Instructor qualification and scope-authorisation dossier

maintenance-instructor-dossier · Revision 0 · Initial release

Use of this blank record

Use this original working dossier to separate evidence and conclusions for each proposed role. Store personal records only in the organisation's authorised system and apply the applicable exposition, procedure and competent-authority expectations.

This template is an original Aviocourse working aid, not an authority form. It does not confer approval, competence, task authorisation, or regulatory acceptance.

The app does not send values entered here to Aviocourse or deliberately store them. Your browser may temporarily retain or restore page state or autofill values. Save, print or copy any record needed for transfer into the controlled system used by your organisation, then use Clear and close the tab on a shared device.

A completed template records the information entered; it does not by itself prove competence, compliance, training effectiveness, or regulatory acceptance.

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

Record control and context

Stable personnel record reference

Use the controlled personnel-record reference without exposing unnecessary identity data.

_____

Record status

Show the current evidence and decision state, including restrictions or replacement.

_____

Organisation owner or function

Identify the function accountable for keeping this dossier current.

_____

Jurisdiction and approval context

State which approval, authority and organisational system governs the proposed role.

_____

Applicable procedure and source basis

Cite the exposition procedure, regulatory provisions and guidance actually applied.

_____

Source checked date

Enter when the cited requirements and guidance status were last verified.

_____

Proposed role and evidence

Proposed instructional, examination or assessment role

Separate each requested activity instead of relying on a broad instructor title.

_____

Technical qualifications, experience, recency and evidence references

Link relevant, current subject evidence to the requested scope and its limits.

_____

Instructional preparation evidence or not-requested basis

Identify role-specific instructional preparation and demonstrated application, or explicitly state the not-requested basis for this scope.

_____

Assessment preparation evidence or not-requested basis

Identify role-specific examination or assessment preparation and demonstrated application, or explicitly state the not-requested basis for this scope.

_____

Supervised practice and observation evidence

Record context, observed behaviour, outcome, observer function and any follow-up.

_____

Terms of reference and decision authority

Identify responsibilities, reporting lines and the function empowered to decide.

_____

Four separate conclusions

Technical suitability conclusion

Conclude only for the subject, depth, equipment and recency evidenced above.

_____

Instructional suitability conclusion

Conclude only for requested instruction activities and keep this decision separate from technical seniority and assessment suitability.

_____

Assessment suitability conclusion

Conclude separately for each requested examination or assessment function before organisational scope authorisation.

_____

Organisational scope-authorisation conclusion

Record the organisation's controlled decision after reviewing the distinct technical, instructional and assessment conclusions.

_____

Scope limitations and unresolved actions

Define supervision, subject, method, location or evidence restrictions still applying.

_____

Examination and assessment privileges, if separately granted

When applicable, list each privilege and controlling procedure; do not infer it from instruction authority.

_____

Currency, review and control

Update training, standardisation and currency plan

As optional depth, plan role-relevant updates, activity evidence and the response to lost currency.

_____

Review trigger, expiry or revalidation basis

List dates and changes that require the scope decision to be reconsidered.

_____

Competent organisational authorising function

Name the function allocated this decision by the controlled procedure.

_____

Decision effective date

Enter when the recorded scope decision takes effect, not the evidence-review date.

_____

Defined scope and privileges

Role

Choose the specific activity covered by this scope row.

_____

Course, module or task

Identify the precise subject or task rather than a broad training category.

_____

Theory, practical or OJT

Classify the operating context for the recorded role.

_____

Method, location and equipment

Define where and how the activity may occur and the equipment covered.

_____

Examination or assessment privilege

State a separately granted privilege or explicitly record that none applies.

_____

Limitations

Record supervision, scope, recency or other restrictions for this row.

_____

Review trigger

State the expiry, date or change that reopens this scope decision.

_____

Authorisation change history

Effective date

Enter the date on which this revision became operative.

_____

Scope decision or change

Describe what was added, restricted, suspended, withdrawn or restored.

_____

Reason and evidence

Link the change to the evidence and trigger that supported it.

_____

Decision authority or function

Identify the organisational function responsible for this revision.

_____