

CABIN DESIGNATED EXAMINER ASSESSMENT REPORT

NOTE:

1. This form needs to be completed in full by the assessor 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. DETAILS OF CDE BEING ASSESSED

Date		ATO Name	
First Name		Surname	
CDE Number		Licence Number	
Contact Number		Email Address	
Date of skills (skills test certificate)		Venue/Facility	

PART 2. ASSESSOR CDE 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 candidates		Debriefing conducted	
Component(s) assessed			

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	

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

PART 5. TRAINING ENVIRONMENT (ATO)

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

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

PART 6. MANAGE & PREPARE THE ASSESSMENT ENVIRONMENT	Score	Note
Tools and equipment are relevant, functional, and set up in advance (mock-up, assessment tools, equipment, writing tools, furniture, assessment aids, etc.) <ol style="list-style-type: none"> 1. Tools/equipment not set up at all/not functional 2. After reasonable time tools/equipment are set up and functional (within 30 minutes) 3. Tools/equipment are set up and functional in advance 		
Punctuality of CDE (start the assessments on time and keep to break times) <ol style="list-style-type: none"> 1. CDE is not punctual 2. N/A 3. CDE is punctual 		
Overall Outcome	/ 6	

PART 7. MANAGE AND SUPPORT THE CANDIDATE	Score	Note
Recognise different assessment needs <ol style="list-style-type: none"> 1. Is completely ignorant to possible differences in assessment needs 2. Is aware of some differences in assessment needs but does not adapt assessment techniques 3. Is fully aware of different assessment needs and adapts assessment techniques accordingly 		
Follow approved assessment guide <ol style="list-style-type: none"> 1. Does not have an assessment guide available 2. Has assessment guide available but does not utilise it 3. Utilises the approved assessment guide 		
Have the ability to identify that the candidate meets with the objective even if the candidate didn't follow the sequence/steps of the assessment rigidly <ol style="list-style-type: none"> 1. Couldn't identify that the candidate met the objectives 2. Could identify that some of the objectives were met but missed the rest 3. Had the ability to identify that the objectives were met fully 		
Overall Outcome	/ 9	

PART 8. CONDUCT ASSESSMENTS	Score	Note
Clearly communicates assessment objectives <ol style="list-style-type: none"> 1. Does not mention assessment objectives at all 2. Mentions some assessment objectives but does not communicate all of them 3. Communicates all assessment objectives for the day 		
Ensure candidates are prepared to commence with the assessment <ol style="list-style-type: none"> 1. Does not ensure that candidates are ready to commence the assessment 2. Is not consistent in ensuring candidates are ready to commence with the assessment 3. Consistently ensures that candidates are ready to commence the assessment 		
Apply performance standards fairly and consistently in accordance with performance criteria <ol style="list-style-type: none"> 1. Does not apply performance standards consistently or fairly at all 2. Does apply performance standards but not consistently or fairly 3. Does apply performance standards consistently or fairly 		
Demonstrate an ability to test for further understanding without prompting or leading <ol style="list-style-type: none"> 1. Does not demonstrate an ability to test for further understanding without prompting or leading 2. Demonstrates an ability to test for further understanding without prompting or leading but not consistently 3. Demonstrate an ability to test for further understanding without prompting or leading consistently 		
Ensures that candidates communicate the end of assessment <ol style="list-style-type: none"> 1. Does not ensure that candidates communicate the end of assessment 2. Ensures that candidates communicate the end of assessment but not consistently 3. Ensures that candidates communicate the end of assessment consistently 		
Encourage candidates to self- assess performance against assessment criteria <ol style="list-style-type: none"> 1. Doesn't encourage self- assessment of performance against assessment criteria 2. Encourage self- assessment of performance against assessment criteria but not consistently 3. Encourage self- assessment of performance against assessment criteria consistently 		
Confidently makes a decision on the outcome of the assessment and communicates it to the candidate <ol style="list-style-type: none"> 1. Cannot confidently make a decision on the outcome of the assessment 2. Confidently makes a decision on the outcome of the assessment but doesn't communicate it 3. Confidently makes a decision on the outcome of the assessment and communicates it 		

	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		
Compare candidate's performance outcomes to defined objectives 1. Doesn't compare candidate's performance outcomes to defined objectives 2. Compares candidate's performance outcomes to defined objectives but not consistently 3. Compare candidate's performance outcomes to defined objectives consistently		
Apply appropriate corrective actions 1. Doesn't apply appropriate corrective actions 2. Applies appropriate corrective actions but not consistently 3. Applies appropriate corrective actions consistently		
Provide positive reinforcement/feedback, including CRM principles 1. Doesn't provide any positive reinforcement/feedback 2. Provide positive reinforcement/feedback but not consistently 3. Provide positive reinforcement/feedback consistently		
Uses initiative to implements contingency plans for situations in which activities must be eliminated, reduced, or replaced when necessary 1. Demonstrates NO initiative or ability to implement contingency plans for activities that must be eliminated, reduced, or replaced. 2. Demonstrates AN ability/initiative 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 enhanced/assisted with the assessment (it influenced the assessment positively or distracted from it) 1. Resources were not used/didn't enhance/assisted with the assessment 2. N/A 3. Resourced were used and enhanced/assisted with the assessment		
Overall Outcome	/ 42	

PART 9. RESOURCES						
		Condition of Resource				
Select Resource		Excellent	Good	Fair	To be replaced	NOTE
Emergency Equipment						
Aircraft/Cabin Training Device/Mock-up						
Fire Trainer						
Swimming Pool						
Life Raft						
Model Representative						
Drill Card/Booklet						
Handouts						
Other						
Comments/Notes						

