**Initial Training / Training Organisations Assessor Refresher Course Checklist**

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| ASSESSOR REFRESHER COURSE TRAINING CHECKLIST |
| DATE COMPLETED |  | COMPLETED BY |  |

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| NAME OF TRAINING ORGANISATION |
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| DETAILS OF REFRESHER TRAINING COURSE (ISSUE#, DATE OF ISSUE, AMENDMENT STATE) |
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| Refresher Training Course Checklist |
| Required Content | Detailed content | Question | Y/N | Notes |
| Training of assessors shall be developed and provided by training organisations and shall consist of a refresher training course on assessment skills. | A successful assessment for the purpose of the assessor training course should establish competence at least in the following areas of assessment knowledge and techniques:1. regulatory environment and legal obligations;
2. types of assessment and their application;
3. performance objectives constituting air traffic controller competence;
4. conditions of assessments to create reliable results;
5. processing of assessments and administrative procedures;
6. giving verbal feedback and writing assessment reports;
7. vested interests and code of conduct;
8. accurately assessing competence against the performance objectives;
9. developing a good questioning technique and designing questions appropriate to the assessment
 | Does the organisation provide a refresher training course? |  |   |
| Training organisations shall ensure that assessors successfully complete refresher training in order to revalidate the endorsement | ATCO.OR.C.010 | Does the scope of the refresher training course include training for assessors? |  |  |
| The validity of the endorsement shall not exceed three years. | ATCO.C.060(a) | Is the period for the validity of Endorsements defined as 3 years? |  |  |
| Requires successful completion of training in assessment skills, designed to prevent knowledge and skills erosion. | ATCO.C.060(b) | Does the training encompass assessment skills? |  |  |

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| Revalidation - | Detailed content | Question | Y/N | Notes |
| Refresher training must be completed during the validity period. (If outside of this period, the process for renewal must be undertaken). | ATCO.C.060(b) | Does the process account for this? |  |  |
| The revalidation process must be designed to maintain awareness of current operational practices. | GM1 ATCO.C.060(b) | Does the refresher training encompass current operational practices? |  | Current operational practices may be refreshed by transitional and pre-on-the-job training. |
| Renewal - | Detailed content | Question | Y/N | Notes |
| If the endorsement has expired, it may be renewed by:(1)receiving refresher training on assessment skills and designed to maintain awareness of current operational practices  | ATCO.C.060(c) | Does the process include training these elements? |  |  |
| (2) successfully passing an assessor competence assessment; | ATCO.C.060(c)(2) | For Renewals, does the process contain a Practical assessment? |  |  |
| Training and assessment must be delivered within the year preceding the application for renewal. | ATCO.C.060(c) | Does the process ensure the application is submitted within the allotted timescale? |  |  |
| In the case of first issue and renewal, the period of validity of the endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed. | ATCO.C.060(d) | Does the process include this validity period? |  |  |
| Refresher training should be validated following completion of the refresher training. The date for endorsement should commence from this date. | GM1 ATCO.C.060(b) | Does the process ensure this is achieved?  |  |  |
| The refresher training for OJTI/STDI shall be detailed in the UCS |  | Is the training detailed in the UCS? |  |  |
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| Processes in case of failure of an examination or assessment, including the appeal processes; | ATCO.B.025 (10) | Does the submission detail the actions to be taken in the event of a failure of an assessment and does this action include the appeal process? |  |  |
| Identification of records to be kept specific to continuation training and assessments, in accordance with ATCO.OR C.020. | ATCO.OR.C.020 Record keeping(a) Training organisations shall retain detailed records of persons undertaking or having undertaken training to show that all requirements of the training courses have been met. | Does the submission identify the process for such records? |  |  |
| The training courses and assessment methods shall be approved by CAAT. |  | Is the course approved? |  |  |