

Appendix C

Typical Criteria to Apply to Virtual Delivery (Online) Aviation Regulatory Training to Self-Paced Individuals

Introduction

Online self-managed training has become an integral part of modern education, enabling individuals to access high-quality learning experiences at their own pace. In the aviation industry, compliance with EASA regulations is crucial to ensure the safety and competence of aviation professionals.

This appendix outlines the controls and safeguards necessary to manage and oversee self-paced online regulatory & vocational training programs fully aligned with EASA regulations and best practices.

- To ensure management and oversight of individual self-managed online training compliant with EASA Regulations to include all relevant controls and safeguards.

The goal is to foster continuous improvement, adapts to industry changes, and empower learners to thrive in their aviation careers.

Online self-paced Regulatory Compliant training programs are designed to provide aviation professionals with a personalized, comprehensive, and compliant learning experience.

General Note - Designing effective self-paced online training requires a learner-centric approach. Regularly assess and adapt the course based on learner feedback and evolving educational best practices.

By adhering to the following outlined controls and safeguards, we ensure that learners receive quality education while meeting the objective requirements set forth by EASA regulations.

- Ensure that the online platform and tools used for training support smooth communication, content delivery, and engagement.
- Verify that the technical infrastructure meets EASA regulatory requirements for data security and accessibility.
- Courses should be developed by Subject Matter Experts
- SME's should have Instructional Competency specifically related to the Virtual Training Environment
- Clearly define the learning objectives for the course.
 - What should learners be able to know or do by the end of the training.
- Organize the course content into well-defined modules or units.
 - Each module should cover a specific topic or concept.
- Provide clear instructions on how to navigate the course, access resources, and complete assignments. Ensure that learners understand how the course works and what is expected of them.
- Offer supplementary resources such as additional readings, downloadable materials, and external links. This allows learners to explore topics in greater depth if desired.

- Give learners an estimated time for completing each module or unit. This helps them plan their learning journey and prevents them from feeling overwhelmed.
- Utilize a variety of multimedia elements to keep learners engaged. This can include videos, interactive simulations, audio narrations, animations, and graphics.
 - Ensure the multimedia elements enhance the learning experience rather than being distractions.
- Encourage independent learning and provide opportunities for learners to engage in discussions and group activities.
- Implement a progress tracking system so learners can see their advancement through the course. This could be in the form of a completion bar or a percentage indicator.
- Design the course with a user-friendly navigation system. Learners should be able to easily move between sections, modules, and topics.
- Where possible Incorporate interactive elements such as quizzes, knowledge checks, and simulations.
 - Interactivity not only keeps learners engaged & reinforces learning and supports understanding.
- Provide immediate feedback after quizzes or activities to let learners know if they are on the right track and help them identify areas that need improvement.
- Consider learners' well-being and cognitive load by designing training sessions that are engaging and manageable.
- Implement mechanisms for learners to ask questions, seek clarification, and engage in discussions.
- Ensure learners can access the necessary training materials, including presentations, videos, documents, and assessments.
- Establish a policy for sharing and accessing learning materials throughout the training.
- Facilitate access to the online training environment for organizational compliance, quality assurance, and regulatory authorities.
- Offer an open invitation to regulatory authorities to review the training platform and sample training materials.
- Implement measures to positively identify learners during examinations or evaluations to ensure the integrity of assessment results.
- Use consistent systems for remote evaluations that maintain fairness and equity among learners.
- Establish a feedback mechanism that allows learners to provide input on the training content, delivery method, and overall experience.
- Continuously improve the training program based on learner feedback and changing industry requirements.