

CCI / CDE OVERSIGHT REPORT

PART 1. CANDIDATE DETAILS			
Date		Assessment Period	
Name & Surname		Licence Number	
Contact Number		Email Address	
ATO Name		Venue/Facility	
Date of skills test certificate		Aircraft type for training	
Quarterly Reports Checked		TPM Details Confirmed	
Capacity during Oversight	CDE	CCI	
Reason for Oversight	Initial	Re-Designation	Other (Specify)

PART 2. ASSESSOR DETAILS (if applicable)	
CDE Assessor Name	CDE Assessor Number
Documented developmental process completed	

PART 3. INTRODUCTION	
Is the venue/facility being used approved by the SACAA?	Number of learners / candidates
Assessment criteria form aligned to regulations	Lesson plan objectives aligned to regulations
Assessment criteria form aligned to approved manual	Lesson plan objectives aligned to approved manual
Component Trained / Assessed	

LEGEND: 1- Not Satisfactory; 2- Satisfactory with Input; 3 - Satisfactory;				
PART 4. MANAGE & PREPARE THE TRAINING/ASSESSMENT ENVIRONMENT	S	SI	NS	Note
Tools and equipment are relevant, functional and set up in advance (manuals, computers, projector, writing tools, furniture, training/assessment aids etc.)				
Punctuality of CCI/CDE (start lesson/assessment on time and keep to break times)				

PART 5. MANAGE AND SUPPORT THE LEARNER/CANDIDATE	S	SI	NS	Note
Follow approved training syllabus/lesson plan/assessment criteria				
Allocate time for learner breaks				
Clearly communicates training/assessment objectives and rules				
Establishes and maintains an atmosphere of open communication and mutual respect				
Demonstrates required knowledge of subject and regulations				
Demonstrates an ability to distinguish between company SOP's and regulations (can identify that there might be differences between SOP's and regulations)				
Make recommendation relating to training needs identified (if applicable)				
Provide understandable and actionable feedback to learners/candidates				
Identify challenges and barriers faced by learners/candidates				
Complete appropriate and adequate documentation				

PART 6. TRAINING (if applicable)	S	SI	NS	Note
Apply facilitation/instructional techniques according to the learner's level of experience (initial/recurrent/pilots etc.)				
Communicates effectively both verbally and non-verbally (body language)				
Listens attentively, reads non-verbal cues correctly and clarifies, if necessary				
Encourage & monitor learner participation in lesson/activities				
Answers questions adequately and patiently				
Provides structure & generates content by confirming understanding, paraphrasing, summarizing, questioning etc.				
Adjusts time spent on activities/modules to ensure that objectives are met				
Implements contingency plans for situations in which activities must be eliminated, reduced or replaced (if applicable)				
Recognise different learning needs				
The available resources (see Part 8) used complemented/supplemented the lesson (did it influence the lesson positively or distract from the message intended)				

PART 7. ASSESSMENTS (if applicable)	S	SI	NS	Note
Ensure candidate is prepared to commence with the assessment				
Provide adequate privacy for the candidate during assessment and feedback sessions				
Apply performance standards fairly and consistently in accordance with performance criteria				
Allow candidate to self-correct, if applicable				
Demonstrate an ability to test for further understanding without prompting or leading				
Demonstrate an ability to distinguish between assessing and facilitating				
Ensure candidate has communicated end of assessment				
Observe and encourage self- assessment of performance against assessment criteria				
Confidently make a decision on the outcome of the assessment				
Compare candidate's performance outcomes to defined objectives				
Identify individual differences in application of knowledge				
Ensure candidate fully comprehended the assessment objectives				
Apply appropriate corrective actions				
Use facilitation or coaching techniques, where appropriate				
Provide positive reinforcement/feedback, including CRM principles				
Provide and confirm plan for improvement on remediation				
Manage unexpected situations				

PART 8. RESOURCES			
Select Resource			
CCMM		Videos/DVDs	
PowerPoint		Aircraft/Cabin Training Device/Mock-up	
Emergency Equipment		Model Representative	
Whiteboard		Drill Card/Booklet	
Handouts		Other	

PART 9. TRAINING/ASSESSMENT ENVIRONMENT (ATO)	S	SI	NS	Note
Ensure the facilities are scheduled and accurate to meet the learning outcomes/objectives				
Ensure that the physical environment is suitable to achieve lesson outcomes				
COMMENTS (Make recommendations, if applicable)				

PART 10. DEBRIEFING DETAILS	
Note	Detail

PART 11. BRIEFING DETAILS	
a) Purpose, scope and process of oversight / confidentiality	
b) Procedure for non-compliance for both individual and affiliated ATO	
c) Documentation required: CCMM, TPM, Individual Training file, Licence, Lesson plan, Assessment criteria	

PART 12. DEBRIEFING DETAILS	
a) Candidate evaluation of the effectiveness of his/her role	
b) CDE evaluation of the effectiveness of the candidate's role (as applicable)	
c) TSO summary of the observations	
d) Oversight outcome	
e) Confirm plan for improvement (if applicable)	
f) Accreditation process: <ul style="list-style-type: none"> • Application and payment • Conference • Review board • (Re)Appointment 	
g) Questions and comments	

PART 13. OVERSIGHT OUTCOME				
SATISFACTORY		SATISFACTORY WITH INPUT		NOT SATISFACTORY
Follow-up required			Yes	No
Oversight process completed			Yes	No
Conference attended			Yes	No
Comment as necessary:				

PART 14. FEEDBACK DETAILS				
In your opinion, was the assessment conducted fairly?		YES		NO
Was the feedback given relevant and/or practically applicable?		YES		NO
COMMENTS (add a page if required):				
<p>CONFIDENTIALITY The SACAA believes that it is in the best interest of both parties to afford special protection to information received during this assessment. For this reason, except where permission has been granted by the individual concerned, or where information is relevant to the operator / ATO, all information obtained during the assessment has been classified as confidential.</p> <p>CONCLUSION</p> <ol style="list-style-type: none"> 1. It remains the responsibility of Air Operators and Training Organisations, through a process of internal audit to identify deficiencies and possible non-compliances that exist in their operations and rectify those identified. 2. Kindly take note that the oversight conducted was a sampling inspection and that the findings should be taken in that context. 3. Additional oversights may be conducted on an ad hoc, unplanned basis to ensure maintenance of standards. 4. Should an Authorised Officer believe that further testing is required to verify/ensure competency, this shall be communicated with the individual and arrangements made for appropriate, relevant testing. <p>The management team and the CCI/CDE are commended for the commitment shown during the oversight.</p>				

SIGNATURE OF CANDIDATE	NAME IN BLOCK LETTERS / STAMP
SIGNATURE OF CDE ASSESSOR (if applicable)	NAME IN BLOCK LETTERS / STAMP
SIGNATURE OF PEL INSPECTOR - CABIN CREW	NAME IN BLOCK LETTERS / STAMP
Oversight shall be conducted as per SACAA CATS 64.01.9.9, SACAA CATS 64.01.10.5, and the relevant CDE/CCI TGM. This form is for use by a PEL Inspector ONLY.	