ARTSA Members Self-Assessment form for Aviation Regulatory Virtual Delivery (Webinar) Training Checklist

Please return this form to office@artsa.aero within 14 days from receiving

General Requirements:

	YES	NO	N/A
Ensure the classroom setup caters to specific needs for optimal learning			
Foster an environment conducive to learning, considering the training nature, audience, and resources			
Encourage active participation, collaboration, and communication between students and the instructor			

Criteria for Virtual Webinar Instruction:

	YES	NO	N/A
Limit the group size to a recommended maximum of 12 persons			
Offer real-time instructor-led learning with interactive opportunities			
Maintain reliable records of training completion			
Ensure dynamic, two-way communication without delay			
Share relevant training materials as per lesson/unit/course requirements			
Facilitate "video and audio" interactive communication considering non-verbal cues			
Implement guidelines such as "raise your hand" for communication			
Monitor instructor's screen displays during sessions			
Establish procedures for participant feedback on training improvement			
Equip students with tools for varied learning content presentation and activities			
Role of the instructor as a facilitator for guiding and supporting group activities			

Equipment and Tools:

	YES	NO	N/A
Ensure equipment/tools support uninterrupted communication			
Equipment should allow student identification and continuous communication assessment			
Ensure equipment meets the same quality standards as face-to-face instruction			

Best Practices for Students:

	YES	NO	N/A
Create a positive learning environment			
Encourage frequent interactions among students, instructor, and content			
Ensure active student participation for successful synchronous virtual classroom sessions			

Academic Effectiveness:

	YES	NO	N/A
Adjust training design considering potential fatigue in virtual training compared to traditional methods			
Plan reasonable breaks during virtual classroom sessions			

Attendance and Interruptions:

	YES	NO	N/A
Maintain attendance records with appropriate communication levels			
Develop policies for connection interruptions, ensuring continuation and re-engagement			
Manage non-attendance as per established policies			

Examinations/Evaluations:

	YES	NO	N/A
Assure positive student identification during evaluations			
Implement consistent evaluation methods for all students			

Training System Feedback:

	YES	NO	N/A
Collect participant feedback on training strengths and weaknesses			
Ensure effective time management by instructors			
Facilitate peer discussions and student feedback systems			

Oversight and Quality Assurance:

	YES	NO	N/A
Provide open access for Organisational Compliance/Quality Assurance and Regulatory Authorities to sample virtual training sessions			

Completed by:			
Title:		**Date:**	
Signature:			

For ARTSA use only					
Remarks					
Reviewed by					
Title		**Date**		**Signature**	