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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: |  | Date: |  |

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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** | 1. Type of Training | Initial | Recurrent | Renewal | Upgrade |
|  | Crew Resource Management (CRM) |  |  |  |  |
| First Aid (FA) |  |  |  |  |
| Aviation Security (AVSEC) |  |  |  |  |
| Dangerous Goods (DGR) |  |  |  |  |
| Safety Emergency Procedures (SEP) |  |  |  |  |

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| **B.** Class composition | Pilots | Cabin crew | Pilots & Cabin crew |

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| **C.** Venue |  | | |
| **D.** Aircraft Type |  | | |
| **E**. Number of Trainees |  | | |
| **F.** Duration of Training |  | **G**. Dates: |  |

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| **3. Evaluation of conduct of training** | | | | | | | |
| 1. **The Instructor shall ensure a safe training environment for the safety of his trainees.** | | | | | | | |
| **Performance Criteria** | | **Grade** | | | | | **Remarks** |
|  | Briefing of evacuation procedures to the trainees. | **NA** | **1** | **2** | **3** | |  |
|  | Identify hazards and the management of them (e.g. cables unsecured on the floor / slippery floor). | **NA** | **1** | **2** | **3** | |  |
| 1. **The Instructor 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. | **NA** | **1** | **2** | | **3** |  |
|  | Classroom preparation conducive to learning. | **NA** | **1** | **2** | | **3** |  |
|  | Uses multimedia/Training aids, printed materials and technological resources available to support instruction. | **NA** | **1** | **2** | | **3** |  |

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| 1. **The Instructor’s ability to manage and support the trainees.** | | | | | | | | | | |
| **Performance Criteria** | | **Grade** | | | | | | | **Remarks** | |
|  | Able to identify any individual trainee differences and understand the trainee’s learning difficulty. | **NA** | | **1** | | **2** | | **3** | |  |
|  | Able to select different teaching techniques and giving relevant examples for easy understanding. | **NA** | | | **1** | | **2** | **3** | |  |
|  | Able to adjusts the pace and duration of classroom activities according to the trainee’s needs. | **NA** | | | **1** | | **2** | **3** | |  |
|  | Having good communication and listening skills. | **NA** | | | **1** | | **2** | **3** | |  |
| 1. **The Instructor’s ability to conduct training, identify and determine different techniques of imparting information to the type of trainees with different experience, culture and language.** | | | | | | | | | | |
|  | Explain the objectives of training to be conducted. | **NA** | | | **1** | | **2** | **3** | |  |
|  | Shows mastery of the subject matter | **NA** | | | **1** | | **2** | **3** | |  |
|  | Delivery skills (clarity, speed of delivery, and confidence). | **NA** | | | **1** | | **2** | **3** | |  |
|  | Use of voice effectively | **NA** | | | **1** | | **2** | **3** | |  |
|  | Use eye contact effectively | **NA** | | | **1** | | **2** | **3** | |  |
|  | Use of body language that helps creates a supportive, productive learning environment. | **NA** | | | **1** | | **2** | **3** | |  |
|  | Ensures trainees participation. | **NA** | | | **1** | | **2** | **3** | |  |
|  | Effective communication, both verbal and nonverbal. | **NA** | | | **1** | | **2** | **3** | |  |
| 1. **The Instructor’s ability to demonstrate effective instruction and facilitation.** | | | | | | | | | | |
|  | Ask appropriate questions to encourage learning and confirm understanding of the subject matter. | **NA** | | | **1** | | **2** | **3** | |  |
|  | Responds to trainee queries and questions effectively. | **NA** | | | **1** | | **2** | **3** | |  |
|  | Monitors understanding and ensures proficiency. | **NA** | | | **1** | | **2** | **3** | |  |
|  | Have a realistic approach in the conduct of scenario. | **NA** | | | **1** | | **2** | **3** | |  |
|  | Ensures trainee’s participation. | **NA** | | | **1** | | **2** | **3** | |  |
|  | Effective use of training aids to provide hands-on experience for trainees. | **NA** | | | **1** | | **2** | **3** | |  |
|  | Time management. | **NA** | | | **1** | | **2** | **3** | |  |
| 1. **The Instructor’s ability to conduct general assessment of trainee competency during training.** | | | | | | | | | | |
|  | Able to monitor trainee’s performance during training. | **NA** | | | **1** | | **2** | **3** | |  |
|  | Ability to make objective assessments on trainee’s competence. | **NA** | | | **1** | | **2** | **3** | |  |
|  | Motivate trainees and encourage improvement by giving feedbacks on areas of weakness. | **NA** | | | **1** | | **2** | **3** | |  |
| 1. **The Instructor is to evaluate the effectiveness of the training through course evaluation report.** | | | | | | | | | | |
| **Performance Criteria** | | | **Grade** | | | | | | | **Remarks** |
|  | Evaluate the trainee’s feedback on their learning outcome. | | **NA** | | **1** | | **2** | **3** | |  |
|  | Evaluate the facilities, equipment, training materials affecting trainee’s competence. | | **NA** | | **1** | | **2** | **3** | |  |
|  | Ability to give training needs analysis to the Training Section by identifying problems faced by trainees. | | **NA** | | **1** | | **2** | **3** | |  |

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| **Remarks**: |

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| **4. 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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| **5. CAA Use Only** | |
| **Result: -** | |
| **Satisfactory** | **Unsatisfactory** |

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| CAA Inspector’s Name: | **Signature:** | **Date:** |
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