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| **CANDIDATE** | | | |
| **First Name** | **Family Name** | **Date of Birth** | **Nationality** |
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| **PHASE I : ASSESSMENT OF THE SUITABILITY OF THE CANDIDATE** | | | | | |
| **REQUIREMENTS** | | | | | |
| **Qualification** | | **Experience** | | **Knowledge** | |
| **Education:**  A relevant Bachelor degree such Aviation, Aeronautical Science Engineering, or Education & Training or Airline Transport Pilot License education or technical degree, or with additional education that is acceptable to the CAA; refers CAR OPS 1-3 and CAR OPS 3    **Certifications:**  Preferred certifications related to crew training, flight Operations. Valid ATPL, valid aviation instructor rating, valid TRI and TRE for the specific aircraft type(s) operated by the airline.  Certification in Crew Resource Management (CRM) instruction may be required. Additional certifications in areas of the operations specifications operating conditions and limitations is mandatory. Additional certification like SMS, Emergency Procedures Training (EPT) or Upset Prevention and Recovery Training (UPRT) may be beneficial.  ***Reference:***  *Note 2 of Appendix 1 of CAR OPS 3.037 or IEM CAR OPS 1.037*  *AMC-1-OPS 3.175 (j) (e) and AMC-1 OPS-1.175(j)(5)* | | **Relevant Work Experience**  **Minimum requirement**:  10 years relevant work experience of which at least 5 years experience in a relevant aviation role, such as pilot, instructor, or flight operations officer should be from the aeronautical. Experience in developing and delivering crew training programs. Experience in managing and overseeing crew training activities. Documented experience in ensuring regulatory compliance for crew training programs.in a comparable organisation;  ***Reference:*** *AMC-1 OPS-1.175(j) or AMC-1 OPS-3.175 (j)*  **Experience (Crew Training Specific):**  Demonstrated experience in developing and delivering effective crew training programs aligned with CAA regulations and industry best practices.  Experience in conducting needs assessments and gap analyses for crew training programs.  Experience in evaluating the effectiveness of crew training programs.  Experience in managing and mentoring crew training instructors | | In-depth knowledge of relevant Civil Aviation Regulations (CARs) pertaining to crew training and approved training organisation.  Knowledge of industry best practices for crew training, including CRM principles and adult learning methodologies.  Understanding of aviation safety management systems (SMS) and their application to crew training.  Strong knowledge of the aircraft type(s) operated by the airline and their associated procedures.  Excellent communication, interpersonal, and instructional skills.  Ability to manage and prioritize workload effectively.  Ability to work independently and as part of a team. | |
| **EVIDENCES** | | | | | |
| **Qualification** | | **Experience** | | **Knowledge** | |
| Submitted electronically | | Submitted electronically | | Submitted electronically and assessed by interview and written exam | |
| **CONCLUSION** | | | | | |
| **Qualification** | | **Experience** | | **Knowledge** | |
| Acceptable | Unacceptable | Acceptable | Unacceptable | Acceptable | Unacceptable |
| **PHASE II : CANDIDATE SELF SHORT PRESENTATION** | | | | | |
| **Content** | | **Relevant Experience** | | **Attitude** | |
| Relevant working experience and attitude | | Acceptable  Unacceptable | | Acceptable  Unacceptable | |

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| **PHASE III : Specific questions** | |
| **Subject** | **Assessment** |
| **Regulatory Compliance: How would you ensure that a newly developed crew training program for [Aircraft Type] operations fully aligns with the latest Civil Aviation Regulations (CARs) and relevant guidance documents from the CAA?** | Passed  Failed |
| **Training Needs Assessment:** **Describe your process for conducting a comprehensive needs assessment to identify the specific training requirements for a new group of pilots transitioning to the [Aircraft Type].** | Passed  Failed |
| **Training Development:** Outline your approach to developing a training program that incorporates adult learning principles, scenario-based training, and effective assessment methods. | Passed  Failed |
| **Instructor Management and Supervision:** How would you ensure that all crew training instructors under your responsibility possess the necessary qualifications and maintain their competency through ongoing training and evaluation? | Passed  Failed |
| **Training Delivery and Evaluation:** Describe your strategies for monitoring the effectiveness of crew training programs and identifying areas for improvement. | Passed  Failed |
| **Industry Best Practices:** How do you stay current on the latest industry best practices in crew training, including advancements in Crew Resource Management (CRM) and Upset Prevention and Recovery Training (UPRT)? | Passed  Failed |
| **Safety Culture**: Explain your approach to integrating safety principles and a culture of continuous improvement within the crew training program framework. | Passed  Failed |
| 8. **Communication Strategies**: How would you utilize effective communication strategies to foster collaboration between crew training instructors, trainees, and other stakeholders involved in the training process? | Passed  Failed |

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| **PHASE IV : FINAL CONCLUSION AND DECISION BY INTERVIEW TEAM** |
| **Remarks:** |
| **Acceptable  Unacceptable** |

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| **Position** | **Name** | **Signature** | **Date** |
| Team Leader |  |  |  |
| Team Member |  |  |  |
| Team Member |  |  |  |
| Team Member |  |  |  |