

DEPARTMENT OF CIVIL AVIATION
BRUNEI DARUSSALAM

DANGEROUS GOODS TRAINING

DEVELOPING AN IN-HOUSE TRAINING PROGRAMME

THE EMPLOYER DEVELOPS AND CONTROLS THE COMPLETE PROGRAMME

EMPLOYER RESPONSIBILITIES
Shipper / Freight Forwarder



- ✓ Own the TNA and competency framework
- ✓ Develop materials and assessment methods
- ✓ Arrange competent instructors and assessors
- ✓ Define recurrent/change training and record controls

BUILDING COMPETENCE WITHIN YOUR ORGANISATION

DCA'S ROLE



- ✓ Review the submitted training programme
- ✓ Review instructor and assessment arrangements
- ✓ Resolve findings through the approval process
- ✓ Set applicable approval scope and conditions

4 STEPS TO AN APPROVED IN-HOUSE TRAINING PROGRAMME

1 IDENTIFY YOUR NEEDS

Define job functions, tasks and competency standards. Conduct a TNA and identify learning needs.

2 DEVELOP YOUR PROGRAMME

Create lessons and company procedures. Design assessments, task criteria and remedial training.

3 CONFIRM READINESS

Arrange ınstructors and assessors. Define recurrent/change training, records, evaluation and document control.

4 DCA REVIEW AND APPROVAL

Submıt the programme, materials and instructor evidence. Resolve findings. Obtain approval before use where required.

KEY DOCUMENTS TO SUBMIT

- Full programme, TNA and task standards
- Training and assessment materials
- Instructor and assessor arrangements
- Recurrent training and record controls

REMEMBER

Prepare the system before DCA review. Delivery, assessment and competence decisions follow the applicable approval arrangements.

THE RESULT

A complete in-house programme for DCA review

Clear responsibilities and competency standards