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| **OVERENSSTEMMELSES-MATRIX, FORORDNING (EU) 2015/340**  **”ASSESSOR- OG INSTRUKTØRUDDANNELSE”  (ASSESSOR AND INSTRUCTOR TRAINING)** |
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| For vejledning: se blanketten ”ansøgning om godkendelse af flyveleder-uddannelsesorganisation”. |

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| **Data vedrørende udfyldelse** | |
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| Navn på uddannelsesorganisation |  |
| Version nummer |  |
| Dato |  |

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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. |
| Requirement (DK text) | (a) Uddannelse af praktiske instruktører udformes og gennemføres af uddannelsesorganisationerne og består af:  1) et kursus i praktiske instruktionsteknikker for instruktører for uddannelse på arbejdsstedet og/eller instruktører i syntetiske træningsanordninger, herunder en bedømmelse  2) et genopfriskningskursus i praktiske undervisningsfærdigheder  3) en eller flere metoder til bedømmelse af praktiske instruktørers kompetencer. |
| AMC | AMC1 ATCO.D.090(a)(1) Training of practical instructors  SYNTHETIC TRAINING DEVICES USED FOR OJTI TRAINING  For 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 instructors  ASSESSMENT OF INSTRUCTIONAL TECHNIQUES FOR PRACTICAL INSTRUCTORS  A 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 instructors  REFRESHER TRAINING IN PRACTICAL INSTRUCTIONAL SKILLS  Refresher 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 instructors  PRACTICAL INSTRUCTOR COMPETENCE ASSESSMENT  The 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 instructors  PRACTICAL INSTRUCTIONAL TECHNIQUES COURSE FOR OJTIs  Further 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. |
| Requirement (DK text) | (b) De i litra a) omhandlede uddannelseskurser og bedømmelsesmetoder skal godkendes af den kompetente myndighed. |
| 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. |
| Requirement (DK text) | (a) Uddannelse af bedømmere udformes og gennemføres af uddannelsesorganisationerne og består af:  1) et bedømmeruddannelseskursus, herunder en bedømmelse  2) et genopfriskningskursus i bedømmerfærdigheder  3) en eller flere metoder til bedømmelse af bedømmeres kompetencer. |
| AMC | AMC1 ATCO.D.095(a)(1) Training of assessors  ASSESSOR TRAINING COURSE  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:  (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 assessors  ASSESSMENT OF ASSESSOR COMPETENCE  The 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 assessors  REFRESHER TRAINING IN ASSESSMENT SKILLS  Refresher 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 assessors  ASSESSMENT OF ASSESSOR COMPETENCE  The 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 |  |

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| **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. |
| Requirement (DK text) | (b) De i litra a) omhandlede uddannelseskurser og bedømmelsesmetoder skal godkendes af den kompetente myndighed. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |