

24 Jun 25

RAF BENSON FLYING CLUB (RAFBFC) ELCAS POLICY v3

1. RAFBFC is an ELCAS Approved Learning Provider (approved number 1548) offering courses as a function of its UK CAA Declared Training Organisation status.
2. The courses offered by RAFBFC that are ELCAS accredited are:

Course Code	Course Title	Course Fee £ (inc VAT)	Keywords
AEROS	AOPA Aerobatics	2500.00	AOPA Aerobatics course leading to UK CAA Aerobatic rating.
LAPLP1	UK CAA LAPL Module 1	2500.00	UK CAA LAPL Module 1, up to first solo.
LAPLP2	UK CAA LAPL Module 2	2500.00	UK CAA LAPL Module 2, up to Skills Test.
LAPLUG	UK CAA LAPL to PPL Conversion.	2500.00	Convert a LAPL to PPL full course.
NGT	Night Qualification	1067.00	Night rating
PPLA	UK CAA PPL Renewal	3250.00	UK CAA PPL licence renewal course.
PPLP1	UK CAA PPL Module 1	3250.00	UK CAA PPL Module 1, up to first solo. Target duration 9-12 months.
PPLP2	UK CAA PPL Module 2	3250.00	UK CAA PPL Module 2, up to Qual x-country. Target duration 9-12 months.
PPLP3	UK CAA PPL Module 3	3250.00	UK CAA PPL Module 3, up to Skills Test. Target duration 9-12 months.
SEP	SEP Rating course	2500.00	Qualified Service Pilot (QSP) conversion course from ATPL or from no licence.

3. Many Service members have taken advantage of ELCAS funding for flight training towards the UK Private Pilot's Licence and other ratings but they, and RAFBFC, must comply with the ELCAS rules and processes for management and funding of the courses. Note that the PPL and LAPL courses are modular; **ELCAS claims for the 2nd and 3rd modules may only be submitted on completion of the previous module.**
4. Armed with the approved number and knowledge of the course being applied for, prospective applicants should make their application through their local Training & Development Flight, or equivalent.
5. Before RAFBFC can confirm a course, **the applicant must** provide a Claim Authorisation Note (CAN) approved by MOD and **pay RAFBFC 20% of the total course cost as a personal contribution** towards the course costs. Only then can the course be confirmed, and ELCAS-funded training commenced. ELCAS rules direct that **any training carried out prior to that point** must be paid for by the individual on a self-funding basis. Only after the course start date on the CAN, can RAFBFC invoice MOD for the approved funds.

6. RAFBFC will hold the ELCAS funds and the personal contribution in an account to be drawn down against training costs. Courses should normally be completed within 2 years. RAFBFC policy on the operation of ELCAS-funded accounts is:

- a. Your course will commence on the start date you have chosen listed on the CAN. This is not necessarily your first flight date. You will be provided with pre-course learning that will include links to, or copies of, the RAFBFC FOB and RAF Benson DAM.
- b. We expect all ELCAS courses **to be completed in 2 years** from approval.
- c. We will write to members after 21 months to give them 3 months' notice to complete their course.
- d. For serving personnel we will take their individual circumstances into account and will extend courses **at our discretion**.
- e. **After 2 years, their account will be closed**, and residual funds transferred as general RAFBFC funds to support our training organisation requirements.
- f. Where members have passed the 21 month point already, we will give 3 months' notice for them to complete the course.
- g. Where a member account has been open for 3 years and dormant for a year, we will close it immediately.
- h. **ELCAS policy is not to transfer funds between providers**, as this is classed as subcontracting. However, a **discretionary** transfer of an amount from club funds (i.e. not ELCAS money) of an agreed number of hours at an agreed rate (to include an administration fee of 1%) is possible if extenuating circumstances can be proven. This would be a voluntary arrangement between RAFBFC and the follow-on training provider. It is **not a contractual right** and is a transfer of flying hours on the student's account, not funds which could be withdrawn later by the student.

7. The first use of ELCAS to "pay" for a flight will be deemed as acceptance of this policy.

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