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|  Sin título1 | **VERIFICACIÓN DE PROCESO DE INSTRUCCIÓN EN MATERIAS DE SEGURIDAD DE AVIACIÓN****4°EDICION** |
|  |  |  |  |
| **ANTECEDENTES** |
| **EMPRESA:** |  |
| **CURSO:** |  |
| **CÓDIGO PROGRAMA:** |  |
| **INSTRUCTOR:** |  |
| **CODIGO INSTRUCTOR:** |  |
| **LUGAR:** |  |
| **HORA** |  |
| **CODIGO ASIGNADO DE AUTORIZACIÓN DE CURSO** |  |
|  |
| **ETAPA 1, Previo a la Instrucción** |
| **FECHA DE NOTIFICACIÓN A LA DGAC:** |  |
| **PROGRAMA VALIDADO** |  |
| **FECHA INICIO DE CURSO** |  |
| **FECHA TERMINO DE CURSO** |  |
| **CANTIDAD DE PARTICIPANTES** |  |
| **TIPO DE CURSO** | **Inicial** |  | **Recurrente** |  |
| **Desviaciones del proceso**(Comentarios DGAC) |  |
| **Resolución de Problemas:**(Medidas adoptadas) |  |
| **Requiere Verificación en Terreno** | **SI** |  | **NO** |  |
| **Aprobación Etapa 1** | **SI** |  | **NO** |  |
|  |
| **Nombre del Responsable de Verificación** | **Fecha** | **Firma** |
|  |
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| **ETAPA 2, Durante la Instrucción (verificación en terreno)** |
| **Lugar / Fecha** |  |
|  | **D** | **C** | **I** | **D** | **I** | **N. O** |
| **INFORMACIÓN DEL CURSO:** |  **(5)** | **(4)** | **(3)** | **(2)** |  **(1)** | **(0)** |
| 1. Presenta los objetivos y contenidos del Curso
 |  |  |  |  |  |  |
| 1. Cuenta con Instrumentos de evaluación
 |  |  |  |  |  |  |
| 1. Cumple con horario de instrucción
 |  |  |  |  |  |  |
| 1. Utiliza programa aprobado por la Autoridad
 |  |  |  |  |  |  |
| 1. Instructor es Acreditado por la Autoridad
 |  |  |  |  |  |  |
| 1. El listado de asistencia concuerda con registro de Anexo E
 |  |  |  |  |  |  |
| 1. Cuenta con libro de clases para registros
 |  |  |  |  |  |  |
| **DEL INSTRUCTOR** |
| 1. Presentación personal
 |  |  |  |  |  |  |
| 1. Claridad en exponer los contenidos
 |  |  |  |  |  |  |
| 1. Motiva e incentiva a los presentes a participar de la instrucción.
 |  |  |  |  |  |  |
| 1. Responde a las consultas de los participantes.
 |  |  |  |  |  |  |
| 1. Demuestra liderazgo, confianza en su propio trabajo de aula y manejo de grupo.
 |  |  |  |  |  |  |
| 1. Genera un clima de respeto en el desarrollo de la clase entre los participantes.
 |  |  |  |  |  |  |
| **ESTRATEGIAS METODOLÓGICAS** |
| 1. Aplica ejercicios prácticos o estudios de caso
 |  |  |  |  |  |  |
| 1. Dispone de medios de aprendizaje
 |  |  |  |  |  |  |
| 1. Material de apoyo al aprendizaje (manuales, textos, etc)
 |  |  |  |  |  |  |
| **AMBIENTE DE APRENDIZAJE** |
| 1. Se crea un ambiente que favorece el aprendizaje (luz, nobiliario, data, etc.)
 |  |  |  |  |  |  |
| 1. Los estudiantes cuentan con material de apoyo.
 |  |  |  |  |  |  |
| 1. Si existen dudas en la instrucción el instructor consulta a los participantes si se esta entiendo la clase.
 |  |  |  |  |  |  |
| **PUNTAJE MÁXIMO: 95 PUNTAJE OBTENIDO** |  |
| **RENDIMIENTO** | **PUNTAJE** | **ACCIONES DGAC** |
| Destacado | 5 | Cumple de forma sobresaliente el indicador. Retroalimentar al instructor. | 95 puntos. |
| Competente | 4 | Cumple con el indicador. Retroalimentar al instructor los aspectos positivos y aquellos que podría mejorar. | 72 a 89 puntos. |
| Insatisfactorio | 3 | Cumple en forma mínima el indicador, evidenciando falencias que impiden su logro. Retroalimentar al instructor los aspectos a mejorar. | 54 a 71 puntos. |
| Deficiente | 2 | Cumple de forma mínima el indicador, evidenciando falencias graves que impiden su logro. Retroalimentar las deficiencias al instructor. | 36 a 53 puntos. |
| Insuficiente | 1 | No cumple con el indicador. Retroalimentar al instructor. Cancelar instrucción- | 18 a 35 puntos. |
| No observado | 0 | No se observa el indicador. |  |
| **Desviaciones o brechas del proceso**(Comentarios DGAC) |  |

 |
| **Resolución de Problemas:**(Medidas adoptadas) |  |
| **Comentarios del Instructor** |  |
| **Aprobación Etapa 2** | **SI** |  | **NO** |  |
| **Requiere vigilancia post instrucción** | **SI** |  | **NO** |  |
|  |
| **Nombre y Firma Responsable DGAC** | **Nombre y Firma Instructor o Empresa** |
|  |
| **ETAPA 3, Post Instrucción** |
| **Fecha / Hora** |  |
| **Lugar:** |  |
| **Medidas de Vigilancia**(Observaciones) |  |
| **Aprobación Etapa 3** | **SI** |  | **NO** |  |
|  |
| **Nombre y Firma Responsable DGAC** | **Nombre y Firma Instructor o Empresa** |

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