##  CS 005 Train the Trainer Audit Checklist

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| **1-Applicants Details**  | **To be completed by the Applicant** |
| Name: |  | Nationality: |  |
| Operator/Organization:  |  | Telephone No: |  |
| Address:  |  | Email: |  |
| P.O. Box:  |  |  City: |  |

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| Initial application is to be accompanied by a curriculum vitae of the nominee’s reflecting his previous positions held, training courses conducted and recent experience. |

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| **2**  | Type of Evaluation: - Train the Trainer: - | [ ]  Initial | [ ]  Annual | [ ]  Renewal |
| [ ]  Crew Resource Management (CRM) |  |  |  |
| [ ]  First Aid (FA) |  |  |  |
| [ ]  Aviation Security (AVSEC) |  |  |  |
| [ ]  Dangerous Goods (DGR) |  |  |  |
| [ ]  Safety Emergency Procedures (SEP) |  |  |  |

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| **A.** Class composition | [ ]  instructors  |
| 1. Venue
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| **C.** Aircraft Type |  |
| **D**. Number of Trainees |  |
| **E.** Duration of Training  |  |
| **F**. Dates: |  |

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| **Grading Legend** | **Compliance Status** |
| **NA** | Not applicable/ Not Observed |
|  | Fail to meet the requirements / needs to be re-evaluated |
|  | Needs improvement |
|  | Meets the requirements |

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| **3 Competency Element** | **Performance Criteria** | **Grade** |
| 1. The Trainer shall ensure a safe training environment for the safety of his trainees**.**
 |  | Briefing of evacuation procedures to the trainees. |  |
|  | Identify hazards and the management of them (e.g. cables unsecured on the floor / slippery floor) |  |
| 1. The Trainer shall prepare the training environment to ensure the trainees receive the information given with no interruption and the learning objectives are achieved.
 |  | Follow the approved training syllabus or checklists. |  |
|  | Classroom preparation conducive to learning. |  |
|  | Uses multimedia/ Training aids, printed materials and technological resources available to support instruction. |  |
|  | Curriculum development: how to develop training materials, lesson plans and instructional aids relevant to their area of expertise. |  |
| 1. The Trainer has the ability to manage and support the trainees with the Teaching Techniques
 |  | Able to identify any individual trainee differences and understand the trainee’s learning difficulty. |  |
|  | Able to select different teaching techniques and giving relevant examples for easy understanding.  |  |
|  | Able to adjusts the pace and duration of classroom activities according to the trainee’s needs. |  |
|  | Having good communication and listening skills. |  |
| **Remarks**:  |
| 1. The Trainer has the ability to conduct training, identify and determine different techniques of imparting information to the type of trainees with different experience, culture and language.
 |  | Demonstrate an exemplary mentor behaviour, being knowledgeable and having good skill sets. |  |
|  | Demonstrate respect for organizational objectives, smartly attired, code of dressing, acceptable personal conduct. |  |
|  | Explain the objectives of training to be conducted. |  |
|  | Delivery skills (clarity, speed of delivery, and confidence) |  |
|  | Use of voice effectively |  |
|  | Use eye contact effectively |  |
|  | Use of body language that helps creates a supportive, productive learning environment. |  |
|  | Initiative and resourcefulness. |  |
|  | Shows mastery of the subject matter |  |
|  | Ensures trainees participation |  |

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| **3 Competency Element** | **Performance Criteria** | **Grade** |
| 1. The Trainer has the ability to demonstrate effective instruction and facilitation
 |  | Effective communication, both verbal and non-verbal. |  |
|  | Ask appropriate questions to encourage learning and confirm understanding of the subject matter. |  |
|  | Responds to trainee queries and questions effectively.  |  |
|  | Monitors understanding and ensures proficiency.  |  |
|  | Have a realistic approach in the conduct of scenario. |  |
|  | Ensures trainee’s participation. |  |
|  | Effective use of training aids to provide hands-on experience for trainees. |  |
|  | Time management. |  |
| 1. The Trainer has the ability to conduct general assessment of trainee competency during training
 |  | Able to monitor trainee’s performance during training. |  |
|  | Ability to make objective assessments on trainee’s competence. |  |
|  | Motivate trainees and encourage improvement by giving feedbacks on areas of weakness. |  |
| 1. The Trainer has the ability to evaluate the effectiveness of the training through course evaluation report.
 |  | Evaluate the trainee’s feedback on their learning outcome. |  |
|  | Evaluate the facilities, equipment, training materials affecting trainee’s competence. |  |
|  | Ability to give training needs analysis to the Training Section by identifying problems faced by trainees.  |  |
| **Remarks**:  |

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| **Trainer’s Name** | **Signature:** | **Date:** |
|  |  |   /   /     |
| **CAA Inspector’s Name:** | **Signature:**  | **Date:** |
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| 1. **CAA Use Only**
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| Result: - | **Satisfactory** [ ]  | **Unsatisfactory** [ ]  |