

APPLICATION TO BECOME A DFT APPROVED RFXI COURSE PROVIDER

This form should be used by a training provider wishing to be approved to deliver the Recognition of Firearms and Explosives Instructors course. Please return this form, along with any supporting documentation, to the CAA aviation security training team at avsec.training@caa.co.uk

APPLICATION TYPE

Please select **one**:

- Initial
- Renewal

1. APPLICANT DETAILS

Contact name:
Contact email:
Contact telephone:
Company name:
Registered Training Provider Number (if applicable):

2. PROPOSAL OUTLINE

Please provide a brief proposal for course delivery. This should cover the following aspects: length of course, number of courses to be run per year, number of trainees, number of instructors, facilities, provision of demonstrations, and anything further you deem relevant to meeting the criteria at Annex A.

3. VISIT DATES

If appropriate at this stage, please outline below some suitable dates for the CAA to visit your course (these can be an approximate range).

4. ANNEX A – CHECKLIST FOR COURSE REQUIREMENTS

The following checklist is supplied for potential providers to evaluate requirements for course approval. Please refer to the RFX Instructors syllabus and General Mandatory

Conditions for more detailed requirements. Any queries should be directed to:
avsec.training@caa.co.uk

In order to be approved by DfT to deliver the RFX Instructors course, entities will have to demonstrate the following:

Instructors

- Knowledge of the subject matter
- Competency in instructional techniques
- DfT certificated
- Appropriate number

Classroom Training

- Classroom facilities
- Appropriate training volume and content, matched to the RFXI syllabus
- Appropriate PowerPoint presentations and handouts
- Course booklet

Practical Training

- Inert training aids
- Live demonstrations of explosives and munitions (please note that a robust alternative to this must be available to alleviate the live aspect)
- Health and safety aspects

Computer Based Training (if applicable)

- Technical appropriateness
- Malpractice

Please note: Entities will also be subject to the CAA's Quality Assurance Framework, which explores certain aspects in

QAF, details of which can be found here: <https://www.caa.co.uk/Commercial-Industry/Security/Training/Quality-Assurance-Framework-for-Aviation-Security-Training/>

APPLICATION FORM SUBMISSION SERVICE (SUBMIT)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

Email (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

SMS (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

Important: Please save your completed form before proceeding.

Application Form Submission Service

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.