



DAWS OJT INSTRUCTOR MEMO

Date: 14th September, 2XXX

Ref:

From: DAWS

To:

Subject: DESIGNATION OF ON-THE-JOB TRAINING (OJT) INSTRUCTOR

The above subject matter refers, please.

You are hereby designated as an On-the-Job Training (OJT) Instructor for the Directorate, Airworthiness Standards (DAWS), effective 14th September, 2020.

Your duties and responsibilities are as follows:

- i. All training is to be accomplished in accordance with Nig. CARs and the requirements and procedures specified in the Inspector Training System (ITS).
- ii. OJT Instructions authorization is limited to the job tasks within the confines of your approved Scope of Authorization.
- iii. Create an objective, constructive, and patient learning environment to support the training process.
- iv. Provide structured and well-planned OJT training with clearly stated objectives and expected standards of performance.
- v. Make fair and accurate assessments of trainee knowledge and skill on specific tasks.
- vi. Communicate regularly with the Training Coordinator, General Managers, and OJT Program Manager about trainee progress and problems.
- vii. Notify management when a trainee has successfully accomplished all elements of OJT on a particular Job Task and is now ready to accomplish that task without further assistance.
- viii. Offer constructive suggestions and recommendations to improve the OJT process.

I urge you to exercise the privileges of your designation with the highest level of dedication and integrity. Congratulations.

Engr. xxxxxxxx
DAWS