

Initial Training / Training Organisations – OJTI/STDI Refresher Course Competence Assessment Method Checklist

| PRACTICAL INSTRUCTOR (OJTI/STDI) REFRESHER COURSE, and METHOD OF ASSESSING COMPETENCE CHECKLIST | | | |
|---|--|--------------|--|
| DATE COMPLETED | | COMPLETED BY | |

| NAME OF TRAINING ORGANISATION |
|-------------------------------|
| |

| DETAILS OF REFRESHER TRAINING COURSE (ISSUE#, DATE OF ISSUE, AMENDMENT STATE) |
|---|
| |

| Refresher Training Course Checklist | | | | |
|---|---|---|-----|-------|
| Required Content | Detailed content | Question | Y/N | Notes |
| Training of practical instructors | Training of practical instructors (OJTI/STDI) shall be developed and provided by training organisations and shall consist of a refresher training course on practical instructional skills. | Does the organisation provide a refresher training course? | | |
| ATCO.OR.C.010 (f) Personnel requirements | Training organisations shall ensure that practical instructors (OJTI/STDI) and assessors successfully complete refresher training in order to revalidate the respective endorsement | Does the scope of the refresher training course include training for practical instructors? | | |
| Validity of Endorsement | The validity of the endorsement shall not exceed three years. | Is the period for the validity of Endorsements defined as 3 years? | | |

| Revalidation | Detailed content | Question | Y/N | Notes |
|--|--|---|-----|--|
| STDI - ATCO.C.040(b) OJTI - ATCO.C.020(b) | Refresher training must be completed during the validity period. (If outside of this period, the process for renewal must be undertaken.) | Does the process account for this? | | |
| Knowledge and skills | Requires successful completion of training in practical instructional skills, designed to prevent knowledge and skills erosion. | Does the training encompass practical instructional skills? | | |
| Operational practices | GM1 ATCO.C.040(b) In addition to the above, for STDI, the revalidation process must be designed to maintain awareness of current operational practices. | Does the refresher training encompass current operational practices? | | Current operational practices may be refreshed by transitional and pre-on-the-job training. |
| STDI - GM1 ATCO.C.040(b) OJTI - GM1 ATCO.C.020(b) | A process in place for verifying the successful completion of the refresher training in practical instructional skills and for STDI current operational practices. | Is there a process in place for verifying the successful completion of the refresher training in practical instructional skills and for STDI current operational practices? | | The GM suggests that this can be done by: <ul style="list-style-type: none"> dedicated or continuous assessment; peer assessment; or demonstration of the practical instructional skills. |

| Renewal | Detailed content | Question | Y/N | Notes |
|--|---|---|-----|--|
| OJTI – ATCO.C.020(c)(1) STDI - ATCO.C.040(c)(1) | If the endorsement has expired, it may be renewed by receiving refresher training on practical instructor skills. | Does the process include training these elements? | | These are the same training elements as required for revalidation refresher training described above. |
| STDI - ATCO.C.040(c)(1) | In addition to the above, for STDI, the renewal process must be designed to maintain awareness of current operational practices. | Does the refresher training encompass current operational practices? | | Current operational practices may be refreshed by transitional and pre-on-the-job training. |
| STDI - GM1 ATCO.C.040(b) OJTI – GM1 ATCO.C.020(b) | A process in place for verifying the successful completion of the refresher training in practical instructional skills and for STDI current operational practices | Is there a process in place for verifying the successful completion of the refresher training in practical instructional skills and for STDI current operational practices? | | The GM suggests that this can be done by: <ul style="list-style-type: none"> dedicated or continuous assessment; peer assessment; or demonstration of the practical instructional skills. |
| STDI - ATCO.C.040(c)(2) OJTI –ATCO.C.020(c)(2) | Successfully passing a practical instructor competence assessment | For Renewals, does the process contain a practical assessment? | | |
| STDI - ATCO.C.040(c) OJTI – ATCO.C.020(c) | Training and assessment must be delivered within the year preceding the application for renewal. | Does the process ensure the application is submitted within the allotted timescale? | | |

| | | | | |
|---------------|--|--------------------------------------|--|--|
| Documentation | The refresher training for OJTI/STDI should be detailed in the UCS | Is the training detailed in the UCS? | | |
|---------------|--|--------------------------------------|--|--|

| Appeals and Records | Detailed content | Question | Y/N | Notes |
|-------------------------------------|--|---|-----|---|
| ATCO.B.025 (a)(10) UCS | Processes in case of failure of an examination or assessment, including the appeal processes; | Does the UCS detail the actions to be taken in the event of a failure of an assessment and does this action include the appeal process? | | |
| ATCO.OR.C.020 (a) Record keeping | 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? | | Identification of records to be kept specific to continuation training and assessments, in accordance with ATCO.OR C.020. |

ONLY APPLICABLE TO UNITS CARRYING OUT COMPETENCE ASSESSMENTS OF PRACTICAL INSTRUCTORS FOR OJTI/STDI ENDORSEMENT RENEWAL

A competence assessment of an OJTI can only be carried out by an Assessor who holds a valid OJTI licence endorsement.

The assessment must be carried out using an approved method of assessment.

METHOD OF ASSESSMENT FOR THE RENEWAL OF AN OJTI ENDORSEMENT

The method of assessment of OJTI competence must be documented covering all the content described below and a written record of the assessment retained.

| Required Content | Detailed content | Question | Y/N | Notes |
|--|---|--|-----|-------|
| Regulatory impact on air traffic controller training. | Has the OJTI explained that the training being undertaken is based on the requirements of regulation TCAR1 Part ATCO in particular Unit Training Requirements and ATCO.D.040 Rating Training? | Does the method of assessment detail this requirement? | | |
| Human factors impact on air traffic controller training. | Has the OJTI established that the trainee is aware of what human factors may affect the training secession and their potential impact, e.g. distraction, HMI etc.? | Does the method of assessment detail this requirement? | | |

| | | | | |
|---|--|---|--|--|
| <p>Determination of the background and experience of the person undertaking training.</p> | <p>Has the OJTI established from the trainees background the experience level? This may be achieved with reference to any previous training reports and/or checks conducted at the ITO or unit prior to commencing OJTI. I.e. past and recent work history, sectors, equipment, previous training etc.</p> | <p>Does the method of assessment detail this requirement?</p> | | |
| <p>Determination of the current level of ability of the person undertaking training.</p> | <p>Is the OJTI aware of the current level of the trainee ability and the training milestones achieved or working towards in accordance with the unit's approved UTP?</p> | <p>Does the method of assessment detail this requirement?</p> | | |
| <p>Conduct of a pre-session briefing.</p> | <p>Does the OJTI brief the trainee on the requirements of each training session(s) with clear objectives, use of equipment and/or key target areas to focus on? These should be documented and found within the approved UTP.</p> | <p>Does the method of assessment detail this requirement?</p> | | |

| | | | | |
|---|--|---|--|--|
| <p>Planning and conduct of the training session</p> | <p>Is the OJTI clear on their expectation of the student and does the OJTI communicate these requirements within the pre-session briefing above? Does the OJTI clearly explain the structure of the training i.e. is the training broken into separate secessions, what will each secession contain, breaks etc.</p> | <p>Does the method of assessment detail this requirement?</p> | | |
| <p>Demonstration and explanation of the tasks</p> | <p>Does the OJTI demonstrate or talk through controlling technique, the function or use of equipment, operational procedures to assist the student controllers understanding, knowledge or training.</p> | <p>Does the method of assessment detail this requirement?</p> | | |
| <p>Monitoring of the training session</p> | <p>Does the OJTI maintain a primary focus on monitoring the student controller’s performance with a primary need to maintain a safe and orderly flow of air traffic? This should include steps to ensure a student’s capability is not exceeded at any time.</p> | <p>Does the method of assessment detail this requirement?</p> | | |

| | | | | |
|--|--|---|--|--|
| <p>Management of interventions correctly, including error correction</p> | <p>When acting as the safety controller does the OJTI manage any incorrect transmissions or actions of a student controller in a timely and appropriate manner? These safety errors should be covered in a comprehensive de-brief.</p> | <p>Does the method of assessment detail this requirement?</p> | | |
| <p>Evaluation of the performance of the person undertaking training</p> | <p>In accordance with the UTP does the OJTI assess the student against the clear requirements captured within, based on the student level of experience and training.</p> | <p>Does the method of assessment detail this requirement?</p> | | |
| <p>Debrief of the person undertaking training.</p> | <p>Does the OJTI debrief the trainee after each period of training? This may be after the individual session or once a day's training has been completed. This will include all aspects of the training sessions covering any areas that the OJTI has observed during the training period.</p> | <p>Does the method of assessment detail this requirement?</p> | | |

| | | | | |
|---|--|---|--|--|
| <p>Furnishing of written reports on the performance of the person undertaking training.</p> | <p>Does the OJTI complete a written report for the training period capturing all aspects of the training using notes taken during the assessment? This should include any safety related issues, traffic loading as well as positive techniques or actions that have be observed. It may include assessments against clear milestones or objectives.</p> | <p>Does the method of assessment detail this requirement?</p> | | |
| <p>Taking appropriate follow-up action towards resolving training problems.</p> | <p>Is the OJTI aware that in the event of identifying any areas of concerns in relation to ATCO training that need immediate action or support they should be raised with the appropriate person on the unit.</p> | <p>Does the method of assessment detail this requirement?</p> | | |
| <p>Techniques of pausing clocks.</p> | <p>When training using a STD does the OJTI understand the technique of ‘pausing clocks’ i.e. it may be appropriate to stop the training exercise to allow discussion around the equipment use, separation requirements and controlling technique. This may be done to assist the student controller’s knowledge, understanding or techniques.</p> | <p>Does the method of assessment detail this requirement?</p> | | |

| | | | | |
|--|---|---|--|--|
| <p>Knowledge of technical facilities/environment</p> | <p>Can the OJTI demonstrate that they are current and up to date with their technical knowledge with regards to the operational environment, including any changes to procedures, systems or equipment.</p> | <p>Does the method of assessment detail this requirement?</p> | | |
|--|---|---|--|--|