

Part I: Applicant's Information												
Name of Organis	ation:			ATO certificate no.: FTO-XXXX or ATC	O-XXXX or MTO-XXXX							
				Date of Submitted: DD - MMM - YY	Application No.:							
					(5 (4.4.7)							
Prior Approval	Type of Submission	No. of Attempt	Issue No. XX		(For CAAT)							
Prior Approvat	Initial	1 st attempt	Revision No. XX									
	☐ Amendment	· ·	2 rattempt Revision Date: DD – MMM - YY									
	☐ Amenament	'										
☐ 3 rd attempt												
Coordinator Nan	ne/ contact: 1. Mr. XXX Y	YY/ email										
2. Mr. XXX YYYY/ email												
Important remar												
		, , ,	oved via a letter sent by CAAT to th	• •								
		• =	·	ds the TCAR PEL Part-ORA. The CAAT wil	=							
			·	issues may arise. It is the ultimate respons	nsibility of the ATO accountable							
	- '		vide a fully compliant manual.	1.1.7								
		•	•	completed. To ease out the revision pr	ocedure, provide a par version of							
	=	highlighted and/or an abstra		rent. Some items are not applicable for	non complay organisations							
	•	- '	• =	e already mentioned in this checklist like	• =							
			, ,	ion available on the CAAT website www								
Please ensure tha		on complex/non complex	Congamisation, refer to the informati	ion available on the C/V() website www	.caat.or.tri							
		very nage is identified with a	a page number, a date and a revisio	n number								
	· -	. , -	pe made accessible for CAAT in spe									
_		•	·	CLOI								
			appropriate with training materials									
Organisation declaration and signature in the first page must be signed												
ATO Accountable Manager												
the information p	provided in this form is com	plete and correct and that	the documents provided are genuin	ne.								
Signature:		Applicant Name:		Date:								

PEL-TO-CK-069 Rev.00 Effective Date: 25-Mar-2024



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Part II	Competent Of	fficial Use Only								
Check Submitted document										
1 st checked	2 nd checked	3 rd checked	Financial (If applicable)							
☐ Complete date	☐ Complete date	☐ Complete date	☐ Invoice No							
☐ Incomplete date	☐ Incomplete date	☐ Incomplete date	Date:							
Signature/Name:	Signature/Name:	Signature/Name:	☐ Receipt No							
			Date:							
	Verification result: ☐ Accept ☐ Reject									
This compliance check form has been verified by:										
Signature:	Name:	Date:								
(If applicable) Under supervision of:										
Signature:	Name:	Date:								
		tructions:								
·	f its compliance check by providing manual reference	,								
		licant shall start the new process from the beginning	with the new intention letter.							
3) Each check list item shall be assessed and giv										
1	ATO is able to provide valid contents and details the									
, , ,	•	comply with the requirement as well as impractical/n	on-realistic process or procedures that do not reflect							
an actual context and operations of t	he ATO.									
(c) Not applicable shall be filled out	as N/A									
4) Provide detail in each subtopic/content of eve	ery subjects.									
5) Checklist does not address Training Course red	quirements as per TCAR PEL Part FCL. Applicant sha	ll provide separate relevant training course checklist	for review and approval along with this checklist.							
6) The Theoretical Knowledge Checklist shall be	submitted along with this checklist for both initial $\bar{\epsilon}$	approvals and amendments affecting theoretical know	vledge training							
7) In case of amendment, Non-applicable items	in the checklist may be greyed out by the applicant	t.								

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		Regulatory Requirement(s)		C	omplia	nce checked by ATO	С	CAAT Officials Use Only		
No.	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/Page/Topic No.)	S	U	Remark	
	General Requirement			ı						
		Title of the manual								
		A unique reference of the manual								
1	Title page	Date of revision								
		Revision number								
2	Approval page	The approval page must be signed by the Accountable Manager (AM) and the Compliance Monitoring Manager (CMM).								
3	Distribution list	Gives a cross reference of who is in possession of which copy number of the manual.								
4	Record of revision	Gives all the revisions issued for this manual, their revision date and an abstract of the changes performed for each revision.								
		The procedure to follow to revise this manual.								
5	Revision procedure	By who and how amendment can be proposed.								
		Who is in charge to include the revision in the manual when it has been approved by the CAAT.								
6	Tamparantrovisions	What is the procedure to implement a temporary revision.								
0	Temporary revisions	By who and how a temporary revision can be proposed.								
	Record of temporary	Gives all the temporary revisions issued for this manual, their issue date and an abstract of the								
7	revisions	changes implemented by the temporary revision.								
	101310113	This page must be signed by the compliance monitoring manager.								
	Part 1 – Training plan		1	ı		1				
	The aim of the	A statement of what the student is expected to do as a result of the training.								
8	course.	The level of performance that must be obtained after the course.								
		The training constraints to be observed (i.e. time constraint).								
		Minimum age.								
		Minimum educational (including language) and entrance requirements (if applicable).								
		AMC1 ORA.ATO.145 and AMC1 to Appendix 3 to Part-FCL requires the ATO to check that the								
		applicant has enough knowledge of mathematics, physics and English to be able to follow the								
	Pre-entry	course.								
9	requirements.	Provide information on how the ATO will assess the candidate capabilities.								
		Medical requirements.	4							
		The training manual shall clearly sate that the candidate must have a valid relevant medical certificate to apply for the licence or the rating he will be trained for								
		Any additional requirements the ATO wants to apply.								
		Define the procedure to enrol in the course.								



		Describe the procedure that the ATO will follow to propose a tailor-made program for a				
		candidate having prior experience and how the credits given will be documented.				
		Recurrent cases can be here described.				
		Pre-entry assessment flight, reporting and forms to be used.				
		Procedure to give credit in case of student coming from another training program or another				
4.0	Credits for previous	ATO.				
10	experience.	To be obtained from the Authority <u>before</u> that the training begins in the case of Appendix 3 to	1			
		Part-FCL trainings (ATPL and CPL).				
		Procedure to establish a training programme in the case of a renewal of a rating or a class/type				
		ratings (if applicable).				
		Guidelines are given in AMC1 FCL.625(c) and AMC1 FCL.740(b)(1).]			
		Assessment flight, reporting and forms to be used.				
	Training Syllabi.	The flight training syllabus (if applicable).				
	<u>Definition syllabus:</u>	Provide the list of all exercises to be done during the flight training.				
	A syllabus (pl.					
	syllabuses, or syllabi ;					
	from Late Latin					
	syllabus "list"), is an					
	outline and	Provide a cross reference with the exercises required by the Part-FCL.				
	summary of topics	Trovide a cross regerence with the exercises required by the Fart FCL.				
	to be covered in an					
	education or training					
	course. It is					
11	descriptive.					
11		The synthetic flight training syllabus (if applicable).				
		Provide the list of all exercises to be done during the synthetic flight training. Provide a cross				
		reference with the exercises required by the Part-FCL.				
		The theoretical knowledge training syllabus (if applicable).				
		Provide the list of all subjects that will be instructed during the theoretical knowledge training.	<u> </u>			
		Provide a cross reference list of the subjects required by the Part-FCL.				
		In case of Type Rating training courses, the syllabus shall include, as appropriate, all OSD				
		mandatory and non-mandatory elements in order to be compliant with the applicable				
		regulation.			-	
		Declare in the TM that the Type Rating training course includes, as appropriate, OSD elements				
		approved in accordance with the TCAR regulation. Refer to the latest version of the approved				
		minimum syllabus of pilot type rating training in the OSD for the relevant type of aircraft.			1	
12		Arrangements of the course and the integration of syllabi time.				



The time scale and scale; in weeks, to sellow the process of synapsis scheme which defines the general chronology of the synapsis. The general arrangements of daily and weekly programs for flying, ground and synthetic flight training. Describe in general flow long, when and where the courses are given. How many seasons per day, per week. Bed wealther constraints. Describe the procedure if there is a belay in the training due to a long period of bod weather. Program constraints in laters of maderium student beining times, (flying, theoretical knowledge, on FSTD9) its per day/week/month. Restrictions in respect of using reported of training fless in any day/right. Maximum mything hours in any day/right. Minimum est period between daty periods. Rules for security or records and documents. Takesnote the procedures for the presentation and confidentiality of the records and documents or give the righteness of the CMM term 18. Attendance records. Which form and/or system will be used to attest the presence of the condidate of the training seasons (a.e. classroom teaching, long briefings). The form of training records to be kept. Which forms will be used to report and assess the braining. Each form must have a clear standard content of training records and students logipooks. A least one staff member must be appointed to check the records and the students (orgbook.) Persons responsible for checking records and students logipooks. A least one staff member must be appointed to check the records and the students (orgbook.) Elselay, it should be the head of training are person appointed by him. The rature and frequency of record checks. Describe which still be checked in the training records and when. Lie before first sold, before first the training records and when. Lie before first sold, before first the training records and when. Lie before first sold, before first the training records and when. Lie before first sold, before first the training records and when.		•	T	 		
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The treat tree country and according to the set of the set of a dead of the ATO before			i.e. before first solo, before first solo x-country, any major step during the training.			
The training records and candidate logbook must be checked entirely by the ATO before			The training records and candidate logbook must be checked entirely by the ATO before			
the skill test.			the skill test.			
Standardisation of entries in training records.			Standardisation of entries in training records.			
How and on which identical criteria and method will the FIs evaluate the candidate and report			How and on which identical criteria and method will the FIs evaluate the candidate and report			
the evaluation in the training records.			the evaluation in the training records.			
Rules concerning log book entries.			Rules concerning log book entries.			



	T		T T			
		Define how the student must fulfil his logbook for each phase of the training and what the FI				
		must have a look to before countersigning a training session.				
		The mission reference number must be also registered in the remark column (if applicable),				
		there must be a clear link between a training session and a logbook entry.				
		Individual responsibilities.				
		Who is responsible in each phase of the training regarding safety concerns.				
		Essential exercises.				
		What are the essential exercises that a candidate must perform before each phase of the				
		training.				
		Emergency drills (frequency).				
1.5	C-f-t . tii	When in the training will the candidate perform the essential exercises.				
15	Safety training.	Dual checks (frequency at various stages).				
		When will the essential exercises and emergency drills will be reviewed.				
		Requirement before first solo day/night/navigation or any other major step of the training.				
		ATO requirements in regard of technical level, knowledge, and operational rules.				
		What must be checked by the FI before releasing the candidate for a solo flight	1			
		day/nigh/navigation.				
		On which form will it be reported or give the reference of the OM item 12.	1			
		Theoretical Knowledge				
		(a) Progress tests.				
		(b) Theoretical knowledge examinations.				
		(a) Progress tests (PTs) shall be organised on a regular basis to assess the candidate progress.				
		When and how those PTs will be organised.				
		Theoretical knowledge PTs should be CAAT-like exams (multiple choice) <u>and</u> open questions				
		exams.				
		Define here the pass mark.	1			
			1			
16	Tests and	Define here the pass mark. (b) When and how the theoretical knowledge examinations/final progress checks will be organised.	-			
16	Tests and examinations.	(b) When and how the theoretical knowledge examinations/final progress checks will be organised.	- - -			
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16		(b) When and how the theoretical knowledge examinations/final progress checks will be organised. What are the requirements/minimum pass mark in the PTs to attend the theoretical knowledge examinations/final progress checks. What is minimum pass mark to succeed the ATO final theoretical knowledge examinations. Flying (a) Progress checks. (b) Skill tests.	-			



		(b) A form must be developed stipulating that the ATO judges that the candidate fulfil all legal								
		requirements and that he is theoretically and practically ready to present a skill test.								
		Authorization for test.								
		Describe the procedure and criteria to authorise a candidate to apply for a								
		- Theoretical knowledge progress test	_							
		- Theoretical knowledge examinations in the ATO (ATO final theoretical examination)	_							
		- Theoretical knowledge examination at national authorities : <u>An official ATO recommendation</u>								
		must be available								
		- Practical progress check								
		- Skill test : <u>An official ATO recommendation must be available</u>								
		It could be done through a checklist/release form.								
		Rules concerning refresher training before retest.								
		In case of failure in a PT or a PC, what is the procedure to determine the amount of training								
		that the candidate needs in order to retry the concerned PT or PC.								
		Test reports and records.								
		Which forms are used to collect the results of the PTs and PCs. Which documents, where and								
		under which format it will be stored (paper version, digital version).								
		Procedures for examination paper preparation, type of question and assessment, standard								
		required for "Pass".								
		Describe when and how the ATO will organize a blank exam to prepare the candidate for the								
		CAAT exam.								
		Procedure for question analysis and review and for raising replacement papers.								
		Describe the procedure to update and review the ATO question bank.								
		Examination resit procedures.								
		Describe the procedure to re-train and re-assess a candidate when he fails to the CAAT exams.								
		Individual responsibilities.								
		Describe the responsibilities of the candidate and the FI/TKI regarding the training effectiveness.								
		General assessment.								
		Define how the ATO will assess the effectiveness of the training.								
		Liaison between departments.								
17	Training effectiveness.	How the ATO will organise the transfer of information over the candidates between the								
	Training effectiveness.	theoretical and flight training departments (meetings, reports). How both departments will be								
		aware of the progress of the candidates.								
		Identification of unsatisfactory progress (individual students).								
		How an instructor may report a lack of knowledge or aptitudes of a candidate to the head of								
	tro	training, chief flight instructor and the chief theoretical knowledge instructor.	_			+				
		Actions to correct unsatisfactory progress.								



Procedure for changing instructors. What is the procedure for a condicions to have another PATAL is a allowed? What is the procedure for a condicions to have another PATAL is a allowed? What is the procedure for a condicions to have another PATAL is a allowed? Maximum number of instructor changes per student. What is the procedure for a PATAL to not be assigned for student. Internal feedback system for detecting taking deficiencies. How the ATO will collect information on the efficiency of the braining provided for. General poor performance of the condicions at the CAT exams, inadequacy between FAPTs and ATC fleet, recurrent failures in shall lestal. What is the procedure to correct those braining deficiencies. There are condicion in any report to training deficiencies. There are condicion to make the procedure to correct those braining deficiencies. There are procedure that the ATO must comply with in order to suspend or exputs a condicion. Procedure for procedure that the ATO must comply with in order to suspend or exputs a condicion. Procedure for procedure that the ATO must comply with in order to suspend or exputs a condicion. Procedure for suspending a student from training. Describe the procedure that the ATO must comply with in order to suspend or exputs a condicion. Procedure for suspending the ATO. Describe the procedure that the ATO must comply with in order to suspend or exputs a condicion. Procedure for expending the ATO. Describe the procedure that the procedure to the procedure to the observed by the condicion. General discipline requirements and escribed in the expendicion manual. Reporting and documentation. On which farm or document all of the observe will be reported and stored and under which format (pages or digital version). Individual responsibilities of the condicion and the PATA towards the level of performance to be achieved for various stopes of the training the standards to be orthived by the condicion. Standards and level of performance as the condicion of th			What is the procedure to correct unsatisfactory progress of a candidate.				
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various stages. Define how the standardisation requirements will be verified and respected. By who it will be verified and with what means.	18						
verified and with what means.	20	· ·		-			
Application of test criteria.							
			Application of test criteria.				
Define a commune base and criteria to assess the performance of a candidate for			Define a commune base and criteria to assess the performance of a candidate for				
- Theoretical knowledge instruction			- Theoretical knowledge instruction				
- Flight training session			- Flight training session				
Part 2 – Briefing and Air Exercises		Part 2 – Briefing and A	air Exercises				



		A detailed statement of the content specification of all the air exercises to be taught, arranged in			
		the sequence to be flown with main and sub-titles.			
		Define for each air exercise the items that instructor shall demonstrate and that the candidate			
		shall perform up to proficiency.			
4.0	A. E	For each point of an air exercise:			
19	Air Exercise.	- Define a standard scenario;			
		- What is the goal of the manoeuvres;			
		- What could be wrong;			
		- What are the common mistakes;			
		- How to cope with such mistakes.			
		An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and			
		preferably in flip-card form to facilitate daily use by flight instructors.			
20	Air exercise reference	Item 19 defines in deep how to perform a specific air exercise.			
	list.	This item gives to the instructors/candidates an easy work document referring the main items of			
		an air exercise to be done.			
		A statement of how the course will be divided into phases, indication of how the above air			
		exercises will be divided between the phases and how they will be arranged to ensure that they			
0.1	Course structure –	are completed in the most suitable learning sequence and that essential (emergency) exercises			
21	Phase of training.	are repeated at the correct frequency.			
		Also, the syllabus hours for each phase and for groups of exercises within each phase shall be			
		stated and when progress tests are to be conducted, etc			
		The manner in which theoretical knowledge, synthetic flight training and flying training will be			
00	Course structure	integrated so that as the flying training exercises are carried out students will be able to apply			
22	integration of syllabi.	the knowledge gained from the associated theoretical knowledge instruction and synthetic flight			
		training.			
		The requirement for student progress and include a brief but specific statement of what a			
		student is expected to be able to do and the standard of proficiency he must achieve before			
23	Student progress.	progressing from one phase of air exercise training to the next. Include minimum experience			
		requirements in terms of hours, satisfactory exercise completion, etc as necessary before			
		significant exercises.			
24	Instructional methods.	The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to			
24	instructional methods.	syllabi and training specifications, authorization of solo flights.			
25	Prograss tasts	The instructions given to examining staff in respect of the conduct and documentation of all			
- 25	Progress tests.	progress tests.			
26	Glossary of terms.	Definition of significant terms as necessary.			
27	Appendices.	Progress test report forms.			



				1	<u> </u>	
		Forms used for the reporting of the performance of the student during the flight. The form used				
		for the different PCs.				
		Each form must have a clear identification (reference number, version number and version				
		date).				
		Skill test report forms.				
		ATO certificates of experience, competence, solo authorization, solo debriefing certificate as				
		required.				
		A certificate might be delivered by the ATO after certain phases of the flight training to attest				
		officially that the candidate is proficient for a certain part of the training. This kind of document				
		is useful for the candidate if he wants to change of ATO. Each certificate must have a clear				
		identification (reference number, version number and version date), be signed by the head of				
		training and have a date of issue.				
		For the solo flights, the ATO shall use the following official CAAT forms (The solo authorisation				
		and The solo cross country briefing certificate and authorisation) or any suitable internal				
		document.				
	Part 3 – Flight Training	in an FSTD				_
		A detailed statement of the content specification of all the air exercises to be taught, arranged in				
		the sequence to be flown with main and sub-titles.				
		Define for each air exercise the items that instructor shall demonstrate and that the candidate				
		shall perform up to proficiency.				
20	Λ:, Γ.,	For each point of an air exercise :	V			
28	Air Exercise.	- Define a standard scenario;	Yes			
		- What is the goal of the manoeuvres;				
		- What could be wrong;				
		- What are the common mistakes;				
		- How to cope with such mistakes.				
		An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and				
		preferably in flip-card form to facilitate daily use by flight instructors.				
29	Air exercise reference	Item 19 defines in deep how to perform a specific air exercise. This item gives to the	Yes			
	list.	instructors/candidates an easy work document referring the main items of an air exercise to be				
		done.				
		A statement of how the course will be divided into phases, indication of how the above air				
		exercises will be divided between the phases and how they will be arranged to ensure that they				
	Course structure –	are completed in the most suitable learning sequence and that essential (emergency) exercises	.,			
30	Phase of training.	are repeated at the correct frequency.	Yes			
		Also, the syllabus hours for each phase and for groups of exercises within each phase shall be				
		stated and when progress tests are to be conducted, etc.				
	-		•		•	



	1		1		1		1	
		The manner in which theoretical knowledge, synthetic flight training and flying training will be						
31 Co	Course structure	integrated so that as the flying training exercises are carried out students will be able to apply	Yes					
in	ntegration of syllabi.	the knowledge gained from the associated theoretical knowledge instruction and synthetic flight	res					
		training.						
		The requirement for student progress and include a brief but specific statement of what a						
		student is expected to be able to do and the standard of proficiency he must achieve before						
32 St	Student progress.	progressing from one phase of air exercise training to the next. Include minimum experience						
	·	requirements in terms of hours, satisfactory exercise completion, etc. as necessary before						
		significant exercises.						
22	and an although a south and a	The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to						
33 In	nstructional methods.	syllabi and training specifications, authorization of solo flights.						
24	Dun	The instructions given to examining staff in respect of the conduct and documentation of all	V					
34 Pr	Progress tests.	progress tests.	Yes					
35 Gl	Glossary of terms.	Definition of significant terms as necessary.						
		Progress test report forms.						
		Forms used for the reporting of the performance of the student during the flight. The form used						
		for the different PCs.	Yes					
		Each form must have a clear identification (reference number, version number and version						
		date).						
36 Ar	Appendices.	Skill test report forms.						
30 A	препасез.	ATO certificates of experience, competence, etc. as required.						
		A certificate might be delivered by the ATO after certain phases of the flight training to attest						
		A certificate might be delivered by the ATO after certain phases of the flight training to attest officially that the candidate is proficient for a certain part of the training. This kind of document	Vas					
			Yes					
		officially that the candidate is proficient for a certain part of the training. This kind of document	Yes					
		officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear	Yes					
Pa	Part 4 – Theoretical Kn	officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue.	Yes					
Pa	Part 4 – Theoretical Kn	officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue.	Yes					
	Part 4 – Theoretical Kn Structure of the	officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue. owledge Instruction	Yes					
St		officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue. Dowledge Instruction A statement of the structure of the course, including the general sequence of the topics to be	Yes					
St 37 th	Structure of the	officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue. Towledge Instruction A statement of the structure of the course, including the general sequence of the topics to be taught in each subject, the time allocated to each topic, the breakdown per subject and an	Yes					
St 37 th	Structure of the theoretical knowledge	officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue. Towledge Instruction A statement of the structure of the course, including the general sequence of the topics to be taught in each subject, the time allocated to each topic, the breakdown per subject and an example of a course schedule.	Yes					
St St CC	Structure of the theoretical knowledge course.	officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue. Towledge Instruction A statement of the structure of the course, including the general sequence of the topics to be taught in each subject, the time allocated to each topic, the breakdown per subject and an example of a course schedule. Distance Learning courses should include instructions of the material to be studied for individual	Yes					
St St CC	Structure of the theoretical knowledge	officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue. **Owledge Instruction** A statement of the structure of the course, including the general sequence of the topics to be taught in each subject, the time allocated to each topic, the breakdown per subject and an example of a course schedule. Distance Learning courses should include instructions of the material to be studied for individual elements of the course.	Yes					
St St CC	Structure of the theoretical knowledge course.	officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue. Sowledge Instruction A statement of the structure of the course, including the general sequence of the topics to be taught in each subject, the time allocated to each topic, the breakdown per subject and an example of a course schedule. Distance Learning courses should include instructions of the material to be studied for individual elements of the course. A description of each lesson or group of lessons including teaching materials, training aids,	Yes					
37 th cc	Structure of the theoretical knowledge course. Lesson plans.	officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue. Towledge Instruction A statement of the structure of the course, including the general sequence of the topics to be taught in each subject, the time allocated to each topic, the breakdown per subject and an example of a course schedule. Distance Learning courses should include instructions of the material to be studied for individual elements of the course. A description of each lesson or group of lessons including teaching materials, training aids, progress test organization and inter-connection of topics with other subjects.	Yes					
37 th cc	Structure of the theoretical knowledge course.	officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue. Towledge Instruction A statement of the structure of the course, including the general sequence of the topics to be taught in each subject, the time allocated to each topic, the breakdown per subject and an example of a course schedule. Distance Learning courses should include instructions of the material to be studied for individual elements of the course. A description of each lesson or group of lessons including teaching materials, training aids, progress test organization and inter-connection of topics with other subjects. Specification of the training aids to be used (e.g. study materials, course manual references,	Yes					





40	Student progress.	The requirement for student progress, including a brief but specific statement of the standard that must be achieved and the mechanism for achieving this, before application for theoretical knowledge examinations.				
41	Progress testing.	The organization of progress testing in each subject, including topics covered, evaluation methods and documentation.				
		How the candidate will be evaluated and how and where the results will be contained. The procedure to be followed if the standard required at any stage of the course is not				
42	Review procedure.	achieved, including an agreed action plan with remedial training if required.				

Reference/Regulatory Requirements:

- 1. TCAR PEL PART ORA ORA.ATO.130 Training manual and operations manual
- 2. TCAR PEL PART ORA ORA.ATO.230 Training manual and operations manual
- 3. TCAR PEL PART ORA AMC1 ORA.ATO.230(a) Training manual and operations manual

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