



**GOVERNMENT OF INDIA
OFFICE OF DIRECTORATE GENERAL OF CIVIL AVIATION**

FLIGHT CREW LICENSING CIRCULAR 01 OF 2020

F. NO. AV.11011/4/2019-DTL-DGCA
Dated 7th August 2020

Subject: Distance/Online Learning Program for Aviation English Language Proficiency Training

Introduction

CAR Section 7 Series G Part III and Part V specify the requirements of Aviation ELP Proficiency (AELP) - Training, Testing and Certification and Approval/ Renewal of Aviation English Language Training and Testing Organizations respectively. The CAR requires the applicants to undertake the training in a direct face to face methodology. However, in view of the lockdown and travel restrictions due to COVID – 19 Pandemic, the need for a distance learning methodology has arisen. Approved AELP Training and Testing Organisations have also been requesting for such distance learning methodology to facilitate the affected Flight crew/ Flight Engineers/ Aspirant Pilots.

Purpose

2. This Flight Crew licensing circular lays down requirements and provide guidance for conduct of Aviation English training of flight crew/flight engineers by DGCA approved Aviation English Language Proficiency Training Organisations through distance learning methods such as online or virtual classroom sessions. The purpose of this Flight Crew Licensing Circular is also to obviate the need of physical presence of the trainees in the approved training centers whilst keeping standards in line with the applicable regulations.

Applicability

3. This circular is applicable to Aviation English Language Proficiency Trainees and DGCA approved Aviation English Language Training Organisations.

Types of Distance Learning

4. ICAO DOC 9941 forms the basis of developing classroom courses under Competency-based Training Methodology which was introduced in the training development guide. The training development guide defines distance learning as the “desired outcome of distance education”. Distance education is defined as “educational situation in which the instructor and students are separated by location. Education or training courses are delivered to remote locations via online learning, audio- and videoconferencing etc. The definition of distance education is broad and entails the definition of e-Learning.”

5. Whilst several recommended distance learning methodologies exist, the distance learning programme for Aviation English language proficiency training shall be delivered by the following method only:

(a) **Video Learning or Virtual live:** Learning delivered by an instructor in real-time through a web-based programme, using a webcam or technology so the instructor is seen and heard delivering the course.

Other learning methodologies maybe used for enhancing the Video learning or virtual live training. Some of the recommended methodologies are:-

(b) **E-Learning:** the use of computer, internet, web-based and mobile technologies to deliver learning solutions, particularly self-paced, individual modular courses.

(c) **Online learning:** the use of computer, Internet, web-based and mobile technologies to deliver a broad array of solutions that can take many forms such as virtual classrooms, online discussion forums, Augmented/ Virtual Reality or full eLearning courses with exercises and exams.

6. Aviation English Language Training Organisations shall be responsible for developing online training programme in line with syllabus/curriculum as defined in respective TPM and relevant CARs and shall ensure that the quality of training is not compromised in any way. Utmost care is to be taken whilst designing the online curriculum to ensure that its contents are not utilised for testing purpose and vice-versa (Washback effect). The training programme, procedures/SOPs for implementation of online training methodology as developed by the Aviation English Language Training Organisations shall be subject to prior acceptance by DGCA.

Learning Curriculum

7. Learning Curriculum should consider all elements of the training syllabus and should be a valuable source for theoretical knowledge. Sessions should be interactive to meet the training objectives specified in regulations and respective manuals.

8. Curriculum shall include various means of delivering content to the trainee. This may include but not limited to, pdf files, PowerPoint presentations, Word or Excel formats and where required, video graphics. The content documents used for training during delivery shall be those which are as accepted by DGCA in the relevant document.

Requirements

9. System requirements

(a) All AELP approved organisations who wish to use distance learning as a means of compliance for their approved training programs shall ensure compliance with the following system requirements while submitting their distance learning training program to DGCA, HQs for approval.

(b) Distance Learning shall be delivered through Video Learning or Virtual live only as specified in Para 5(a) above with enhancing methods as mentioned subsequently in Para (s) 5(b) and 5(c). This should always include a secure and authorized login. On login and before commencement of each online session a video identification methodology of credentials of the trainee using approved documents such as Pilot license(s), Aadhar Card etc. shall be recorded as part of conduct of the training.

(c) Distance Learning platforms should have the capability to collaborate login, share or annotate the user screens and should provide the option to record session(s) with an easy-to-use tool.

(d) Any software application which is on a secure platform and provides quality video, audio, and wireless screen-sharing performance across Windows, Mac, iOS, and Android devices etc., may be used for interactive training sessions.

(e) To make the distance learning modules effective and maximise learning objectives, trainees should be well versed with video conferencing and the process to use the distance learning modules.

(f) Processes should be defined for what-if cases like interruptions during training sessions, internet/power outage, Incomplete training due external forces.

(g) AELP approved organisations shall provide access of all distance learning software, related applications, records etc. to DGCA, for the purpose of audits, where applicable. Additionally, access for random checks during the conduct of distance learning programme, schedule of training shall be provided to DGCA HQ.

Documentation requirements

10. In addition to the system requirements given in Para 9, the AELP approved organisations should document procedures covering the following aspects, as part of their distance/online training program and submit to DGCA HQs, for acceptance:

- (a) Procedures to schedule distance learning training. This should include secure login and document details, including validity, for training references.
- (b) Procedures to ensure that prior intimation of the training schedule are provided to trainees well ahead of the planned training and trainees get adequate time to prepare.
- (c) Procedures for:
 - (i) Monitoring the training session,
 - (ii) Managing attendance in an accurate way,
 - (iii) Monitoring the progress of individual student, and
 - (iv) Two way communication between student and instructor to clear doubt (if any).
- (d) The online training SOPs should also contain:
 - (i) Briefing guides for the use of desired distance learning application.
 - (ii) Guideline on preferred mode of connectivity (Wi-Fi, mobile data etc.) and the process of recording interruptions during the session.
 - (iii) Means of presentation and interaction between trainer and trainee.
- (e) At the end of the completion of course, a course completion certification shall be provided.
- (f) The maximum number of trainees in a distance learning session shall be specified. The batch shall be restricted to a maximum of 20 per batch for each training session. This will ensure best result of proper interactive session with the instructor and amongst the candidates.
- (g) Instructions to all participants not to use software for blocking location tagging, like virtual private network, using unsafe public internet access, attending distance training from cafes, etc. when the distance learning training is in progress.

Training Records

11. All virtual classes will be recorded and stored in a local, secure storage device for a minimum period of one year or higher, as approved in the respective manual.

12. The trainee registration, login details and online attendance records shall also be maintained for a minimum period of one year or higher, as approved in the respective manual.

13. Only qualified authorized instructors available with the approved AELP Training Organisation shall be allowed to train through the distance learning module. Training hours formulated in distance learning activities shall not be less than the hours laid down in relevant and applicable CARs. The approved training shall be without prejudice to the other relevant regulations specified in the CARs for ensuring quality and avoiding conflict of interest.

Sd/-
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