



British Model Flying Association

**RC Achievement Scheme Handbook
2018 Issue**

Achievement Scheme Information & Communication

The BMFA Achievement Scheme provides every RC flyer the opportunity to set themselves an achievement target to aim for, and then have their progress assessed and confirmed by an examiner.

It is important that all those involved in training, examining and preparing for the tests, are well informed and up to date with all that the scheme has to offer. To this end, and to aid communication, important information regarding scheme developments, as well as details of all of the tests and their associated guidance documents, are made available to everyone via a number of sources, which include:-

- The Achievement Scheme website - <http://achievements.bmfa.org>
- The BMFA website - <http://bmfa.org>
- The BMFA News
- The Achievement Scheme closed Facebook group

It's important to appreciate that **ALL** of the scheme documents are reviewed and updated on an annual basis. Whichever document you are using, you will know if you have the right one, simply by looking at the date on the front cover. If it's not dated with the current year, it's the wrong one!

Most BMFA Clubs have Club Instructors/Examiners who will be familiar with the scheme and what is expected of anyone thinking of participating. If your club does not have a club examiner then each BMFA Area has an Achievement Scheme Coordinator (contact details can usually be found on the BMFA Area website) who can usually help in coordinating tests, or answering queries about tests etc. All BMFA Areas have Area Chief Examiners who would normally undertake Club Examiner tests, but are also available to help out with club tests, if requested. Importantly, they are also very knowledgeable about the scheme and its requirements. Area coordinators can often find an ACE that is close to your club, if you are having difficulty arranging for a test.

All BMFA Achievement Scheme & training documents are available to download from the BMFA Achievement Scheme website <http://achievements.bmfa.org>. You can also register your email address with the Achievement Scheme website and receive email notification of any news flashes, notification of scheme events and updates to documentation etc. as soon as they are published.

The Achievement Scheme also has a closed Facebook group (you just have to apply to be included) where comment and queries can be posted and examiners/instructors and members of the Achievement Scheme Review Committee can answer questions, or offer clarification.

If you have any query about the scheme or constructive comment on the scheme you can contact the Power/Silent Flight Scheme Controller (RCPAS@bmfa.org), or the Achievement Scheme Review Committee, via the BMFA Office.

Welcome to the 2018 issue of the BMFA Achievement Scheme Handbook.

The Achievement Scheme Review Committee (ASRC) is constantly reviewing achievement scheme documentation.

All text significantly changed or new to the Handbook since the previous issue is highlighted by sidebars.

The Achievement Scheme Handbook is an active document, which is constantly kept under review by the ASRC. The ASRC are happy to receive input and comment on all achievement scheme materials, which can be made via the BMFA Leicester office.

However, except in exceptional circumstances, this handbook is only updated and re-issued at the start of each year. This ensures consistency throughout the year and enables users to be confident that they are operating from the current issue, as they only need to check the publication date.

Words of masculine gender should be taken to include the feminine gender unless the context indicates otherwise.

There is also now a dedicated web site for the BMFA achievement scheme that contains all the publications and other guidance, including interactive quizzes about the test questions.

<http://achievements.bmfa.org>

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THE RADIO CONTROL ACHIEVEMENT SCHEME

General

The aim of the RC Achievement Scheme is to increase enjoyment of the sport and encourage RC model flyers to improve their standard of flying and safety, and to raise awareness of the legal controls relating to model aircraft flying and to prove that standard and awareness to an Examiner.

The scheme is run by the BMFA as a National Scheme and it is open to all RC model flyers, including non-members. **Where a non-member wishes to participate in the achievement scheme the examiner who will be conducting the test must inform the BMFA office** via email or telephone no later than the day prior to the test being carried out of the non-member's full name, address and the date that the test will be conducted. This enables the BMFA to extend insurance at suitable levels for the day of the test. If this procedure is not followed the test will be invalid.

It is important to appreciate that the scheme is not primarily about permitting or licensing. Fundamentally, the scheme is all about personal goals and challenges. It is entirely voluntary and intended to provide every RC flyer with something to aspire to and aim for, should they so wish. The scheme is not compulsory and BMFA insurance is NOT conditional on holding any of the achievements !

The scheme is administered nationally by power and silent flight Scheme Controllers, although these roles may be combined in a single Scheme Controller. The scheme may be used by any model flying group or club, whether it is BMFA affiliated or not and all applications from clubs who wish to participate in the scheme are welcome.

The scheme provides Basic Proficiency Certificates and Achievement awards. Achievement Awards are available at 'A' (basic) and 'B' (advanced) levels for a wide variety of disciplines. Specialist 'C' certificate endorsements are also available to 'B' certificate holders.

The Basic Proficiency Certificates provide a measure of competence for pilots operating fixed and rotary wing aircraft fitted with stabilisation technologies.

An FPV extension is also available to holders of any Basic Proficiency or 'A' certificate.

The 'A' Certificate, equates to a basic standard of safety and flying competence.

The 'B' Certificate, is designed to recognise a more advanced pilot's increased ability and knowledge, and demonstrates a high level of safety.

In addition, there are endorsements available to the 'B' Certificate in various disciplines for those flyers who wish to take their personal flying standards and achievements further. These are,

The 'C' Certificate, Aerobatics.

The 'C' Certificate, Scale

The 'C' Certificate, Gas Turbine

For Silent Flight, there are three additional Certificates for Thermal and Slope disciplines, the Gold, Diamond and Diamond Star, which are run independently by BARCS.

National Standards and Advice to Area Chief Examiners, Club Examiners and Candidates.

The Achievement Scheme Guidance documents

The Achievement Scheme is underpinned by a series of Guidance documents, one for each test. A list of the Guidance documents, which include the relevant test schedules, is included in the Appendices of this handbook. (See Appendix 1) These set out the nationally agreed standards for the testing of candidates taking all of the available Basic Proficiency and 'A', 'B' and 'C' certificate tests.

These are key documents, as they provide the **definitive national reference** for all examiners and candidates.

Candidates are strongly advised to study the relevant guidance, as they explain in detail every aspect of the test they will be taking.

Testing of Club Examiner Candidates

Guidance is also provided for Area Chief Examiners, detailing all of the aspects of the tests that have to be covered when examining candidates for the position of Club Examiner.

How the Achievement Scheme is Run and Administered

The Scheme Controller

The Achievement Scheme is administered by National Scheme Controllers (NSC) for both power and silent flight disciplines, although these roles may be combined in a single Scheme Controller, acting for the Areas Council.

The Achievement Scheme Review Committee (ASRC) has ownership of all Achievement Scheme materials, which are reviewed on an annual basis. The ASRC is a sub-committee of the Areas Council.

BMFA Areas control and co-ordinate the activities of all Area Chief Examiners and Area Chief Instructors, within their Area.

Individual clubs control and administer the activities of their Club Examiners and Instructors.

A job description and terms of reference for the NSC are given in Appendix 3.

Contact details for the National Scheme Controller(s) are available from the Achievement Scheme website at www.achievements.bmfa.org or from the Leicester office.

The Area Achievement Scheme Co-ordinators

Each of the fourteen BMFA Areas has appointed an Achievement Scheme Co-ordinator (ASC), whose job is to oversee the running of the scheme in their Area and to liaise with their local Area Chief Examiners and Club Examiners, as well as with the overall Scheme Controller. The ASC is normally one of the Area's Chief Examiners, but this is not a mandatory requirement.

If your club does not have any registered Club Examiners, does not have enough Examiners, or has any problems with co-ordinating the work of your existing Examiners, then it is essential that your club committee contacts the local Area Achievement Scheme Co-ordinator (ASC) who will be able to help.

A job description and terms of reference for the ASC are given in Appendix 4.

Contact details for Area Co-ordinators may be obtained from the BMFA website or from Leicester office.

Area Chief Examiners

(Fixed Wing, Helicopter and Silent Flight)

The Achievement Scheme is run at Area level by Area Chief Examiners, who are persons nominated by Area Committees and ratified by the National Scheme Controller as Area Chief Examiners.

A sufficient number of Area Chief Examiners should be maintained by each Area to ensure good geographic coverage for their clubs.

The principal duty of an Area Chief Examiner is to test applicants for the post of Examiner and to promote and maintain the standards of the R/C Achievement Schemes by example, which should include assisting with the delivery of Examiner / Instructor workshops and by visiting clubs that require their services.

They are also non-voting officers of their Area Committee and are required to liaise with their Area Scheme Co-ordinator. They must also submit an annual report to the Area AGM.

It is important to note that Area Chief Examiner status is an appointment, not a qualification and is subject to annual re-ratification.

Area Chief Examiner Eligibility

Area Chief Examiners must be senior members of the BMFA (i.e. over the age of 18 years) and may be appointed for fixed-wing, helicopter, silent flight or any combination of the three. All Area Chief Examiner ratings will be shown on the individual's BMFA membership card.

They must have long term knowledge and experience of any discipline for which they are appointed and must also have full knowledge of the BMFA Safety Codes and CAP 658.

All Area Chief Examiner candidates must have held an Examiner rating in the discipline for which they are to be appointed for at least **two years**.

If an Area Chief Examiner gains a 'B' certificate in any discipline(s) additional to the one(s) for which they were originally appointed, then, on application to the Scheme Controller, they will automatically be granted ACE status for that new discipline(s).

The initial ratification for an Area Chief Examiner ends on December 31st of that year. After that, Area Chief Examiner appointments are for a period of one year only, from January 1st to December 31st. The appointment may be renewed by the Scheme Controller annually at the request of the appropriate Area Committee.

How an Area Appoints an Area Chief Examiner

Areas, acting through their committees shall have the responsibility of appointing Area Chief Examiners. The first step is for the Area to decide that an Area Chief Examiner is needed and then to decide on a suitable candidate.

A vote to put the candidate forward is then taken at an Area meeting and, for the candidate to be successful, the voting **MUST** show at least two thirds of those present and eligible to vote to be in favour of the candidate. The Area should note that there is a requirement that the candidate provides a CV to go with the proposal, preferably supported by a copy of relevant sections of the examiners log book.

A proposal form is then raised by the Area and then passed to the Scheme Controller, usually by the Area Achievement Scheme Co-ordinator.

Immediately on receipt, the Controller will check the proposal form to see that the Area voting was correct, that the required CV is present, and that the candidate has been an Examiner in the requested discipline for the required length of time.

He will then examine the candidate's activities within the Achievement Scheme. If everything is satisfactory the Controller will ratify the appointment and pass all the documentation to the Leicester office, who will update the records and issue the necessary certificate and documentation.

If the Controller has any reservations as to the proposed appointment he shall, in the first instance, advise the nominating Area of his reservations. If the Area, having considered the Controller's reservations, persists with the appointment, the Controller shall have the option to initiate a deciding vote by the Areas Council on the matter. This vote may be by electronic means if no convenient meeting of the Areas Council is scheduled.

Retaining Area Chief Examiner Status

There are two conditions for remaining an Area Chief Examiner which must be fulfilled each year.

One of these is that the examiner must retain their BMFA membership.

The other is that they are ratified by their Area each year at the Area's AGM and then confirmed by the National Scheme Controller.

Area Chief Examiners are required to submit an annual report of their activities to their Area Achievement Scheme Co-ordinator for consideration at the Area AGM. All Chief Examiners are

encouraged to keep a record of all their activities within the scheme by maintaining a log book. Examiner log books are available free of charge on request from the Leicester office. Details of tests conducted (both passes and fails) and attendance at any events, including workshops etc., are all good examples of useful logbook entries.

If either of these is not satisfied, then the Chief Examiner appointment will be lost and their status on the membership database will be changed.

Any Chief Examiner that is not ratified by their Area **must** be notified of this decision, usually by the Area co-ordinator, not more than 21 days after the Area AGM.

If an ACE is not ratified by the Area, then their status will depend on whether they are accepted by a club as a Club Examiner. Ratification as a Club Examiner must be received by the BMFA Leicester office, either on the pink form contained within the club annual affiliation pack, on line using the club portal, or by a letter from the club committee, no later than the **31st March**. If such ratification is received the examiner will be credited with an 'E', if not, then they will be credited with a 'B'.

If their membership lapsed then they will be credited as a 'B' certificate.

Regaining Chief Examiner status on re-joining or being re-ratified by your Area is not automatic and will be subject to the normal process of ratification by the Scheme Controller.

Area Chief Examiner's Area of Operation

Chief Examiners operate within the Area for which they are ratified.

If a Chief Examiner is

- (a) Requested to operate in another Area as a Chief Examiner for any reason or
- (b) Asked to test Examiner candidates from a club in another Area

He **must** obtain prior agreement from that Area's Achievement Scheme Co-ordinator before taking any further action.

The one exception to the above is operation at BMFA Buckminster - The National Centre for Model Flying. For Achievement Scheme purposes, the National Centre is assigned a special 'all areas' status. As a result of this status, an Area Chief Examiner may conduct a 'B' test unaccompanied (in their appointed discipline(s)) when at the National Centre. However, for any Club Examiner tests conducted at the National Centre, the Area Chief Examiner should follow the normal process of obtaining prior agreement from the Achievement Scheme Co-ordinator from the candidate's Area.

However, an Area Chief Examiner may operate without permission outside of their own area at any time, but only with Club Examiner status (e.g. they operate by invitation and they may take BPC, FPV Extension and 'A' Certificates or stand as one of the two Examiners for a 'B'. They cannot take a 'B' test on their own).

AREA CHIEF EXAMINER
QUICK REFERENCE GUIDE

Primary functions

- Test candidates for the role of Club Examiner
- Promotion of the scheme and maintenance of standards, at all levels
- Provide input and delivery of Area Examiner / Instructor Workshops

Appointment process

- Area Identifies need & candidate – 2/3 majority required
- Area completes application form – relevant signatures, CV, supporting documentation etc.
- Application passed to Scheme Controller – checks test history, qualifying criteria etc. Club Examiner for > 2 years, active in scheme (tests, workshops etc.)
- Controller recommends or rejects – option to refer to Areas Council vote
- Candidate is appointed or rejected

Retention of rating

- Ratified by Area on annual basis – must present annual report and remain active within Scheme
- Remains a member of BMFA

Limits of operation

- May act as Chief Examiner within Area of appointment only
- May only undertake Club Examiner tests at direction of Area Co-ordinator
- May act as Club Examiner in any Area
- May only act as Chief Examiner in Area other than appointed Area with **prior** permission of AS co-ordinator of other Area
- May conduct 'B' tests in appointed discipline(s) unaccompanied
- May conduct 'B' tests in appointed discipline(s) unaccompanied when at the National Centre
- May act as second examiner in 'B' tests outside of appointed discipline(s)
- May conduct Basic Proficiency, 'A' and FPV extension tests in any discipline
- Under direction of the Area Co-ordinator and the Scheme Controller, may act as the lead or second examiner for a 'C' test, as appropriate

Club Examiners

(Fixed Wing, Helicopter and Silent Flight)

The Achievement Schemes are run at local level by Club Examiners who will be tested and appointed by an Area Chief Examiner, arranged by their local Area Achievement Scheme Co-ordinator.

The principal duty of a Club Examiner is to test applicants for 'A' and 'B' Certificates and to maintain the standards of the Achievement Scheme, both in their club environment and further afield. Consistency of testing is important and club examiners should keep abreast of developments within the Scheme. An excellent method of achieving this is attendance at Examiner / Instructor workshops.

Examiners are appointed specifically to clubs and may not operate unless initially appointed by a club and then ratified annually by at least one club.

It is important to note that Club Examiner status is an appointment, not a qualification and is subject to annual re-ratification.

Club Examiners are encouraged to keep a record of all their activities within the scheme by maintaining a log book. Examiner log books are available free of charge on request from the Leicester office. Details of tests conducted (both passes and fails) and attendance at any events, including workshops etc., are all good examples of useful logbook entries.

A Club has the sole right to specify which Examiners may test their members on their own flying fields. The Examiners may be those ratified annually by the Club or they may be Examiners who are invited by the Club Committee to visit the Club to test members.

This does not restrict the right of model flyers to be tested at a venue and with an Examiner of their choice, but it should be noted that any Club may insist on satisfying themselves regarding the flying proficiency of any member or visitor who has been tested away from the Club and not by their own Examiners.

Club Examiner Eligibility

Club Examiners will be categorised as 'Fixed-wing', 'Helicopter', 'Silent Flight' or any combination of the three. Separate certificates will be issued for Fixed-Wing, Helicopter and Silent Flight Examiners and all Examiner ratings will be shown on the individual's BMFA membership card.

Club Examiner appointments are for a period of one year only. After this time the appointment may be renewed by the BMFA Leicester office on receipt of the annual club affiliation form or a letter from the club committee.

Candidates for the post of Club Examiner must be senior members of the BMFA (i.e. over the age of 18 years) and must have held a 'B' Certificate in the relevant discipline for a minimum of 6 months (Fixed Wing 'B' for Fixed Wing Examiner, Helicopter 'B' or Multi-rotor 'B' for Helicopter Examiner and either Thermal, Slope or Electric 'B' for Silent Flight Examiner).

They will be asked to fly by the Area Chief Examiner and will be expected to demonstrate a high standard of flying and flight safety, based on the relevant 'B' Certificate. They will also be expected to demonstrate the role of examiner, in accordance with Club Examiner test guidance.

In their interview with the Area Chief Examiner, prospective examiners must also show a long-term knowledge of R/C flying, particularly in the discipline for which they are being tested, and a full knowledge of the BMFA Safety Codes, CAP 658 and local club rules.

How a Club Appoints an Examiner

To request the appointment of a Club Examiner, the candidate's club must apply to their BMFA Area Achievement Scheme Co-ordinator (Area ASC) in writing, asking that the candidate be tested and giving, in advance, written acceptance of the candidate as a Registered Club Examiner should the test be successful.

If the Club is not certain who the local Area ASC is then they should consult the BMFA website or contact the Leicester office who will provide contact details. Requests for Club Examiner tests direct

elsewhere, such as directly to an Area Chief Examiner or to the BMFA office, will be forwarded to the appropriate Area ASC, but this is likely to introduce a delay.

On receipt of the written request, the Area ASC will arrange for an Area Chief Examiner to contact the candidate and make arrangements for the test to take place.

If this procedure is not followed then any Examiner test undertaken will be ruled invalid. The Area ASC must be involved in the process and an Area Chief Examiner cannot be approached directly to take tests.

If the candidate is successful, the Area Chief Examiner will report to the BMFA Leicester office who will register the appointment and issue the relevant operating paperwork.

The Achievement Scheme is run by the BMFA as a National Scheme and so requests that Examiner candidates be tested will be welcomed and accepted from both BMFA affiliated and non-affiliated clubs.

Retaining Club Examiner Status

One of the conditions is that examiners retain their BMFA membership. If membership is allowed to lapse, then Examiner status will be lost. This will be followed through near the end of the lapsed membership year when status on the membership database will be changed and the individual will be credited as 'B' certificate only. Regaining Examiner status on re-joining is not automatic and will be subject to completing a satisfactory test conducted by an Area Chief Examiner.

The other condition is that an examiner must be ratified by at least one club each year. If notification of ratification is not received by the **31st March**, status on the database will be changed to show a 'B' certificate.

Any Club Examiner that is not ratified by their Club on the pink form contained within the annual club affiliation pack, must be notified of this decision, usually by the club secretary, as soon as is practically possible.

As with lapsed membership, regaining Examiner status following non-ratification is not automatic and will be subject to completing a satisfactory test conducted by an Area Chief Examiner.

The two conditions for remaining a Club Examiner must be fulfilled each year.

The BMFA Achievement Scheme is intended to operate as a National Scheme and not just within the BMFA. Club Examiners may therefore be registered by both BMFA affiliated clubs and by non-affiliated clubs.

CLUB EXAMINER
QUICK REFERENCE GUIDE

Primary functions

- Test candidates for Basic Proficiency, FPV extension, 'A', 'B' and 'C' certificates, as appropriate
- Promotion of the scheme and maintenance of standards, within club environment and beyond
- Remain current with developments in the scheme - attend Examiner / Instructor Workshops

Appointment process

- Club Identifies need & candidate
- Club contacts Area Co-ordinator
- Area Co-ordinator appoints an ACE to conduct test
- Appointed ACE contacts candidate and date for test agreed
- Candidate is tested – fly's appropriate 'B' test and then conducts mock 'A' and 'B' test with ACE
- Candidate is appointed or rejected

Retention of rating

- Ratified by Club on annual basis – should remain current and promote scheme within club
- Remain a member of BMFA

Limits of operation

- May conduct Basic Proficiency, FPV extension and 'A' tests in any discipline
- May act as lead examiner in any 'B' tests in their appointed discipline(s)
- May act as second examiner in any 'B' test
- May only act as an examiner in other club(s), upon request from their committee(s)
- Under direction of the Area Co-ordinator, may act as the second examiner for a 'C' test, as appropriate

ACHIEVEMENT SCHEME ADMINISTRATION

Number of Examiners

A register of Area Chief and Club Examiners is maintained by the BMFA Leicester office on behalf of Council and only those whose names appear on the register are authorised to conduct examinations

The number of Area Chief Examiners in an Area will vary but, as an approximate guideline, an Area should endeavour to have one ACE for every ten clubs within the Area, although this will vary, dependent on the geographic distribution of clubs within the Area.

The number of Examiners in a club will also vary but, as an approximate guideline, a club should have at least two Examiners plus an additional Examiner for every 25 members. This will vary, of course, and some clubs will have more Examiners than this.

As an example, if a club runs the Fixed Wing, Helicopter and Silent Flight schemes, it will almost certainly need more Examiners than the guidelines suggest.

- | Areas and Clubs should make every effort to ratify enough Examiners for their needs, and the local Area Achievement Scheme Co-ordinator will be able to help. Contact them via the BMFA website or the Leicester office.

Examination Fees

No examination fees will be charged to either BMFA members or non-members.

Displays and Competitions

CAP 658, the Civil Aviation Authority's guide to the safe flying of Model Aircraft identifies that display organisers have a responsibility to satisfy themselves of the competence of pilots flying in the display.

The BMFA's recommendation, as stated in the Safety Code for Model Flying Displays, is that all flyers should have had experience with the aircraft they are to fly and the types of manoeuvres to be performed, and for radio-controlled flying it is recommended that all flyers should be BMFA 'B' Certificate holders or equivalent.

Penalties & Withdrawal of Certificates

Where a Certificate holder or an Examiner consistently operates an aircraft in an un-safe manner, his Club is empowered to take the following action:

- (a) In the first instance, a verbal warning to the offender by an officer of the club.
- (b) In the second instance, a written warning from the club committee.
- (c) Where these warnings fail to have the necessary effect, the club committee may formally request that the Areas Council withdraw the offender's Certificate or Examiner qualification.

In exceptional circumstances, a BMFA Area may formally propose to Areas Council that a certificate or qualification be withdrawn directly.

Once a certificate or qualification has been withdrawn by Areas Council, the offender will not be permitted to re-take the test for a period of 6 months from the date of withdrawal.

Note: The removal of a 'B' certificate will automatically mean that any endorsements to the 'B' will also be lost (for instance any 'C' certificate). This is because you must have a 'B' certificate to take and hold a 'C'.

Basic Proficiency, FPV Extension, 'A', 'B', 'C' & 'E' Certificate Re-Tests

Where a Club or Area has concerns about the standards of flying or behaviour of any individual but do not wish to take the matter to Areas Council, a re-test procedure is in place as follows:

- (1) Any Club or Area may apply to their local Achievement Scheme Co-ordinator (ASC) to have any member re-tested for any of the above certificates. Requests from a Club must be on Club headed notepaper and must be signed by at least two current Club Committee members. Requests from an Area must be on Area headed Notepaper and signed by at least two current Officers of the Area.
- | (2) The ASC will pass on any such requests to the relevant National Scheme Controller, who will arrange for a Chief Examiner (CE) from a different Area to conduct the re-test by arrangement with the candidate.

- (3) Any costs involved with travelling will be borne by the organisation that requests the re-test.
- (4) If the candidate fails the re-test, the CE will be authorised to revoke the candidate's certificate or appointment and re-grade the candidate as required. For instance, a candidate who failed a 'B' test could be re-graded as an 'A' certificate. These actions will be ratified by the Scheme Controller after receiving the report of the CE.
- (5) If the candidate for the re-test does not co-operate with the designated CE then he will be deemed to have failed the re-test.
- (6) If a candidate fails a re-test and is re-graded, they will not be allowed to re-take the test for six months from the date of the failed re-test.

Note: The removal of a 'B' certificate will automatically mean that any endorsements to the 'B' will also be lost (for instance any 'C' certificate). This is because you must have a 'B' certificate to take and hold a 'C'.

Equivalent Ratings

BMFA and SAA

There is a reciprocal agreement between BMFA and the SAA to jointly recognise some of the various Achievement Scheme ratings in the case of members moving between the Associations. This recognition will result in the automatic granting of a rating in some cases and will work whichever way the member moves.

The equivalent ratings agreed are:

The BMFA 'A', Fixed Wing and the SAA Bronze, Fixed Wing.

The BMFA 'A', Helicopter and the SAA Bronze, Helicopter.

The BMFA 'B', Helicopter and the SAA Silver, Helicopter.

Competition Entry

For the purposes of competition entry only:

The SAA Silver Certificate, Fixed Wing and the LMA Certificate of Proficiency are accepted as equivalent to the BMFA 'B' Certificate, Fixed Wing.

The SAA Silver Certificate Helicopter is accepted as equivalent to the BMFA 'B' Certificate, Helicopter.

BMFA and BARCS

The Achievement Schemes for Silent flight beyond the 'A' and 'B' Certificates, are run by BARCS. The levels achieved are recorded on the BMFA database and the BMFA membership card as endorsements to the 'B' Certificate. Therefore:

Any holder of a BMFA or BARCS Silent Flight Thermal Gold, Diamond or Diamond Star prior to 2005 will be assumed to hold a 'B' Certificate, Silent Flight Thermal.

Any holder of a BMFA or BARCS Silent Flight Slope Gold, Diamond or Diamond Star prior to 2005 will be assumed to hold a 'B' Certificate, Silent Flight Slope.

Badges

Pin badges are available for all grades and disciplines of the Achievement Scheme. They may be obtained direct from the BMFA Leicester office (call the office or check the BMFA website for the latest prices). Orders must include evidence of the appropriate rating(s) by quoting your certificate number.

BMFA Membership Cards

Details of a member's Achievement Scheme ratings will be shown on their membership card. A key to the rating codes on membership cards is shown below:-

ACHIEVEMENT SCHEME

RATINGS CODES

POWER

BP(FW)	-	Power Fixed Wing Basic Proficiency Certificate
BP(H)	-	Helicopter Basic Proficiency Certificate
BP(MR)	-	Multi-Rotor Basic Proficiency Certificate
FPV	-	FPV Extension
A(FW)	-	Power Fixed Wing 'A'
B(FW)	-	Power Fixed Wing 'B'
E(FW)	-	Power Fixed Wing Club Examiner
CE(FW)	-	Power Fixed Wing Chief Examiner)
A(H)	-	Helicopter 'A'
B(H)	-	Helicopter 'B'
E(H)	-	Helicopter Club Examiner
CE(H)	-	Helicopter Chief Examiner
A(MR)	-	Multi-Rotor 'A'
B(MR)	-	Multi-Rotor 'B'
A(IA)	-	Indoor Aerobatic 'A'
B(IA)	-	Indoor Aerobatic 'B'

SILENT FLIGHT

A(SFT)	-	Thermal 'A'
B(SFT)	-	Thermal 'B'
A(SFS)	-	Slope 'A'
B(SFS)	-	Slope 'B'
A(SFE)	-	Electric 'A'
B(SFE)	-	Electric 'B'
E(SF)	-	Silent Flight Club Examiner
CE(SF)	-	Silent Flight Chief Examiner

ENDORSEMENT RATINGS CODES

POWER

- C(AE) - Aerobatics (C)
- C(GT) - GasTurbine (C)
- C(SC) - Scale (C)

SILENT FLIGHT Administered by BARCS

- G(SFT) - Thermal Gold
- D(SFT) - Thermal Diamond
- D*(SFT) - Thermal Diamond Star
- G(SFS) - Slope Gold
- D(SFS) - Slope Diamond
- D*(SFS) - Slope Diamond Star

INSTRUCTOR RATING CODES

POWER

- I(FW) - Power Fixed Wing Registered Club Instructor
- AI(FW) - Power Fixed Wing Approved Instructor
- QI(FW) - Power Fixed Wing Qualified Instructor
- CI(FW) - Power Fixed Wing Chief Instructor

HELICOPTER

- I(H) - Helicopter Registered Club Instructor
- AI(H) - Helicopter Approved Instructor
- QI(H) - Helicopter Qualified Instructor
- CI(H) - Helicopter Chief Instructor

SILENT FLIGHT

- I (SF) - Silent Flight Registered Club Instructor
- AI(SF) - Silent Flight Approved Instructor
- QI(SF) - Silent Flight Qualified Instructor
- CI(SF) - Silent Flight Chief Instructor

THE TEST QUESTIONS

Mandatory Questions

From April 2016 it is a requirement of all tests (excluding C certificate tests) that candidates must answer correctly 5 questions taken from the list of mandatory questions based on legal aspects of model aircraft flying. (See Appendix 2)

Supplementary Questions

In general, most supplementary test questions will be based on the various BMFA safety codes.

The Safety Codes can be found in the current edition of the BMFA Member's Handbook, sections 8 through to 24.

The Member's Handbook also contains sections on specific disciplines within model flying and you should read at least those sections that apply to the test you are taking, as well as the section on Legal Controls over Model Flying.

Test candidates should also study CAP 658 as it contains considerable information on how the Air Navigation Order affects model flying.

Some of the questions may also be based on local flying rules and you should familiarise yourself with these and or the relevant club handbook.

For 'B' Certificate tests, some questions may be based on the BMFA Safety Code for Model Flying Displays.

The test for Examiner or for any 'C' certificate requires that the Chief Examiner interviews the candidate to form an impression of the person's depth of knowledge of model flying in general and, in particular, the discipline in which they are being tested.

Specific questions, as for the 'A' and 'B' tests, might not be asked, but if you don't have a good knowledge of the relevant sections of the Member's Handbook you are not likely to impress during the interview.

TAKING A TEST

If your club does not have any Examiners, you should contact your local Area Achievement Scheme Co-ordinator who will be able to help. Names and telephone numbers of Area Co-ordinators are available from the [BMFA website](#) and the Leicester office.

Basic Proficiency Certificate, 'A' Certificate and FPV Extension

The examination for a Basic Proficiency Certificate, 'A' Certificate, or FPV Extension may be taken on application to **any** Club Examiner or Chief Examiner.

Please note that there are **specific test forms for these tests**, which can be downloaded from the achievement scheme [website downloads page](#).

Whether the candidate is awarded a **Basic Proficiency** or an 'A' certificate depends entirely on what model they present with for the test. For example for fixed wing power tests;

- If the candidate presents with a model that is not capable of taking off from the ground they will take the **BPC**
- If the candidate presents with a model that is under 1kg, they will take a **BPC**, (irrespective of whether it has stabilisation or not.)
- If they present with a model with stabilisation, they will take a **BPC** (irrespective of mass).
- If they present with a model without stabilisation, which is over 1kg and capable of taking off from the ground, they will take an 'A' test.

More detailed, type specific information, for Helicopters, Multi-rotors etc., is given in the relevant test Guidance document.

The candidate must successfully carry out the scheduled flying test. In addition to the flying schedule, the applicant must also answer satisfactorily the five mandatory questions based on legal compliance, as well as a **minimum** of **five** additional questions on safety matters based on the BMFA Safety Codes for General Flying,

and local flying rules. However, the candidate will only be asked questions if they have successfully completed the flying element of the test.

'B' Certificates

The examination for a 'B' Certificate may be taken on application to an Examiner. The examination may be carried out by:

- (a) Two Club Examiners, the 'lead' must be qualified in the relevant discipline
- (b) A Chief Examiner who is qualified in the relevant discipline

A candidate wishing to take a 'B' must already have passed the 'A' in that discipline.

The candidate must successfully carry out the scheduled flying test. In addition to the flying schedule, the applicant must also answer satisfactorily the five mandatory questions based on legal compliance, as well as a **minimum of eight** additional questions on safety matters based on the BMFA Safety Codes for General Flying, Model Flying Displays and local flying rules. However, the candidate will only be asked questions if they have successfully completed the flying element of the test.

'C' Certificates

The examination for a 'C' Certificate may be taken on application to your Area Achievement Scheme Co-ordinator. The examination will be carried out by either one Area Chief Examiner and one Club Examiner, both of whom must be qualified in the appropriate discipline, or two Chief Examiners, one of whom must be qualified in the appropriate discipline. **The lead Chief Examiner involved in the test will be appointed by the PAS Controller.**

A candidate wishing to take a 'C' must already have passed a 'B' test in the appropriate discipline.

The candidate must successfully carry out the scheduled flying test. In addition to the flying schedule, the applicant will undergo a continuous interview process during the tests, during which he must display a satisfactory depth of knowledge of model flying in general and, in particular, of safety matters based on the BMFA Safety Codes for General Flying, Model Flying Displays and any specific to the individual 'C' test being taken. Specific details are given in the individual guidance documents for each test.

Test Administration

- Candidate applies to appropriate Examiner(s) with request for test(s).
- Examiner(s) conducts test using appropriate test form.
- Examiner logs details of test in his personal examiner logbook.

Candidate fails:-

- Examiner provides feedback to help candidate for future tests.

Candidate Passes:-

- Examiner and candidate complete and sign **all** section of test form, as appropriate.
- Candidate retains PART 1 of test form as initial proof of rating.
- Examiner sends PART 2 of test form to Leicester office, within 7 days of test.

On receipt of completed PART 2 of test form, the Leicester office:-

- Amends member's record on BMFA database to reflect new rating(s).
- Generates new BMFA Membership card with updated rating(s).
- Generates appropriate A4 Certificate(s) for new rating(s).
- Sends new membership card and A4 Certificate(s) to the Examiner who submitted the tests form(s), along with replacement blank test form(s), as appropriate.

Please note that the A4 Certificate(s) and updated membership card are not routinely sent directly to the individual tested. However, the Leicester office will send the documents directly to the individual, upon direct and specific request from the Examiner concerned.

- Examiner forwards New BMFA Membership card and A4 Certificate to candidate.

THE RADIO CONTROL INSTRUCTOR SCHEME

The R/C instructor scheme is an important step towards safer flying in several ways:

- (a) Clubs participating in the scheme will be able to offer new pilots an approved flying training course leading to BPC or 'A' certificate standard.
- (b) BMFA recognised Instructors will, of necessity, have to maintain a high standard of personal flying in order to retain the respect due to their status.
- (c) By training new R/C pilots in a safe and professional manner right from the start of their flying.

It is to the advantage of every club to participate fully in the instructor scheme and to enable the scheme to be easily available to all who need it.

The RC Flight Training Manual

BMFA provides a free copy of the Flight Training Manual '**A Flying Start**' to all new members. A voucher is supplied with the first membership card, which simply has to be filled in and returned to the Leicester office. Alternatively, copies may be downloaded free of charge from the BMFA website. Printed and bound copies are also available from the Leicester office for a nominal charge.

The Four-Tier Scheme

The BMFA R/C Instructor Scheme is made up of four types of instructor,

- (1) The BMFA Registered Club Instructor
- (2) The BMFA Approved Instructor
- (3) The BMFA Qualified Instructor
- (4) Area Chief Instructors

BMFA Registered Club Instructors

The Registered Club Instructor (RI) is simply an individual put forward by his club for registration with the BMFA. There is no limit on the number of instructors a club may put forward. Registration is normally made annually, but individuals can be registered at any time using the club portal on the website.

In return the instructor will receive a 'BMFA Registered Club Instructor' certificate and the registration will be entered on his membership record at the Leicester office.

Registered Club Instructors are not tested by a Chief Instructor and will only operate within the club that puts them forward. The intention of the scheme is to give recognition to the many hundreds of dedicated club flyers who give freely of their time to instruct newcomers to model flying, but who do not wish to take the step of becoming BMFA Approved Instructors.

BMFA Approved Instructors

The BMFA Approved Instructor (AI) is the second stage in the Instructor Scheme.

Approved Instructors must be current members of the BMFA and initially be put forward by a club to be tested by an Area Chief Instructor, in much the same way that a Club Examiner is tested by an Area Chief Examiner.

Approved Instructors must also have held a relevant 'A' certificate for a period of six months.

Approved Instructors are free to move between clubs and are expected to take the lead in maintaining the standard of instruction at club and individual level.

Approved Instructors may be ratified by their club(s) on the annual affiliation form, but this is not a mandatory requirement, as the AI rating is an award with similar status to any 'A', 'B' or 'C' certificate.

BMFA Qualified Instructors

Appointment as a Qualified Instructor (QI) is automatic and there is no test to take, but individuals must satisfy two conditions:

(1) They must hold an Approved Instructor rating and have held it for a minimum of one year,

And

(2) They must hold the relevant 'B' certificate and have held it for at least six months.

Individuals will be awarded Qualified Instructor status automatically if they already meet or attain these criteria.

Note that the QI rating depends on an individual retaining both the AI and the 'B' Certificate ratings. If either of these is lost, in the AI case for instance, by not renewing membership the QI rating will also be lost.

Qualified Instructors may be ratified by their club(s) on the annual affiliation form, but this is not a mandatory requirement, as the QI rating is an award with similar status to any 'A', 'B' or 'C' certificate.

Area Chief Instructors

The Scheme will be run at Area level by Chief Instructors (ACI) who are persons nominated by Area Committees and ratified by Areas Council as Area Chief Instructors.

A sufficient number of Chief Instructors should be nominated by each Area to ensure good geographic coverage for their clubs.

Area Chief Instructor appointments are for a period of one year only. After this time the appointment may be renewed by the Scheme Controller at the request of the appropriate Area Committee

Area Chief Instructors must be senior members of the BMFA (i.e. over the age of 18 years) and will have held a 'B' Certificate and been an Approved Instructor for at least twelve months. Their principal duty is to test applicants for the post of Approved Instructor and to promote and maintain the standards of the BMFA Instructor scheme by example and by visiting clubs that require their services.

How an Area Appoints an Area Chief Instructor

Areas, acting through their committees shall have the responsibility of appointing Area Chief Instructors. The first step is for the Area to decide that an Area Chief Instructor is needed and then to decide on a suitable candidate.

A vote to put the candidate forward is then taken at an Area meeting and, for the candidate to be successful; the voting **MUST** show at least two thirds of those present and eligible to vote to be in favour of the candidate. The Area should note that there is a requirement that the candidate provides a CV to go with the proposal.

A proposal form is then raised by the Area and then passed to the Scheme Controller, usually by the Area Achievement Scheme Co-ordinator.

Immediately on receipt, the Controller will check the proposal form to see that the Area voting was correct, that the required CV is present, and that the candidate has been an Instructor in the requested discipline for the required length of time.

He will then examine the candidate's activities within the Scheme. If everything is satisfactory the Controller will ratify the appointment and pass all the documentation to the Leicester office, who will update the records and issue the necessary certificate and documentation.

If the Controller has any reservations as to the proposed appointment he shall, in the first instance, advise the nominating Area of his reservations. If the Area, having considered the Controller's reservations, persists with the appointment, the Controller shall have the option to initiate a deciding vote by the Areas Council on the matter. This vote may be by electronic means if no convenient meeting of the Areas Council is scheduled.

Selection of Instructors

The first step for a club wishing to participate in the BMFA Registered Club Instructor scheme is to recognise which of its members are already acting as instructors and who are willing to take part in the scheme.

The club then simply submits those persons' details to BMFA at the start of each membership year.

If a club wishes to put forward members to become BMFA Approved Instructors, they should first select from its members those pilots who are both willing to act as Approved Instructors and who are sufficiently skilled in R/C flying.

A typical nominee will have considerable background of R/C model flying, be able to communicate flying skills, have a sound knowledge of simple aerodynamics and be highly safety conscious. He must be willing to accept the Flight Training Manual 'A Flying Start' as the syllabus he will use to train new pilots and to follow its guidelines.

To request the appointment of an Approved Instructor the candidate's club must apply to its BMFA Area Achievement Scheme Co-ordinator (Area ASC) in writing, asking that the candidate be tested.

If the club is not certain who their local Area ASC is then they should consult the BMFA website or contact the Leicester offices. Requests for Approved Instructor tests directed elsewhere, such as directly to an Area Chief Instructor or to the BMFA office, will be forwarded to the appropriate Area ASC, but this is likely to introduce a delay.

On receipt of the written request, the Area ASC will arrange for an Area Chief Instructor to contact the candidate and make arrangements for the test to take place.

If this procedure is not followed then any Approved Instructor appointment will be ruled invalid. The Area ASC must be involved in the process and an Area Chief Instructor cannot be approached directly to take the test.

If the candidate is successful, the Area Chief Instructor will report to the BMFA Leicester office who will register the appointment and issue the relevant operating paperwork.

Limits of Approved Instructor Rating

Approved Instructors must be current members of BMFA. Lapsed members will have their Approved Instructor status removed after one year.

From time to time, Areas Council may request that a re-ratification of Approved Instructors be carried out. This will apply only to those Approved Instructors not being regularly re-ratified by their clubs.

Area Chief Instructors' Area of Operation

Area Chief Instructors operate within the Area for which they are ratified. If an Area Chief Instructor is

- (a) Requested to operate in another Area for any reason or
- (b) Asked to test Approved Instructor candidates from a club in another Area,

The Instructor must liaise with that Area's Achievement Scheme Co-ordinator before taking any further action.

Withdrawal of Approved Instructor Rating

It may be felt at some point, for a variety of reasons, that Approved Instructor status should be removed from an individual. This may be done by Areas Council on the recommendation of the Area Committee concerned (either on the request of a Club or on their own behalf). The affected Approved Instructor has the right of appeal to Areas Council, via the BMFA Hon. Secretary.

Once the Approved Instructor qualification has been withdrawn by Areas Council, the Instructor concerned will not be permitted to re-take the test for a period of 6 months from the date of withdrawal.

Approved Instructor Re-Tests

Where a Club or Area has concerns about the standards of flying or behaviour of any Approved Instructor but do not wish to take the matter to Areas Council, a re-test procedure is in place as follows:

- (1) Any Club or Area may apply to their local Achievement Scheme Co-ordinator (ASC) to have any Approved Instructor re-tested. Requests from a Club must be on Club headed notepaper and must be signed by at least two current Club Committee members. Requests from an Area must be on Area headed Notepaper and signed by at least two current Officers of the Area.
- (2) The ASC will pass on any such requests to the National Scheme Controller who will arrange for an Area Chief Instructor (ACI) from an adjoining Area to conduct the re-test by arrangement with the candidate.
- (3) Any costs involved with travelling will be borne by the organisation that requests the re-test.
- (4) If the candidate fails the re-test, the ACI will be authorised to revoke the candidate's rating. This action will be ratified by the Scheme Controller after receiving the report of the ACI.
- (5) If the candidate for the re-test does not co-operate with the designated ACI then he will be deemed to have failed the re-test.
- (6) If a candidate fails a re-test he will not be allowed to re-take the test for six months from the date of the failed re-test.

Achievement Scheme Publications

The following publications are available to download from the [BMFA website](#), the [BMFA Achievement Scheme website](#) and the Leicester office.

Test Standards and Guidance for Chief Examiners, Club Examiners and Test Candidates.

[The Fixed Wing Power Certificates \(Basic Proficiency, A & B\)](#)

[The Helicopter Certificates \(Basic Proficiency, A & B\)](#)

[The Multi-Rotor Certificates \(Basic Proficiency, A & B\)](#)

[Silent Flight A Certificate \(Electric\)](#)

[Silent Flight B Certificate \(Electric\)](#)

[Silent Flight A Certificate \(Thermal\)](#)

[Silent Flight B Certificate \(Thermal\)](#)

[Silent Flight A Certificate \(Slope\)](#)

[Silent Flight B Certificate \(Slope\)](#)

[Indoor Aerobatics A Certificate](#)

[Indoor Aerobatics B Certificate](#)

FPV Extension Certificate

Endorsements

[The 'C' Certificate, Aerobatics](#)

[The 'C' Certificate, Scale](#)

[The 'C' Certificate, Gas Turbine](#)

Other Publications

[A Flying Start – Fixed Wing Flight Training Manual](#)

[Guidance for Chief Examiners](#) – Club Examiner test

[Guidance for Area Chief Instructors](#) – Approved Instructor test

[Examiners Workshop Guidance](#)

Mandatory Question List

- Q(1) Who Regulates all civil flying activities over the United Kingdom, including model aircraft ?**
A The Civil Aviation Authority
- Q(2) How are the rules and regulations for flying established in law by Parliament (statute) ?**
A As a series of Articles contained within in the Air Navigation Order (ANO).
- Q(3) What does Article 240 (previously 137) of the ANO state ?**
A 'A person must not recklessly or negligently act in a manner likely to endanger an aircraft, or any person in an aircraft.'
- Q(4) What does Article 241 (previously 138) of the ANO state ?**
A 'A person must not recklessly or negligently cause or permit an aircraft to endanger any person or property.'
- Q(5) Who is legally responsible to ensure that a model is flown safely ?**
A The pilot in command
- Q (6) Which Civil Aviation Publication (CAP) relates specifically to the use of model aircraft, and for which specific purposes only ?**
A CAP 658, for sport and recreation purposes only
- Q(7) According to CAP 658, which model aircraft are required to have an operating failsafe and what is the minimum setting ?**
A
1) Any aircraft >7kg
2) Any Gas Turbine powered aircraft
3) Any powered model aircraft fitted with a receiver capable of operating in failsafe mode
As a minimum, reduce the engine(s) speed to idle on loss or corruption of signal.
- Q(8) What does Article 94 (previously 166) of the ANO say about the responsibilities of the person in charge of a small unmanned aircraft ?**
A The person in charge of a small unmanned aircraft may only fly the aircraft if reasonably satisfied that the flight can safely be made.
- Q(9) What does Article 94 (previously 166) of the ANO say about visual contact with small unmanned aircraft ?**
A The person in charge must maintain direct, unaided visual contact with the aircraft sufficient to monitor its flight path in relation to other aircraft, persons, vehicles, vessels and structures for the purpose of avoiding collisions.
- Q(10) What does Article 94 (previously 166) of the ANO say about small unmanned aircraft above 7kg?**
A The person in charge of a small unmanned aircraft which has a mass of more than 7 kg must only fly the aircraft:
• Clear of controlled airspace unless with Air Traffic Control (ATC) permission.
• Clear of any Aerodrome Traffic Zone (ATZ) unless with ATC permission.
• At less than 400 ft above the point of launch except with permission as above.
- Q(11) What does Article 94 (previously 166) of the ANO say about 'aerial work' for small unmanned aircraft ?**
A The person in charge of a small unmanned aircraft must not fly the aircraft for the purposes of aerial work except in accordance with a permission granted by the CAA.
- Q(12) How is a flight for the purpose of 'aerial work' defined ?**
A Any flight for which 'valuable consideration' is given or promised in respect of the flight or the purpose of the flight. Essentially any gain you may make from the work undertaken.
- Q(13) How is 'a small unmanned surveillance aircraft' defined ?**
A An aircraft which is equipped to undertake any form of surveillance or data acquisition.(this includes all camera equipped aircraft)

NOTE: The provision of data solely for the use of monitoring the model is not considered to be applicable to the meaning of 'surveillance or data acquisition'.

Q(14) What are the separation requirements of Article 95 (previously 167) - for small unmanned surveillance aircraft - when operating over or within a congested area or organised open-air assembly of more than 1,000 persons ?

A The aircraft must not fly over or within 150 metres of a congested area or organised open-air assembly of more than 1,000 persons

Q(15) What are the separation requirements of Article 95 (previously 167) - for small unmanned surveillance aircraft - in respect of any vessel, vehicle or structure which is not under the control of the person in charge of the aircraft ?

A The aircraft must not fly within 50 metres of any vessel, vehicle or structure not under the control of the person in charge of the aircraft.

Q(16) Except during take-off and landing, what are the separation requirements of Article 95 (previously 167) - for small unmanned surveillance aircraft – excluding the person in charge of the aircraft or anyone under their control ?

A The aircraft must not fly within 50 metres of any person

Q(17) What must be obtained before any flight within controlled airspace or an ATZ of an aircraft over 7kg?

A Obtain permission from the appropriate air traffic control unit.

Q(18) CAA General Exemption E 4457 - permits FPV flight without a buddy box, but with a competent observer. (a) How must the competent observer monitor the flight and (b) What is the maximum mass of aircraft that may be flown under this exemption?

A

- (a) The competent observer must maintain direct unaided visual contact with the model at all times
- (b) The aircraft must be below 3.5kg including batteries and fuel

Q(19) Who has legal responsibility for the safety of an FPV flight a) conducted with a buddy box lead and b) conducted without a buddy box lead ?

A

- (a) The person in charge who must maintain direct unaided visual contact with the model at all times
- (b) The person piloting the aircraft (SUA)

Q(20) According to CAP 658 what are the 8 'Only fly if' checks for an FPV flight of an aircraft over 3.5kg ?

A

- The activity is solely for 'sport and recreation' purposes;
- Two pilots take part;
- A Buddy Box system is employed;
- The person in charge operates the master transmitter;
- The person in charge does not wear the headset or view a screen;
- The aircraft remains within the natural unaided visual range of the person in charge;
- Reliable operation of the Buddy Box is established; and
- A clear handover protocol is established.

National Achievement Scheme Controller(s) Job Role & ToR

The National Achievement Scheme Controller(s) is appointed by majority vote of the Areas Council. The job of the controller(s) is to oversee the running of the scheme at a National level and to liaise with the Area Co-ordinators.

Functions of the role include:-

- Deal with all matters on a day-to-day basis concerning the Achievement Scheme on behalf of Areas Council.
- Arrange for a 'welcome pack' to be sent to each new examiner. Arrange for a certificate to be produced for that examiner.
- Ensure all details of ACE/ACI and examiners on the main database at Leicester are as up to date as possible. Investigate any apparent discrepancy between a member's achievement, and what the database shows.
- Report to Areas Council on any specific matter that may be required by Areas Council, or Full Council.
- Attend ASRC and Areas Council meetings as and when required.
- Assist or advise any Area/Club/individual with any testing or other Achievement Scheme matters that they may be unable to resolve locally.
- Ensure that any complaints about the Achievement Scheme, especially malpractice, are dealt with correctly.
- Liaise with Areas, usually via the Area co-ordinator, on any relevant Achievement Scheme matters.

Area Co-ordinator

Job Description & ToR

The Area Co-ordinator is an elected member of the Area Committee. The job of the co-ordinator is to oversee the running of the scheme in their Area and to liaise with their local ACE/ACIs and Club Examiners/Instructors, as well as the National Scheme Controller.

Functions of the role include:-

- Promotion of the Achievement Scheme.
- Attendance at Area Committee meetings – please note there is no normal requirement to attend ASRC, Areas Council or Full Council meetings. Attendance at any of these meetings would be by special invitation only.
- Report and advise the Area Committee and Area club representatives on all matters related to the Achievement Scheme.
- Consult with the Scheme Controller, obtain a CV, and present relevant information to the Area Committee and club representatives on any prospective new ACE/ACI appointments.
- Allocate Area Chief Examiners to conduct Club Examiner tests within the Area, as appropriate.
- Allocate Area Chief Instructors to conduct Approved Instructor tests within the Area, as appropriate.
- Collect / collate annual reports of activities from all Area ACE/ACIs.
- Prepare a report for the Area AGM and make **recommendations** regarding annual re-ratification of Area ACE/ACIs based on their individual reports. Any recommendations should be discussed (and preferably agreed) with individual ACE/ACIs prior to submission.

Re-ratification of Area ACE/ACIs is by majority vote of the Area Club representatives at the Area AGM.

- Ensure that a list of all Area ACE/ACIs that are re-ratified for the following year, along with a list of those who haven't been re-ratified, are sent to the Achievement Scheme Controller and BMFA Office before the end of December. Failure to complete this step could result in the loss of ACE/ACI status for the individual(s) involved.
- Notify any Chief Examiner that has not been ratified by their Area for the coming year, not more than 21 days after the Area AGM
- Promote consistency within ACE/ACIs and Club examiners and instructors by organising and delivering Area Examiner/Instructor Workshops. The Area should aim to run at least one workshop on an annual basis, but two or three, spread geographically, would be preferable. A Guidance Document on how to run a workshop is available as a free download from the BMFA website.
- Advise Area ACE/ACIs and Club Examiners/Instructors on any AS matters they are unable to resolve.

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