



**TRAINING ASSESSMENT & PLANNING - INSPECTING STAFF**

*Note: Detailed instructions for completion of this form are published in the General Inspector Handbook, Vol 02 , Chapter 12.*

*Fields shaded in **BLUE** are to be completed by the Inspector. All other fields to be completed by the Supervisor.*

Part A1 - Record of Assessment							
Inspector Name					Position		
Supervisor Name					Joining date DCA		Date appointed to present position
New hire?	YES		NO		Date of assessment interview		12 month training plan period
Declaration	I have participated in a complete assessment of my training & development needs as recorded in Parts B - F below and I understand the training plan.				Signed (Inspector)		Date
					Signed (Supervisor)		Date

Part A2 - Approval				
I approve the training and development plan described in Part F below			Position	Director of Civil Aviation
Name			Signed	Date

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**Part B - General Self-Evaluation** *This part to be completed by the inspector and returned to the supervisor prior to the assessment interview*

1. Has the past year been good/bad/satisfactory or otherwise for you, and why?

2. What do you consider to be your most important achievements of the past year?

3. What elements of your job interest you the most, and least?

4. What elements of your job do you find most difficult?

5. To continue your professional development, what do you consider your most important goals for the next 12 months?

6. To meet those goals, what action should be taken...  
By you (your responsibility)?

By your supervisor (his/her responsibility)?

7. As you develop professionally, what would you like to be doing...  
In 2 years time?

In 5 years time?

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**Part C - Evaluation of Training / Development Achievement**

*Note: The Inspector must list all planned training & development activities for the previous year and any unplanned activities achieved, and assess their achievement: 1 = not successful, 2 = partially successful, 3 = successful. Delete the inapplicable numbers.*

Activity	Inspector assessment			Supervisor assessment		
	1	2	3	1	2	3
1	1	2	3	1	2	3
Inspector Comment						
Supervisor Comment						
Activity	Inspector assessment			Supervisor assessment		
2	1	2	3	1	2	3
Inspector Comment						
Supervisor Comment						
Activity	Inspector assessment			Supervisor assessment		
3	1	2	3	1	2	3
Inspector Comment						
Supervisor Comment						
Activity	Inspector assessment			Supervisor assessment		
4.	1	2	3	1	2	3
Inspector Comment						
Supervisor Comment						

**Part C - Evaluation of Training / Development Achievement *continued***

Activity	Inspector assessment			Supervisor assessment		
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5	1	2	3	1	2	3
Inspector Comment						
Supervisor Comment						
<b>Activity</b>	<b>Inspector assessment</b>			<b>Supervisor assessment</b>		
6	1	2	3	1	2	3
Inspector Comment						
Supervisor Comment						
<b>Activity</b>	<b>Inspector assessment</b>			<b>Supervisor assessment</b>		
7	1	2	3	1	2	3
Inspector Comment						
Supervisor Comment						
<b>Activity</b>	<b>Inspector assessment</b>			<b>Supervisor assessment</b>		
8	1	2	3	1	2	3
Inspector Comment						
Supervisor Comment						

<b>Part C - Evaluation of Training / Development Achievement</b> <i>continued</i>						
<b>Activity</b>	<b>Inspector assessment</b>			<b>Supervisor assessment</b>		
9	1	2	3	1	2	3
Inspector Comment						

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Supervisor Comment						
<b>Activity</b>		<b>Inspector assessment</b>			<b>Supervisor assessment</b>	
10		1	2	3	1	2
Inspector Comment						
Supervisor Comment						
<b>Activity</b>		<b>Inspector assessment</b>			<b>Supervisor assessment</b>	
11		1	2	3	1	2
Inspector Comment						
Supervisor Comment						
<b>Activity</b>		<b>Inspector assessment</b>			<b>Supervisor assessment</b>	
12		1	2	3	1	2
Inspector Comment						
Supervisor Comment						

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**Part D - Evaluation of Competencies**

*Note: The Inspector must self-assess their competency in each listed area:*

*1 = not competent, 2 = partially competent, competency needs developing, 3 = competent, N/A = not applicable*

Competency	Inspector Assessment	Supervisor Assessment	K	S	A	Training Priority
<b>D1: General</b>						
1. Work planning, time & task management						
2. Written communications including report writing						
3. Verbal communication including operator interaction						
4. Administration including filing						
5. Use of IT and other equipment relevant to role						
6. Adherence to published procedures						
7. Teamwork / Cooperation						
8. Leadership						
9. Creativity, problem-solving & decision making						
10. Work rate and coping with pressure						
11. Flexibility and adaptability to change						
12. Integrity and respect for confidentiality						
13. Respect for, and adaptability to diversity (gender, race, religion etc)						
14. Integrity and compliance with ethical standards						
15. Personal appearance, presentation						
16. Commitment to the DCA, including attendance at workplace						
17. Confidentiality						
<b>D2: Role-specific</b> <i>To be inserted by supervisor, based upon Inspector's Job Description</i>						
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**Part D - Joint Evaluation of Competencies** *continued*

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Competency	Inspector Assessment	Supervisor Assessment	K	S	A	Training Priority
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<b>Part D - Joint Evaluation of Competencies</b> <i>continued</i>						
Competency	Inspector Assessment	Supervisor Assessment	K	S	A	Training Priority

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<b>Part D - Joint Evaluation of Competencies</b> <i>continued</i>						
<b>Competency</b>	<b>Inspector Assessment</b>	<b>Supervisor Assessment</b>	<b>K</b>	<b>S</b>	<b>A</b>	<b>Training Priority</b>
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90.						

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**Part E - Inspector's Training & Development Aspirations**

*Note: Inspector should list up to 6 training courses, events or experiences in which they would like participate to achieve for professional development. These items must be directly related to the Inspector's role or potential career development.*

1

2

3

4

5

6

Supervisor's remarks





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Year(s)	<i>Insert Months</i> →													
Competency number(s)	Training / Development Activity													

**Part F3 - Costs & additional data for 12 month training & development plan**  
*Note: Part F3 may be completed by the Supervisor after the interview with the Inspector. Formal courses listed in part F2 should be duplicated here. OJT and other activities .Where the course training provider is 'in-house', record the projected cost as N\$ zero.*

Training / Development Activity	Objective(s)	Qualification(s) to be obtained	Training Provider	Projected Cost N\$	Provider's Contact details

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