

PART II

GENERAL REQUIREMENTS FOR APPROVED TRAINING ORGANIZATIONS

4. (1) Approved training shall provide a level of competency at least equal to that provided by the minimum requirements for personnel not receiving such approved training.

Restriction on
conduct of
aviation
training

(2) A person shall not operate an Approved Training Organization unless he—

- (a) holds a valid Approved Training Organization Certificate with the appropriate Training Specifications for such training issued by the Authority in accordance with these Regulations;
- (aa) holds a valid certificate for the training of airmen, issued by another Contracting State, which is accepted by the Authority under these Regulations and has been issued Training Specifications by the Authority; and
- (b) is permitted under the Act or Regulations made thereunder, to conduct such aviation training.

(3) A person shall not conduct training, testing or checking in an advanced flight training device or a flight simulator unless—

- (a) he is an air operator training his own flight crew;
- (b) he holds an Approved Training Organization Certificate with the appropriate Training Specifications, issued under these Regulations; and
- (c) he holds a valid certificate for the training, testing or checking of airmen in advanced training device or a flight simulator issued by another Contracting State which is accepted by the Authority under these Regulations and he has been issued Training Specifications by the Authority.

Application for an Aviation Training Organization Certificate

5. (1) A person wishing to apply for an Approved Training Organization Certificate to conduct aviation training and testing for airmen shall—

General
requirements
for issue of
Aviation
Training
Organization
Certificate

- (a) apply to the Authority in the prescribed form;
- (b) pay the prescribed fee;
- (c) be at least eighteen years of age;

(d) be able to or have persons employed in the Organization who are able to read, speak, write and understand the English language; and

(e) meet the requirements of these Regulations.

(2) An application under subregulation (1), shall be—

(a) submitted at least ninety days before the date of intended commencement of training by the applicant; and

(b) accompanied by—

(i) two copies of the Training and Procedures Manual of the applicant which contains the matters set out in Schedule 1 and which shall be approved by the Authority;

Schedule 1

(ii) a list of the training functions to be performed by the Approved Training Organization; and

(iii) any additional information the Director General requires the applicant to submit.

(3) Where the applicant under subregulation (1)(d), is unable to read, speak, write or understand the English language, but employs a person who can read, speak write and understand the English language, such person shall hold a management function in his organization.

(4) An applicant for an Approved Training Organization Certificate shall ensure that the facilities and equipment described in his application are—

(a) available for inspection and evaluation prior to the grant of the Approved Training Organization Certificate; and

(b) in place and operational at the location of the proposed Approved Training Organization prior to issuance of an Approved Training Organization Certificate under these Regulations.

5A.(1) A person who holds a valid training certificate for the training, testing or checking of airmen; issued by another Contracting State may apply to the Authority for the issue of Training Specifications.

(2) An application under subregulation (1), shall be accompanied by

(a) the prescribed fee;

(b) such documents as may be specified by the Authority.

Issue of an Aviation Training Organization Certificate

6. (1) Where the Director General is satisfied that an applicant for an Approved Training Organization Certificate under regulation 5, meets the requirements of these Regulations he may recommend the Authority issue to such applicant an Approved Training Organization Certificate.

Issue of
Aviation
Training
Organization
Certificate

(2) An Approved Training Organization Certificate under subregulation (1), shall comprise—

- (a) a document for public display signed by the Authority; and
- (b) a document containing the Training Specifications with the terms, conditions, and authorizations applicable to the Approved Training Organization.

(3) The document for display under subregulation (2)(a), shall contain—

(a) all the business names included on the application under which the holder of an Approved Training Organization Certificate (hereinafter referred to as an “Approved Training Organization”), may conduct operations and the address of each business office used by the Approved Training Organization;

(b) the principal location of the Approved Training Organization;

(c) the date of issue and period of validity for each page issued;

(d) the authorized locations of operations; and

(e) training specifications for the following categories, as applicable:

- (i) flight crew training;
- (ii) aircraft maintenance training; and
- (iii) any other aviation training.

(4) The Training Specifications under subregulation (2)(b) shall contain—

(a) the type of training authorized, including approved courses;

(b) the category, class, and type of aircraft that may be used for training, testing, and checking where applicable;

(c) for each flight simulator or flight training device, the make, model, and series of aeroplane or the set of aeroplanes being simulated and the qualification level assigned, or the make, model, and series of rotorcraft, or set of rotorcraft being simulated and the qualification level assigned;

- (d) for each flight simulator and flight training device subject to qualification evaluation by the Authority, the identification number assigned by the Director General;
- (e) the name and address of each satellite Approved Training Organization, and the approved courses offered at each satellite Approved Training Organization;
- (f) authorized deviations or waivers from these Regulations; and
- (g) any other items the Authority may require.

6A. The DG may recommend the Authority issue Training Specifications to an applicant under regulation 5A where he is satisfied that the applicant meets the applicable requirements of these Regulations.

Suspension or Refusal of an Aviation Training Organization Certificate

Suspension or refusal, of an Aviation Training Organization Certificate.

7. The Director General may recommend that the Authority suspend or refuse to issue an Approved Training Organization Certificate in accordance with these Regulations where it comes to his attention that—

- (a) the applicant or the Approved Training Organization—
 - (i) does not meet the requirements of these Regulations;
 - (ii) has failed for more than sixty days to maintain the required facilities, aircraft or personnel;
 - (iii) held an approval for the management and conduct of aviation services which was suspended or revoked within the previous five years;
 - (iv) has provided incomplete, inaccurate, fraudulent or false information in applying for the Approved Training Organization Certificate.
 - (v) held a certificate or aviation document issued by the Authority that was suspended or revoked within the previous five years by reason of criminal, fraudulent, improper action or insanity on the part of such person; or
 - (vi) employs or proposes to employ a person in a management position or supervisor capacity who—
 - (A) held a certificate or aviation document issued by the Authority that was suspended or revoked within the previous five years by reason of criminal, fraudulent, improper action or insanity on the part of such person; or

(B) contributed materially to the suspension or revocation of a certificate or aviation document issued by the Authority; or

(b) where a person having substantial ownership of the organization—

- (i) held a certificate or aviation document issued by the Authority that was suspended or revoked within the previous five years by reason of criminal, fraudulent, improper action or insanity on the part of such a person; or
- (ii) contributed materially to the suspension or revocation of a certificate or aviation document issued by the Authority.

Revocation of an Approved Training Organization Certificate

8. In addition to the general conditions under Part I of the Civil Aviation [(No. 1) General Application and Personnel Licencing] Regulations, 2004, for the revocation of aviation documents issued by the Authority, the conditions for refusal or suspension of an Approved Training Organization Certificate under regulation 7, shall apply to the revocation of an Approved Training Organization Certificate.

Revocation of
an Approved
Training
Organization

Renewal of an Approved Training Organization Certificate

9. (1) An Approved Training Organization shall, sixty days before the expiration of its Approved Training Organization Certificate issued in accordance with these Regulations, apply to the Authority for the renewal of such Approved Training Organization Certificate.

Renewal of
Approved
Training
Organization
Certificate

(2) An application under subregulation (1), shall be—

(a) made in the prescribed form;

(b) accompanied by—

(i) the prescribed fee; and

(ii) any documents required by the Authority.

(3) The Director General may, where he is satisfied that an Approved Training Organization under subregulation (1), continues to meet the requirements of these Regulations, recommend the Authority issue a renewed Approved Training Organization Certificate to an Approved Training Organization which shall contain the initial date of issue of its Approved Training Organization Certificate as well as the date on which it was renewed.

Acceptance of an Aviation Certificate issued by an Approved Training Organization of another Contracting State

Acceptance of an Aviation Training Certificate issued by another Contracting State

10. Where the Director General is satisfied that an Approved Training Organization, approved by another Contracting State meets the requirements of these Regulations, he may recommend the Authority accept an Approved Training Organization Certificate and training specifications issued by the Contracting State.

Amendment of an Approved Training Organization Certificate

Amendment to an Approved Training Organization Certificate

11. (1) The Director General may recommend that the Authority amend an Approved Training Organization Certificate—

- (a) where he determines that such amendment is required; or
- (b) upon the application of the Approved Training Organization.

(2) An Approved Training Organization shall submit an application to amend its Approved Training Organization Certificate issued under regulation 5, at least sixty days before the commencement of operations under the amended Approved Training Organization Certificate, unless the Director General specifies a different period for the filing of the application.

(3) An Approved Training Organization shall not amend any part of its Training and Procedures Manual without the prior approval of the Authority.

Duration of an Approved Training Organization Certificate

Duration of an Aviation Training Organization Certificate

12. (1) An Approved Training Organization Certificate issued in accordance with these Regulations shall remain valid until—

- (a) the last day of the twelfth month from the month on which the Approved Training Organization Certificate was issued;
- (b) the date that any change in ownership of the Approved Training Organization occurs; or
- (c) the date of any significant change in the Approved Training Organization facilities.

(2) A change of ownership of an Approved Training Organization invalidates the Approved Training Organization Certificate issued to such Approved Training Organization unless—

- (a) the Approved Training Organization makes an application for an appropriate amendment to such Approved Training Organization Certificate within thirty days; and

(b) no significant change in the facilities, operating personnel, or approved training courses is involved.

(3) Notwithstanding subregulations (1) and (2), an Approved Training Organization with Level 1 or Level 2 Flight Training Specifications issued in accordance with these Regulations, shall remain valid unless surrendered, suspended or revoked.

(4) Where an Approved Training Organization Certificate is surrendered or revoked, the holder of such Approved Training Organization Certificate shall return it to the Authority.

Deviations

13. (1) The Director General may recommend that the Authority issue a deviation from any requirement of these Regulations.

Approval for
deviation
from
Regulations

(2) An Approved Training Organization requesting a deviation under this Regulation shall provide the Authority with information acceptable to the Director General which shows—

- (a) justification for the deviation; and
- (b) that such deviation will not adversely affect the quality of instruction, testing or evaluation.

Restrictions on Advertising

14. (1) An Approved Training Organization shall not—

- (a) make any statement relating to its Approved Training Organization Certificate and training specifications that is false or designed to mislead any person contemplating enrolment in such Approved Training Organization;
- (b) advertise that such Approved Training Organization is certified, unless such advertisement clearly differentiates between courses that have been approved and those that have not been approved under these Regulations.

Restrictions on
advertising by
Aviation
Training
Organization

(2) An Approved Training Organization whose Approved Training Organization Certificate has been surrendered, suspended or revoked shall promptly—

- (a) remove all indications, including signs, wherever located, that the Approved Training Organization was certified by the Authority; and
- (b) notify all advertising agents and advertising media employed or contracted by the Approved Training Organization, to cease all advertising which indicates that such Approved Training Organization is certified by the Authority.

Training and Procedures Manual

Training and
procedures
manual
schedule 1

14A. An applicant for an Approved Training Organization Certificate shall provide a Training and Procedures Manual for the use and guidance of all personnel concerned containing the information set out in Schedule 1.

Quality Assurance System

Quality
assurance
system

14B. An aviation training organization shall establish a quality assurance system, acceptable to the Authority, which ensures that training and instructional practices comply with all relevant requirements.

Personnel Requirements

Required
personnel for
an Aviation
Training
Organization

15. (1) An applicant for an Approved Training Organization Certificate under regulation 5, shall nominate a person in his organization as the accountable manager responsible for establishing and promoting the training standards and quality policy to ensure compliance with the requirements for an Approved Training Organization.

(2) The accountable manager nominated under subregulation (1) shall be approved by the Authority.

(3) An Approved Training Organization shall employ the necessary personnel to plan, perform and supervise the training to be conducted and for the conduct of knowledge examinations and practical assessments in accordance with its approval, except that, when another organization is used to provide practical training and assessments, the staff of such other organizations may be nominated to carry out any combination of the roles of authorized instructor and examiner, subject to compliance with Civil Aviation [(No. 1) General Application and Personnel Licensing] Regulations, 2004.

(4) An Approved Training Organization shall ensure that the competence of instructional personnel is in accordance with procedures and at a level acceptable to the authority.

(5) An Approved Training Organization shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training programme established by the training organization shall include training in knowledge and skills related to human performance.

Location, Facilities and Equipment

Location,
facilities,
equipment
and materials
of an Aviation
Training
Organization

16. (1) An Approved Training Organization shall—

- (a) maintain facilities, working environment, equipment and material appropriate for the task to be performed, to the standards required by its Approved Training Organization Certificate and acceptable to the Authority;

(b) have, or have access to, the necessary information, equipment, training devices and material to conduct the courses for which it is approved; and

(c) ensure that synthetic training devices are qualified according to requirements established by the Authority and that their use are approved by the Authority to ensure that they are appropriate for the task..

(2) Where an Approved Training Organization wishes to make a change to its facilities, equipment or material that have been approved for a particular curriculum under its Training and Procedures Manual, it shall, prior to making such changes apply first to the Authority for approval.

(3) Where an Approved Training Organization wishes to relocate its facilities it shall apply to the Authority in writing for approval for such relocation.

(4) An application under subregulation (3) for approval to relocate facilities shall be made at least thirty days before the date of the intended relocation.

(5) The Director General may prescribe the conditions under which the Approved Training Organization may operate while it is changing its location or housing facilities.

(6) Where an Approved Training Organization changes the location of its facilities without first seeking and obtaining the approval of the Authority for such relocation, its Approved Training Organization Certificate shall be revoked.

(7) An applicant under regulation 5 shall establish and an Approved Training Organization shall maintain a principal business office located at the address specified in its application or its Approved Training Organization Certificate.

(8) The principal business office of an Approved Training Organization under subregulation (7), shall not be shared with, or used by, any other person who holds an Approved Training Organization Certificate.

(9) An applicant under regulation 5, or an Approved Training Organization shall ensure that—

(a) each room, training booth or other space used or proposed to be used for instructional purposes is temperature controlled, lit and ventilated to conform to local building, sanitation and health codes;

(b) the facilities used or proposed to be used for instruction are not routinely subject to significant distractions caused by flight operations and maintenance operations at the airport; and

- (c) a student shall not attend classes of instruction more than eight hours in any day or more than six days of forty hours in any consecutive seven-day periods.

(10) An Approved Training Organization shall maintain records required by these Regulations in facilities adequate for such purpose.

(11) An Approved Training Organization with Aircraft Maintenance Training Specification or an applicant under regulation 5 for an Approved Training Organization with Aircraft Maintenance Training Specifications shall maintain the following instructional equipment as appropriate to the Training Specifications applied for or which he holds:

- (a) various kinds of airframe structures, airframe systems and components, powerplants, and power plant systems and components, including propellers, of a quantity and type suitable to complete the practical projects required by its approved curricula; and
- (b) at least one aircraft of a type acceptable to the Authority.

(12) The equipment under subregulation (11)(a), is not required to be in an airworthy condition, and where damaged prior to use by the Approved Training Organization, shall have been repaired enough for complete assembly.

(13) An Approved Training Organization with Aircraft Maintenance Training Specification or an applicant under regulation 5 for an Approved Training Organization with Aircraft Maintenance Training Specifications, shall—

- (a) have airframes, powerplants, propellers, appliances, and components thereof, to be used for instruction and from which students will gain practical working experience;
- (b) ensure that the airframes, powerplants, propellers, appliances, and components thereof be sufficiently diversified as to show the different methods of construction, assembly, inspection, and operation when installed in an aircraft for use;
- (c) provide and maintain training aids or operational mock-ups of the retractable landing gear and wing flaps that are acceptable to the Authority, where an aircraft used for instructional purposes does not have retractable landing gear and wing flaps;
- (d) ensure that the special tools and shop equipment required by subregulation (14) are in satisfactory working condition for instructional and practice purposes.

(14) An Approved Training Organization with Aircraft Maintenance Training Specifications shall—

- (a) ensure that it maintains a sufficient number of units of the material described in subregulation (13) so that no more than eight students work on any one unit at one time; and
- (b) maintain, on its premises and under the full control of the Approved Training Organization, an adequate supply of material, special tools, and shop equipment used in constructing and maintaining aircraft as is appropriate to its approved curriculum, in order to assure that each student will be properly instructed.

(15) An applicant for an Approved Training Organization Certificate with Aircraft Maintenance Training Specifications shall have the facilities, equipment, and materials prescribed in Schedule 2, appropriate to the training specification sought and the maximum number of students expected to be taught at any time.

Schedule 2

(16) An applicant for an Approved Training Organization Certificate with Level 1 or Level 2 Flight Training Specifications and an Approved Training Organization with Level 1 or Level 2 Flight Training Specifications shall have available exclusively, for adequate periods of time and at a location approved by the Authority, adequate flight training equipment and courseware, including flight simulator or advanced flight training device as applicable.

(17) An applicant under regulation 5, that plans to conduct pilot flight training shall show that he has continuous use of a briefing area located at each airport at which training flights originate that is—

- (a) adequate to shelter students waiting to engage in their training flights;
- (b) arranged and equipped for the conduct of pilot briefings; and
- (c) for an Approved Training Organization with an instrument rating or commercial pilot course, equipped with adequate communication to sources of weather and flight planning information.

(18) The airport used under subregulation (17), shall have an adequate runway, the necessary training equipment and meet the requirements prescribed by the Implementing Standards to this regulation under Schedule 3.

Schedule 3

Approval of Training Course

17. (1) A Training and Procedures Manual under regulation 5(2)(b)(i), shall indicate in the Training and Examination Procedures Part of the Training Procedures Manual—

Approval of training course

- (a) which courses are parts of the core curriculum and which courses are parts of the specialty curriculum;
- (b) which requirements of the Civil Aviation [(No. 1) General Application and Personnel Licencing] Regulations, 2004, would be satisfied by the curriculum or curricula; and
- (c) which requirements of the Civil Aviation [(No. 1) General Application and Personnel Licencing] Regulations, 2004, would not be satisfied by the curriculum or curricula.

(2) Where a Approved Training Organization commences operations under a curriculum specified in its Training and Procedures Manual, and the Director General determines that such Approved Training Organization is not meeting the requirements of such curriculum, the Director General may recommend that the Authority direct such Approved Training Organization to make revisions to such curriculum.

(3) Where an Aviation Training Organization is directed to make revision to its curriculum in accordance with subregulation (2), and it fails to make such revision within thirty days of the direction given, its Approved Training Organization Certificate may be suspended or revoked in accordance with section 39 of the Civil Aviation Act.

Act No. 11 of
2001

Training Programme Curriculum

Training
Programme
Curriculum
Requirements

18. (1) An applicant under regulation 5, shall ensure that a curriculum submitted under his Training and Procedures Manual meets the applicable requirements and contains—

- (a) a course outline for each proposed curriculum;
- (b) minimum aircraft and flight training equipment requirements for each proposed curriculum as applicable;
- (c) minimum authorized instructor and examiner qualifications for each proposed curriculum;
- (d) a curriculum for initial training and continuing training of each authorized instructor or examiner employed to instruct in a proposed curriculum; and
- (e) for each curriculum that provides for the issuance of a licence or rating in fewer than the minimum hours prescribed by the Civil Aviation [(No. 1) General Application and Personnel Licencing] Regulation, 2004—
 - (i) a means of demonstrating the ability to accomplish such training in the reduced number of hours; and
 - (ii) a means of tracking student performance.

18A. Where an Approved Training Organization has been issued Training Specifications to conduct the testing required for the issue of a licence or rating, such testing shall be conducted by personnel authorized by the Authority or designated by the Approved Training Organization in accordance with criteria approved by the Authority.

Satellite Aviation Training Organization

19. (1) An Approved Training Organization may conduct training in accordance with a curriculum approved by the Authority at a satellite Approved Training Organization where—

Satellite
Aviation
Training
Organization's

- (a) the facilities, equipment, personnel and course content of the Approved Training Organization satellite meets the applicable requirements of these Regulations;
- (b) the authorized instructors and examiners at the Approved Training Organization satellite are under the direct supervision of management personnel of the principal Approved Training Organization;
- (c) the Approved Training Organization notifies the Authority in writing at least sixty days prior to proposed commencement of operations of its Approved Training Organization satellite; and
- (d) the Training Specifications of the Approved Training Organization reflect the name and address of the satellite Approved Training Organization and the approved courses offered at the satellite Approved Training Organization.

(2) The Director General shall recommend the Authority issue Training Specifications which prescribe the operations required and authorized at each satellite Approved Training Organization.

Changes to an Approved Training Organization

20. (1) An Approved Training Organization shall notify the Authority at least thirty days prior to—

Changes
requiring
notice to the
authority

- (a) a new accountable manager being designated;
- (b) the instructional and evaluation staff being changed; and
- (c) the housing, training facilities and equipment, procedures, curricula, and work scope being varied or changed so as to potentially affect its Training Specifications.

(2) The Director General may prescribe the conditions under which an Approved Training Organization may operate during such changes unless the Authority determines that its Approved Training Organization Certificate should be suspended.

(3) Failure to inform the Authority of the changes specified in subregulation (1), may result in the suspension or revocation of the Aviation Training Certificate of an Approved Training Organization effective from the date the changes were implemented.

(4) An Approved Training Organization with Aircraft Maintenance Training Specifications shall only conduct training, knowledge examinations and practical assessments away from the subregulation (2) locations in accordance with a control procedure acceptable to the Authority.

(5) A location under subregulation (3) is not required to be listed in the Training and Procedures Manual.

Inspections by the Director General

Inspections
by the
Director
General

21. (1) The Director General may conduct inspections to determine whether an Approved Training Organization meets the requirements under which its Approved Training Organization Certificate and applicable training specifications were issued to ensure continuing compliance with the approval requirements.

(2) Notwithstanding subregulation (1), the Director General may, at any time, inspect the operations of an Approved Training Organization to determine whether it complies with these Regulations.

(3) After an inspection is made under this regulation, the Approved Training Organization concerned shall be notified by the Authority, in writing, of any deficiencies found during the inspection.

Record Keeping Requirements

Aviation
Training
Organization
record
keeping
requirement

22. (1) An Approved Training Organization shall maintain a record of the following information in respect of each of its student:

- (a) his name;
- (b) a copy of his licence, if any, and medical certificate, if required;
- (c) the name of the course and the make and model of flight training equipment used, if applicable;
- (d) his prerequisite experience and course time completed;

- (e) the date the student completed his course of training, terminated training, or transferred to another Approved Training Organization ;
- (f) his performance on each lesson and the name of the authorized instructor providing instruction;
- (g) a current progress record showing the practical projects or laboratory work completed or to be completed for each subject;
- (h) the date and result of each knowledge test and end-of-course practical test and the name of the examiner conducting the test; and
- (i) the number of hours of additional training that was accomplished after any unsatisfactory practical test.

(2) The logbook of a student shall not be considered as sufficient to meet the requirements of any record required by subregulation (1).

(3) An Approved Training Organization shall maintain a record for each authorized instructor conducting training at the Approved Training Organization and each authorized instructor designated by it as an examiner which contains—

- (a) terms of reference;
- (b) the qualifications;
- (c) the experience;
- (d) the training history, of such authorized instructor or examiner.

(4) An Approved Training Organization shall—

- (a) maintain the records required by subregulation (1) for at least two years following the completion of training, testing or checking;
- (b) maintain the qualification records required by subregulation (3) while the authorized instructor or examiner is in the employ of the Approved Training Organization; and
- (c) maintain the records required by subregulation (3), for at least two years.

(5) An Approved Training Organization shall provide the records required by this regulation to the Authority upon request, within a reasonable time and shall store and maintain such records required by—

- (a) subregulation (1) at the Approved Training Organization, or satellite Approved Training Organization where the training, testing, or checking, where appropriate, occurred, or at another location acceptable to the

Authority; and

- (b) subregulation (3) at the Approved Training Organization or satellite Approved Training Organization where the authorized instructor or examiner is primarily employed, or at another location acceptable to the Authority.

(6) An Approved Training Organization shall provide to its student, upon request and at a reasonable time, a copy of his training records.

(7) An Approved Training Organization shall keep a current record of each student enrolled, showing, where applicable—

- (a) the instructions credited; and
- (b) the authenticated transcript of grades from the Approved Training Organizations previously attended.

Transcripts of Student Grades

Transcripts
of grades of
student

23. (1) An Approved Training Organization shall upon completion of a course of aviation training at its organization by a student, issue to such student a Certificate of Completion.

(2) An Approved Training Organization shall include in a Certificate of Completion issued it under subregulation (1)—

- (a) the name and the certificate number of the Approved Training Organization;
- (b) the name of the student to whom it was issued;
- (c) the title of the approved curriculum;
- (d) the date of completion of the approved course;
- (e) a statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages;
- (f) an authentication by an official of the Approved Training Organization ; and
- (g) a statement showing the cross-country flight training that the student received in the course of training, where applicable.

(3) An Approved Training Organization shall not issue a Certificate of Completion to a student, or recommend a student for a licence or rating, unless such student has—

- (a) completed the training specified in the approved course of training; and
- (b) passed the required tests.

Requirement to provide Transcripts on Request

24. (1) Upon request, an Approved Training Organization shall provide a student who attended aviation training at its Approved Training Organization, a transcript of his grades.

Requirement
to provide
transcripts
on request

(2) An Approved Training Organization shall include in the transcript required under subregulation (1)—

- (a) the curriculum in which the student was enrolled;
- (b) whether the student satisfactorily completed that curriculum
- (c) the final grades the student received; and
- (d) an authentication by an official of the Approved Training Organization.

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