



PERSONNEL LICENSING DEPARTMENT

CHECKLIST FOR TRAIN THE TRAINER (BASIC INSTRUCTOR TRAINING) COURSE APPROVAL

Course Title:.....TRAIN THE TRAINER & FLIGHT INSTRUCTOR TRAINING PROGRAMME.....

Name of Organisation:.....Date Submitted:.....

Signature:

(.....)

Name – Surname

Official Use Only

Verification Result: Accept Reject

This compliance check form has been verified by:

Signature:.....(PEL-ATO Inspector)

(.....)

Name – Surname

Date Completed:...../...../.....



Instructions

- 1) Applicant is to conduct a self-assessment as part of its compliance check by making 'X' in either Yes or No column and by providing manual references into the 'Compliance checked by applicant'.
 - 'Yes' shall be marked if contents/details are given. The applicant shall provide manual reference into the '**Reference**' column.
 - 'No' shall be marked if contents/details are not given.
 - 'N/A' shall be indicated in the '**Reference**' column if it does not apply to a particular requirement.
- 2) For official use: Each checklist item shall be assessed and given a result either '**Satisfactory-(S)**', '**Unsatisfactory-(U)**' or '**N/A**'
 - '**Satisfactory**' shall be given if the applicant is able to provide valid contents and details that comply with the requirements.
 - '**Unsatisfactory**' shall be given if the applicant is not comply with the requirement.
 - '**N/A**' shall be given to indicate when information in a certain table cell is not provided, either it does not apply to a question or because the answer is not available



The Requirements of Notification of the Civil Aviation Authority of Thailand on the Certification of Aviation Training Organization and Courses B.E.2562								
No	Requirements	Compliance Checked by Applicant			CAAT Officials Use Only			
		Yes	No	Course manual reference	S	U	N/A	Remarks
	Course Title, Course Objective and Course Expectation							
	Person responsible for the course							
	Instructor qualifications							
	Trainees' entry qualification							
	Training course outline (structure of theoretical and practical training)							
	Course contents (subjects, topics and learning hours)							
	Course timetable, duration and limitation							
	Syllabus, lesson plan and course management/development							
	Training methods, training materials, documents, and equipment							
	Measurement and assessment							
	Instructor names list with qualification, education, and experiences							
	Details of training equipment and facilities i.e. location, airports, routes, Classrooms, Briefing-area,							
	Aircraft, FSTD, maintenance and relevant equipment/material							
	Example of certificate							
COURSE CONTENTS								



1. Theoretical Knowledge		Course Reference	S	U	N/A	Remarks
1	Adult Teaching and Learning <ul style="list-style-type: none"> ▪ Principles of adult learning ▪ Learning Style Preferences ▪ * Fundamental Principles of teaching – learning process 					
2	Learning styles and strategies <ul style="list-style-type: none"> ▪ Recognizing different personality types ▪ Adapting to learning style differences ▪ Dealing with difficult situations with different personality types 					
3	Designing a course <ul style="list-style-type: none"> ▪ The ADDIE Instructional Design method ▪ Analysis phase ▪ Design phase ▪ Development phase ▪ Implementation phase ▪ Evaluation phase 					
4	Planning and preparation <ul style="list-style-type: none"> ▪ Prepare for a training event ▪ Lesson planning ▪ Learning objectives 					
5	Advanced presentation skills <ul style="list-style-type: none"> ▪ Presentation skills 					



	<ul style="list-style-type: none"> ▪ Trainer self-management ▪ Objection handling ▪ Difficult situations ▪ Listening skills ▪ * Teaching methods and procedures ▪ * Instructor – student relationships 				
6	<p>Feedback</p> <ul style="list-style-type: none"> ▪ Positive feedback ▪ Critical feedback ▪ Giving constructive feedback 				
7	<p>Training presentation</p> <ul style="list-style-type: none"> ▪ Prepare and deliver a lesson ▪ Give and receive feedback 				
8	<p>Others (* Order of DCA B.E. 2553)</p> <ul style="list-style-type: none"> ▪ Applicable regulations, policies, and procedures ▪ The company policies and procedure on training manual ▪ Methods, procedures, and techniques for conducting check (critic and evaluate) ▪ Analysis of student performance including identification of improper or insufficient training ▪ Appropriate corrective actions for unsatisfactory performance in training or evaluation ▪ The consequences of improper or untimely safety measures 				



	<ul style="list-style-type: none">▪ Crew resource management (CRM)				
2. Practical Training					
1	<ul style="list-style-type: none">▪ Participants will prepare and deliver a lesson following the models and techniques provided during the course				

References : Notification of the Civil Aviation Authority of Thailand on the Certification of Aviation Training Organization and Courses B.E.2562
: Order of Department of Civil Aviation Relating to Crew Instructor Approval B.E.2553 (*)
: International Air Transport Association (IATA) Train the Trainer Course TAPH-30