

CCI ASSESSMENT REPORT

NOTE:

1. This form needs to be completed in full by the CDE. N/A parts must be indicated as such or crossed out.
2. A copy must be kept on file as proof of assessment conducted. A copy must also be emailed to the Authority.

PART 1. INSTRUCTOR DETAILS

Date		Assessment Period	
License Number/CCI Number		Assessment number	/ 2
First Name		Surname	
Contact Number		Email Address	
ATO Name		Venue/Facility	
Date of skills (skills test certificate)		Aircraft type for training	

PART 2. ASSESSOR DETAILS

CDE Assessor Name	CDE Assessor Number
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PART 3. INTRODUCTION

Is the venue/facility being used approved by the SACAA?		Pre-briefing conducted	
Number of learners / candidates		Debriefing conducted	
Component(s) trained			

PART 4. PRE-BRIEFING DETAILS

Introduction	
Purpose of assessment	
Scope and process of assessment	
Explanation of scoring	
Procedure for non-compliance (see Part 12)	
Appeals Process (see Part 13.B)	
Questions and comments	

PART 5. TRAINING ENVIRONMENT (ATO)

	Score	Note
Ensure the facilities are scheduled and accurate to meet the learning outcomes/objectives <ol style="list-style-type: none"> 1. Facilities not scheduled 2. N/A 3. Facilities scheduled 		
Ensure that the physical environment is suitable to achieve lesson outcomes <ol style="list-style-type: none"> 1. Physical environment is not suitable for learning 2. N/A 3. Physical environment is suitable for learning 		

COMMENTS (Make recommendations relating to training needs identified, if applicable)

LEGEND: 1- Not Satisfactory; 2- Satisfactory with Input; 3 - Satisfactory;

PART 6. MANAGE & PREPARE THE TRAINING ENVIRONMENT	Score	Note
Tools and equipment are relevant, functional, and set up in advance (manuals, computers, projector, writing tools, furniture, training aids, etc.) <ol style="list-style-type: none"> Tools/equipment not set up at all/not functional After reasonable time tools/equipment are set up and functional (within 30 minutes) Tools/equipment are set up and functional in advance 		
Punctuality of instructor (start the lesson on time and keep to break times) <ol style="list-style-type: none"> Instructor is not punctual N/A Instructor punctual 		
Overall Outcome	/ 6	

PART 7. MANAGE AND SUPPORT THE LEARNER	Score	Note
Recognise different learning needs <ol style="list-style-type: none"> Is completely ignorant to possible differences in learning needs Is aware of some differences in learning needs but does not adapt facilitation techniques Is fully aware of different learning needs and adapts facilitation techniques accordingly 		
Follow approved training syllabus/lesson plan <ol style="list-style-type: none"> Does not have a lesson plan available Has lesson plan available but does not utilise it Utilises the approved lesson plan 		
Overall Outcome	/ 6	

PART 8. CONDUCT TRAINING	Score	Note
Clearly communicates training objectives <ol style="list-style-type: none"> Does not mention training objectives at all Mentions some training objectives but does not communicate all of them Communicates all training objectives for the day 		
Apply facilitation/instructional techniques according to the learner's level of experience (initial/recurrent/pilots etc.) <ol style="list-style-type: none"> Does not apply any appropriate facilitation/instructional techniques Applies appropriate facilitation/instructional techniques but needs improvement to ensure full learner engagement Applies adequate and appropriate facilitation/instructional techniques 		
Communicates effectively both verbally and non-verbally (body language) <ol style="list-style-type: none"> Communication ineffective, message not conveyed Does not communicate effectively, but parts of the message are conveyed/message unclear Communicates effectively both verbally and non-verbally 		
Listens attentively, reads non-verbal cues correctly and clarifies, if necessary <ol style="list-style-type: none"> Listens to some comments but does not clarify. Cannot read non-verbal (body language) cues Listens to some comments and clarifies/ Reads some non-verbal cues but does not respond appropriately Listens attentively and reads non-verbal cues correctly and clarifies effectively 		
Encourage & monitor learner participation in lesson/activities <ol style="list-style-type: none"> Does not encourage or monitor any participation at all Monitors participation but does not respond, engage, or provide feedback Encourage and monitor learner participation 		
Answers questions adequately and patiently <ol style="list-style-type: none"> Doesn't answer any questions Answers questions but inadequately or impatiently Answers all questions adequately and patiently 		
Provides structure & generates content by confirming understanding, paraphrasing, summarizing, questioning, etc. <ol style="list-style-type: none"> Doesn't provide structure or generate content Partially provides structure and generates content by sometimes confirming understanding, paraphrasing, summarizing, questioning, etc. Provides structure & generates content by confirming understanding, paraphrasing, summarizing, questioning, etc. on a continuous basis 		

	Score	Note
Establishes and maintains an atmosphere of open communication and mutual respect 1. Doesn't establish and maintain an atmosphere of open communication and respect / Is subjective and/or biased in demonstrating open communication and/or respect 2. N/A 3. Establishes and maintains an atmosphere of open communication and mutual respect		
Adjusts time spent on activities/modules to ensure that objectives are met 1. Doesn't spend enough time on activities to ensure that objectives are met. 2. Adjusts time to ensure activities are completed but only a few objectives are met. 3. Adjusts time appropriately on all activities to ensure all objectives are met.		
Demonstrates required knowledge of subject and regulations 1. Demonstrates no knowledge of subject and regulations. 2. Demonstrates some knowledge of the subject and/or regulations. Input required to achieve a satisfactory outcome. 3. Demonstrates knowledge of subject and regulations.		
Demonstrates an ability to distinguish between company SOPs and regulations (can identify that there might be differences between SOPs and regulations) 1. Cannot distinguish between company SOPs and regulations 2. Recognises that there might be differences between company SOPs and regulations 3. Can fully demonstrate an ability to distinguish between and communicate company SOPs and regulations/Not Applicable		
Implements contingency plans for situations in which activities must be eliminated, reduced, or replaced 1. Demonstrates NO ability to implement contingency plans for activities that must be eliminated, reduced, or replaced. 2. Demonstrates AN ability to implement some contingency plans for activities that must be eliminated, reduced, or replaced but are distracted/irritated/flustered during the presentation. / Contingency plans are insufficient or inappropriate for achieving outcomes. 3. Can implement contingency plans for activities that must be eliminated, reduced, or replaced with confidence / Everything went according to plan.		
Allocate time for learner breaks 1. Doesn't allocate time for learner breaks 2. N/A 3. Allocates time for learner breaks		
Available resources (see Part 9) used complemented/supplemented lesson (it influenced the lesson positively or distracted from the message intended) 1. Resources were not used/didn't compliment the lesson 2. N/A 3. Resourced were used and complimented the lesson		
Overall Outcome	/ 42	

PART 9. RESOURCES		
Select Resource		Comments
CCMM		
PowerPoint		
Emergency Equipment		
Whiteboard		
Videos/DVDs		
Aircraft/Cabin Training Device/Mock-up		
Model Representative		
Drill Card/Booklet		
Handouts		

PART 12. OVERSIGHT OUTCOME				
Overall Score	/54		Overall Percentage	/100
Satisfactory		Satisfactory with Input	Not Satisfactory	
Follow-up oversight required by a PEL Inspector			Yes	No
<ul style="list-style-type: none"> Should an instructor score between 75% and 100%, no follow-up oversight by a PEL Inspector is required (Satisfactory). Should an instructor score between 70% and 74%, a follow-up oversight by a PEL Inspector is required but the instructor can continue with their duties until a PEL Inspector is available (Satisfactory with Input). Should an instructor score 69% or below, a follow-up oversight by a PEL Inspector is required before the instructor can continue with their duties (Not Satisfactory). 				
Comment as necessary:				

PART 13. CCI FEEDBACK DETAILS				
In your opinion, was the assessment conducted fairly?	YES		NO	
Was the feedback given relevant and/or practically applicable?	YES		NO	
COMMENTS:				
<p>A. 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>B. APPEALS PROCESS Should the instructor wish to appeal the outcome of the assessment, a Testing Standards Officer can be contacted to start the appeals process. An appeal needs to be lodged within 30 days.</p>				

SIGNATURE OF CANDIDATE	NAME IN BLOCKLETTERS
SIGNATURE OF CDE ASSESSOR	NAME IN BLOCKLETTERS / STAMP
CCI Assessments to be conducted as per SACAA CATS 64.01.10 and SACAA CATS 64.01.9	