



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje/
nadzor tečaja učenja na daljinu
*Application/ Compliance Checklist for Approval/
Oversight of Distance Learning Course*

UPUTE:

Ovaj zahtjev/listu usklađenosti potrebno je ispuniti kod inicijalnog stjecanja odobrenja tečaja osposobljavanja s tečajem učenja na daljinu u skladu sa zahtjevima Uredbe Komisije (EU) br. 1178/2011 i njezinih izmjena i dopuna.

Ovaj zahtjev/lista usklađenosti ispunjava se i dostavlja uz zahtjev/listu usklađenosti za tečaj osposobljavanja koji se podnosi na odobrenje, a za koji je moguće da bude odobren kao tečaj učenja na daljinu.

Upute za ispunjavanje:

U rubriku "*Organisation Reference*" potrebno je upisati referencu na program/priručnik (ime programa/priručnika i poglavlje) gdje je zahtjev opisan ili označiti N/A ukoliko nije primjenjivo.

Ispunjavanjem liste usklađenosti odgovorne osobe organizacije potvrđuju usklađenost programa/priručnika sa primjenjivim zahtjevima.

Rubrika "*Results*" (*Satisfactory-S, Unsatisfactory – U, Not applicable – N/A*) ispunjava se od strane CCAA inspektora. Rubrike S, U i N/A označavaju se sa znakom "X".

Uputa za buduće ishodište odobrenja izmjena tečaja osposobljavanja (programa/priručnika):

Nije potrebno ispunjavati ovaj zahtjev/listu usklađenosti, već je potrebno dostaviti zahtjev za odobrenje izmjena tečaja osposobljavanja (programa/priručnika) sa popisom izmjena i dopuna i 70,00 kn upravnih pristojbi, te izmjenom programa/priručnika u papirnatom i elektroničkom (CD/DVD) izdanju.



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje/
nadzor tečaja učenja na daljinu
*Application/ Compliance Checklist for Approval/
Oversight of Distance Learning Course*

Distance learning course				
	Organization reference	RESULTS		
		S	U	N/A
Annex VII, Part-ORA, Subpart ATO, Section III, Chapter 1				
ORA.ATO.300 General				
The ATO may be approved to conduct modular course programmes using distance learning in the following cases: (a) modular courses of theoretical knowledge instruction; (b) courses of additional theoretical knowledge for a class or type rating; or (c) courses of approved pre-entry theoretical knowledge instruction for a first type rating for a multi-engined helicopter.				
ORA.ATO.305 Classroom instruction				
(a) An element of classroom instruction shall be included in all subjects of modular distance learning courses.				
(b) The amount of time spent in actual classroom instruction shall not be less than 10 % of the total duration of the course.				
(c) To this effect, classroom accommodation shall be available either at the principal place of business of the ATO or within a suitable facility elsewhere.				
ORA.ATO.310 Instructors				
All instructors shall be fully familiar with the requirements of the distance learning course programme.				
AMC&GM to Part-ORA, Section III, Chapter 1; AMC1 ORA.ATO.300				
(a) A variety of methods is open to ATOs to present course material. It is, however, necessary for ATOs to maintain comprehensive records in order to ensure that students make satisfactory academic progress and meet the time constraints laid down in Part-FCL for the completion of modular courses.				
(b) The following are given as planning guidelines for ATOs developing the distance learning element of modular courses:				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje/
nadzor tečaja učenja na daljinu
*Application/ Compliance Checklist for Approval/
Oversight of Distance Learning Course*

Distance learning course				
	Organization reference	RESULTS		
		S	U	N/A
(1) an assumption that a student will study for at least 15 hours per week;				
(2) an indication throughout the course material of what constitutes a week's study;				
(3) a recommended course structure and order of teaching;				
(4) one progress test for each subject for every 15 hours of study, which should be submitted to the ATO for assessment. Additional self-assessed progress tests should be completed at intervals of five to 10 study hours;				
(5) appropriate contact times throughout the course when a student can have access to an instructor by telephone, fax, email or the Internet;				
(6) measurement criteria to determine whether a student has satisfactorily completed the appropriate elements of the course to a standard that, in the judgement of the HT, or CGI, will enable them to be entered for the Part-FCL theoretical examinations with a good prospect of success;				
(7) if the ATO provides the distance learning by help of IT solutions, for example the Internet, instructors should monitor students' progress by appropriate means.				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje/
nadzor tečaja učenja na daljinu
*Application/ Compliance Checklist for Approval/
Oversight of Distance Learning Course*

Naziv organizacije:		
Datum podnošenja zahtjeva:		
	Ime i prezime:	Potpis:
Šef školstva <i>(Head of Training):</i>		
Voditelj nadgledanja usklađenosti <i>(Compliance Monitoring Manager):</i>		
Odgovorni rukovoditelj <i>(Accountable Manager):</i>		

Position	Name and Surname	Signature	Date
CCAA Inspector			
CCAA Inspector			

Note: CCAA Inspector shall provide detailed list of non-compliances, if found.