



GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP. SAFDURJUNG AIRPORT, NEW DELHI

FLYING TRAINING CIRCULAR 2 OF 2020

E-File No. DGCA-16034(11)/9/2020-DFT
Dated 15th July 2020

SUBJECT: DISTANCE LEARNING TRAINING PROGRAMME

1. Introduction

1.1 With advancements in computer technologies, software applications, accompanied with rapid expansion of internet access and media options, distance learning is considered as a viable method to impart training to concerned individuals. Distance Learning offers an increase in the training delivery options for FTOs.

1.2 This FTC is issued to lay down requirements and provide guidance for conduct of ground training and evaluation of trainee pilots through distance learning methods such as online or virtual classroom sessions and other methods mentioned in this FTC.

1.3 In Distance Learning lectures/courses/topics are broadcast by electronic means such as video, e-learning, CBT or virtual training. In Distance Learning, the instruction are delivered via electronic means using voice and video based electronic devices, like personal computers, laptops, tablets, iPad, smartphones, etc Such methods of training obviate the requirements of trainees to be physically present in class room, while keeping training standards in-line with the applicable regulations.

2. Applicability

2.1 This circular is applicable to all FTOs having approved ground school, Refresher course approval and AFIR/FIR instructor course capability.

3. Types of Distance Learning

3.1 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 time,

location, or both. Education or training courses are delivered to remote locations via synchronous or asynchronous means of instruction, including written correspondence, text, graphics, audio and videotape, CD-ROM, online learning, audio and videoconferencing, interactive TV. The definition of distance education is broad and entails the definition of eLearning.”

3.2 Distance learning shall be delivered by one or more of the following methods:

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.

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.

NOTE: This document uses the terms online learning, online training, eLearning and virtual learning interchangeably, unless otherwise specified.

3.3 The FTO shall be responsible to provide details and clearly state the method(s) of distance training being used for a certain training type, at the time of applying for such an approval.

4. Learning Curriculum

4.1 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 training manuals.

4.2 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 used for classroom training, as approved in the relevant training document.

4.3 Curriculum for such trainings shall be subject to approval by the regulator.

4.5 Only ground training for which the FTO has been approved for in-house training and for which the FTO has qualified ground Instructors authorised can be conducted in the distance learning mode. Hours in distance learning activities shall match the hours duration of the approved ground training program.

5. Requirements

All operators who wish to use distance learning as means of compliance for their approved training programs shall ensure that the following System and Approval

requirements are complied with while submitting their distance learning training program to DFT, DGCA for approval.

5.1. System Requirements

5.1.1 Distance Learning may be delivered through video, e learning/CBT or software and/or Web URL Link. This should always include a secure and authorised log in.

5.1.2 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.

5.1.3 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 sessions.

5.1.4 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.

5.1.5 The sign-in process is recorded for attendance and all the data shall be secured. Training content should be kept safe through encryption.

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

5.1.7 Operators should provide access of all distance learning software and related applications to Directorate of Flying Training, DGCA, for reasons of audits, where applicable.

5.2 Approval Requirements

In addition to the system requirements given in para 5.1, the following details, as a minimum, shall be a part of the proposed training program, when applying for the relevant approval:

5.2.1 Process to schedule distance learning training. This should include secure login and document details, including validity, for training references.

5.2.2 Rostering process for such training and capture of duty period for the duration planned on the distance learning. This should ensure that video learning modules are provided to trainees well ahead of the planned training and trainees get enough time to prepare, which shall be accounted towards their duty period.

5.2.3 Process for monitoring the training session and managing attendance.

5.2.4 Type of application used and availability with the trainee.

5.2.5 Briefing guides shall be prepared for the use of desired distance learning application.

5.2.6 Guideline on preferred mode of connectivity (Wi-Fi, mobile data etc..) and how to record interruptions during the session

5.2.7 Means of presentation and interaction between trainer and trainee.

5.2.8 Tools for conducting online test, where applicable.

5.2.9 Declaration of Results and Review of Test, as applicable.

5.2.10 The maximum number of trainees in a distance learning session shall be restricted to 25 students per session.

5.2.11 At the end of the module, a course completion certification shall be provided for the entire module or as a combination of modules.

5.2.12 Instructions to all participants to not 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.

6. Online Testing and Results

6.1 Evaluation of distance learning modules for the ground recurrent training shall be conducted on an online tool or eLearning platform, for knowledge testing as acceptable to DFT, DGCA.

6.2 The result shall be stored and the data shall be encrypted and secure.

7. Training Records

7.1 All virtual classes will be recorded and stored in a local, secure storage device for a period of three years.

7.2 Operators shall download and save the online test results from the testing application for records. The period to maintain records shall be three years.

7.3 In addition to test results, the trainee registration, login details and online Attendance records shall be maintained for a period of three years.

9. Approval

9.1 The operator shall prepare their Distance Learning program and send to DFT, DGCA prior to conducting any Distance Learning Training at least four weeks in advance of the proposed date of commencement of the Distance Learning training program.

Sd/-
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