

Meeting the Challenge of Auditing EASA Compliant Online Training Courses

- How to demonstrate to your Competent Authority you have assessed the online training as suitable for your organisational objectives – Auditable Activity
- How to manage your internal training program using EASA Compliant Online Training with Sofema Online

Sofema Online (SOL) www.sofemaonline.com looks at the challenge of auditing platform based training materials and answers the challenge - How to Audit a Training Provider of EASA Regulatory & Vocational Training Courses?

Introduction – Who is Responsible for the Acceptance of the Delivery Standard?

As advised by EASA the receiving organisation is ultimately responsible for the validity and effectiveness of any regulatory short courses which are taken by the organisation's staff.

- Please consider that the classroom, online or webinar training your staff will receive is related to the management of their competence, moreover, the provision of the particular training is one element of this process.

Tools To Evaluate Your Organisations Online Training Program

- **Sofema Online Training Brochure**
 - To provide a summary of the content of the training program Sofema online provides a downloadable training brochure providing a detailed overview of the content of each training course.
- **Sofema Online Course Learning Objectives (CLO's)** <https://sofemaonline.com/benefits/course-learning-objectives>
 - It is Sofema Policy to Ensure the Following:
 - All training material is subject to constant review and periodically updated to reflect current regulatory requirements.
 - SOL provides the following Course Learning Objectives (CLOs) to enable our clients to verify course content compliance with regulatory & vocational objectives.
 - Ensure the course meets your expectations related to regulatory authority expectations.
 - Print the CLO to retain with the course certificate as part of the competence management process.
 - Share the CLO with Regulatory Authorities and Auditors to demonstrate an acceptable level of course content.
 - Course Learning Objectives (CLOs) are intended to provide clear, concise statements of what learners will be able to demonstrate or perform at the conclusion of each element of instructional content.

- **FOC Guest Access**

- o To support your Quality Assurance oversight of the process SAS will provide FOC Guest access for your Nominated Assessor to validate SOL online training courses or to provide team viewer or similar access to classroom & webinar courses when it is required.

General Organisational Obligations related to EASA Compliant Online Aviation Regulatory Training

- Review your process for managing the competence of your assessor who will be able to attest to the validity and acceptability of the provided material.
- Do consider your follow-up process to ensure the effectiveness of the training received by the employee and whether it is necessary to include any additional assessment procedures to be carried out by the receiving organisation.

Notes on Auditing an EASA Compliant Aviation Online Training. Against what standard is it audited and who should do the audit?

- Familiarize yourself with the specific training requirements outlined by EASA for the relevant aviation discipline or category. This will help you assess whether the online training program meets the necessary criteria.
 - o Assess compliance with EASA regulations
 - o Review any associated documentation
 - o Assess the Training Material and Delivery Program for Quality of the training content, including accuracy and relevance.
 - o Evaluate the general effectiveness of the training review the learning outcomes and how they are assessed.
 - o Review the system for continuously monitoring and improving the training program.
 - o Assess the record-keeping system for GDPR compliance and integrity of Data Management
 - o Evaluate the general procedures for handling complaints and appeals.

Next Steps

Please visit www.sofemaonline.com

For a Full List of all Courses Available on the Platform please see here <https://www.sofemaonline.com/43-marketing/108-a-to-z>

For Course Learning Objectives see here <https://sofemaonline.com/benefits/course-learning-objectives>

For guest access please see guidance here <https://www.sofemaonline.com/about/news/1036-why-sofema-online-provides-free-of-charge-guest-access-to-our-online-training-platform>

For any comments questions or observations please email team@sassofia.com