

1 July 2014
FOIA reference: F0001946

Dear XXXX

I am writing in respect of your recent request of 3 June 2014, for the release of information held by the Civil Aviation Authority (CAA).

Your request:

"I wish for you to provide a detailed breakdown on what the £785 of the professional skills test observation fee consists of.*

Can you please provide a breakdown on what the money is spent on and who (or what departments) it is sent to.

** Ref: ORS5 No. 289 / 3.13.1.2.1 / Table 12 / a) / i)*

Our response:

Having considered your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), we are pleased to be able to provide the information below.

The fee at present stands at £785 for the full test and £534 for the partial retake test and is shown under Table 12 of the [Personnel Licensing Scheme of Charges](#). These fees include the amount the CAA pays the non-CAA examiners, which is normally around £250 per test. The balance of around £535 (for the full test) has historically been used to offset CAA internal costs associated with oversight of non-CAA examiners and administration of the associated CAA Flight Test Booking system. The CAA departments concerned include the Hub (processing of applications), Flight Operations (CAA Flight Examiners) and associated corporate overheads. However, due to recent major changes within the CAA's Safety & Airspace Regulation Group (SARG), the professional skills test observation process is currently under review, we do not therefore, have more specific data available at this time as to the current and revised position going forward.

Within the wider context of the CAA's newly formed GA Unit, as the new regulatory working methodology and strategy is established, the statutory GA charges will be fully reviewed to reflect this new methodology. The professional skills test observations charge will be encapsulated within this review.

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

Mark Stevens
External Response Manager
Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

mark.stevens@caa.co.uk

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set in the attachment.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

www.ico.gov.uk/complaints.aspx

Should you wish to make further Freedom of Information requests, please use the e-form at <http://www.caa.co.uk/foi>.

Yours sincerely

Rick Chatfield
Information Rights and Enquiries Officer

CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.