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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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