Instructor observation and development record

aviation-instructor-observation · Revision 0 · Initial release

Use of this blank record

Record observed behaviour and its effect, use not observed where the sample provides no evidence, and route development or authorisation-review decisions through the organisation's controlled process.

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Saved, copied or printed copies are uncontrolled. Record the version, owner, date, source basis, and review trigger before operational use.

Record control and observation context

Stable observation record ID

Use the identifier assigned by the controlled staff-record system.

_____

Record status

Show whether debrief, action or formal closure is still pending.

_____

Organisation owner or function

Identify the function accountable for the observation and its follow-up.

_____

Jurisdiction and approval context

State the regulatory and organisational context controlling this observation.

_____

Applicable procedure and source basis

Cite the staff, observation and escalation procedures and criteria applied.

_____

Source checked date

Enter when the criteria and cited source status were last verified.

_____

Session, objectives, instructor scope and observer context

Describe what was sampled, by whom, for which purpose and under what conditions.

_____

Overall evidence summary

Overall limitations and areas not observed

Summarise sampling gaps and contexts to which the row-level behavioural evidence cannot be generalised.

_____

Overall strengths to sustain

Summarise the most important repeatable strengths already evidenced in the rubric notes.

_____

Overall instructor comments or factual disagreement

Capture concise relevant context or disagreement without altering the observer's row-level evidence.

_____

Standardisation session conclusion

Common sample and criteria

Identify the shared sample, technical source and controlled criteria applied independently by every participant.

_____

Variance and cause analysis

Compare preserved initial ratings and analyse differences in evidence, criteria, interpretation or rating use.

_____

Evidence-based consensus conclusion and reason

Record the single session conclusion and cite the behaviour, source and criterion supporting the agreed interpretation.

_____

Criteria changes and development actions

Record agreed clarifications, examples, briefings, development or other control changes without overwriting first ratings.

_____

Standardisation action owner

Identify the organisational function accountable for completing and recording agreed changes.

_____

Effectiveness follow-up

Define the later common sample or observation used to check whether variance reduced appropriately.

_____

Development and review decision

Action decision

Choose the route supported by the rubric evidence, including the explicit routine-review outcome when no development action is required; record evidence-based development actions in the optional log.

_____

Action or routine-review owner

Name the action owner; when no development action is required, name the function responsible as routine-review owner.

_____

Action due or routine-review date

Enter the action due date; when no development action is required, enter the next proportionate routine-review date.

_____

Action follow-up or routine sampling plan

For an action, define how changed behaviour will be sampled; when no development action is required, define routine sampling and do not imply that changed behaviour exists.

_____

Authorisation review required

Choose the development, routine-review or escalation route supported by the observation and controlled procedure.

_____

Change notes or initial-issue note

Summarise what this record revision changes or establishes for the first time.

_____

Review trigger and decision route

State which event or overdue action reopens the observation or scope review.

_____

Area-by-area behavioural rubric

Enter one of the four defined ratings for each sampled area and support it with behavioural notes. Leave the rating as not observed when the sample provides no evidence.

Area

Preserve this fixed behaviour-area label when editable ratings and notes are cleared.

_____

Rating

Choose one rating for this area only; select not observed when evidence is absent.

_____

Behavioural notes

Record context, observable action and effect supporting this row's rating.

_____

Instructor and assessor standardisation record

Use one row per rater to preserve independent initial evidence before discussion. Record the single common sample, variance analysis, consensus, actions, owner and effectiveness follow-up once in the session group.

Participant or function and scope

Identify the participant or controlled function and the instructional or assessment scope being calibrated.

_____

First independent rating

Record the independent rating before group discussion so later consensus cannot overwrite initial variance.

_____

Initial notes or preserved reference

Record initial evidence notes or point to the preserved first record before consensus discussion occurs.

_____

Development action and follow-up log

Observed evidence

Cite the behaviour and context that make an action necessary or useful.

_____

Development action

State a specific activity linked to the observed need and intended change.

_____

Owner

Identify the function accountable for delivering and recording this action.

_____

Due date

Enter the agreed completion date for the development action.

_____

Follow-up observation

Describe when and how changed performance will be sampled.

_____

Status and outcome

Track whether evidence is pending, accepted or requires further action.

_____