

Training Provider Name:

Date:

Completed (name) by:

Programme covered by checklist:

Training Providers are requested to complete the self-assessment form below indicating where applicable items appear in their programmes. **(This will enable your re-approval application to be processed much more efficiently** and as instructors and Training Providers know their materials well we will be able to locate information more easily).

It is the responsibility of the Training Provider to ensure that the programme has been reviewed for accuracy prior to submission. Any programmes found not to be of a satisfactory standard may be rejected and cause a delay with the re-issue of your approval. Please note that we will not grant an extension to an approval unless extenuating circumstances apply.

This checklist is in 5 parts:

Part 1 refers to enclosing the appropriate documents for the re-approval submission.

Part 2 refers to checking the structure of the existing programme before submission.

Part 3 refers to areas to be included by Training Providers where CAA audit findings have identified problems/gaps in competence of staff during work

Part 4 refers to updates that ICAO/IATA made within the last 2 years (since the last approval)

Part 5 refers to any other changes that have been made to the programme not included in any of the above Parts 1 – 4 (e.g. re-organisation, deletions, new graphics etc).

Please indicate where the following appear in your programme and attach this document to your application for renewal. Please complete this checklist for **each programme** applied for **including any derivatives** undertaken during the approval period - making sure that Parts 1 & 2 (and other appropriate items) are covered for each derivative (excluding application form and payment where not applicable).

We would appreciate you supplying this form in an **electronic format** too so that we can also add our own internal CAA comments to the form. **Please complete each Part providing as much detail as possible.**

Part 1 – Checklist of documentation required for submission for re-approval

CAA DG BY AIR SELF ASSESSMENT

Area	Applicable?	Enclosed?	CAA Office use
Application form indicating the applicable programmes for re-approval.	Y		
Completed payment form for current pricing (CAA fees normally change April)	Y		
A copy of the full revised programme including: • Instructors notes (see below for structure) • Viewfoils/powerpoint/visuals that contain good graphics and references to where the information is located in the IATA book. • Workbooks, handouts, exercises	Y		
Name and contact details of nominated person(s) at the Training Provider responsible for: 1. Responsibility for the Training Approval held; 2. Responsibility for the compilation, upkeep and amendment to all training programme materials for all dangerous goods related courses; 3. Responsibility for version control/accessibility of all training programme materials 4. Responsibility for administration and submission of training programmes to the CAA.	Y		
List of ALL Instructors at the Training Provider including dates when Instructors last taught or underwent training. (Ensure instructors have performed training in the previous 24 months or have successfully completed a course).	Y		

CAA DG BY AIR SELF ASSESSMENT

Area	Applicable?	Enclosed?	CAA Office use
Example of an actual student's certificate showing - the correct title for the programme applied - date when training took place, name, trainer. - student registration number along with the training provider prefix	Y		
Provide an example of how feedback to students following the result of the exam has been given and tell us the mechanism. Verbal feedback must be recorded in appropriate documents.	Y		
Provide an example of feedback from students (e.g. course/instructor evaluation form) and tell us the mechanism of when during the course students complete these and what action is undertaken on feedback received.	Y		
Explain the mechanisms used for identifying and implementing areas of improvement and how effectiveness of changes are monitored.	Y		
A list of future course dates (or reference as to where these may be found)	Y		
A copy of records showing: - the most recent allocation of student registration numbers for each instructor - name of students - type of course (e.g DG by Air, RADAC, Li Batt) - examination date - exam paper used - exam result (percentage mark)	Y		
Training Provider Examination/Marking Papers used for courses not covered by CAA papers (e.g. radioactive and/or Lithium Battery courses) - Master Student Exam & Marking Papers are provided X2 and are accurate (e.g. points add up) - These exam papers match any existing CAA guidance test specifications as appropriate to ensure coverage of exam. - Provide 1 x Actual marked Student Exam paper near the pass mark-	Y/N		
Derivative Programmes Have any derivative programmes been delivered? (such as Lithium Battery, class specific). If Yes, please send ALL materials including Instructor's Notes, Power Point slides, workbooks and examinations (see above). If No, move on to Part 2	Y/N		
If derivative programmes have been delivered list them here and complete a separate Self-assessment form for each derivative completing Parts 1 & 2 for each derivative programme as appropriate.	Y/N		
Is the derivative programme a stand-alone programme or will it be added to the end of the main programme? (If stand alone then subject matter will need to be as in-depth as the main programme.) If added at the end to main prog then areas may concentrate only on the differences.	Y/N		
Has this derivative programme been seen by us before? If yes what has altered? Enter details here or in Part 5	Y/N		

CAA DG BY AIR SELF ASSESSMENT

Area	Applicable?	Enclosed?	CAA Office use
Derivative Examinations (excluding Lithium Battery courses) • Please provide 1x exam papers and 1 x marking papers • Format: Does paper follow mainstream exams in having a Part A and B? (Recommended but not essential) • Do points add up correctly and what is the pass mark. (If following mainstream 75% pass for long answer and 80% for multiple choice for Part A) • Does Part B of the paper give 2 x marking and labelling questions and 2 x documentation (to test the application in sufficient quantity)?	Y/N		