) wish to regain their full instructor status, that instructor must first obtain STC approval, via their CI. STC will decide what will be required to regain full instructor status. After regaining full instructor status, the instructor will then be required to fulfil the requirements for renewal as detailed in paragraph 12 (below).

10. EVALUATION/EXAMINATION APPEALS

Any candidate who fails an evaluation or examination for any instructor or IE qualification may appeal against such a decision. In the first instance such appeal must be made to the STC. STC's subsequent ruling will be referred to Council for ratification and a further appeal may be made to Council at that time.

11. CHIEF INSTRUCTOR (CI)

- 11.1.** A CI must be at least an AI who is responsible for ensuring that all skydiving, training, and flying activities are carried out in accordance with the British Skydiving Operations Manual.
- 11.2.** The CI may delegate various responsibilities to qualified subordinates. This may be by the subordinate signing a form to accept responsibility for a specific area/duty. The CI is to ensure that any person accepting responsibility is aware of what that responsibility entails. Where the CI does not have the rating for a training system taking place at the PTO they are CI of, that CI should delegate the responsibility to an instructor with the appropriate rating, who has held that rating for a minimum of three years.
- 11.3.** The CI has the full backing of the STC to ground any member of the PTO or visitor using the PTO's facilities on grounds of contravening British Skydiving Operations Manual requirements, or local SOPs, or whenever it is considered to be in the interests of the PTO or members to do so. They may recommend to the STC that any British Skydiving member be permanently grounded, giving the reason in writing. In such cases members concerned will have the right of appeal.
- 11.4.** The CI is automatically a voting member of STC, providing they are the CI of a British Skydiving Affiliated PTO.
- 11.5.** British Skydiving and Civil Aviation Authority (CAA) shall be notified in writing not less than seven days in advance of any intended change of CI.

12. INSTRUCTOR RATING RENEWALS

- 12.1.** Instructor ratings expire on the 31st March each year but may be renewed up to six months after that date. To renew an instructor rating the instructor must satisfy their CI that they are current in all aspects of skydiving instruction relevant to their status. CIs should pay particular attention to the following:
 - 12.1.1. The number of lessons from the Basic Training Syllabus taught.
 - 12.1.2. The number of progression briefs taught.
 - 12.1.3. The number of students talked down.
 - 12.1.4. In the case of CSIs; the number of Static Line and Free Fall students despatched.
 - 12.1.5. In the case of AFFIs, the number of AFF instructional descents.
- 12.2.** During the preceding 2-year period the instructor must have completed a minimum of 60 descents. However, if an instructor was unable to complete the 60-jump minimum in the previous 2-year period, the following may apply:
 - 12.2.1. CSIs that have held a CSI rating for a minimum of 3 years and hold a British Skydiving 'D' Licence are required to have completed a minimum of 40 descents during the preceding 2-year period.
 - 12.2.2. CSIs that have held a CSI rating for a minimum of 10 years are required to have completed a minimum of 40 descents during the preceding 2-year period.

- 12.2.3. AIs and IEs are not required to have completed a minimum number of descents in the previous two years, including coaching and instructional jumps, to renew their ratings provided they have held their rating for a minimum of 3 years. In the case of IEs, they are only permitted to carry out in air evaluations on a British Skydiving Instructor Course provided they are current and only at the discretion of the course director.
- 12.2.4. The above (12.2.1. – 12.2.3) does not apply to AFF Instructor ratings.
- 12.2.5. A CI may not countersign the renewal application for themselves. A CI will require their instructor rating(s) countersigned for renewal by another CI other than themselves.
- 12.2.6. Once an instructor rating has expired the instructor may not exercise the privileges of that rating until the rating is renewed.

N.B.(10) For Tandem Instructor rating renewals also refer to para 5.7. above.

13. NON-BRITISH SKYDIVING INSTRUCTORS

13.1. Accelerated Free Fall & Tandem Instructors

Non British Skydiving rated AFF and/or Tandem Instructors wishing to make AFF or Tandem instructional descents at British Skydiving Affiliated PTOs must be 'full' members of British Skydiving, be able to communicate adequately in spoken and written English, successfully complete a written examination on the requirements of the British Skydiving Operations Manual, have received a Methods of Instruction, PTO Management and an Incident Procedures lecture, given by at least a British Skydiving Advanced Instructor. Prepared and delivered (to a CI) the relevant 'ground school' for the rating being applied for. Have a written recommendation from a CI prior to attending a British Skydiving Tandem and/or AFF Instructor Conversion Course. Successfully carry out the relevant 'ground school' on the course and be evaluated in air as directed by the Instructor Examiners on the course (at least two descents). They must also fulfil the specific requirements to attend, below:

- 13.1.1. Accelerated Free Fall Instructor:
 - a. Hold a current AFF instructor rating acceptable to the skydiving governing organisation of the country where the rating was obtained.
 - b. Hold a current British Skydiving 'Solo' Skydiving Instructor Medical Certificate/Doctor's Certificate (Form 116A).
 - c. Have completed a Foreign AFF Proficiency card (Form 254g).
 - d. Hold a British Skydiving Canopy Handling (CH) coach qualification.
 - f. Have a minimum of 100 AFF instructional descents.
 - g. Have at least 1,000 descents and 10 hours of free fall time.

13.1.2. Tandem Instructor:

- a. Hold a current Tandem instructor rating acceptable to the skydiving governing organisation of the country where the rating was obtained.
- b. Hold a current British Skydiving Tandem Instructor Medical Certificate (Form 116).
- c. Hold a British Skydiving packing certificate for the main Tandem parachute to be evaluated on.
- d. Have completed a Foreign Tandem Proficiency card (Form 254h).
- e. Have a minimum of 100 Tandem instructional descents.
- f. Have at least 800 descents and 8 hours of free fall time.

13.1.3. Following successful completion of the above the instructor will be awarded a British Skydiving Tandem and/or AFF rating as applicable.

13.1.4. Some other British Skydiving instructor ratings such as Category System Instructor may not have non-British Skydiving equivalents, therefore non-British Skydiving instructors wishing to obtain ratings other than AFF, Tandem or Advanced Instructor must complete the appropriate British Skydiving course(s).

N.B(11). Non-British Skydiving AFF Instructor Syllabus may be found on Form 153a.

N.B(12). Non-British Skydiving Tandem Instructor Syllabus may be found on Form 153b.

13.2. Advanced Instructor

Non-British Skydiving instructors or foreign British Skydiving instructors (excluding Tandem Instructors) who have not held a British Skydiving instructor rating for a minimum of 3 years, wishing to become a British Skydiving Advanced Instructor must be 'full' members of the British Skydiving, be able to communicate adequately in spoken and written English, successfully complete a written examination on the requirements of the British Skydiving Operations Manual, have received a Methods of Instruction, Drop Zone Management and an Incident Procedures lecture, given by at least a British Skydiving Advanced Instructor. Have a written recommendation from a CI prior to attending a British Skydiving Pre-Advanced Instructor Assessment Course. They must also fulfil the specific requirements to attend, below:

13.2.1. Required qualifications to attend:

- a. Hold a current non-British Skydiving instructor rating, held for a minimum of 3 years, acceptable to the skydiving governing organisation of the country where the rating was obtained.
- b. Holds a British Skydiving CSI and/or British Skydiving AFFI rating.
- c. Holds a British Skydiving 'D' Licence.
- d. Has completed a night descent and display descent.
- e. Hold a British Skydiving Canopy Handling (CH) coach qualification.

- f. Holds a current 'British Skydiving Tandem Skydiving Instructor Medical Certificate' (Form 116), or a 'British Skydiving Solo Skydiving Instructor Medical Certificate' (Form 116a)."
 - g. At the start of the course, the candidate must have completed 60 descents in the previous two years.
- 13.2.2. Will be required to attend a Pre-Advanced Instructor Assessment Course of up to a week in length organised by an STO or HoSTC.
- 13.2.3. After completing the Pre-Advanced Instructor Assessment Course, the candidate will be either advised to re-apply to attend another Pre-Advanced Instructor Assessment Course after a minimum period of time or will be recommended to attend an Advanced Instructor Examination Course for upgrading to Advanced Instructor after a period of time specified by the Instructor Examiners, but within a maximum of 18 months.
- 13.2.4. On successful completion of the Advanced Instructor Examination Course, two Instructor Examiners will sign the qualification of the candidate. The candidate will then be awarded Advanced Instructor status.

N.B.(13) The Training Syllabus for the above Advanced Instructor Course can be found on Form 151a.

14. BREACH OF OPERATIONS MANUAL

The Chair of STC may, in consultation with the Safety & Training Officers and the Head of Safety, Training and Competitions, deal with an instructor alleged to be in breach, or suspected breach of the Operations Manual, in a number of ways:

- 14.1.** Be dealt with informally by way of a letter setting out the allegation/breach and, if appropriate, advising the instructor as to their future conduct, or
- 14.2.** The allegation/breach should be referred to STC to decide if a formal Tribunal is required, or
- 14.3.** Form a Panel of Inquiry to investigate the matter further.

N.B.(14) Tribunal Proceedings – Rules and Procedures Form 256.