



# Practical Instructor and Assessor for general ATM staff



## Course aim

This course prepares Air Traffic Management staff such as, but not limited to, ground staff, apron staff, meteorological staff and fire and rescue staff\* for the following roles:

- Practical Instructor and coach in the on-the-job training or unit training phase.
- Competence assessor of colleagues and/or students in the operational environment.

*\*Students can also be others from aviation in need of instructor and assessor skills and accreditation.*

After completing this course, the learners:

- Will know and can apply 'best practice' techniques for teaching and coaching.
- Will know the role, responsibilities and requirements of practical Instructors and competence assessors.
- Can objectively measure operational competence and know what actions to take when there is doubt about one's competence.
- Understand and appreciate the beneficial impact competence assessment has on safety as well as development of the unit and the individual.

## Course structure

The course is offered as onsite training upon request. The course is 3 days in duration and is delivered by professional international instructors.

## Content in brief

- Understanding the Role of the practical skills instructor.
- Knowledge about the theory of learning and cognitive processes.
- Knowledge of motivation theories and how to enhance motivation.
- Awareness of how to apply best practices in teaching techniques and coaching.
- Understand the importance of personal interaction, personal styles and attitudes, building positive relationships, the influence of recognition, and interpersonal conflict.
- Understanding of effective verbal communication, non-verbal communication and effective listening skills.
- Knowledge and skills necessary to perform briefing, training on-site and debriefing.
- Knowledge of the ICAO Competency-based training and assessment model.
- Understanding of the operational competence assessment scheme.
- Knowledge of how to objectively measure operational competence.
- Knowledge of probable actions to take when there is competence in doubt.
- Understanding of the responsibilities of the assessor.
- Have knowledge of appropriate and effective communication concerning assessment.

## Prerequisites

There are no prerequisites for this course.

## Compliance with regulations

The course is compliant with:

- Commission Regulation (EU) No 139/2014, ADR.OR.D.017, ADR.OPS.B.010
- Commission Regulation (EU) No 2017/373, Annex XIII

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