



THE HONOURABLE COMPANY OF
AIR PILOTS
incorporating Air Navigators

SUPPLEMENTARY ADVICE TO FLIGHT INSTRUCTOR CPD BURSARY APPLICANTS

- The aim of the Honourable Company of Air Pilots' (HCAP) Bursary programme for Continued Professional Development is to 'assist instructors who might otherwise not have the necessary financial resources to keep their career on track.'
- When submitting an application, use the 200 word open text section to explain concisely how the Bursary will help ensure that you can continue as a career flight instructor. You may wish to include examples of how it will help broaden your repertoire of instructor competencies and/ or qualifications.
- Your explanation will need to convince the panel that you intend to continue to develop as a professional flight instructor in the UK or in one of the Honourable Company's international regions (Australia, Hong Kong, New Zealand or North America).
- If your application is to support a move to another country, your written explanation will need to convince the panel that you intend to continue to develop your instructor career in the new country, or in the UK or one of the Honourable Company's international regions.
- You should have researched thoroughly, the steps for conversion to meet the instructor requirements in the new country if your bursary application is linked to relocation. In these circumstances, your application should specify the steps, training flight hours and the Theoretical Knowledge requirements as well as the associated costs.
- You will need to include a breakdown of the costs you expect to incur whatever the nature of your application. A generic price list from the training provider alone will not suffice. If you cannot provide an itemised written estimate from the training provider, you may include a formal price list together with your own itemised list of the costs relevant to the training you propose; including an estimate of the hours required where appropriate. This should be provided at the same time as the application.
- Both and handwritten and word-processed applications are acceptable. However, if you choose to hand-write the application, it must be immediately legible. The panel must not struggle to read it. We suggest you ask a friend or colleague to proof-read it for you.
- Please make sure that you have notified your referees of your application and that they are able to provide a written reference or recommendation at short notice if required by the panel.
- Please note that, if awarded, the bursary will only be paid after the training has been completed and an invoice has been provided by the training provider. HCAP cannot pay the bursary in advance and cannot fund training that has already taken place at the time of application.

HCAP
Flight Instructor Working Group
March 2025