



Personnel Licensing

FSS PEL 141-22i

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ATO – TRAINING PROGRAMME CHECKLIST

Name of ATO:		ATO Number:	
Accountable Manager Name:		Telephone number:	
E-mail address:		Cell number:	
Inspector Name:		Date of review:	
Name of Training Programme:			

Training Programme					
No	Item	N/a	C/A	NC/U	Comment ref:
1.	Training programme contains the following:				
	•breakdown of theoretical knowledge instruction/training in a hourly, daily, weekly, or phase-by-phase format				
	•breakdown of practical instruction/training in a hourly, daily, weekly, or phase-by-phase format				
	•list of standard exercises				
	•list and description of the mastery or progress tests to be completed				
	•summary of the curriculum, including the duration of each course module				
	•content sequenced and broken down in subjects and items to be covered and the level of proficiency to be met for each				
	•Minimum instructor qualifications for each proposed phase of training or course.				
2.	The theoretical knowledge instruction/training and synthetic/practical training is phased so that students are able to apply the knowledge gained during theoretical training sessions or lessons in practice				
3.	An instructor training program for initial and continuing training for each course is in place				
4.	Training syllabi/curriculum contains the content stipulated by the relevant CAR & CATS				

Remarks/Comments

No	Item	N/a	C/A	NC/U	Comment ref:
5.	Training courses contain:				
	•Course objective				
	•Course Assessment Criteria				
	•Course layout of lessons and exercises, broken down in an hourly, daily, weekly, or phase-by-phase format				
6.	Lessons/Exercises contain:				
	•Lesson/Exercise Aim				
	•Objectives of Lesson/exercise				
	•Information on what the instructor will teach in the lesson/exercise with explanation of why it is taught				
	•Theoretical principles involved				
	•Practical exercises to be performed				
	•Description of the demonstrations required during practical exercises and also what problems to look out for or typical faults made				
	•Any special considerations that applies to the exercise or lesson				
	•Description of what would be covered in the debriefing, like faults made by student, etc				
	•Lesson Progress checks				
	•Lesson Proficiency/Competency Tests				

