

CIVIL AVIATION DIRECTORATE

Civil Aviation Directorate, Transport Malta, Pantar Road, Hal Lija LJA 9023 Malta. Tel:+356 25555665 Fax:+356 25555634 cadpel.tm@transport.gov.mt www.transport.gov.mt

Introduction

This PEL Notice is a replacement of the Memorandum issued on the 20th February 2018 with reference CAD/PEL/MEMO/200218-01 Version 1.0.

This PEL Notice outlines the responsibilities and procedure to be followed by ATOs and DTOs when a request for transfer of training records is received by the student in order to facilitate and ensure a harmonized process for all parties concerned.

Definition: Organisation means Declared Training Organisations and Malta Approved Training Organisation (as applicable in the particular case).

Transfer of Training Records

Although a student may have valid reasons to start training in one school and request to continue training in another school, TM CAD will always treat this as the exception and not the rule.

Should such a case arise, below is a procedure to be followed accordingly:

1. The student has to formally inform in writing (via email or official letter) the first (departing) school keeping in copy the CAD PEL unit (email: cadpel.tm@transport.gov.mt or address: Malta Transport Centre Pantar Road Lija LJA 2021) and:-
 - i) give the reason/s for the request to stop the training and transfer of records;
 - ii) give the name of the second school chosen by the student for the transfer of training records wherein the training will be completed;
 - iii) Authorise the first school, for the purpose of data protection, to send all the training records, assessment results of tests/examinations and reports to the second school. Personal data must not be transferred without the clear authorisation of the student.
2. The first school shall certify in the student's updated and instructor signed log book (if flight training was conducted) all the flight instruction performed including all flight exercise numbers.
3. The first school shall complete the certification on the LAPL or PPL application form for the theoretical examinations completed by the school, if applicable.

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4. The first school shall complete the required data on the CAD – LAPL or PPL application form for the practical Flight Radiotelephony examination completed by the school, if applicable.
5. The first school shall complete the certification on the cross country flight completed by the school, if applicable.
6. The first school shall send the training records – theoretical and flight, certified by the Head of Training, the PPL application form together with a brief of the training and examinations conducted plus a general report on the student to the second school. These shall be sent **within 7 working days from the date** the first school receives the request in writing from the student.
7. The second school shall inform the first school in writing that it has received the training records and the above mentioned documentation.
8. Although all the examinations and flight time completed with the first school can be credited by the second school, the second school shall be responsible to assess the theoretical and flight standard of the student and provide any training required even if this has already been provided by the first school.
9. When the second school accepts a student from another school and accepts the exercises conducted at the first school, it is understood that it is also accepting their flying hours. In other words the accepting school is to fill in the students licence application with the total hours.
10. The second school has every right to conduct an evaluation flight to decide the competence of a student and if necessary may opt to repeat certain exercises' as resulted from the evaluation.

Personnel Licensing