Appendix A
Typical Criteria to Apply to a Classroom to Deliver Aviation Regulatory Training to Small Groups of Students

Introduction

When providing aviation regulatory training to small groups, the classroom environment plays a pivotal role in supporting knowledge transfer, engagement, and retention. The setup must cater to specific functional and ergonomic criteria to ensure optimal learning and comprehension.

The physical environment and delivery structure are vital to the success of aviation regulatory training. The goal is to create a focused and interactive learning space that fosters communication between the instructor and participants, encourages peer interaction, and supports the effective delivery of regulatory content.

The classroom design should reflect the nature of the training, the anticipated level of interaction, and the expectations for both individual and group participation.

Seating Configuration and Classroom Layout

The U-shape seating arrangement is strongly recommended as the optimum layout for small group aviation regulatory training. This setup encourages:

- Open communication and eye contact between the instructor and all students.

- Easy facilitation of discussion, questions, and interactive participation.

- Enhanced visibility of training materials presented on screen or whiteboard.

A conference table arrangement is also acceptable, especially for smaller groups where interaction is essential, although it may limit the sightlines and the instructor's mobility compared to a U-layout.

The use of a large lecture theatre for a small group is not recommended and should be avoided. This layout:

- Disperses participants, often reducing interaction and engagement.

- Leads to poor group dynamics due to physical distancing.

- Makes it difficult for the instructor to build rapport and monitor comprehension.

- Sends an inappropriate signal regarding the importance of participant contribution.

For optimum results, all participants should be seated within a close, cohesive layout that facilitates both group dynamics including group interaction and instructor accessibility.

Considerations Regarding Hybrid Delivery (In-Person & Virtual)

Hybrid training, where some participants attend in person and others join virtually, poses significant challenges for effective delivery in a regulatory training context, challenges include:

- Difficulty in maintaining consistent engagement across both audiences.

- Instructor focus becomes split or ineffective, diminishing the quality of interaction for both groups.

- Technical interruptions or inconsistencies (camera/microphone quality, connection issues) impair comprehension.

- Reduced cohesion and team building among participants, which is particularly critical in group tasks or case studies.

Note - Hybrid delivery is not recommended and should be avoided where possible in small-group aviation regulatory training. (A consistent training format—either fully in-person or fully virtual—provides a more uniform, controlled, and effective learning experience.)

Typical Classroom Criteria

Space and Seating:

- The classroom should be spacious enough to accommodate all students comfortably, with visibility and access to instructional materials.

- Recommended maximum group size: **12 persons – 15 Persons**

- Ergonomic chairs and tables to minimize fatigue over extended sessions.

- Seating must support flexibility: reconfigurable between U-shape, conference, or interactive layouts.

Technology & Equipment:

- Projector and screen (or large monitor) for displaying slides and videos.

- Whiteboard and/or flip chart for visual elaboration and group tasks.

- Quality speakers to ensure clarity of audio for all participants.

- Reliable high-speed internet connection for accessing online training platforms.
- Instructor's laptop or desktop with updated software aligned to training materials.

Lighting:

- Sufficient natural lighting where possible, supplemented by overhead lights.
- Dimmable lighting preferred for screen-based learning comfort.

Acoustics:

- The room must be quiet, with minimal external noise.
- Sound-dampening or soundproofing measures are advised in high-traffic or noisy locations.

Temperature Control:

- HVAC system or fans to maintain a stable, comfortable room temperature.
- Avoid extremes in temperature to ensure comfort and sustained concentration.

Learning Materials:

- Immediate access to relevant training manuals, handouts, or documents either in physical form or available for each student on a Lap Top
- Availability of regulatory modules, digital resources, and supporting case studies.

Safety:

- Clear display of emergency exits and access to a first aid kit.
- Briefing on emergency procedures at course start.

Interactive Tools:

- Physical models, regulatory flow diagrams, or simulators where applicable.
- Tools for teamwork or practical exercises (e.g., markers, post-it pads, index cards).

Accessibility:

- Venue should be fully accessible to participants with disabilities (e.g., ramps, suitable washrooms).
- Clear signage and directions to the classroom.

Storage and Workspaces:

- Secure or designated area for bags, coats, and personal items.

- Sufficient space for breakout activities, whether group-based or individual.

Refreshments:

- Availability of drinking water, coffee/tea throughout the session.

- If the course spans multiple hours, provision for snacks or a dedicated lunch area.

Feedback Mechanism:

- A structured process (e.g., feedback form or debrief) to gather participant input post-training.

- Used to refine future course delivery and optimize training outcomes.