

## APPI assistant & instructor workshop in 3 parts

Audience: APPI certified tandem pilots, ideally with some experience guiding and a decent level in theory knowledge (open questions evaluated, minimum 2,5/5)

Training in 3 courses + a final evaluation, separated by a few weeks, with assignments to be completed in between.

### Objectives:

-First course, 10 days (pages 3-6): Assistant instructor in progress.

Good theory knowledge and introduction on how to give theory class.

Ability to analyze correctly a situation and propose a flight plan accordingly, pertinent briefing

Able to guide a student in a relevant and accurate way: solid safety check procedures, radio procedures (take off- landing) and good position at takeoff, pertinent guiding (U-shape), accuracy and proximity at landing.

Knowledge of the art of paragliding for the training they are involved in

Identify the shortcomings of a pilot and help them to solve them by means of pedagogical tandem or proposition of exercises.

Safety management while giving a class on the field using APPI session tool that have been elaborated by the staff

-Second course, 10 days (pages 7-11): Validated assistant instructor.

Solid theory knowledge. Able to elaborate and give theory classes connected to the practice.

Solid guiding skills

Good knowledge of paragliding teaching techniques (pedagogy, psychopedagogy)

Able to prepare courses and teach them under the responsibility of an instructor.

-Third course, 4 days (pages 12-13): Coaching by a master of a group of 4 candidates maximum with their students. Improvement of the pedagogy, preparation for the final exam instructor.

-Final exam Instructor, 1 day (page 14)

→ Some participants may be eligible to take the final exam without attending the third course, depending on the results of the evaluations of the two previous courses.

### Prerequisites:

Submit the following requirements:

- ✓ Details of experience with students (*registration form*)
- ✓ Present their professional project focused on teaching with concrete perspectives: place of practice (field school, flying site), schools in the area, potential of students, (*Professional project doc*)
- ✓ Theoretical Courses: Provide the structure and a detailed summary of theoretical courses taught.
- ✓ Video guiding pilots take-off and landing implementing the APPI procedures
- ✓ Take the online evaluation of theoretical knowledge on the APPI platform. (*evaluation pro*)
- ✓ First aid certificate less than 5 years old, advanced SIV rating, XC experience
- ✓ APPI tandem rating validated

## **APPI Prerogatives (reminder)**

### **Assistant Instructor in progress:**

Can assist an instructor physically present in the field.

### **Validated Assistant Instructor:**

Can instruct professionally in a school or club under the control and responsibility of a certified instructor.

This instructor has the right, if they deems it appropriate and under their own responsibility, to let the Assistant Instructor operate alone in the field. In this case, the instructor must be no further away than 2 hours from the practice area.

**Instructor in progress** has the right to instruct and validate APPI 1,2,3 autonomously.

**Validated instructor** has the right to instruct and validate up to APPI 5, also to be part of the pedagogical team of tandem or instructor workshops together with a Master Instructor.

## **Logistics:**

\*Classroom in a still environment:

- Internet access
- whiteboard 3m x1,2m minimum
- video projector with HDMI connection
- large tables and chairs for all participants
- available 8 am - 9pm

it would be ideal to have two independent classrooms for group work.

\*Training slope allowing little flights in immediate proximity to the classroom

\*flight site in close proximity with

- flight windows in standard weather conditions minimum 5h / day
- fast rotation (ideal slope 400-500 m)
- safe take-off and landing, free of obstacles
- flight authorization
- in glide, landing is reached with a minimum of 250 m of altitude

# Part 1: Theory, guiding and pedagogical tandem

*Duration 10 days*

*best: 2x 5 days (monday-friday)+ free weekend inbetween*

*Maximum capacity 20 people, minimum 12. staff minimum 2*

**Training: 80 hours**

**Certification delivered:**

-Assistant instructor in progress

**Practical "procedures, safety and guiding" : duration 18 hours:**

This part begins with a field assessment of the participants' skills.

Subsequently, the contents and schedule are adapted and built according to the result of this evaluation.

At the end of this part, the participants masters:

\*Instructor's procedure (safety checks, radio communications)

\*Instructor's position (take-off / landing)

\*Where to look (instructor's eye)

\*Techniques for radio guiding,

Participants should be able to:

\*Properly guide a student through each phase of flight and specifically takeoff and (u-shape approach) landing (concise, accurate and pertinent instructions).

\*To react appropriately in emergency situations.

**Deepening of knowledge of general theory: duration 22 hours:**

Deepen theory points (Materials, Aerodynamics, Flight mechanics, Piloting, Meteorology, Aerology, Emotional management, Airspaces...).

**Introduction: teaching theory courses: Duration: 4 hours:**

Methodology to give a technically correct theory class, clear and concise exposition, content adapted to the audience and the practical objective.

Practical: put into practice the preparation and presentation of the structure of theory courses.

**The art of paragliding: duration 4 hours**

-Identify the essential concepts involved in performing a simple action. (take off,

### **Failure analysis: duration 4 hours:**

-analysis of the situation of failure and identification of what needs to be corrected (training path errors, shortcomings, psychological aspect...) propose corrective actions.

### **Pedagogical tandem: duration 8 hours:**

Following the analysis of a failure situation (pilot, thermal, approx... ), implement corrective actions using pedagogical tandem.

Update of tandem safety procedures.

### **Introduction to paragliding teaching (Theory) : duration 8 hours:**

-General description of the skills required to develop a pilot.

-Stages of a pilot's progression according to the APPI educational system: identify the main stages in the progression of a student pilot, from the first contact (APPI 1) to the advanced pilot (APPI 5), in the following fields: theory, practice, mental, attitude.

-introduction to psychopedagogy

Communication with the student, identify and adapt the learning registers used.  
focus on emotions management (student, instructor)

### **Introduction to paragliding teaching (Practice): duration 4 hours:**

-Safety management while giving a class on the field using APPI session tool that have been elaborated by the staff

### **Evaluation: duration 8 hours**

The evaluation is continuous in this workshop and at the end we aim to evaluate partially or totally the capacity of the participants to:

Guiding take-off, landing, ability to react appropriately

-their knowledge of theory (development of open-ended questions and multiple-choice questionnaires)

In case of partial or total failure, the participant is given a precise roadmap, they would have to retake the exam.

## Tasks to be completed to continue with the course 2:

### *Guiding*

Logbook of 30 takeoffs and 60 minimum guided landings of certified fellow pilots

→ provide video report of 5 take-offs and 10 landings and a self-analysis of the process: positive points, points for improvement.

### *Tandem*

Pedagogical tandem activity: log of 20 flights minimum

→ provide a detailed report analyzing a minimum of 10 of these pedagogical tandem flights: level of the pilot, problem identified, exercises chosen to solve the problem, self-analysis of the result: positive points, points for improvement.

### *Theory courses*

Prepare and give a minimum of at least 10 theory courses connected to identified shortcomings or failures of fellow pilots.

Provide the preparation document for these theory courses (structure).

→ **for 3 selected courses** provide a video edit

### *Equipment maintenance:*

Actively participate in the maintenance of a school or club equipment.

→ provide a report

## Part 2: Pedagogy of paragliding training

*Duration 10 days*

*Dates:*

*Maximum capacity 16 people, minimum 12. staff minimum 3*

### **Certification delivered:**

-Assistant instructor *Validated*

-Instructor *in progress (possibly)*

### **Training: 80 hours**

-Essential for all candidates:

- ✓ Have completed the tasks following course 1
- ✓ Have achieved certification as an assistant instructor in progress

### **Theory of pedagogy: duration 8 hours:**

-General pedagogy:

Presentation of different pedagogical methods.

Presentation of several APPI tools for:

- \*organizing and managing a course in terms of objectives
- \*Identify the various possible exercises to achieve a certain objective.
- \*time management
- \*manage security
- \*Identify focus points during each phase of the activity.
- \*analyze the reasons for a failure and find solutions
- \*managing the state of mind
- \*evaluate and self-evaluate

-Psychopedagogy:

communication, emotions, psychological factors, motivation, different learning processes, ground reflex vs. air reflex ...

### **The art of paragliding deepening: duration 4 hours**

-Identify the essential concepts involved in performing a simple action. (continuation of what has been done in the first class)

### **Practical field courses: duration 32 hours:**

Course development and field practice: use of APPI tools to develop "typical" courses and give them in the field.

Identify the initial situation, the general objective, the path and the appropriate pedagogy,

Identify the essential concepts involved in performing a simple action.

Ability to create relevant and safe exercises to achieve each sub-objective

Ability to observe, evaluate, analyze, provide relevant feedback

The courses are given in the field using different pedagogical methods.

Emphasis is placed on safety management as well as ability to adapt the course according to the student's skills, emotional state, the environment ( site, weather) and the gear used

Typical courses identified are: initial ground handling, advanced ground handling techniques, first flight, progression flights, basic piloting and descent techniques, dynamic flight, thermal flight...

If the flight site allows it, we take advantage of the fact that some participants already have a specific activity to expand the options.

### **Deepening of general theory: duration 4 hours:**

Deepen theory points (materials, flight mechanics, piloting, meteorology, forecasting, aerology, emotional management, airspace...) upon what's necessary for the audience.

### **Practical: teaching theory courses: Duration 8 hours:**

Methodology to give a technically correct theory class, clear and concise exposition, content adapted to the audience and the target (expert level).

Practical: putting into practice the preparation and presentation of the structure of theory courses.

Student assessment tools

APPI website tools: use of the APPI exam tool to assess the knowledge level of students before preparing a course, after a course, obtain the instructor's own evaluation by measuring the student's progress.

### **Risk and safety: duration 7 hours:**

-Risk:

Definition, risk homeostasis and consequences in the teaching field, strategies to minimize risk in the flying activity as well as in the teaching activity,

Accidentology: accident studies, accident analysis, and identification of classic risk situations.

How to act in the classic cases of paragliding accidents?

Practice: handling of a fictitious accident involving the local fire department

Accident declaration in the APPI platform and analysis (REX)

### **Administration: duration 5 hours:**

Local federation structure, role and actions  
APPI structure, role and actions  
Legal aspects (national law), international law overview, working abroad.  
Insurance and liability aspects,

School:

Gear choice (gliders, harnesses), radio, pedagogical tools, classroom  
Manage / inspect / control the material used.  
Practice areas: caring for and improving your work tool

APPI platform

Knowledge of APPI educational system, ratings description and contents, requirements. APPI rules  
Register a member in APPI, necessity for them to confirm (GDPR)  
Find a member, see their information, pay membership for a member  
Give exam or tests using APPI tool, get group exam stats, record customized test forms  
Certify a member. Certification rules  
School section of the APPI platform: declare a school, add staff, declare event  
Create student's groups, perform group certification...  
Resources of the website: tutorials, E-learning, download section  
Student's features: auto evaluation, flightlog, incident / accident reporting

Structured teamwork, discipline, professional attitude  
necessity of practice density (for students, & for instructors as well)  
importance of taking in consideration students desires, evaluation, negotiation of the necessary steps  
How to properly manage a paragliding business: setting up a school, what courses to offer in relation to the market, promoting the school's activity.

### **Evaluation: duration 12 hours**

The evaluation is continuous in this pro-workshop and at the end we aim to evaluate partially or totally the capacity of the participants to:

Guiding take-off, landing, ability to react appropriately  
-Prepare a practical course using APPI pedagogical tools.  
-Deliver this course in the field with proper safety management.  
-Give a theory course

In case of partial or total failure, the participant is given a precise roadmap, he/she would have to retake the exam.



## Tasks to be completed to continue with the course 3:

### *100 hours minimum, 20 days*

Assignments are made in a minimum of 2 different schools endorsed by the pedagogical committee. Schools operating in 2 different sites, and under the responsibility of a minimum of two different instructors. Minimum 40 hours in the same school.

The trainee assistant must take out his own professional liability insurance if options exist.

As an assistant trainee instructor (trainee), prerogatives are limited to operating in the field under the direct visual control of an instructor.

This training is carried out under the supervision of the master trainer in charge of the training who keeps in contact with the school's instructors.

### ***Observation***

Of the 100 hours, a maximum of 10 hours (5 hours per school) may be charged in:

Observation of complete teaching processes done by instructors: preparation of courses, courses in the field, elaboration and presentation of theory course.

→ provide a report of observations and lessons learned.

Analysis of the pedagogy chosen, psychological aspects, safety management, etc.

Analysis of some failures with students and solutions chosen to achieve the objective.

Analysis of the theory courses, how it is adapted to the students and related to field practice.

Conclusion: strengths, areas for improvement.

### ***Teaching courses***

#### *In the field*

40 hours minimum:

Involved with active participation in courses given in the field.

-10 hours minimum school camp: initiation up to pianos in a straight line.

-10 hours minimum field school hours advanced techniques in sustained wind inflated inverted inflation

-20 hours minimum

15 flights minimum: First flights (pilot experience less than 15 flights).

2 courses minimum: flight autonomy and progression

2 courses minimum: dynamic flight

2 courses minimum: basic piloting

2 courses minimum: thermal flight

#### *Theory courses*

10 hours minimum:

Prepare and deliver theory courses connected to the objectives of a course given in the field (minimum 10 courses).

→for 3 chosen courses provide a complete digest:

A- White page

B- Session preparation sheet

C- Summary of the theory course given. Clarify why this topic was chosen, and how it is connected with the practice

D- Critical self-analysis of what you did (use the APPI tool *error detector and mental reinforcement*).

E- Edit short video summary of course highlights

***Participation in an accident simulation exercise for a*** maximum of 4 hours.

The teaching team simulates an accident and reports the trainee assistant trainer's reactions.

→ provide a report

### ***Equipment Maintenance***

Actively participate in the revision and maintenance of equipment.

→ provide a report

### ***Organization of an event***

Organization of a training or recreational or competitive event in one of the schools

->provide a report, clarify how security was handled.

### ***School operation***

Provide a report analyzing the performance of the structures in which you practiced. Strengths, areas for improvement

-Legal framework

-Infrastructure

-Communication and promotion of the school and its products.

-Organization

-Field school and flying sites

-Material: equipment, monitoring and maintenance

-Pedagogical aspect (cf. observation)

## Part 3 Instructor Coaching

*Duration 4 days*

*Maximum 4 applicants maximum, each applicant brings 2 of his/her students minimum, 4 maximum.*

### **Certification delivered:**

*-Instructor in progress*

### **Training: 32 hours**

*-Essential for all candidates:*

- ✓ Have completed the tasks following the course 2
- ✓ Have achieved assistant instructor certification

### **Coaching instructor: Practice courses in the field in a real situation: duration 24 hours:**

Development of courses and field practice with real students: Improve the ability to

-Identify the initial situation, the general objective, the path and the appropriate pedagogy,

-Invent relevant and safe exercises to achieve each sub-objective.

-Observe, evaluate, analyze, communicate, provide pertinent feedback

-Taking into account the psychological aspects (empathy).

-Adapt to the situation

-High level security management

Self-assessment and identification of axes of progress

-To give a technically correct theory class, clear and concise exposition, content adapted to the audience and the objective of the practical course.

-Using the APPI tools and platform

### **Evaluation: duration 8 hours**

The evaluation is continuous in this pro-workshop and at the end we aim to evaluate partially or totally the capacity of the participants to:

Guiding take-off, landing, ability to react appropriately

-Prepare a practical course using APPI pedagogical tools.

-Deliver this course in the field with proper safety management.

-Give a theory course

In case of partial or total failure, the participant is given a precise roadmap, he/she would have to retake the exam.

# Tasks to be completed to continue with the final evaluation Instructor

## *Teaching courses*

### *In the field*

Involved in the training of a minimum of 5 students from initiation to APPI 3 autonomous pilot at their learning site,  
or involved in specialization courses (thermal, soaring, XC...). In the case of specialization courses, 3 courses count as 1 student.

### *Theory courses*

10 courses minimum:

Have prepared and taught 10 theory courses connected to the objectives of the courses given in the field.  
→**for** all courses taught, have both practical and theoretical course preparation document files ready.

→**for 3 chosen courses** provide a complete summary:

A- White page

B- Session preparation sheet

C- Summary (preparation) of the theory course given. Clarify why this topic was chosen, and how it is connected with the practice

D- Critical self-analysis of what you did (use the APPI *error detector and mental reinforcement* tool).

E- Edit short video summary of course highlights

## Part 4 Final exam

*Duration 1 day*

*Places: 2 candidates maximum instructor (preferably one), at your place of practice, with your students.*

*Teaching team: 1 master instructor*

**Certification delivered:**

*-Instructor*

**Details of the exam, cf document "instructor final exam".**

-Essential for all candidates:

- ✓ Have completed the tasks related to courses 1, 2 and 3.
- ✓ Have achieved instructor in progress certification

