

Checklist Documents for Direct Approval Type Training

Theoretical Training	Checked	Reference of the document provided
1. The teaching methods and instructional equipment including Classrooms facilities, Training equipment, Training method, Duration, Level, Syllabus etc.	☐	
2. Tuition hours - Training Needs Analysis and a detailed syllabus showing the levels for each chapter of the type training.	☐	
3. Name of the course supplier, the authorization, validity, and type limitations	☐	
4. Course materials, contents, and documentation provided to the student	☐	
5. Qualification and authorization of instructors, invigilators, and examiners, as applicable	☐	
6. *Record of completion - Training records/attendant sheets - Examination pass evidence including the result score and examination papers of the individual trainee - A certificate of completion of the theoretical training	☐	
7. Certifying Staff (C/S) or Support Staff (S/S) authorization (Copy of AMEL)	☐	
8. Examination - Examination papers and criteria including Minimum pass mark, Duration, Number of questions, Number of each question's alternative answers, Penalty marking etc.	☐	

Checklist Documents for Direct Approval Type Training

Practical Training	Checked	Reference of the document provided
1. Name of the course supplier, the authorization, validity, and type limitations of practical training	☐	
2. Practical training procedure including Teaching methods and instructional equipment, Materials and documentation, Duration etc.	☐	
3. Qualifications and authorization of practical instructors and assessors, as applicable	☐	
4. *Record of completion - Filled student log books - Filled practical assessment evidences - A certificate of completion of the practical training	☐	
5. Practical training justified duration, The maximum number of training hours per day, The maximum number of trainees per practical instructor etc.	☐	
6. *Experience of the trainee due to Differences course (6/24)	☐	

*** can be sent when a course completed**

Name of the organization:

Course:

Date: