



Definition Training Programme

Please note: The information contained in this document is subject to change.

Definition

The training programme is a means to ensure that personnel acquire and apply knowledge, skills and the appropriate attitude to perform their function competently.

A Training programme is composed at least of the following elements:

1. Results of the training needs analysis

- Functions / tasks and involved personnel
- Training specifications

2. Training plan

- Training events
- Syllabi
- Lesson plans
- Training types

3. Assessment plan

- Assessment types
- Assessment scheduling
- Assessment procedures

4. Continuous assessment plan

MODIFIED

MOVED / MODIFIED

ADDED / MODIFIED

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MODIFIED



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1. Results of the training needs analysis

- **Functions / tasks and involved personnel**
 - Functions/tasks ensuring that DG are transported in accordance with the regulations
 - Involved personnel
 - Identified roles (compilation of identical or similar functions/tasks performed by one or more own personnel) or subcontracted functions/tasks

- **Training specifications for each defined role**
 - Competencies (knowledge, attitudes & skills)
 - Particularities of involved personnel to be taken into account
 - Performance criteria
 - Training objectives



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2. Training plan

High-level description of the training required to achieve the required competencies.
It contains at least the following elements:

- **Training events**
Initial and recurrent trainings
- **Syllabi**
High-level description of the topics/modules of a training course,
according to the defined training specifications
- **Lesson plans**
Agenda/schedule
- **Training types**
e.g.: traditional classroom learning, practical learning, distance learning, etc.



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3. Assessment plan

Provides a clear understanding of the assessment process for each training.
At least the following points should be considered or addressed:

- **Assessment types**
Method: theoretical (multiple choice quiz (MCQ), written test, ...), practical (exercise, ...)
- **Assessment scheduling**
Assessment during training and/or one-time final assessment
- **Assessment procedures**
Criteria for success, actions to be taken if a trainee fails, assessors, etc.



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4. Continuous assessment plan

Measures and processes to evaluate the effectiveness of a training must be in place.

- **Continuous assessment procedure and types**
e.g.: feedback from trainees, instructors, employees, auditors, authorities /
performance monitoring such as number of rejections at cargo acceptance / occurrences,
incidents, accidents / etc.
- **Procedure/Process ensuring**
 - the analysis of the results of the continuous assessment and
 - the implementation of changes/improvements (for operators: integration in SMS)