＿＿＿年公務人員特種考試民航人員考試飛航管制科錄取人員
實務訓練輔導紀錄表

單位 Facility:

姓名 Name:	日期：　年　月　日~　年　月　日 累計時數 Date:	Total Time On：
席位 Position of	週數 Week No. :	航 行 量：□高 □中 □低 Traffic Volume

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

勝任能力	定義	可觀察的行為	考評			
			A	B	C	D
1. 情境警覺 Situational Awareness	能理解正在運作的狀況以及預測未來的事件 Comprehend the current operational situation and anticipate future events	監控自己負責區域和鄰近空域/席位的航情，以預測後續影響 Monitors air traffic in own area of responsibility and nearby airspace/sectors to anticipate future impact				
		監控天氣資訊、航管系統和設備的狀態，以分析實際狀況 Monitors the meteorological conditions、the status of the ATC systems and equipment to analyses the actual situation				
		預測未來的運作狀況 Anticipates the future operational situation				
		識別潛在的威脅 Identifies potential threats				
		確認信息是否正確 Verifies that information is accurate				
2. 航情和容量管理 Traffic and Capacity Management	確保一個安全、有序和有效率的航行量，並提供環境和潛在危險情況下的必要資訊 Ensure a safe, orderly and efficient traffic flow and provide essential information on environment and potentially hazardous situations	使用規定的程序及多樣技能管理航情 Manages traffic using prescribed procedures and a variety of techniques				
		考慮航空器性能、地形障礙、空域限制和天氣，頒發適當的許可 Issues appropriate clearances that take into account aircraft performance, terrain obstacles, airspace constraints and weather				
		對有可能變得不安全的情況做出適當的反應 Reacts appropriately to situations that have the potential to become unsafe				

		及時頒發相關訊息和許可 Issues related information and clearances in a timely manner				
3. 隔離及衝突緩解 Separation and Conflict Resolution	管理潛在的航情衝突和維持隔離 Manage potential traffic conflicts and maintain separation	偵測潛在的衝突 Detects potential traffic conflicts				
		選擇適當的隔離方式 Selects the appropriate separation method				
		頒發許可以確保隔離並化解衝突 Issues clearances that ensure separation is maintained and resolve traffic conflicts				
		必要時調整管制作為以確保隔離 Adjusts control actions, when necessary, to maintain separation				
4. 溝通 Communication	在所有的情況下能有效溝通 Communicate effectively in all operational situations	發話清晰、正確、簡單扼要 Speaks clearly, accurately and concisely				
		使用標準無線電程序及術語進行通話 Uses standard radiotelephony phraseology, when prescribed				
		確認覆誦之正確性並適時修正 Verifies accuracy of read backs and corrects as necessary				
		確認資料的準確性並依需要進行修正 Verify the accuracy of the information and make corrections as needed				
5. 協調 Coordination	管理席位間與其他相關人員間之協調 Manage coordination between operational positions and with other affected stakeholders	判斷是否需要協調 Determines the need for coordination				
		根據情況選擇協調方式，包括協調的緊迫性和規定的程序 Selects coordination method based on circumstances, including urgency of coordination and prescribed procedures				
		使用清晰簡潔的語言進行口頭協調 Uses clear and concise terminology for coordination				
		席位交接時進行有效的說明 Conducts effective briefings during position handover				
6. 非常規狀況管理 Management of Non-routine Situations	能偵測及回應航空器的緊急與不正常狀況及管理降等模式下之飛航服務作業 Detect and respond to emergency and unusual situations related to aircraft operations and	從可用的訊息中識別發生緊急或異常情況的可能性 Recognizes, from the information available, the possibility of an emergency or unusual situation developing				
		確認緊急情況的性質 Verifies the nature of the emergency				

	manage degraded modes of ATS operation	依據緊急程度決定行動之優先順序 Prioritizes actions based on the urgency of the situation				
		選擇最適當之協助方式 Selects the most appropriate types of assistance that can be given				
		依據規定的程序進行緊急情況的溝通和協調 Follows prescribed procedures for communication and coordination of urgent situations				
7. 解決問題並做出決策 Problem solving and Decision-making	找出並落實已識別的威脅及非預期狀態之解決方案 Find and implement solutions for identified threats and associated undesired states	考量相關規定和作業程序，以判斷解決問題的可能方法 Takes into account the existing rules and operating procedures when determining possible solutions to a problem				
		使用適當的工具，以確定問題之可能解決方案 Uses appropriate tools to interrogate relevant systems as prescribed to assist in determining possible solutions to a problem				
		建立最具優先等級之情況 Establishes which situations have the highest priority				
		對於已識別的威脅採取適當緩解策略 Applies an appropriate mitigation strategy for the threats identified				
8. 自我管理 Self-management	展現績效提昇及積極學習發展的人格特質 Demonstrate personal attributes that improve performance and maintain an active involvement in self- learning and self-development	偵測並改正自己的錯誤 Detecting and resolving own errors				
		在不利的情況下能自我控制 Maintains self-control in adverse situations				
		自我評估修正以改善績效 Improves performance through self-evaluation of the effectiveness of actions				
9. 工作量管理 Workload Management	運用資源以高效率與及時的方式，依序執行工作任務 Use available resources to prioritize and perform tasks in an efficient and timely manner	有效管理工作項目以因應工作量 Manages tasks effectively in response to workload				
		判斷工作量以決定是否尋求協助 Determines if and when support is necessary based on workload				
		依工作量調整工作節奏 Adjusts the pace of work according to workload				

		選擇適當裝備提升作業成效 Selects appropriate tools, equipment and resources to support the efficient achievement of tasks				
10. 團隊合作 Teamwork	展現團隊精神 Operate as a team member	提供具建設性正反面回饋 Provides both positive and negative feedback constructively				
		客觀地接受正反面回饋 Accepts both positive and negative feedback objectively				
		預測並適當回應他人需求 Anticipates and responds appropriately to the needs of others				

綜合考評 Written Comments

授課內容簡介，受訓人員討論綱要
Classroom Instruction, Briefing Material and Discussion of Student's Performance

受訓人員意見 Student's Comments

_____   _____
受訓人員簽名 Signature of Student   教官簽名 Signature of Instructor

協訓官   臺長
PDO   Tower/Approach Head

一級單位主管
Facility Chief

填表說明：
1、 本表於考試錄取人員實務訓練期間，每週填寫 1 張。
2、 本表請受訓人員之教官詳實記錄，並檢陳受訓人員直屬主管及單位主管核閱後，由單位主管/協訓官暫予收存，俟受訓人員訓練期滿，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術科考核成績表彙陳。