

## **Preamble**

The competency of the instructors, examiners and assessors is an essential factor contributing to the quality of a training course and only adequately qualified staffs should be assigned by the Training Organization to carry out the training and examination tasks.

It is therefore important to assess the competency of the proposed staffs, and the following criteria establishes the parameters that the CAA may use to measure the level of competency of training/examination staffs.

Rather than require strict educational background or pre-determined professional experience the criteria address qualities – or skills – that are expected to be owned by the staffs, and which must be demonstrated to CAA.

Note: The means to demonstrate that a proposed instructor, examiner or assessor owns these qualities is addressed in “Assessment and Acceptance of staffs”

## **Definitions**

To better understand the criteria and which categories of staff are subject to compliance, the following definitions are proposed for:

### **Instructor:**

A nominated person who will deliver a Part 66 module (i.a.w. Part 66 appendix I), a Part 66 element (i.a.w. Part 66 appendix III), or part thereof. The instructor is not necessarily the person involved into the drafting of the course material (content, duration and etc.), however he must be involved at some point into the organization of the lessons themselves (creation of the instructor notes, slides, sequencing and etc.).

### **Examiner:**

A nominated person who will determine the level of theoretical knowledge of the trainees on a particular module, element, or part thereof.

The function may include the drafting and/or the selection of questions (MCQs and Essays), the performance of the examination exercise itself for essay question, the evaluation of the correctness of answers (except when correct answers are pre-determined) and the final judgement regarding the level of knowledge demonstrated by the trainee.

Persons solely supervising an exam session consisting of pre-selected MCQ questions are not considered as examiners but are considered as support staffs (invigilators), and are therefore not subject to the knowledge and experience requirements, but need to be trained to the examination procedure described in the MTOE.

### **Practical Assessor:**

A nominated person who will determine the level of practical knowledge/practical skills of the trainees on a particular module, element, or part thereof. The function may include the drafting and/or the selection of practical tasks, the performance oversight and assessment of the practical activities.

### **Scope of privileges (Terms of Reference (ToFR)) :**

The part of a course that an individual is authorized by the training organisation to instruct, examine or assess; this scope can cover a full course or be reduced to a particular module or element, or even be limited to a part thereof (i.e. sub-module, a specific area within a sub-module and etc.).

### **Standard Instructors**

To be deemed as competent, the instructors should be:

1. Fully knowledgeable about the Part 66 elements that are assigned to their scope of instruction, but also about the rules and specific procedures (MTOE etc..) governing the teaching in a controlled environment (Part 147 organisations)
2. Pedagogic and should know how to organize a lesson and how to efficiently deliver a course that clearly highlights the fundamental points; they should also be able to adapt his communication to a particular audience, what may require efforts to bypass, for instance, the language barrier or the very variable profiles of trainees in a same class (in terms of pre-existing knowledge/experience...)
3. Convincing and therefore should have the required experience proving that he has a good command of the subjects taught, at least sufficient to convince trainees that for instance may themselves have a pre-existing experience of the aircraft types to be taught. He should be in a position to understand, and possibly answer, a number of questions asked by trainees, and should be able to expose the links between the academic training delivered to the trainees and the actual maintenance tasks that these will have to accomplish all along his career.
4. The instructor should also keep and promote the “appropriate attitude” towards regulation and procedures, and in particular the strict adherence to approved maintenance practices and quality standards that can only be acquired through his own experience in a regulated (or governed) aviation environment.
5. Proficient and particular should be familiar with the tools or the training techniques used by the training organisation to support the lessons. They should also have a good command of the languages used in aviation literature such as A/C maintenance instructions and that will be used by trainees in an international Part 145 environment.

### **Knowledge Examiners**

To be deemed as competent, the knowledge examiners should be:

1. Fully knowledgeable about the Part 66 elements that are assigned to their scope of examination, but also about the rules and specific procedures (MTOE and etc.) governing the organisation and performance of exams in a controlled environment (Part 147 organisations),
2. Trained to examination techniques. The examiner should be fully aware of the aim of the examination and conduct an examination in such a way that the true abilities of the candidate are demonstrated. These involve technical knowledge, but through the essay questions the examiner should also determine the ability for the candidate to satisfactorily cope with the necessary “documentary phase” of a maintenance action (ability to fully understand maintenance entries such as task requests or maintenance reports, and to report in an understandable and complete manner the tasks performed or decision taken i.e. troubleshooting).

3. The examiner should remain neutral at all times, and behave in a manner that will not influence or prejudice the final result of the examination, for example by providing undue assistance or clarification to a candidate.

4. Proficient and in particular should be familiar with the tools or the examination techniques used by the training organisation to perform the exams

### **Practical assessors**

(see also Appendix III to AMC to Part 66) To be deemed competent, the practical assessors should be:

1. Fully knowledgeable in order to build a solid judgement regarding the abilities of the assessed trainees, the assessor should have the required knowledge and experience of the tasks to be assessed. He should also be able to determine if the trainee accomplishes the tasks i.a.w. current regulation, utilizing approved procedures, maintenance practices etc... He should additionally be knowledgeable about the rules and specific procedures (MTOE etc.) governing performance of assessments in a controlled environment (Part 147 organisations).

2. Trained to assessment techniques. The assessor should be fully aware of the aim of the assessment and conduct a practical assessment in such a way that the true abilities of the candidate are demonstrated. These involve technical abilities but also the ability for the candidate to satisfactorily perform the tasks in an actual maintenance environment where basic principles of human factors apply (such as work performed under stressful conditions i.e. time or management pressure etc...). Therefore the assessor should remain neutral at all times, and behave in a manner that will not influence or prejudice the final result of the assessment, for example by providing assistance to a stressed candidate.

3. Proficient, and in particular the assessor should be familiar with the tools or the techniques used by the training organisation to assess the practical abilities of trainees (maintenance simulators, mock up and etc.).

### **Assessment and acceptance of staff**

Assessment and acceptance of Instructors, examiners and assessors shall be performed, and documented by the approved training organisation in accordance with dedicated procedure described in the MTOE. Proposed candidates shall be physically interviewed by the appropriate staff or the training organisation in order to ensure its competency. Once completed, detailed result of this assessment, including any supporting documents (diplomas, Part

66 licence, etc...) must be filed in accordance with MTOE procedure. The staff shall be listed in MTOE with intended scope instruction, examination or assessment detailed in TofR.

### **Continued qualification**

The qualification criteria and experience requirements only address the initial acceptance of instructor, examiners and assessors. The training organisation must develop and document a program in accordance with control procedure in MTOE to ensure the continued qualification and competence of these staff. The recurrent training program shall as a minimum comply with Part 147.A.105(h) i.e.: "Instructors and knowledge examiners shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined."

**Extension of the scope of instruction, examination and assessment**

If the scope of privileges of an instructor, examiner or assessor is extended, an assessment must be performed by the organisation and documented in order to demonstrate that the additional qualification and experience requirements induced by the extended scope of privileges are fulfilled.