



Training Course Assessment Form

PART A	
Name of Training Organisation	
Course Title	
Organisation Address	

PART B			(CAD USE ONLY)
Experience and Quality System of the Organisation	Yes / No	Remarks	
B.1 <i>Experience</i> Has this organisation conducted similar or same CAD recognised course before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If 'Yes', CAD Course Acceptance No: _____ Date: _____ Venue: _____ Class Size: _____	
B.2 <i>Experience</i> If 'No' on B.1, has this organisation conducted other similar training course before ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Course Title: _____ Date: _____ Venue: _____ Class Size: _____	
B.3 <i>Quality Manual</i> Has the Quality Manual been submitted in the package?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Manual Issue/Rev. _____	



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PART B – Cont'd			(CAD USE ONLY)
Experience and Quality System of the Organisation	Yes / No	Remarks	
<p>B.4 Quality Manual</p> <p>Indicate if the followings are clearly documented in the Quality Manual.</p> <p>-Procedures for preparing & conducting the course <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>-Trainer(s) qualifications, roles & responsibilities <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>-Controlling process of the course <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>-Delivered subjects <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>-Post-course follow-up <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>-System for the feedback of participants <input type="checkbox"/>Yes <input type="checkbox"/>No</p>			
<p>B.5 Scope</p> <p>What are the nature / scope of business (SOB) of the training organisation?</p> <p>-Government bodies (e.g. HK Productivity Council) <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>-Approved Maintenance Organisation <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>-Aviation Consultant <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>-Other (<i>Please specify SOB in Remarks column</i>) <input type="checkbox"/>Yes <input type="checkbox"/>No</p>			



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PART C			(CAD USE ONLY)
Trainer Qualification and Arrangements	Yes / No	Remarks	
C.1 Trainer Competency Has the trainer(s) demonstrated Ten years of working experience on related area of presented subjects	Trainer 1 <input type="checkbox"/> Yes <input type="checkbox"/> No Trainer 2 <input type="checkbox"/> Yes <input type="checkbox"/> No Trainer 3 <input type="checkbox"/> Yes <input type="checkbox"/> No Trainer 4 <input type="checkbox"/> Yes <input type="checkbox"/> No	Name: _____ Subjects to be instructed: _____ _____ _____ Name: _____ Subjects to be instructed: _____ _____ _____ Name: _____ Subjects to be instructed: _____ _____ _____ Name: _____ Subjects to be instructed: _____ _____ _____	



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PART C – Cont'd			(CAD USE ONLY)
Trainer Qualification and Arrangements	Yes / No	Remarks	
C.2 Trainer Competency If 'No' on C.1, has the trainer(s) demonstrated five years of teaching experience on presenting the similar subjects in other courses? <i>(Please provide details of teaching experience in Remarks column)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
PART D			(CAD USE ONLY)
The Delivered Subjects of the Course	Yes / No	Remarks	
D.1 Subjects of the Course Does the delivered material cover all Subjects in the CAD Course Subject List? <i>(Please provide the missing subject in Remarks column if the delivered material does not cover all subjects in the CAD Course Subject List)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
D.2 Subject Coherence If "No" on D.1, what similar subjects will be delivered? <i>(Please evaluate the topic difference in Remarks column)</i>			



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PART D – Cont'd			(CAD USE ONLY)
The Delivered Subjects of the Course	Yes / No	Remarks	
D.3 Material Updates Is there a clear procedure to update the syllabus in accordance with the latest requirements or the organisation is committed to amend the teaching material?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
PART E			(CAD USE ONLY)
Duration, Number of Participant, Venue & Attendance	Yes / No	Remarks	
E.1 Venue Training location: _____ _____ _____ _____ Room Size : _____ (sq m)		<i>Note: The venue shall be suitable for the training with necessary aids provided.</i>	
E.2 Class size Number of participants: _____ _____ _____		<i>Note: The maximum number of participants is 30. One seat should be reserved for CAD auditor.</i>	



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PART E – Cont'd			(CAD USE ONLY)
Duration, Number of Participant, Venue & Attendance	Yes / No	Remarks	
E.3 Duration Course start date: _____ Course completion date: _____ Numbers of day: _____ Training hours per day: _____		<i>Note: The training hour per day should not be more than 7 hours.</i> <i>One hour of lunch break and two 15-minute breaks should be provided.</i>	
E.4 Attendance Has minimum of 90% attendance been achieved before the participant is issued with training certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
E.5 Equipment Indicate if the training room equipped with suitable Training Aids, such as, Desktop computer / Laptop Projector / Screen / Monitor Microphone / Speaker Full size table (non-foldable theatre table preferred)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		

Note: To facilitate the application process, the form may be emailed to 'awo@cad.gov.hk'.

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Course assessed by Officer: _____ Date: _____ Course Number assigned: _____



Training Course Assessment Form

Personal Data Collection Statement

1. Purposes of Collection

The personal data provided by means of this form, including all the supporting documents included in the application, will be used by Civil Aviation Department for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (Chapter 448) and its subsidiary Orders / Regulations;
- c. Assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- d. For communication purposes between Civil Aviation Department and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application;
- f. For statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

It is obligatory for you to supply the personal data as required in this form. If you fail to supply the required data, we may not be able to process your application.

2. Classes of Transferees

The personal data you provided by means of this form may be disclosed to:

- a. Other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph 1 above;
- c. Other organisations or agencies for execution of their duties as required by Civil Aviation Department.



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3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

4. Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Airworthiness Office
Flight Standards and Airworthiness Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong

(Attn.: Senior Airworthiness Officer (Standard))

Anti-bribery Reminder

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.