

ANNEX 2: FIJI METEOROLOGICAL SERVICE

Title: Competency Assessments for Aviation Meteorological officers		
Procedure No: P-NWFC/T 021	Version No: 1.0	Date of Issue: 2013.10.30
Written By: Narend Kumar	Approved by: Director	Effective date: 2013.10.30
Controlled Document		

CHANGE HISTORY LOG

Date	Doc Version	Doc Revision History	Doc Author Reviewer
2013.10.26	0.1	Initial draft	N. Kumar
2013.10.30	1.0	Final Version	N. Kumar
2014.08.26	1.0	Reviewed	N. Kumar
2016.09.22	1.0	Clause 7.0 inserted	N. Kumar

1.0 PURPOSE: This procedure outlines the process to be followed in assessing competency for aviation Meteorological personnel's at Fiji Meteorological service.

2.0 SCOPE: This procedure is applicable to the competency assessment task team

3.0 DEFINITION:

- 3.1 CAeM – Commission for aeronautical meteorology
- 3.2 AMP - Aeronautical Meteorological personnel's
- 3.3 CATT – Competency Assessment task team

4.0 REFERENCE:

- 4.1 Competency standard for AMO from CAeM.
- 4.2 FMS handbook on competency
- 4.3 Annex 3

5.0 RESPONSIBILITY: Competency assessment task team

6.0 PROCEDURE:

6.1 A competency assessment task team (CATT) shall be formed to carry out the competency assessments for all Aviation Meteorological personnel's. From the CATT two lead assessors shall be appointed one for aviation meteorological forecaster and one lead assessor for aviation meteorological observers. The lead assessors shall be the head of the division or section. The CATT team is to have representatives from AMF's, AMO's, training division and standards

The head of the forecasting division shall be the leader of the CATT.

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6.2 The role of task team (CATT) shall be:

- 6.2.1 To carry out awareness on competency to new recruits
- 6.2.2 Design toolkits for assessments
- 6.2.3 Give notice of assessments
- 6.2.4 Carry out assessments
- 6.2.5 Request for refresher trainings to Training section
- 6.2.6 Carry out re-assessments
- 6.2.7 Carry out analysis, report writing and recommendations to improve the assessment process

6.3 The following toolkits shall be used for assessments:

- Post shift audit
- Direct observations
- Oral assessments
- Written exam

6.4 Competency assessment weighting shall be as shown in the table below:

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Assessment type	MARKS	PASSING MARKS
Exam	40%	32%
Direct Observation	40%	32%
Oral/Experiential Questioning	10%	8%
Post Shift Audit	10%	8%
Passing Mark	100%	80%

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6.5 Grades

The grading system used in the competency assessment would be either 'Competent' or 'Not Competent'.

Grade	Percentage
Competent	$\geq 80\%$
Not Competent	$< 80\%$

Note: All the components of the assessment are compulsory. An AMP who fails one component would be reassessed in that component only except for the Direct Observation. If an AMP fails in the direct observation, then he/she would have to resit for the whole assessment process.

- 6.6 A certificate of competency shall be issued to the AMP's who achieve 80% mark and above, the certificate shall be valid for 3 years
- 6.7 Refresher training is to be done by the training division on gaps identified from the assessments.
- 6.8 Officers need to sit for an exam prepared by the training division to demonstrate the refresher trainings has been effective and learning took place.
- 6.9 Major assessment shall be carried out including all four assessment toolkits once every three years with spot checks carried out annually.
- 6.10 Any one toolkit mentioned in clause 6.3 could be used in the annual spot checks.
- 6.11 The process of identifying gaps, refresher training and reassessment is also applicable on annual spot checks.

7.0 Withdrawal of AMP's from operational bench

- 7.1 If either during the assessments or anytime during course of operational duties, an AMP who breaches the procedure which could jeopardize aviation safety, the officer shall be removed from the operational duties.

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7.2 The discretion to determine the gravity of breach and subsequent removal from operational bench is with the Aviation head who is also the lead assessor.

7.3 The officer shall be counseled and remedial action taken to prevent reoccurrences

7.4 The officer returns to operational bench once the divisional head is satisfied that all relevant remedial actions has been taken and officer is well versed with the standard operating procedures.

7.0 RECORDS AND FORMS:

TITLE	RESPONSIBILITY	LOCATION	WHERE KEPT	HOW LONG KEPT
Competency assessment records for AMO's	ASM/MFS	NWFC	ASM office	Until officer exits the Service