

_____年公務人員特種考試民航人員考試航空通信科錄取人員
實務訓練輔導紀錄表

姓名：_____日期：____年__月__日～____年__月__日

Name: _____Date: ____/____/____

本週時數:

席位:

週次

Week Time On:

Position of :

Week:

填寫說明— 考評 C & D 時需針對該項予以敘述 Performance Grading: (C & D require written comment) A-超越進度 Exceeds average performance B-合乎進度 Performance adequate for time on position C-進度落後 Performance not adequate for time on position D-表現不佳 Unsatisfactory					
項目	內 容	考 評			
		A	B	C	D
1. 行動通信業務 Mobile Communication	理解陸空通訊程序及熟悉選擇呼叫系統之使用 Comprehension of Radiotelephony and Familiarization of SELCAL Procedures				
	抄報準確性 Accuracy				
	守聽航管位置報告並傳遞訊息 Monitor ATC Frequencies and Transmit Messages				
	接聽能力 Messages Received Abilities				
	按程序作業 Follow the Procedures				
	通信不良時之處理能力 The abilities to deal with mal-communications				
2. 飛航資料業務 Flight Data	使用系統中各種指令之知能 Knowledge of Supervision Commands, System Configuration and Operation Functions				
	處理被 ATMS 系統所剔除資料之能力 Abilities to manage Flight Data which were rejected by ATMS system				
	對航管單位所提出需求之處理能力 Abilities to manage any request by ATC units regarding Flight Data				
	過境航機申請外交許可之處理能力 The abilities to take care of the application for the DPL				
	被拒絕過境航機申請外交許可時之處理能力 The abilities to take care of the suspended flights which applies for the DPL				
3. 固定通信業務 Fixed Communication	國際線路故障之處理能力 The abilities to deal with the mal-function of international circuits				

填寫說明—						
考評 C & D 時需針對該項予以敘述 Performance Grading: (C & D require written comment)						
A-超越進度 Exceeds average performance						
B-合乎進度 Performance adequate for time on position						
C-進度落後 Performance not adequate for time on position						
D-表現不佳 Unsatisfactory						
項目	內 容	考 評				
		A	B	C	D	
	業務公電之處理能力 The abilities to take care of service messages					
	異地備援機制之緊急應變能力 The abilities to put into practice the contingency for backup mechanism					
	鄰區或第三地轉報系統故障之轉報處理能力 The abilities to take care of the failure for the transmission system in neighboring areas					
	使用系統中各種指令之知能 Knowledge of Supervision Commands, System Configuration and Operation Functions					
	系統運作告警及技術告警之處理能力 Abilities to Handle Alarm Reports and Initiation after System Failure, System Recovery Procedure as well					
	搜尋電報的能力 Abilities of Searching Messages					
	電報之製作及更正 Messages Creation and Correction					
	來報之校對與處理 Proofreading and processing all SVC messages					
	4. 學習精神 Personal Traits	敬業精神 Attitude of Respect Work				
		主動性 Initiative				
學習態度 Acceptance of Instruction/Criticism						
協調與合作 Cooperativeness						
綜合考評 WRITTEN COMMENTS						
授課內容簡介、學員討論綱要 CLASSROOM INSTRUCTION, BRIEFING MATERIAL AND DISCUSSION OF STUDENT' S PERFORMANCE						
學員意見 STUDENTS COMMENTS						

填寫說明—— 考評 C & D 時需針對該項予以敘述 Performance Grading: (C & D require written comment) A-超越進度 Exceeds average performance B-合乎進度 Performance adequate for time on position C-進度落後 Performance not adequate for time on position D-表現不佳 Unsatisfactory					
項 目	內 容	考 評			
		A	B	C	D
_____ 學員簽名 Signature of Student		_____ 教官簽名 Signature of Instructor			
_____ 協訓官 PDO		_____ 通信中心主任 Facility Chief			

備註：

1. 本表於考試錄取人員實務訓練期間，每週填寫乙張。
2. 本表請受訓學員之教官詳實紀錄，並檢陳協訓官及通信中心主任核閱後，由協訓官暫予收存，俟受訓學員訓練期滿，作為考評實務訓練成績之重要參考，併同受訓人員實務訓練考核成績表(表三)彙陳。