 <p>SOUTH AFRICAN CIVIL AVIATION AUTHORITY</p>	<p>REPUBLIC OF SOUTH AFRICA</p> <p>CIVIL AVIATION AUTHORITY</p> <p>GENERAL NOTICE # PEL-2020/003 Revision 4</p>	<p>SACAA Private Bag X 73 Halfway House 1685</p>
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COVID-19
RESUMPTION OF TRAINING

1. Applicability

- 1.1. This notice is applicable to all Approved Training Organisations (ATO) approved in terms of the Civil Aviation Regulations, 2011 (As amended).
- 1.2. This notice must be read in conjunction with the GENERAL NOTICE # PEL-2020/003 Revision 3 dated 30 May 2020.

2. Purpose of this General Notice

- 2.1 This General Notice serves to address training conducted by all ATOs approved in terms of the Civil Aviation Regulations, 2011 (As amended).

3. “Virtual platform” as published in Government Gazette 43271

- 3.1 The Minister of Transport has taken the regulations promulgated by the Minister of Corporate Governance and Traditional Affairs published on 30 April 2020 and formulated his own regulation wrt the transport sector. This has resulted in the publication of new regulations in the Government Gazette 43271 dated 4 May 2020.
- 3.2 Paragraph 8 of Government Gazette 43271 refers to “virtual platform” training which is not defined. Clarity has been requested and received on the meaning of “virtual platform” as published. Virtual platform in terms of Government Gazette 43271 is in relation to learning conducted on eLearning and webinar platforms only. FSTDs are excluded.

4. Virtual training

- 4.1 During April 2020, interim approval was granted to some ATOs to conduct limited distance learning using the internet and whatever platform they have available. ATOs were notified in Rev 2 of this notice dated 7 May 2020 that these interim approvals would automatically fall away once government approval was granted to commence training.
- 4.2 In Rev 2 and 3 of this notice dated 7 May 2020, the SACAA notified that where an ATO does not have the capability to deliver training via an approved eLearning platform, then the SACAA grants interim approval to conduct distance learning through virtual platforms such as Zoom and Microsoft Teams. ATOs shall submit a letter to PEL.Training@caa.co.za notifying the authority that they are deviating from their approved TPMs during the COVID 19 crisis in order to conduct virtual platform training. ATOs were requested to state that

they would resume normal training operations once the Minister of Transport allows normal operations to continue.

- 4.3 The SACAA recognises a cost benefit for ATOs in the use of virtual training and therefore extends this unconditional interim approval to conduct virtual until **31 March 2021**. This approval will however be superseded by the promulgation of new Part 1 regulations and technical standards at an earlier date.

5. Proposed amendments to cater for eLearning and Virtual Training.

- 5.1 CARCOM approved the submission made by the SACAA for the complete replacement of Part 141 of the CAR and CATS on 2 July 2020. This submission contained Subpart 7 dealing with eLearning as laid out in the General Notice # PEL – 2020/003 Revision 1 dated 6 May 2020.
- 5.2 On 22 October 2020, CARCOM approved a submission made by the SACAA for an amendment, before promulgation, to Subpart 7 of the new Part 141 CATS to deal with Virtual Training. This proposal is out for public comment in the government gazette and includes definitions for eLearning and Virtual training.
- 5.3 For your information, the content of these proposals are repeated below and are shown purely to indicate current thinking on dealing with Virtual Training. Take note that these provisions are not in force but are shown as guidelines for ATOs who wish to proactively pre-empt the publication of new Part 141 CATS and wish to prepare themselves to be able to react without delay once ratified and brought into effect by the DCA.
- 5.4 The SACAA recognises that the final product of CATS 141 may differ in content as to what is shown below due to public participation and comment on the gazetted proposal.


6. Draft definitions for eLearning and Virtual Training

- 6.1 “eLearning” means the use of hardware and software technologies to deliver a broad array of training delivery methods to enable learning and improve performance. Successful completion of the program and administered knowledge test, will result in a qualification or rating being issued in terms of the civil aviation regulations. eLearning includes virtual training specifically for admission to the civil aviation on-line examinations.
- 6.2 “Virtual training” means training done in a virtual or simulated environment, or when the learner or learners and the instructor are in separate locations. Virtual training and virtual training environments are designed to simulate the traditional classroom or learning experience through computer software, the internet or both to deliver instruction to students. It is an online learning environment where the participants can interact through discussion and access multiple sources of media. Successful completion of a virtual training programme specifically allows admission to the civil aviation on-line examinations.

7. Draft technical standard for Virtual Training

- 6.1 Virtual training systems shall comply with the following general requirements as a minimum:
- Online classroom capable learning management platform.
 - A stable and suitable interface with candidate.
 - Full control of the user data. Confidential management of candidate details, interactions and results.
 - A digital candidate training file that cannot be manipulated by any third party viewing the results of knowledge progress assessments or processes. Keep recordings of the webinars for 2 years for audit purposes.

- (e) Reference material through course material other than audio/visual will be supplied by the service provider.
- (f) A well-established matrix of tutorials to achieve pre-set levels of accomplishments towards the total required exposure.
- (g) A data base of knowledge progress questions and tasks as applicable.
- (h) Training will be audio and visual.
- (i) Tasks that may be required for some courses will be handled through the chat function of the virtual training system and assessed by the subject matter expert.
- (j) Ensure adherence to the validity processes required by digital verification and locking anyone from joining the session. This must be a closed system.
- (k) Do random manual audits every month to determine system security.
- (l) Ensure all information is under the full control of the operator and protected.
- (m) Provide a subject matter expert, assessor and moderator suitably qualified.
- (n) Proof of moderation will be available.
- (o) A certificate in digital format and digitally randomly numbered, provided to the candidate in PDF format, properly referenced and verifiable through a system quick search function.
- (p) Present courses accredited for lecturing by the service provider shall strictly follow the approved content and flow.

Issued by the South African Civil Aviation Authority (SACAA)		
	JOHAN NIEMAND	4 November 2020
SENIOR MANAGER: PERSONNEL LICENSING	NAME IN BLOCK LETTERS	DATE