ARTSA Members Self-Assessment form for Virtual Delivery (Online) Aviation Regulatory Training for Self-Paced Individuals

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

Introduction:

	YES	NO	N/A
Recognize the importance of online self-managed training in modern education			
Ensure compliance with EASA regulations for aviation professionals.			

Management and Oversight:

	YES	NO	N/A
Manage individual self-paced online training in line with EASA Regulations			
Foster continuous improvement and adapt to industry changes			

Course Design and Content:

	YES	NO	N/A
Courses developed by Subject Matter Experts (SMEs)			
SMEs possess Instructional Competency specific to the Virtual Training Environment			
Clearly define course learning objectives			
Organize content into distinct modules or units			

Platform and Tools:

	YES	NO	N/A
Ensure smooth communication, content delivery, and engagement features			
Confirm technical infrastructure meets EASA data security and accessibility standards			

Navigation and Instructions:

	YES	NO	N/A
Provide clear navigation instructions			
Guide learners on resource access and assignment completion			

Supplementary Resources:

	YES	NO	N/A
Offer additional readings, downloadable materials, and relevant external links			

Time Management:

	YES	NO	N/A
Provide estimated completion times for modules or units			

Multimedia Elements:

	YES	NO	N/A
Incorporate multimedia elements (videos, simulations, audio) effectively			

Engagement and Interactivity:

	YES	NO	N/A
Encourage independent learning and group activities			
Incorporate quizzes, knowledge checks, and simulations			

Feedback and Assessment:

	YES	NO	N/A
Implement progress tracking mechanisms			
Provide immediate feedback after quizzes or activities			
Use consistent systems for remote evaluations			

Learner Support:

	YES	NO	N/A
Establish mechanisms for questions, clarifications, and discussions			
Ensure access to necessary training materials throughout the course			

Regulatory Compliance:

	YES	NO	N/A
Facilitate access to the training environment for organizational compliance and quality assurance			
Invite regulatory authorities for platform and training material reviews			
Implement measures for learner identification during evaluations			

Continuous Improvement:

	YES	NO	N/A
Establish feedback mechanisms for learners			
Update the training program based on feedback and industry requirements			

Completed by:			
Title:		Date:	
Signature:			

For ARTSA use only					
Remarks					
Reviewed by					
Title		Date		Signature	