**Initial Training Organisation OJT Training Course Checklist**

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| PRACTICAL INSTRUCTOR TRAINING COURSE and ASSESSMENT METHOD CHECKLIST |
| DATE COMPLETED |  | COMPLETED BY |  |

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| NAME OF INITIAL TRAINING ORGANISATION OR TRAINING ORGANISATION |
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| DETAILS OF PRACTICAL INSTRUCTOR TRAINING COURSE DESIGN DOCUMENT (ISSUE#, DATE OF ISSUE, AMENDMENT STATE) |
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| Practical Instructor Training Course Checklist |
| Required Content | Detailed content | Question | Y/N | Notes |
| Practical Instructor Training course syllabus | Regulatory impact on air traffic controller training. | Does the practical instructor training course CDD include this? |  |  |
| Practical Instructor Training course syllabus | Human factors impact on air traffic controller training. | Does the practical instructor training course CDD include this? |  |  |
| Practical Instructor Training course syllabus | Determination of the background and experience of the person undertaking training. | Does the practical instructor training course CDD include this? |  |  |
| Practical Instructor Training course syllabus | Determination of the current level of ability of the person undertaking training. | Does the practical instructor training course CDD include this? |  |  |
| Practical Instructor Training course syllabus | Conduct of a pre-session briefing. | Does the practical instructor training course CDD include this? |  |  |
| Practical Instructor Training course syllabus | Planning and conduct of the training session. | Does the practical instructor training course CDD include this? |  |  |
| Practical Instructor Training course syllabus | Demonstration and explanation of the tasks. | Does the practical instructor training course CDD include this? |  |  |
| Practical Instructor Training course syllabus | Monitoring of the training session. | Does the practical instructor training course CDD include this? |  |  |
| Practical Instructor Training course syllabus | Management of interventions correctly, including error correction. | Does the practical instructor training course CDD include this? |  |  |
| Practical Instructor Training course syllabus | Evaluation of the performance of the person undertaking training. | Does the practical instructor training course CDD include this? |  |  |
| Practical Instructor Training course syllabus | Debrief of the person undertaking training. | Does the practical instructor training course CDD include this? |  |  |
| Practical Instructor Training course syllabus | Furnishing of written reports on the performance of the person undertaking training. | Does the practical instructor training course CDD include this? |  |  |
| Practical Instructor Training course syllabus | Taking appropriate follow-up action towards resolving training problems. | Does the practical instructor training course CDD include this? |  |  |
| Practical Instructor Training course syllabus | Techniques of pausing clocks. | Does the practical instructor training course CDD include this? |  |  |
| Practical Instructor Training course syllabus | Knowledge of technical facilities/environment. | Does the practical instructor training course CDD include this? |  |  |
| A refresher training course on assessment skills | Refresher training in practical instructional skills should prevent knowledge and skills erosion, and, for the training of STDIs, it should be designed to maintain awareness of the current operational practices. | Does the CDD detail the requirements for a practical instructor refresher training course ? |  |  |
| A method(s) for assessing the competence of practical instructors | The practical instructor competence assessment for an OJTI may be undertaken either in live operations or on a synthetic training device.The practical instructor competence assessment for an STDI should be undertaken on a synthetic training device. | Does the CDD detail the method of assessing the competence of practical instructors? |  |  |