



Flight Operations Standards Directorate
General Aviation & Training Section - Documents Evaluation
FTO & TRTO Distance Learning (Modular Courses) Compliance Checklist

• FTO / TRTO Name			
• Regulations Reference	Appendix 3 to JCAR-FCL 1.055 - AMC JCAR-FCL 1.055(a) - CARC AC-28-04-013		
• Inspector (s) Name			
• FTO/ TRTO Applicant/Holder Focal Point	Name	Phone No.	E-mail

Ser.	Item Procedures Checklist Distance Learning Program Requirements	Accepted	Not Accepted	Remarks
------	---	----------	--------------	---------

1.	Check that FTO/TRTO Distance learning (Modular Courses) curriculum & syllabus are approved by CARC. The approval to conduct training via the distance learning program will be provided to the FTO/TRTO by CARC.			
2.	Check that FTO/TRTO conduct modular course programmes using distance learning in the following cases: i. modular courses of theoretical knowledge instruction; ii. courses of additional theoretical knowledge for a class or type rating; or iii. courses of approved pre-entry theoretical knowledge instruction for a first type rating for a multi-engine helicopter (if applicable)			
3.	Check that FTO/TRTO utilizing a distance learning program must provide students with an equivalent level of instruction found in a traditional classroom			
4.	FTO/TRTO have detailed description of the distance learning technology to be utilized			
5.	FTO/TRTO have Procedures describing the how the distance learning program will be administered, to include a description of the how course content will be delivered and how instructors and students will communicate as needed			
6.	FTO/TRTO have an assumption that a student will study for at least 15 hours per week, & An indication throughout the course material of what constitutes a week's study			
7.	FTO/TRTO have a recommended course structure and order of teaching acceptable to CARC			
8.	FTO/TRTO to provide 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			
9.	FTO/TRTO to provide Appropriate contact times throughout the course when a student can have access to an instructor by telephone, fax, email or the Internet			



Flight Operations Standards Directorate
General Aviation & Training Section - Documents Evaluation
FTO & TRTO Distance Learning (Modular Courses) Compliance Checklist

10.	FTO/TRTO have Measurement criteria to determine whether a student has satisfactorily completed the appropriate elements of the course to a standard that, in the judgment of the Head Of Training (HT), or Chief Ground Instructor (CGI), will enable them to be entered for the Part-FCL theoretical examinations with a good prospect of success			
11.	FTO/TRTO to provide the distance learning by help of Information Technology (IT) solutions, for example the Internet, instructors should monitor students' progress by appropriate means			
12.	FTO/TRTO should have an assessment (e.g. planning, written, scenario or practical exercise, or other assessment) procedure or process in place to establish that the student themselves have completed the assessment and that the assessment method(s) for that particular exercise has (have) been effective			
13.	FTO/ TRTO must establish a timeframe for distance learning delivery. The timeframe should align with program semester/defined end dates			
14.	The FTO/ TRTO Head of Training to review regularly the distance learning program to ensure this adequately describes how students will be taught course content, and to ensure compliance with JCAR-Part-FCL			
15.	<p>Instructors Regulation. FTO/ TRTO shall make sure that:</p> <ul style="list-style-type: none"> i. All instructors shall be fully familiar with the requirements of the distance learning course programme. Instructors will initiate substantive communication with their students, either individually or collectively, on a regular basis ii. An instructor could use email to provide instructional materials to students enrolled in his or her class, use chat features to communicate with students, set up conference calls to facilitate group conversations, engage in email exchanges or require students to submit work electronically that the instructor will evaluate 			
16.	<p>FTO/TRTO to provide an acceptable distance learning program that include written policy and procedures describing:</p> <ul style="list-style-type: none"> i. How the distance learning program will be administered; ii. A description of the examination and testing process; iii. Methods for ensuring the integrity of student work and compliance with CARC minimum standards. iv. Procedures for proctoring computer-based exams in a remote location; v. Procedures to ensure distance learning course records are kept in compliance with the approved curriculum; 			



Flight Operations Standards Directorate
General Aviation & Training Section - Documents Evaluation
FTO & TRTO Distance Learning (Modular Courses) Compliance Checklist

	<ul style="list-style-type: none"> vi. A description of the technology hardware and software to be utilized; vii. Proper identification of courses available through distance learning; viii. A sophisticated Electronic Learning Management System (ELMS) to track all aspects of the distance learning program, including attendance, participation, and performance (including comparisons to traditional classroom test scores and completion rates); and ix. CARC “read only” access to the ELMS (to facilitate surveillance) 			
17.	<p>Program Creation. FTO/TRTO to make sure that all courses delivered are suitable for distance learning. Criteria for determining what subject matter may be provided through distance learning includes:</p> <ul style="list-style-type: none"> i. Subjects that have historically been taught through lecture or written papers; ii. The level of computer competency required for successful completion of a course delivered via distance learning; iii. The amount of in-person work required, such as lab work; and iv. A system and methods to be used for timely and appropriate interaction between students and instructor(s) 			
18.	<p>FTO/TRTO to make sure that distance learning curriculum may also be made available as an in-person course (if applicable)</p>			
19.	<p>Records. The FTO/ TRTO must set procedures for annotating the student record documenting attendance:</p> <ul style="list-style-type: none"> i. Check that FTO/TRTO shall 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 ii. FTO/TRTO have procedures to ensure distance learning course records are kept in compliance with the approved curriculum, to include procedures for tracking student attendance under each subject/topic. iii. ATO must maintain a list of those students records who were taught under the distance learning method and make these records available to CARC upon request 			



Flight Operations Standards Directorate
General Aviation & Training Section - Documents Evaluation
FTO & TRTO Distance Learning (Modular Courses) Compliance Checklist

20.	<p>Evaluation, Testing, and Assessment.</p> <p>(1) FTO/TRTO shall make sure that testing for students participating in distance learning activity is accomplished through a variety of methods, including:</p> <ul style="list-style-type: none"> i. Oral evaluation; ii. Paper-based; or iii. Computer-based exams proctored by an evaluator <p>NOTE: Proctored exams (testing) at a remote location may only be accomplished within the facilities of another active ATO or accredited educational institution, or through an approved remote proctoring system. The procedure must be documented in a written agreement between each participating ATO while holding the originating part FCL school responsible for all aspects of the test.</p> <p>(2) The testing method used and the types of questions employed should suit the objectives to be tested, Keeping in mind that knowledge objectives are typically assessed by written, electronic, or oral testing.</p> <p>(3) FTO/ TRTO shall determine stage checks and end of course tests that will be administered during the period of the distance learning:</p> <ul style="list-style-type: none"> i. Each stage check and end of course test must be identical to the checks and tests that are normally administered ii. Each student will be given the check or test through a testing platform iii. Any method that is utilized must ensure the integrity of the test iv. Provides identification of the student, is able to maintain the confidentiality of the answers provided by the student, and maintains access control v. If needed, testing can be postponed until students can return to the classroom 			
21.	<p>Other Considerations for Distance Learning.</p> <p>(1) FTO/TRTO to make sure of Reliability & Availability of distance learning system. In addition, the system must have sufficient redundancy and fault tolerance capability to provide continuous availability of required training materials 24 hours per day, 7 days per week</p>			



Flight Operations Standards Directorate
General Aviation & Training Section - Documents Evaluation
FTO & TRTO Distance Learning (Modular Courses) Compliance Checklist

	<p>(2) Security. FTO/TRTO shall provide security to the distance learning system. Access to the Electronic Learning Management System (ELMS) should be limited to authorized personnel of the FTO/TRTO, students, and CARC (read only), through:</p> <p>i. FTO/ TRTO may choose to allow various users to access the system via different methods, links, and times. Access rights must be controlled by a system administrator. FTO/ TRTO’s security plans must describe how the system will recognize and deal with attempted unauthorized access.</p> <p>ii. FTO/ TRTO must maintain the security of all checking and testing. Test results must be provided to each student in a timely manner after the end of the course completion.</p> <p>iii. Care should be exercised to ensure that system security is adequate to ensure proper protection of materials and users, but not so rigid that it impacts the ability for training management and training development personnel to efficiently accomplish their duties.</p>			
22.	<p>Classroom instructions. FTO/TRTO shall make sure that:</p> <p>i. An element of classroom instruction shall be included in all subjects of modular distance learning courses</p> <p>ii. The amount of time spent in actual classroom instruction shall not be less than 10 % of each subject of the total course duration</p> <p>iii. Classroom accommodation shall be available either at the principal place of business of the ATO or within a suitable facility elsewhere, and</p> <p>iv. Classroom instruction delivered by an instructor to a student may include videoconferencing appropriate to the task if the necessary level of communication is ensured and appropriate equipment and tools are available</p>			



Flight Operations Standards Directorate
General Aviation & Training Section - Documents Evaluation
FTO & TRTO Distance Learning (Modular Courses) Compliance Checklist

• Assessment Result	
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory

• Remarks	

Flight Operations Inspector Name (s)	Signature	Date