Public Authority for Civil Aviation

CIRCULAR FOR CONDUCTING COMPUTER BASE TRAINING
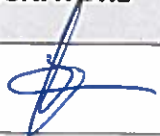
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CIRCULAR FOR CONDUCTING COMPUTER BASED TRAINING					
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1.   Purpose of the circular:

This circular provides Training Providers the compliance requirements applicable to the conducting of Computer Base training (online, virtual classroom, E-Learning...) when applying for an approval to deliver courses by such means.

A Computer-based training (CBT) is any course of instruction whose primary or partially means of delivery is a computer. It is a type of education in which the student learns by executing special training programs on a computer.

It may be delivered via a software product installed on a single computer, through a corporate or educational intranet.

2.   Approval Process Phases:

The Approval process is divided into the following five (5) Steps:

Step 1:   Pre-Application: via an online meeting or by phone

Step 2: Formal Application: may be by E-mail along with the compliance checklist annexed to this circular

Step 3: Document Evaluation: Standard Operation Procedure (Documentation system approved by PACA shall be used)

Step 4: Inspection Phase: an online demonstration is required

Step 5: Approval Phase: approval letter

3.   Applicability

This circular shall be applicable to all training providers from the date of issue of this Safety Circular until new update.

4.   Restrictions

The computer based training is applicable ONLY for recurrent training, whereas initial training had been incomplete due to disruption may continue with CBT. This is subjected to PACA's discretion.

5.   Training Methods

Training can be provided by means of class room instructions (face to face) or computer-based training (Computer Based Training facilities shall be in accordance with paragraph 6.) where each participant is required to demonstrate their knowledge and competence with the functions to be undertaken.

6.   Training Facilities

1. A training facility conducting a face-to-face training must have access to, or provide, facilities that are environmentally conducive to learning. Aspects for consideration include lighting, temperature control, seating comfort, sustenance, refreshment, washrooms etc.

Consideration must also be given to facilities that contribute to imparting knowledge, such as workbooks, training aids, media presentation (Video, overhead projector, Power-Point presentations) and practical demonstration.

2. A training organization intending to conduct training away from operator's normal base of operations should have a process in place to gauge the suitability of a venue prior to conduct a training course. The training environment should be assessed prior to the actual training taking place. In the event contracted services are to be used then these shall also be assessed in accordance with the applicable requirements.

7. Requirements for Computer Based Training

1. Prior to conducted a training course using CBT techniques, a full course package (a copy of the scenario including pictures of the slides and the audio commentaries), as intended for issue to students, together with full details of course control procedures and identification of course controller(s), which shall be stated within a standard operation procedure must be submitted to PACA for **approval before conducting any training using these means.**

2. The control procedures must encompass prevention and detection controls and, as a minimum, include:

   - Mechanisms to guard against inappropriate collaboration when completing course assessments. As a minimum, there should be multiple exams for **training organizations** that send correspondence material to a number of personnel within the same organization (so that no one can memorize the question numbers and answers). The result should be that employees in one company, undertaking the same course, at substantially the same time, will have a different exam to complete;
   - Mechanisms to ensure that the person completing the training is the intended person and not someone else. This can be done by having the training and completion of the examination on a computer under the supervision of someone monitoring the training area;
   - Mechanisms to ensure that the course content is completed in an appropriate time, manner and speed that is reasonable for a candidate and;
   - Each section has some form of review to ensure that the section has been adequately understood.

3. Procedure to describe the computer-based training: this procedure shall outline the following:
   - who is responsible to conduct the training;
   - who is the supervisor and by which means;
   - what category and/or type of training is being conducted;
   - what software is being used on the computers.

4. Provide an attendance sheet for each training conducted

5. Ensure the allowed time duration is applicable to the content of the course.

6. Ensure the training is conducted by experienced instructors.

7. Ensure that the instructor is available during the period of the training and allow sufficient time to prepare the training environment before starting.

8. Demonstration of training deliver before starting.

9. Description of the Records keeping procedure with respect of the retention period.

10. PACA must have access to the web training when requested.

8. Notification

Training Provider shall communicate to PACA an evaluation or analysis of the training using the computer-based training concept to ensure that training requirements are met.

9. Conclusion

Industry is required to check PACA website on www.paca.gov.om for future updates.

Please coordinate with the relevant Departments/Inspectors for more details or additional information.

10. Annex

Please complete this checklist and attach all evidences requested, plus a copy of the organisation's Standard Operating Procedures (SOP).

Computer Based Training Compliance check list						
item	References	Evidence	For PACA use Only (S or U)	Correctives action (if Unsatisfactory	Evidence	Status For PACA use Only
1	7.1					
2	7.2					
3	7.3					
4	7.4					
5	7.5					
6	7.6					
7	7.7					
8	7.8					
9	7.9					
10	7.10					