

## ASSESSOR



### Course aim

This course provides qualified ATCOs or other ATS personnel with the knowledge and skills they need to perform competence assessments on colleagues and/or students in the operational environment. Furthermore, it deepens appreciation for competence assessment's beneficial impact on safety, as well as the development of the unit and the individual.

After completion of this course, the participants know:

- The many possibilities with competence assessment.
- The regulatory prerequisite regarding the assessor endorsement requirements.
- The role and responsibility of the assessor, including the formal and informal requirements embedded in the role.
- How to assess operational competence.
- Practical and theoretical assessment methods.
- Suitable communication tools and strategies.

### Course structure

The Assessor course is 3 days in duration. We adapt our specific mix of methods to the background of the participants, and the estimated time we spend on individual subjects can vary according to the needs of the group. Our various methods include classroom lessons, group work/discussions, team/individual exercises, role-play, case studies, and self-study.

### Content in brief

The course covers topics such as, but not limited to:

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- Course introduction in which we take account of participants' expectations and concerns regarding the role of a competence assessor.
- Human factors: the necessary mindset regarding the assessment and appropriate communication techniques in various situations.
- Regulations: EU requirements and recommendations for assessment, assessor endorsement, unit endorsement, unit competence scheme, revalidation, and renewal.
- Role and responsibilities of the assessor and the (in)formal requirements embedded in the role taking into account ethical challenges.
- Different views on competence and the purpose of competence assessment for the organisation and the individual.
- The various methods that can be used to conduct a practical assessment.
- The difference between continuous and dedicated assessment.
- Practical training: applying the acquired knowledge in scenario-based exercises including role-play. The focus is to make objective observations and to apply communication skills and techniques.

## Prerequisites

Qualification as an Air Traffic Controller or other ATS personnel.

## Compliance with regulations

- Compliant with Commission Regulation (EU) 2015/340.
- Developed based on EUROCONTROL Guidelines for Competence Assessment edition 2.0, edition date 16.03.2005.
- Approved by the Swedish National Supervisory Authority.