## \_\_\_\_\_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

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姓名	日期:	年	月	日~	年	月	日	累計時數

Name: Date: Total Time On:

席位 週數 航 行 量:□高 □中 □低

Position of Week No.: 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				
份任肥力			A	В	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					
	anticipate ratare creates	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 \cdot 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	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					
	Ensure a safe, orderly and efficient traffic flow and provide essential information on	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,					
	environment and potentially hazardous situations	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					

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		及時頒發相關訊息和許可		
		Issues related information and		
	h	clearances in a timely manner		
3. 隔離及衝突緩解	管理潛在的航情衝突和	偵測潛在的衝突		
Separation and	維持隔離	Detects potential traffic conflicts		
Conflict Resolution	Manage potential traffic	選擇適當的隔離方式		
	conflicts and maintain	Selects the appropriate separation		
	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	在所有的情況下能有效	發話清晰、正確、簡單扼要		
Communication	溝通	Speaks clearly, accurately and		
	Communicate effectively	concisely		
	in all operational	使用標準無線電程序及術語進行通		
	situations	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	管理席位間與其他相關	判斷是否需要協調		
Coordination	人員間之協調	Determines the need for coordination		
Coordination	Manage coordination	根據情況選擇協調方式,包括協調		
	between operational	的緊迫性和規定的程序		
	positions and with other	Selects coordination method based on		
	affected stakeholders	circumstances, including urgency of		
	affected stakeholders	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		
C 北岛田小田	4. 6. 测几口底处办器丛	1		
6. 非常規狀況管理	能偵測及回應航空器的緊急與不正常狀況及管	從可用的訊息中識別發生緊急或異 常情況的可能性		
Management of Non- routine Situations	理降等模式下之飛航服	Recognizes, from the information		
Toutine Situations	務作業	available, the possibility of an		
	Detect and respond to			
	emergency and unusual	emergency or unusual situation		
	situations related to	developing		
	aircraft operations and	確認緊急情況的性質		
	ancian operations and	Verifies the nature of the emergency		

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	manage degraded modes	依據緊急程度決定行動之優先順序		
	of ATS operation	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	找出並落實已識別的威	考量相關規定和作業程序,以判斷		
決策	脅及非預期狀態之解決	解決問題的可能方法		
Problem solving and	方案	Takes into account the existing rules		
Decision-making	Find and implement	and operating procedures when		
	solutions for identified	determining possible solutions to a		
	threats and associated	problem		
	undesired states	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-	展現績效提昇及積極學	值测並改正自己的錯誤 (1)		
	習發展的人格特質	Detecting and resolving own errors		
management	Demonstrate personal	在不利的情況下能自我控制		
	attributes that improve	Maintains self-control in adverse		
	performance and maintain			
	an active involvement in	自我評估修正以改善績效		
	self- learning and self-	Improves performance through self-		
	development	evaluation of the effectiveness of		
	ac veropinent	actions		
	運用資源以高效率與及	有效管理工作項目以因應工作量		
Workload	時的方式,依序執行工			
Management	时的万式,依序\\ (1) 个 作任務	Manages tasks effectively in response to workload		
	Use available resources to			
	prioritize and perform	判斷工作量以決定是否尋求協助		
	tasks in an efficient and	Determines if and when support is		
	timely manner	necessary based on workload		
	differy manner	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			$\Box$
		Selects appropriate tools, equipment			
		and resources to support the efficient			
		achievement of tasks			
10. 團隊合作	展現團隊精神	提供具建設性正反面回饋			1
Teamwork		Provides both positive and negative			
Teamwork	Operate as a team member	feedback constructively			
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		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			
	on, Briefing Material and Disc	cussion of Student's Performance			
受訓人員意見 Stud					
受訓人員簽名 Signature of Student 教官簽名 Signature of Ins				tor	
協訓官 PDO	臺長 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。
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