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| **Data för ifyllnad** |
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| Namn på utbildningsorganisationen |  |
| Dokument och versionsnummer |  |
| Datum |  |
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**Utbildning av praktiska instruktörer och bedömare**

**Assessor and instructor training**

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| **ATCO.D.090(a)** |
| **Training of practical instructors** |
| Requirement (UK text) | (a) Training of practical instructors shall be developed and provided by training organisations and shall consist of:(1) a practical instructional techniques course for OJTI and/or STDI, including an assessment;(2) refresher training course on practical instructional skills;(3) a method(s) for assessing the competence of practical instructors. |
| Krav (SE text) | a) Utbildning av instruktörer vid praktisk utbildning ska utarbetas och tillhandahållas av utbildningsorganisationer och ska omfatta 1.en praktisk kurs om undervisningsmetoder för operativa instruktörer och/eller instruktörer för syntetiskt utbildningshjälpmedel, inklusive en bedömning, 2. en repetitionsutbildningskurs om praktiska undervisningsfärdigheter, 3. en eller flera metoder för bedömning av kompetensen hos instruktörer vid praktisk utbildning.  |
| AMC | AMC1 ATCO.D.090(a)(1) Training of practical instructorsSYNTHETIC TRAINING DEVICES USED FOR OJTI TRAININGFor the training of on-the-job training instructors, a part-task trainer or a simulator should be used.If the synthetic training environment does not correspond to the rating of the intended instructional environment, the applicant should practise the instructional skills in those procedures in which it is intended to provide instruction for at least one day before being assessed.AMC2 ATCO.D.090(a)(1) Training of practical instructorsASSESSMENT OF INSTRUCTIONAL TECHNIQUES FOR PRACTICAL INSTRUCTORSA successful assessment of instructional techniques for practical instructors should establish competence at least in the following areas:(a) regulatory impact on air traffic controller training;(b) human factors impact on air traffic controller training;(c) determination of the background and experience of the person undertaking training;(d) determination of the current level of ability of the person undertaking training;(e) conduct of a pre-session briefing;(f) planning and conduct of the training session;(g) demonstration and explanation of the tasks;(h) monitoring of the training session;(i) management of interventions correctly, including error correction;(j) evaluation of the performance of the person undertaking training;(k) debrief of the person undertaking training;(l) furnishing of written reports on the performance of the person undertaking training;(m) taking appropriate follow-up action towards resolving training problems;(n) techniques of pausing clocks; and(o) knowledge of technical facilities/environment.AMC1 ATCO.D.090(a)(2) Training of practical instructorsREFRESHER TRAINING IN PRACTICAL INSTRUCTIONAL SKILLSRefresher 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.AMC1 ATCO.D.090(a)(3) Training of practical instructorsPRACTICAL INSTRUCTOR COMPETENCE ASSESSMENTThe 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. |
| GM | GM1 ATCO.D.090 Training of practical instructorsPRACTICAL INSTRUCTIONAL TECHNIQUES COURSE FOR OJTIsFurther information regarding the practical instructional techniques course for OJTIs can be found in EUROCONTROL’s document ‘Guidelines for ATCO Development Training — OJTI Course Syllabus’, Edition 2.0, dated 27.08.2009. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ATCO.D.090(b)** |
| **Training of practical instructors** |
| Requirement (UK text) | (b) The training courses and assessment methods referred to in point (a) shall be approved by the competent authority. |
| Krav(SE text) | b) De utbildningskurser och bedömningsmetoder som avses i led a ska godkännas av den behöriga myndigheten. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| ATCO.D.095(a) |
| Training of assessors |
| Requirement (UK text) | (a) Training of assessors shall be developed and provided by training organisations and shall consist of:(1) an assessor training course, including an assessment;(2) a refresher training course on assessment skills;(3) a method(s) for assessing the competence of assessors. |
| Krav (SE text) | a) Utbildning av bedömare ska utarbetas och tillhandahållas av utbildningsorganisationer och ska omfatta 1. en utbildningskurs för bedömare, inklusive en bedömning, 2. en repetitionsutbildningskurs om bedömningsfärdigheter, 3. en eller flera metoder för att bedöma bedömares kompetens. |
| AMC | AMC1 ATCO.D.095(a)(1) Training of assessorsASSESSOR TRAINING COURSEA successful assessment for the purpose of the assessor training course should establish competence at least in the following areas of assessment knowledge and techniques:(a) regulatory environment and legal obligations;(b) types of assessment and their application;(c) performance objectives constituting air traffic controller competence;(d) conditions of assessments to create reliable results;(e) processing of assessments and administrative procedures;(f) giving verbal feedback and writing assessment reports;(g) vested interests and code of conduct;(h) accurately assessing competence against the performance objectives;(i) developing a good questioning technique and designing questions appropriate to the assessment.AMC2 ATCO.D.095(a)(1) Training of assessorsASSESSMENT OF ASSESSOR COMPETENCEThe assessment of assessor competence should focus on the application of the skills of an assessor. The skills should represent at least a subset of the competences taught during the assessor training course.AMC1 ATCO.D.095(a)(2) Training of assessorsREFRESHER TRAINING IN ASSESSMENT SKILLSRefresher training in assessment skills should prevent knowledge and skills erosion and it should be designed to maintain skills in assessment techniques and awareness of the regulatory environment. |
| GM | GM1 ATCO.D.095(a)(3) Training of assessorsASSESSMENT OF ASSESSOR COMPETENCEThe level of harmonisation on competence assessment is low as a result of the variety of methods. Any assessment of assessor competence should be realistic and it could take place during live traffic situations or during training. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |
| ATCO.D.095(b) |
| Training of assessors |
| Requirement (UK text) | (b) The training courses and the assessment method referred to in point (a) shall be approved by the competent authority. |
| Krav (SE text) | . b) De utbildningskurser och den bedömningsmetod som avses i led a ska godkännas av den behöriga myndigheten. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |