



Ryanair Group

Cadet / Non-Rated Assessment Briefing Pack

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Applicable to:



Ryanair DAC



Ryanair UK



Buzz



Malta Air



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1. Introduction

Congratulations on being selected for a pilot interview and assessment with Ryanair. We hope you enjoy the experience and are successful. We will endeavor to be as helpful and as fair as possible.

The following brief will help you prepare for your simulator assessment. Please read it carefully before the assessment date. Should you have any queries you will have ample opportunity on the day to ask questions and seek clarification.

This briefing document will outline:

- Overview of the assessment
- Required documentation for interview
- Simulator Flight Instruments
- Simulator Assessment Exercises
- Your responsibilities in relation to checklists, Pilot Flying and Pilot Monitoring duties

During the assessment you will be assessed against the following competencies.

- Application of Procedures
- Aircraft Flight Path Management - Manual
- Communication
- Knowledge
- Leadership and Teamwork
- Problem Solving and Decision Making
- Situation Awareness
- Workload Management
- English language proficiency (minimum ICAO Level 4).

Your simulator assessment will be on a Boeing 737NG or B737-8200 FTD simulator. The type of simulator, location and time of your assessment will be confirmed by the recruitment team in a separate email.



2. What to Bring

You must bring the following original documents and a **copy** of each with you on the day of the assessment:

		✓
1	<u>Completed application form</u> (Signed & Dated) - please make sure all the questions are correctly answered	
2	<u>Your CV</u> (Curriculum Vitae) – should include breakdown of flight hours and full employment history (both aviation and non-aviation related)	
3	<u>Original Flight Crew Licence</u> - “please make sure that the ME/IR and language proficiency are current on your licence” If PBN is not endorsed on your licence, please bring a certificate of PBN completion	
4	<u>Original Medical Class 1</u> - please make sure it is current	
5	<u>Valid Passport</u> (National ID cards cannot be accepted)	
6	<u>EASA approved logbook</u> with all flight hours logged - please copy the last 2 pages of your most recent logbook on A4 paper. (<u>Please bring all original logbooks</u>) - EASA approved electronic logbook with all flight hours logged can be accepted, pages will have to be signed & self-certified – please copy the last 2 pages of your most recent logbook on A4 paper - Please note, it is a requirement that all logged flight training hours are verified by your flight school / instructors. Please ensure your logbook is stamped by the flight school to state the hours are correct or provide a signed and stamped letter from your flight school which states a breakdown of all flight hours completed at the school, clearly showing that PIC, dual and total hours are to the minimum requirements as set out by EASA. If you are currently employed by an airline, please get a letter from your employer to confirm the abovementioned hours	
7	<u>Signed Flight School report</u> (Flight School Report is not accepted as a reference)	
8	<u>ATPL</u> results from the regulatory authority	
9	<u>AUPRT</u> (Advanced Upset Prevention and Recovery Training Certificate in accordance with FCL.745.A)	
10	<u>MCC</u> (Multi-Crew Cooperation Certificate)	
11	<u>JOC</u> (Jet Orientation Course) not compulsory	
12	<u>A minimum of 2 written references in English</u> signed & dated by the referee - please see below list of acceptable references: - Employment references - Person who knows you for the last 5 years or more (NB this cannot be written by a relative) Reference from an educational body (high school or university)	



If any of the required documents are not in English, please get them officially translated by a translation agency.

Please note: All paperwork must be in English. Paperwork that is not in English will not be accepted.

Please bring a copy of each of the above applicable documentation along with the originals. The copies will be collected during the briefing.

3. References

ALL REFERENCES MUST BE MANUALLY SIGNED BY THE REFEREE!

If you have never been in employment a signed reference from a person who knows you for the last 5 years or more and a reference from an educational body will be sufficient. Please ensure the contact details of your referees are included with an email address and contact telephone number. References from a Flight School will not be accepted as a reference unless you are employed by them.

Please note: We require a flight school report and a minimum of two written references in English signed by the referee.

4. Flight School Report

For the avoidance of doubt a flight school report must be provided and should include the following information:

- Precise training you received at your flight school.
- Results of your ATPL exams **from the regulatory authority** and confirmation of how many attempts it took you to pass the exams
- Results of your CPL skills and IR tests and confirmation of how many attempts it took you to pass each exam.
- A comment on how you progressed through the course from day 1 to the end of training.
- A grade of your overall skill and a comment by the head of training

NB: Your application won't be processed unless you provide a flight school report
As all paperwork will need to be scanned into our system please do not use double sided paper or staple any documents together.

(ALL ON A4 PAPER)



5. The Assessment Process

The Ryanair assessment will entail the following:

- Personnel and Technical interview
- Simulator Assessment (B737-800) or (B737-8200)
- English Language Assessment – (This will be assessed in the interview and the simulator. There is no written exam for this part of the assessment)

Please note there is no assessment De-Briefing. Candidates will be informed of the result of the assessment within one or two weeks of their assessment date.

The day will commence with a group briefing for all candidates and crews will be paired for the simulator assessment at this stage. Your simulator assessor (check pilot) will be present to answer questions or clarify anything relating to the simulator detail. It will be assumed you have studied this briefing document in detail beforehand.

Two candidates will be assessed at a time, so you may have to wait a while after the group briefing to be assessed in the simulator.



6. The Simulator

Please be advised that the simulator assessment will either take place in a B737-800 or B737-8200 Simulator. Information regarding the 737-800 will be highlighted in blue and information regarding the 737-8200 in yellow.

6.1 B737-800



6.2 B737-8200





You will be advised on the day by the assessor which airfield you will be using and will be provided with the appropriate charts on the day.

The simulator is a Boeing 737-800 or 737-8200 FTD. The instruments will be setup in PFD/ND format. The assessment will be flown using the ND APP (ILS) or VOR in CTR mode (compass rose). FMS will not be used. Do not worry if you are unfamiliar with these terms. You are not expected to know anything about the Boeing 737-800 or 737-8200 flight deck or procedures.

The information below provides guidance on the flightdeck layout and primary instrumentation.



7. Flightdeck Layout (PFD/ND mode)

7.1 Boeing 737-800



7.2 Boeing 737-8200





The Primary Flight Displays (PFDs) present a dynamic color display of all the parameters necessary for flight path control. The displays provide the following information:

- Airspeed
- Altitude
- Vertical speed
- Attitude
- ILS display
- Approach minimums
- Heading indications

Airspeed & Minima - The assessor will set all the V speeds and minima for the approach for you.

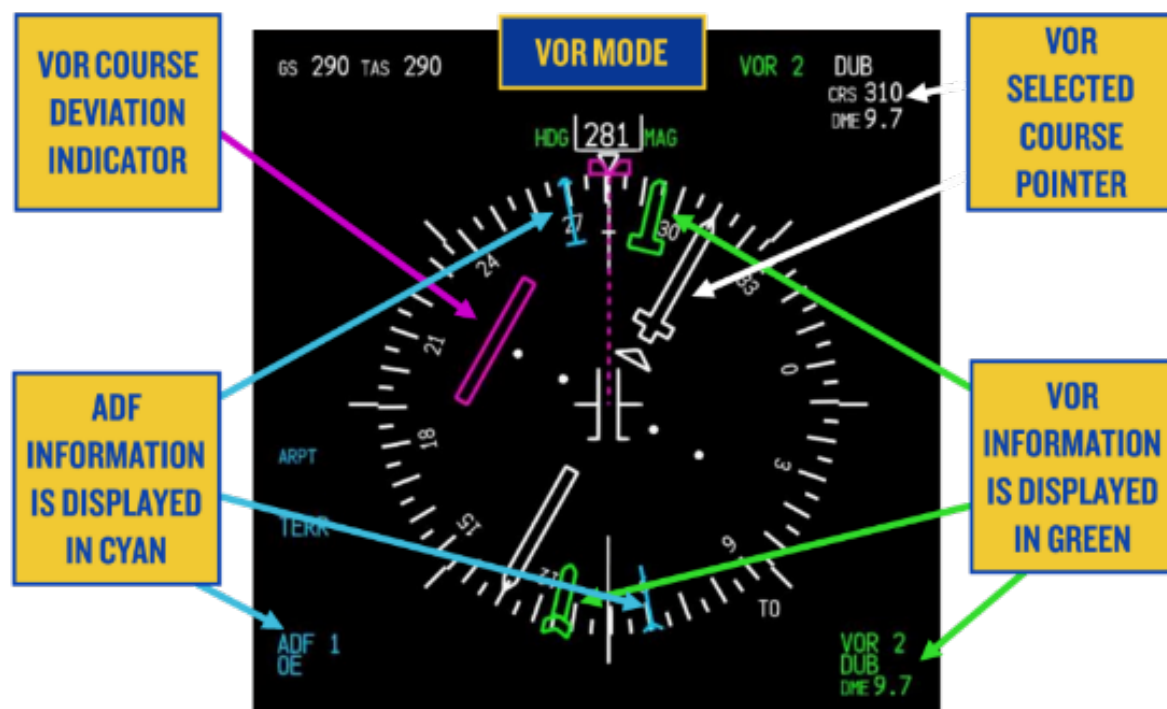
Attitude Indicator - NOTE: the bank angle indicator ('sky pointer') at the top of the instrument moves in the opposite direction to the aircraft symbol. The Localiser and Glide slope indications are integrated in this instrument.

Navigation Display

The Navigation Display (ND) will be configured as a VOR compass rose. The instrument has a course selector function. The left (no.1) ND is connected to NAV 1 (left) and the right ND is connected to NAV 2.

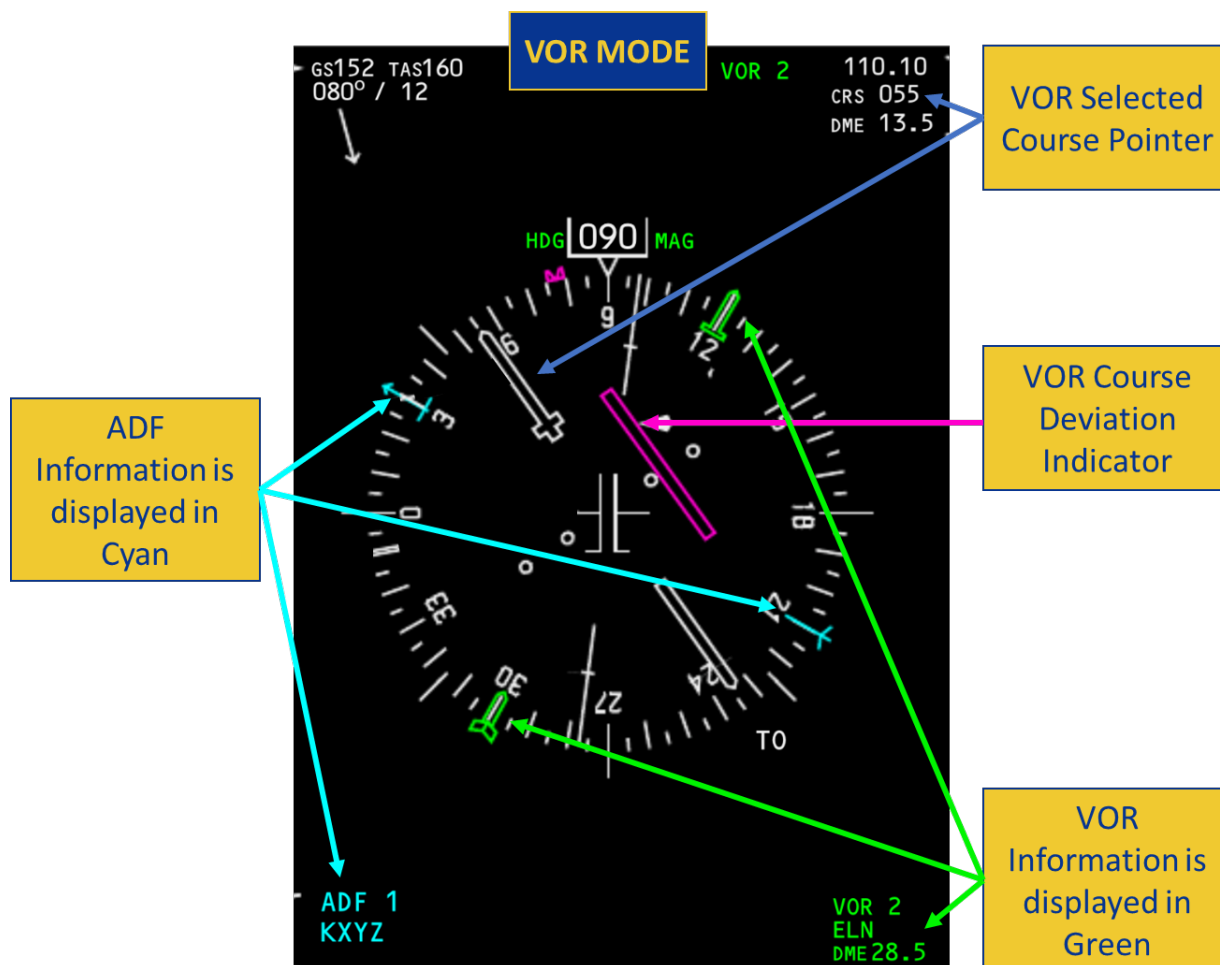
It also has an integral localiser and glide slope indication when an ILS frequency is tuned.

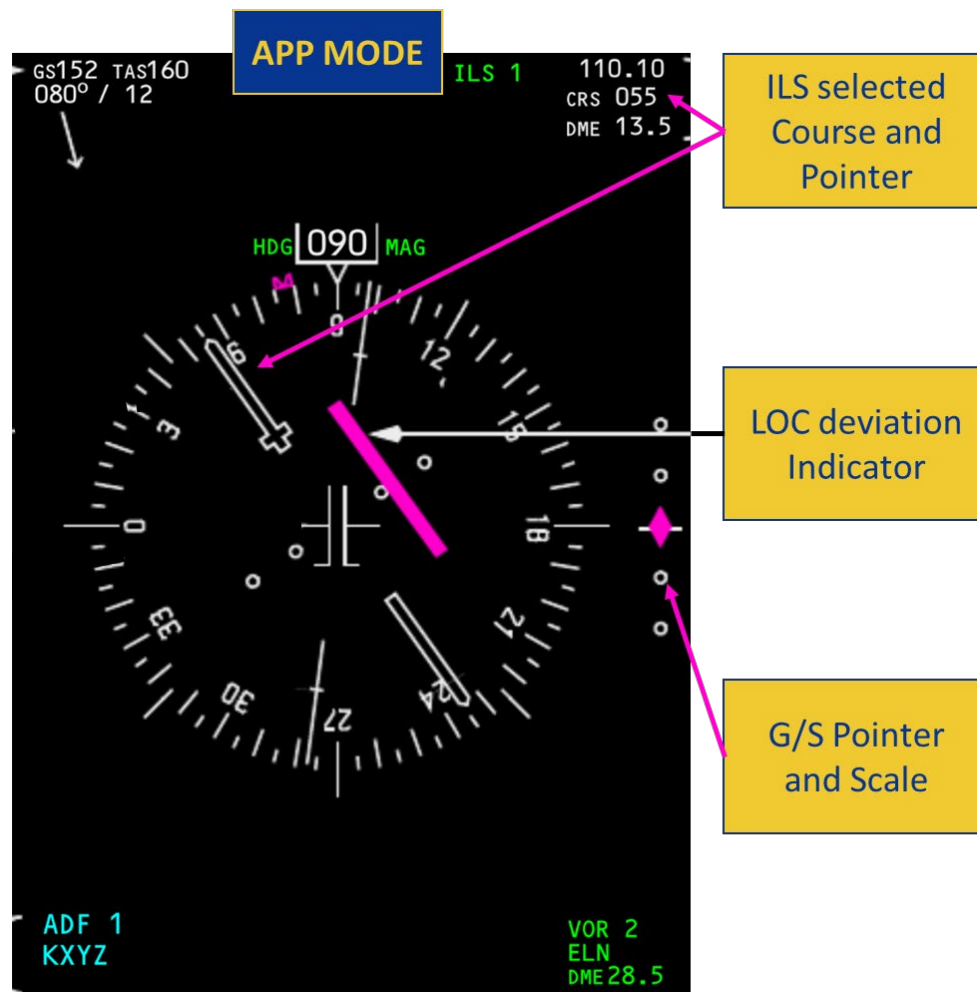
8.3 Boeing 737-800





8.4 Boeing 737-8200

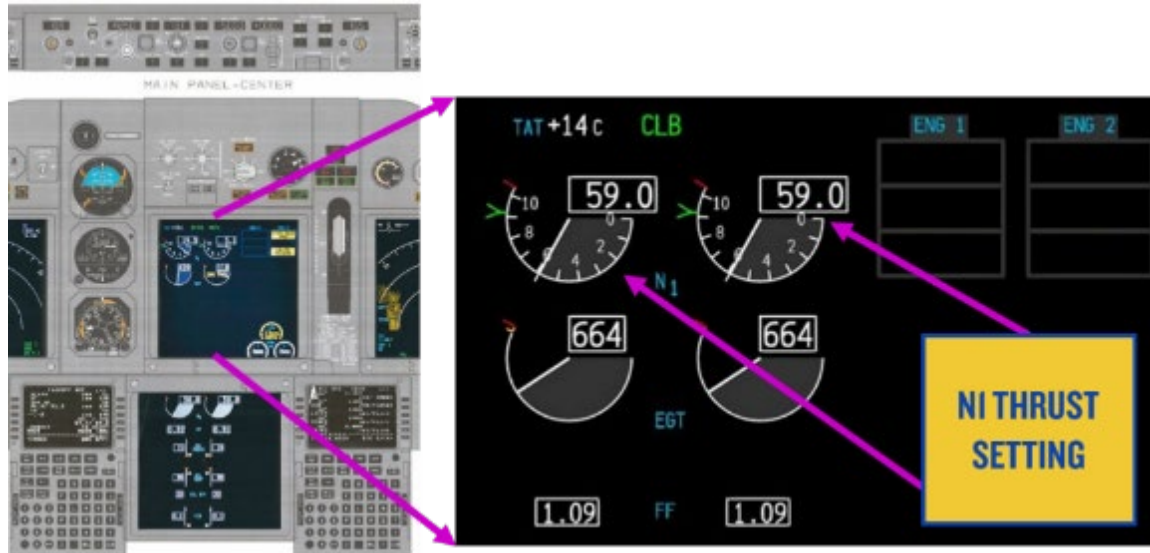




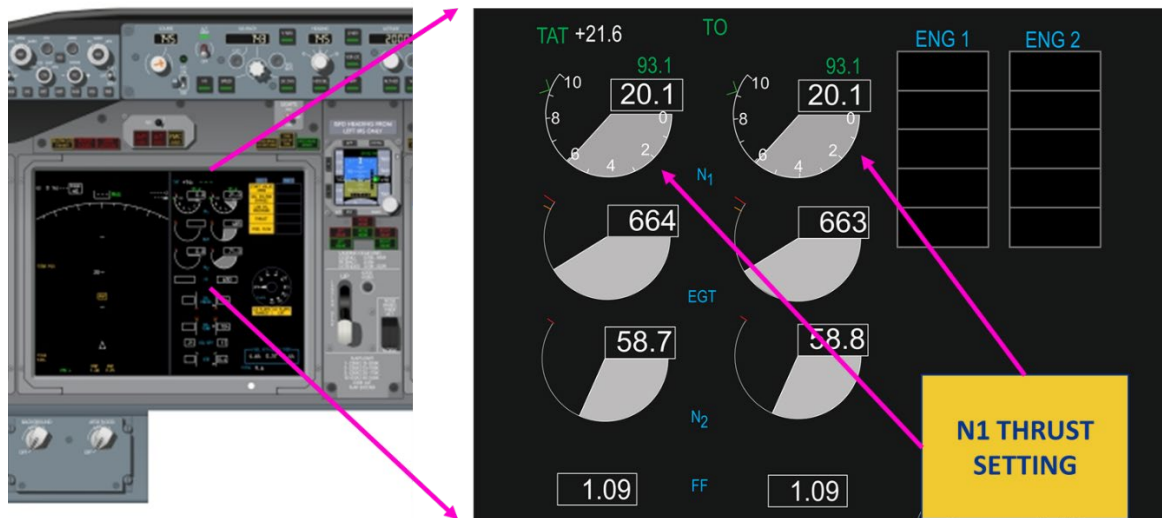


9. Thrust Levers and Indications

9.1 Boeing 737-800



9.2 Boeing 737-8200

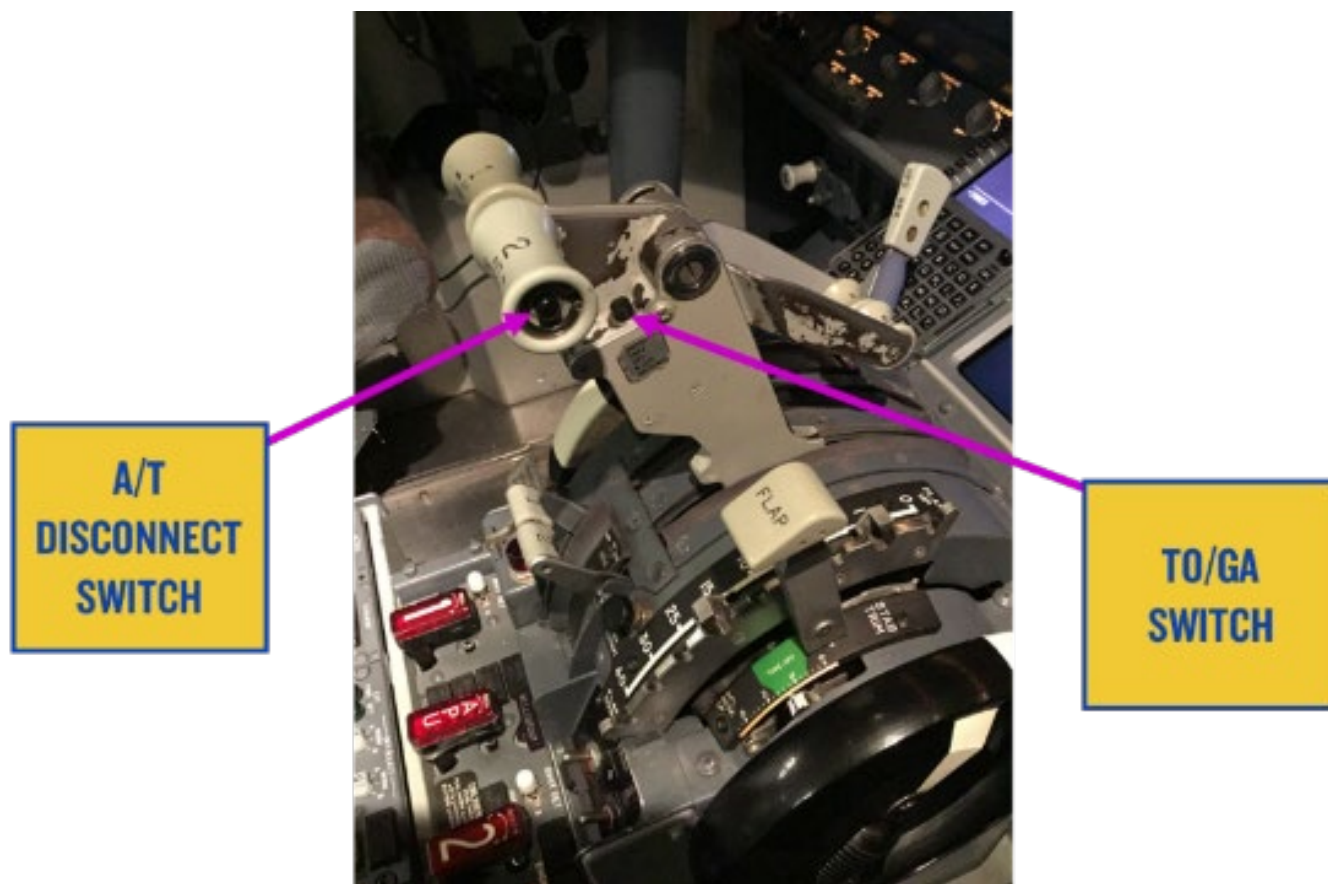


- During most of the assessment exercises, the average N1 thrust setting is approximately **55% N1 for the 737-800** and **51% N1 for the 737-8200**.
- Due to the inertia of jet aircraft, any thrust changes to correct IAS deviations take some time to produce the required result. do not make large changes of N1 thrust settings when correcting for IAS. Allow time
- Additionally, do not make frequent and large changes of N1 thrust. To fly smoothly and accurately you must keep the aircraft in trim and follow the simple rule:

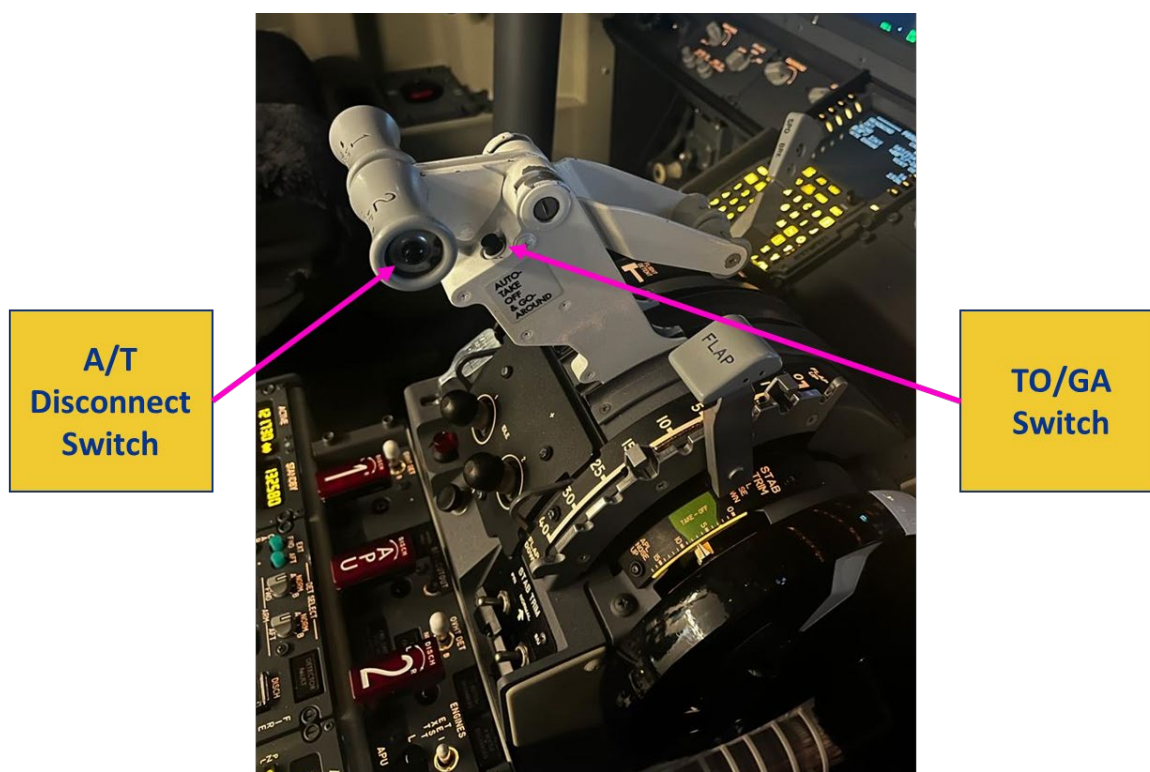
SET THRUST – SET PITCH – TRIM THE AIRCRAFT



9.3 Boeing 737-800



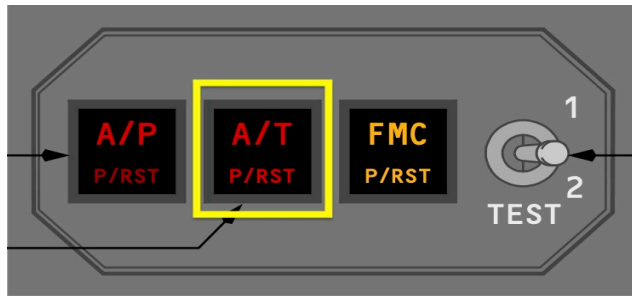
9.4 Boeing 737-8200



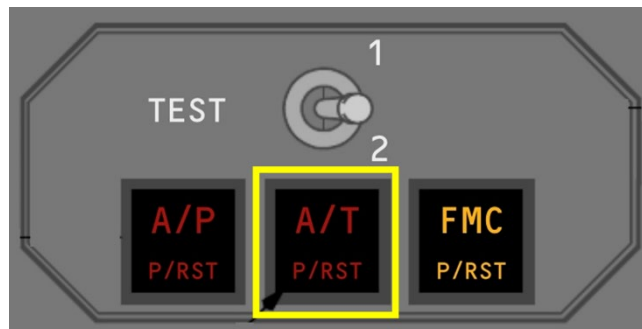


When the autothrottle is disengaged, the autothrottle disengage light (A/T P/RST) flashes red. By pressing the A/THR disconnect switch a second time or pressing the A/T P/RST button the light will go out

9.5 Boeing 737-800



9.6 Boeing 737-8200



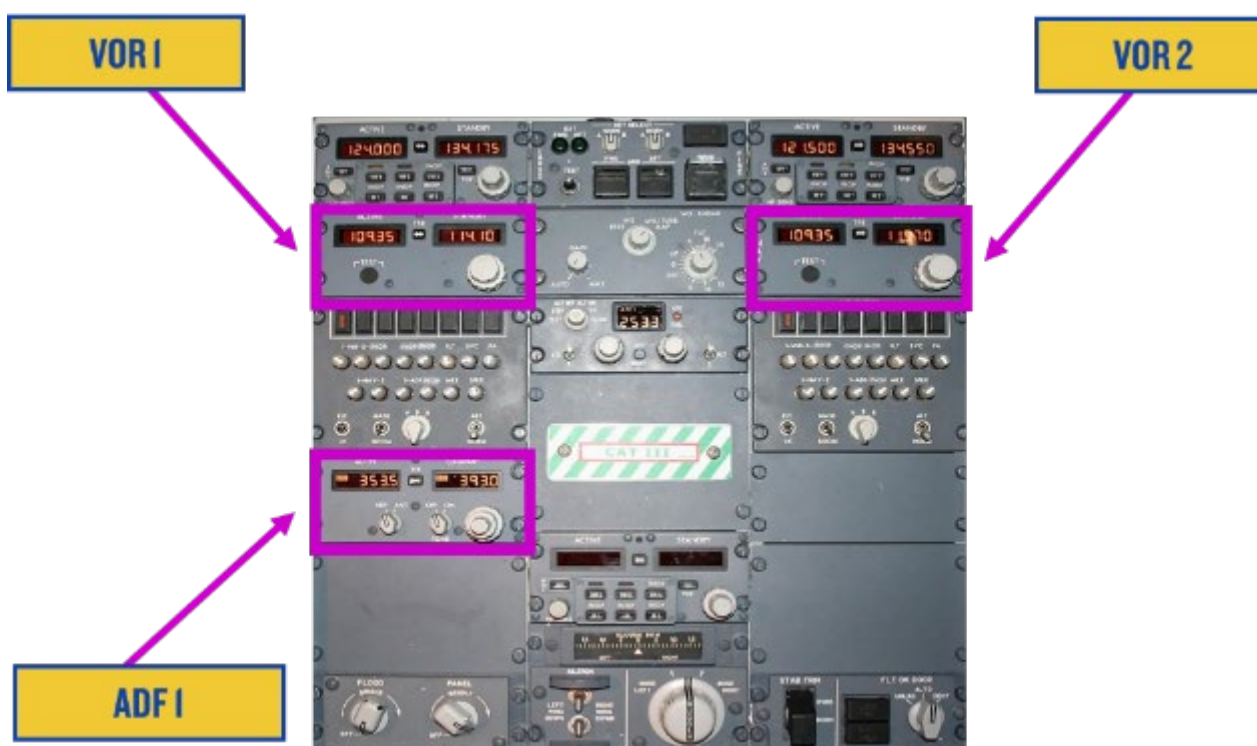


10. Glare Shield Panel (MCP – Mode Control Panel)

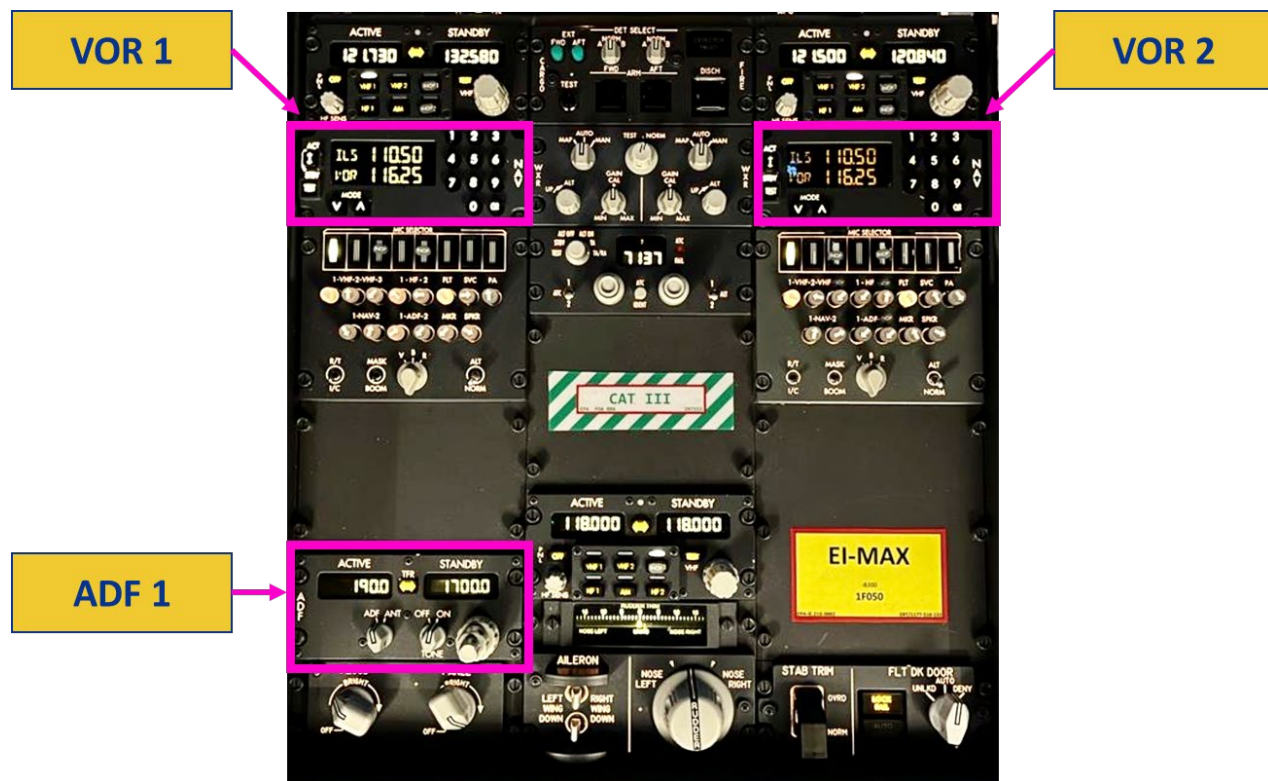


11. Centre Aisle Panel

11.1 Boeing 737-800



11.2 Boeing 737-8200



12. Simulator Assessment Profile

You may fly the simulator detail from the left or right seat. This is your choice. In the simulator the assessor will sit behind you at the instructor's panel. You will operate as Pilot Flying (PF) and as Pilot Monitoring (PM) (i.e. Pilot Not Flying) during the detail.

Remember that your Pilot Monitoring skills will be assessed when you are not flying.

When Pilot Flying assume you are Commander of the aircraft.

The aircraft will be positioned on the runway threshold ready for departure with the assessor taking responsibility for the configuration of the aircraft.

There will be ample time in the briefing room, before your simulator assessment, to discuss in detail and agree with your partner how you want to set-up and fly, the takeoff, the SID, the approach and landing phases. However, prior to take off, you should review this with your sim partner. This briefing should include the following:

- Specific departure clearance received (SID).
- All navigation aid selections including the indicator selection on the RMI (VOR or ADF needles selected) and the cleared altitude. This altitude is set in the altitude selector on the glare shield panel.
- The Thrust Lever (Throttles) handling procedure on take-off (who sets the thrust and who handles the Thrust Levers on take-off). Please brief whatever you are comfortable with or what you were taught in your MCC course.
- The Vertical profile and speeds to be flown (see below).



Once in the simulator, the assessor will 'act' as an 'Air Traffic Controller' (ATC), Cabin Crew/Attendant, Ryanair Operations etc. They will issue you with all ATC instructions. These must be read back by the PM using standard ICAO R/T. Treat the ATC instructions as you would a real flight/aircraft.

13. Takeoff Profile

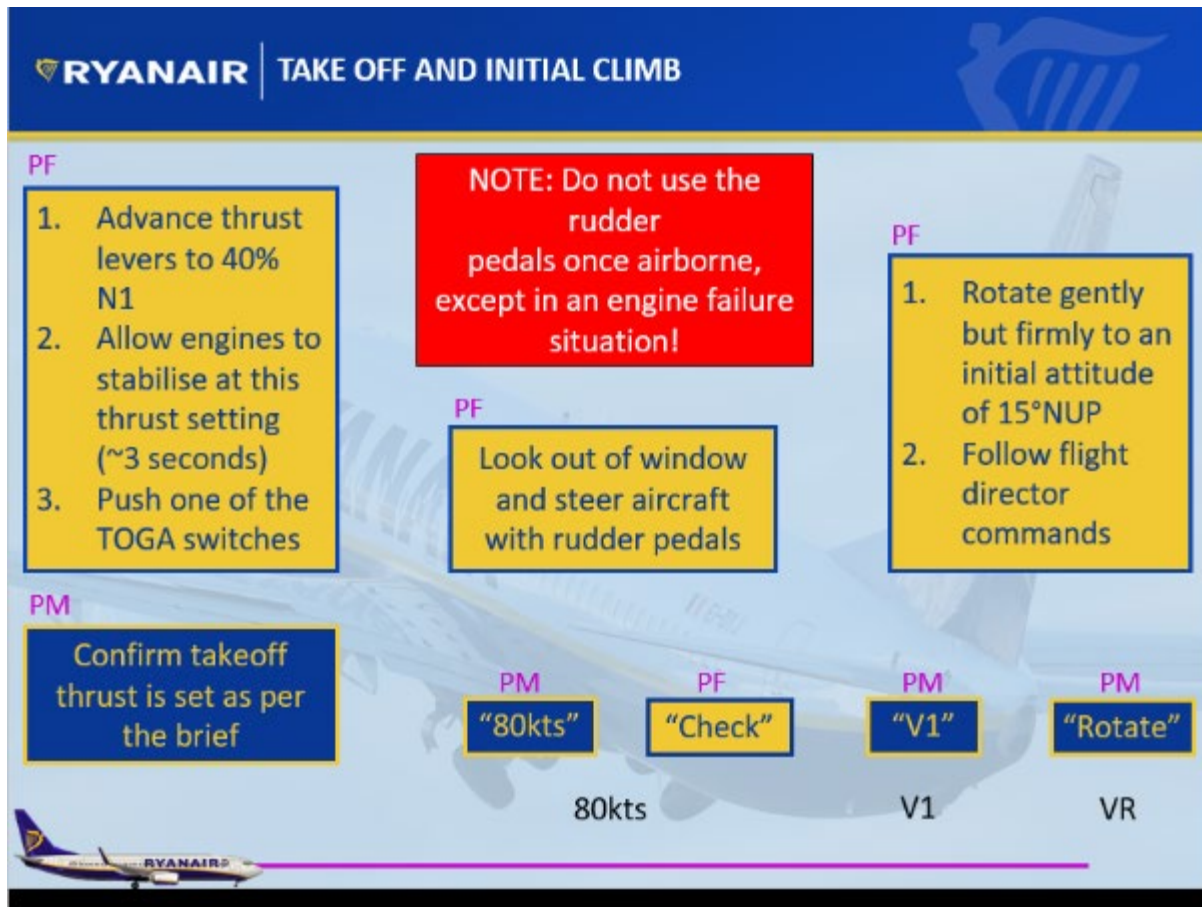
The take-off, SID and initial climb will be flown manually. **(NO autopilot, with flight directors and Autothrottle ON).**

You can expect a departure clearance to a cleared altitude/flight level. The primary thrust setting instrument is the N1 gauge. It is the top instrument on the engine instrument panel, located ahead of the thrust levers.

To commence the takeoff:

- Advance the Thrust Levers to the 40% and pause.
- Allow the engines stabilise at this thrust setting (about 3 seconds).
- Select TOGA (Take off, Go around). TOGA is selected by pressing one of the two buttons on the top of the Thrust Levers, this will engage the A/T. The assessor will point these out, if required.
- Then set the thrust as per your brief to your colleague (above).
- Look out the window and steer the aircraft down the runway with the rudder pedals.

The rudder is only used on the ground for take-off and landing. It is not used in the air, except in an engine failure situation. Avoid the temptation to use rudder like on a small aircraft. You will rapidly induce 'Dutch roll'.



The sequence of events and calls on take-off will be:

- PM will call the speeds ('V1 and 'Rotate').
- At the call 'Rotate', rotate the aircraft gently but firmly to an initial attitude of 15° nose up, and then follow the Flight Director (F/D) commands. These will be set to command runway heading and the correct climb-out speed.
- Next call for 'Gear Up'. The PM will select Gear to up. To do this pull the lever out and then up.
- At 1500 feet AGL verify FMA displays N1 and automatic thrust reduction to climb thrust occurs. You should keep both hands on the control column until the Flaps are up.
- At 3000 feet AGL call 'Bug Up'. The PM will set the speed cursor to the UP speed. The F/D will command an acceleration. Follow these commands (pitch down).



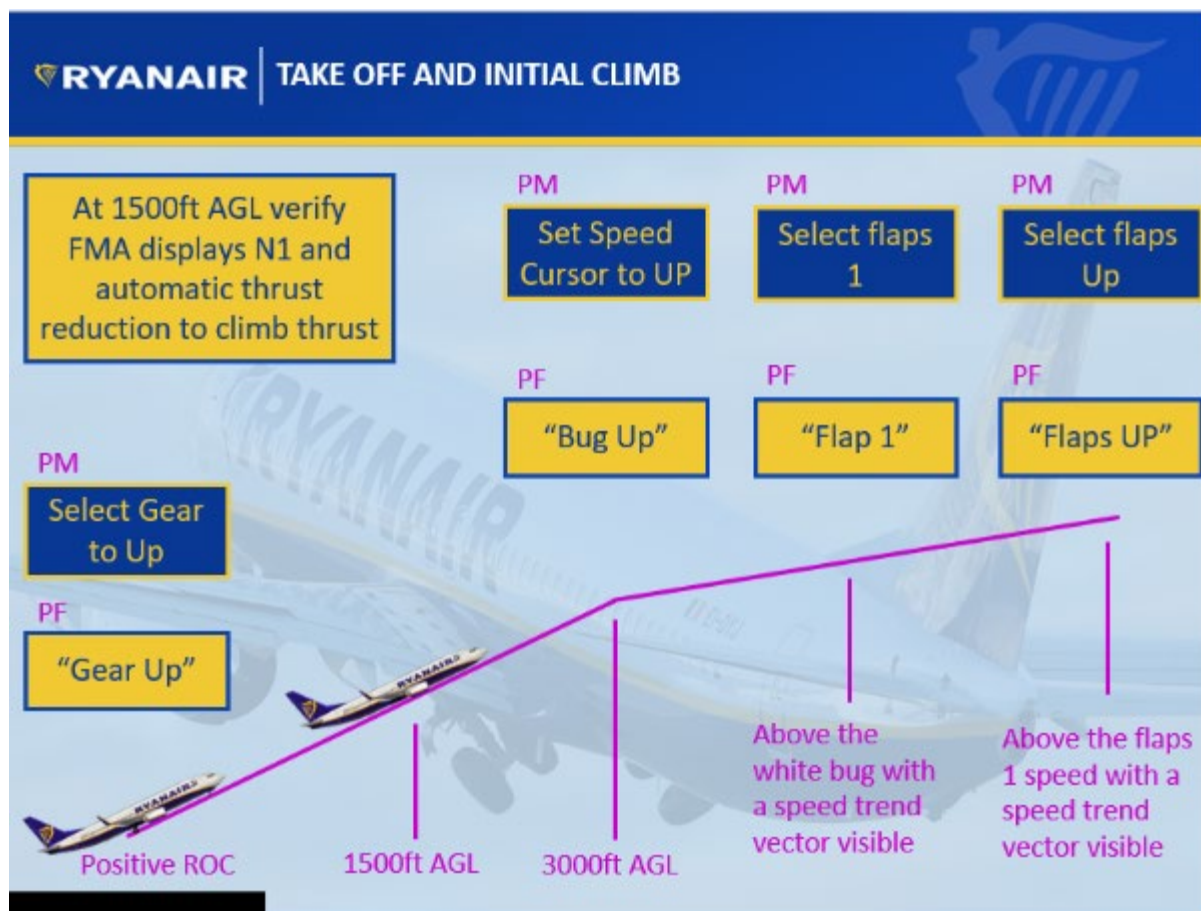
- When above the white bug and accelerating towards Flaps 1 speed (shown as 1 in green) call for 'Flaps one'.



- When above the Flap 1 Maneuver speed and accelerating, call for 'Flaps up'.



- Once the flaps are retracted and you have reached the stop altitude assigned by the assessor you will be asked to disengage the Autothrottle and control the thrust manually and the Flight Directors will be switched off.
- Fly the UP speed unless assigned a different speed by your assessor. The PF will be responsible for setting the thrust manually for the remaining of the session



The aircraft has an electric (stabiliser) trim operated by a 'thumb' switch on the control column. It is quite powerful, so use only in short 'bursts'.

Once the aircraft is 'clean' and flying level the assessor will issue further instructions. The assessor will give you some climbs, turns and/or descents to allow you familiarise yourself with the characteristics of the aircraft.



14. General Airwork Exercises

Be aware the aircraft has the following pitch characteristics:

‘Pitch & Thrust’. The Boeing 737 has under-wing mounted engines. This means when thrust is increased the aircraft will pitch up noticeably and vice versa. Ensure every time you change thrust you correct for this pitch tendency and re-trim the aircraft.

‘Pitch & Speed’. The swept wing characteristics of the aircraft mean that as the aircraft accelerates it pitches up. When you slow up the aircraft it will pitch down. Ensure every time you change airspeed you correct for this pitch tendency and re-trim the aircraft.

The assessor will ask you to complete a number of handling exercises including a ‘Non Normal’ or Emergency event. You will be expected to operate as a crew (as you were taught in MCC training). Treat this situation as if it were a real aircraft and ensure you apply yourself accordingly, whether you are the Pilot Flying or the Pilot Monitoring.

The PF is expected to act as the Captain of the flight (regardless of the seat you wish to fly from). While operating a PF you should call for the appropriate checklist applicable to your aircraft. Once you do this the assessor will facilitate as required, but you need to call for it. The assessor will inform you “Checklist complete” once they have completed any required actions. You are not expected to complete the checklist yourself.

We are obliged under Part-FCL regulations to ensure pilots have English Language Proficiency ICAO Level 4. This will primarily be done during this exercise, so ensure you brief all parties comprehensively (ATC, Cabin Crew, your colleague etc.). If you are the Pilot Monitoring, ensure you apply good MCC & CRM principles. **You will also be assessed in your Pilot Monitoring duties.**

Once this exercise is complete the assessor will intervene and ‘return’ the aircraft to normal operation.

Approach speeds

Once the Airwork is completed the assessor will ‘freeze’ the simulator and allow you to prepare the aircraft for an ILS approach to brief the PM. The V_{ref} and V_{fly} speeds will be entered by the assessor.

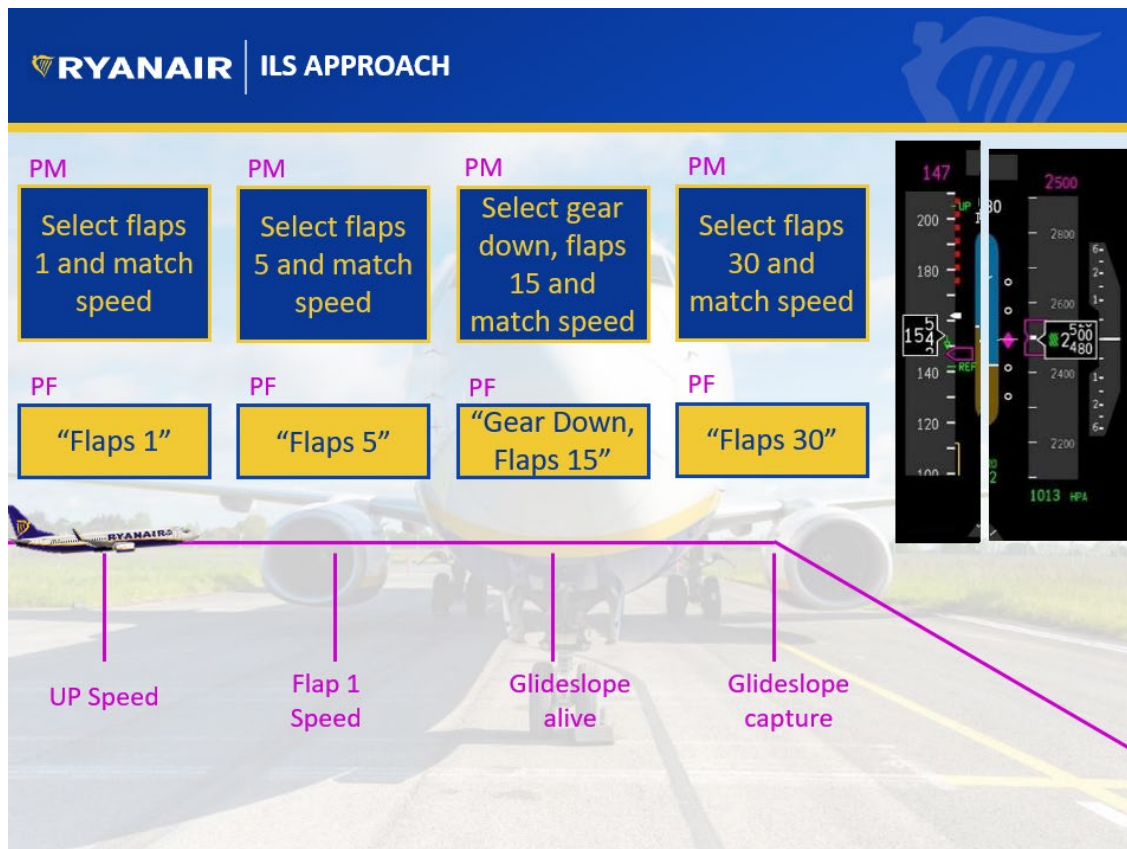
A navigation exercise will follow which may involve intercepting a radial to/from a beacon, a hold entry and/or flying the arrival routing (STAR).

The ILS may be intercepted following ATC radar vectors or flying a full procedural ILS, commencing from the ILS chart designated beacon.



15. ILS Approach – Manual flight

The next exercise will be a Raw data ILS Approach (Autopilot and Autothrottle OFF, Flight Director OFF). This will culminate in a Landing or Go-around. The PF will be responsible for briefing the approach, setting the navigation aids and course selections. The navigation aids selected by you will auto-identify, so there is no need to aurally/manually identify beacons selected.



The Flap & Landing Gear schedule for the approach is as follows:

- Minimum clean speed is the UP speed. The thrust setting required in level flight is approximately **55% N1 for the 737-800** and **51% N1 for the 8200**.
- Approaching UP speed call for '*Flaps one*' and decelerate towards Flaps 1 speed.
- Approaching Flaps 1 speed call for Flaps 5 and decelerate towards Flaps 5 speed.
- Fly the initial and intermediate approach at Flaps 5 configuration and Flaps 5 speed minimum.
- When the glideslope comes alive, call for '*Landing Gear Down, Flaps 15*'. Fly Flaps 15 speed minimum. The thrust required will increase to approximately **65% N1 for the 737-800** and **61% N1 for the 737-8200**.
- Just prior to glideslope capture (½ dot) call for '*Flaps 30*'. Fly the V_{fly} speed set by the assessor. This is the final approach fly speed. The thrust setting required on final approach is roughly **58% N1 for the 737-800** and **53% N1 for the 737-8200**.

CAUTION: When selecting flaps ensure you maintain the correct flight path and retrim as required.



16. Landing

The approach will culminate with a Landing or Go-around. Once 'visual' ensure you maintain a stable approach. Avoid the temptation to over-control and de-stabilise the aircraft. Maintain correct speed, the runway centreline and the vertical path (PAPI's/Glideslope).

In summary you will need to 'look out' as well as 'look in'. Once visual with the PAPIs these should become your primary reference for maintaining a stable approach path, remember they become more sensitive to pitch changes close to the runway so small corrections must be made.

The aircraft will issue an aural call at 50, 40, 30, 20 and 10 feet above the runway. When you hear the '*twenty*' call gently pitch up a couple of degrees and close the Thrust Levers. The aircraft should 'sink' nicely onto the runway.

Smooth landings are NOT a criterion of the assessment.

The requirement is to be:

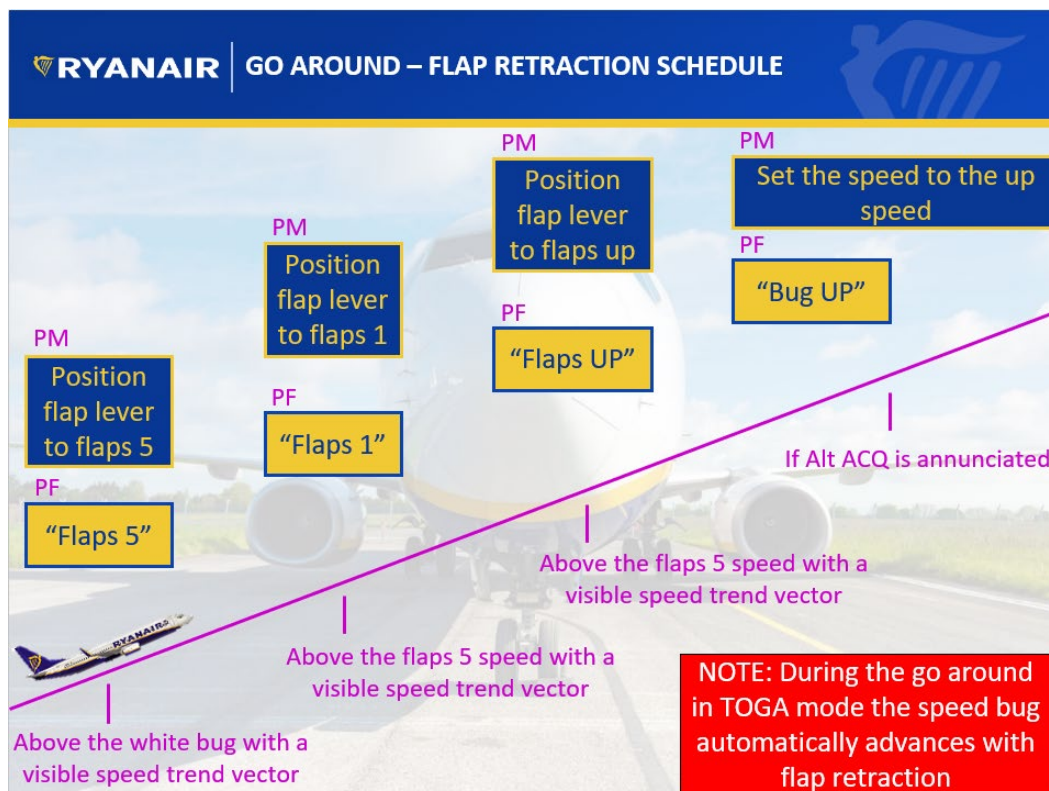
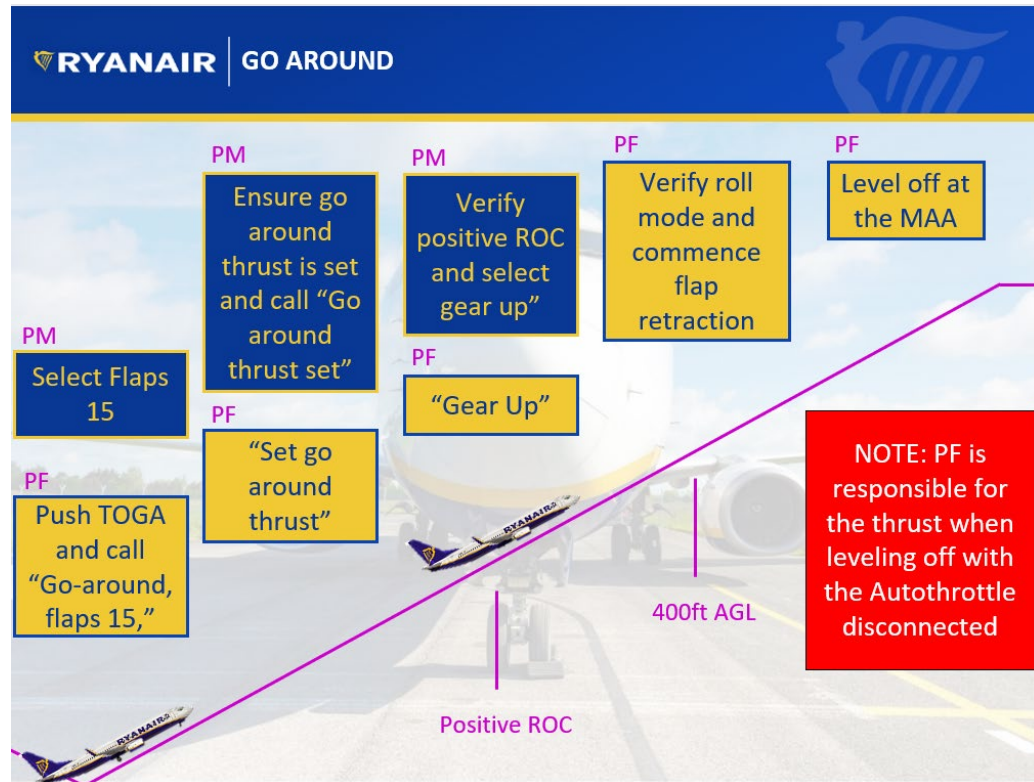
- On the runway centre line
- Wings level
- Within the touchdown zone
- At the correct speed
- Vertical speed under control.

Once you land the aircraft, stop on the runway centreline. Use the Rudder Pedals to steer and the toe brakes to stop. Use Reverse Thrust if you are familiar with it, however this is not compulsory.



17. Go Around Procedure

Should you not become 'visual' by the minimums or should the approach become destabilised at any point you must Go-Around. This will be your decision, so good airmanship and decision making are necessary. Avoid the temptation to 'press on' with an approach when a Go-around is a better option.





Should you decide to Go-Around:

- Call '*Go-Around, Flaps 15*'.
- The PM will select the Flaps to 15.
- Call '*Set Go-Around Thrust*'. Push the Thrust Levers towards maximum thrust (full arm length action required on the Thrust levers) and push either TOGA switch.
- Then immediately put both hands on the control column.
- The PM will set the Thrust to 90% N1.
- Pitch to 15° up (the aircraft will attempt to pitch up even further)
- Fly the Approach V_{ref} speed as a minimum. At 15° nose up the aircraft will accelerate
- Next call '*Gear Up*'. The PM will select the Gear up.
- Above 400AGL commence the flap retraction, the speed bug will move automatically towards 222kts as you retract the flaps.
- Flaps should be retracted in the following sequence F30-F15-F5-F1-FUP when above the minimum flap speed for the current setting and accelerating towards the next setting.
- On calling '*Flaps up*' you have responsibility for the thrust levers
- Fly UP speed unless advised otherwise.

The Go-around is complete when the flaps are up, and the aircraft is stabilised in level flight at UP Speed. The detail will either finish at this point or the assessor will advise you to fly another approach.

Finally, we wish you the best of luck with your assessment