



**MINISTÈRE
CHARGÉ
DES TRANSPORTS**

*Liberté
Égalité
Fraternité*



CBTOOL

User's manual



CBTOOL

Competencies Benefiting to Transport
persOnnel Oriented tool

Direction de la sécurité de l'Aviation civile
Direction technique navigabilité et opérations
Édition n° 1
Version n° 1

CBTool user's manual

Forward

This manual is related to the use of the CBTool application.

As a reminder, the CBTool application can be used as a help for the creation of an assessment plan, and therefore a training plan, within the framework of Competency Based Training (CBT).

It allows you to create/customise libraries of tasks, sub-tasks, knowledge, skills and attitudes. Still by using CBTool, these competencies can be associated with functions (predefined or defined by the user). This tool also allows the definition of minimum expected levels of proficiency and thus lays the foundation for the assessment plan.

The requirements regarding the development of competency-based training programmes can be found in the guide available at the following web address: <https://www.ecologie.gouv.fr/guides-exploitants-daeronefs> / Guide CBT MD

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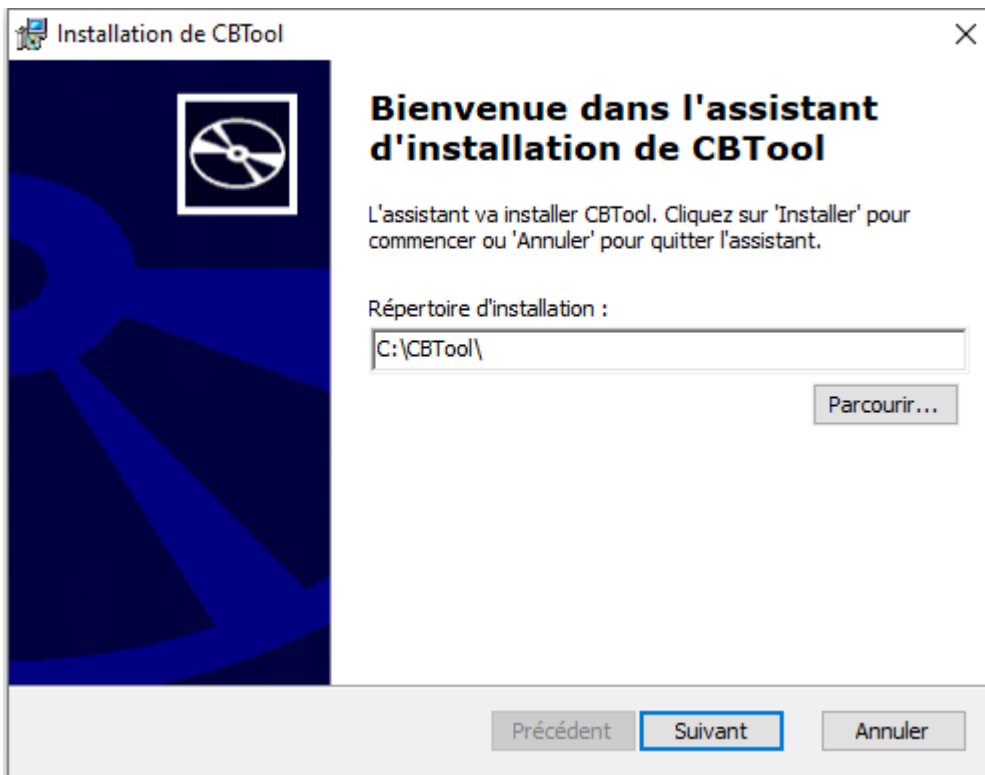
1. Procedure for installing and updating the application

1.1. Installing

It's better to be administrator to do this procedure.
To install CBTool, double click on the following icon:



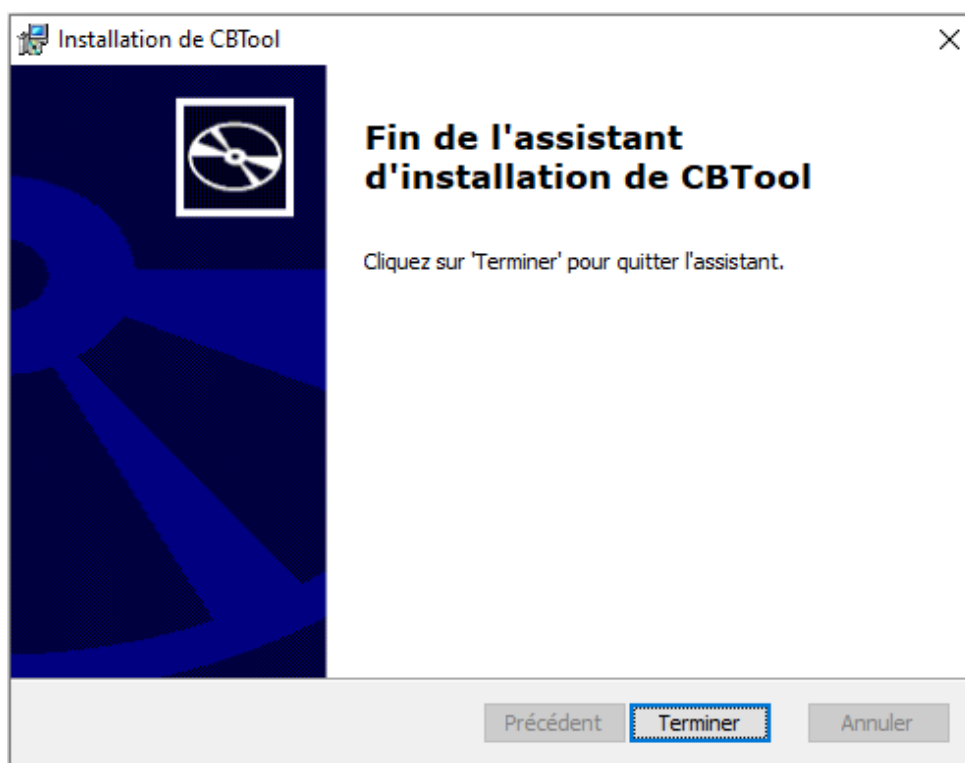
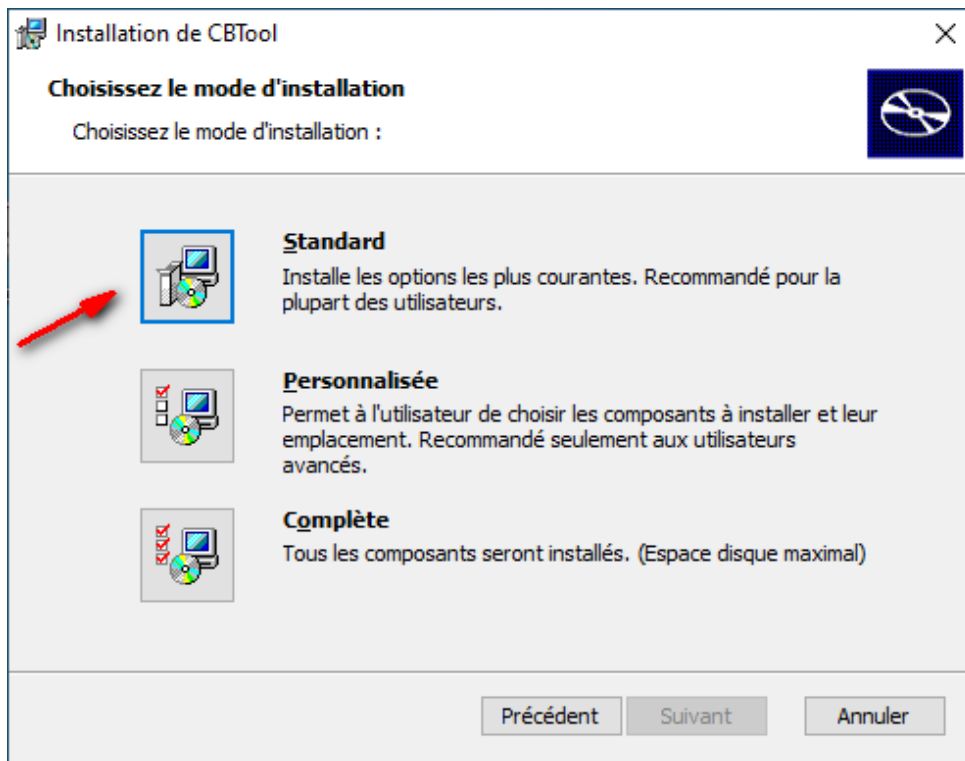
Follow the instructions



Remark: It is better not to change the proposed install directory.
However, if you wish to do so, it is necessary to install the application at the root of one of your drives (PC or network), eg: "D: \ CBTool \".

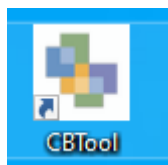
Press the button "Suivant".

Choose the Standard install mode as shown below



Press the button "Terminer" to end the install.

The following shortcut is created on the desktop



1.2. Updating

The procedure will be defined in a later version of the manual.

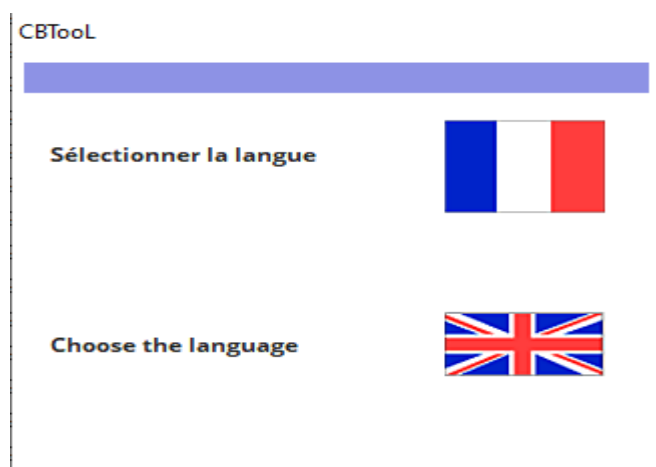
1.3. Re-installing

The procedure will be defined in a later version of the manual.

2. First launch of the application

2.1. Language selection

When launching the application for the first time, select the language of use by clicking on one of the two flags. It can be changed later.



In order to use the application, you must agree to abide by the terms of the Legal Notice and the General Terms of Use (GTU) of the CBTool application.

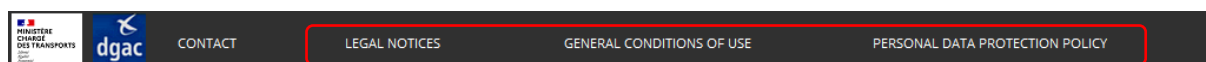
1) Check the

☐ I hereby agree to respect the terms of the legal notices and the general conditions of use of this application.

Validate ✓

2) Validate

Legal notice, GTU and information concerning the protection of personal data can be accessed using the banner at the bottom of the page as indicated below:



If you wish to receive future information on the evolution of this application, you are invited to fill in the fields [Company] and [E-mail address] and press the "Send an e-mail" button.

You have accepted the terms of the legal notices and the general conditions of use of CBTool application.

If you want to be informed of changes related to the application, please complete the two fields below then click on "Send an email", otherwise click on "Do not send email"

Firm My Firm

Email address cbtool@gmail.com

WARNING By clicking on « Send an email », you agree that your data may be collected and processed by the DGAC for the purposes and conditions specified in the field PERSONNEL DATA PROTECTION POLICY.
You thus acknowledge having read and understood these conditions and having been informed that you have the right to access, verify, rectify and delete these data.

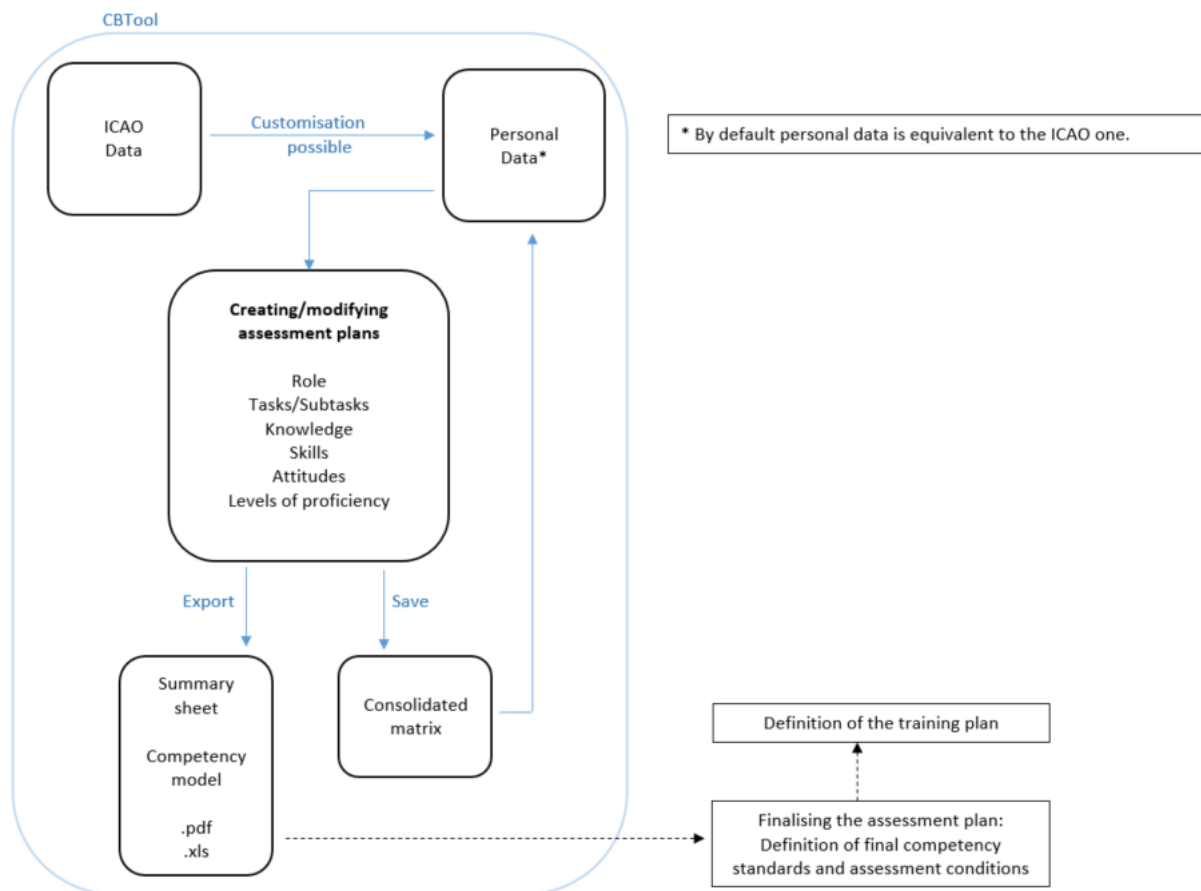
Send an email ✓

Do not send an email ✕

Sending the automatic email requires that you first configure your environment by selecting a default email. Otherwise, the message cannot be sent. Nevertheless, it will be possible to send the information [Company] and [E-mail address] to the following address: dsac-contact-cbtmd-bf@aviation-civile.gouv.fr, specifying "Future developments of CBTool" in the subject line.

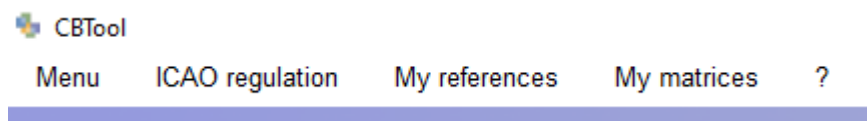
3. CBTool presentation

3.1. global functioning of CBTool



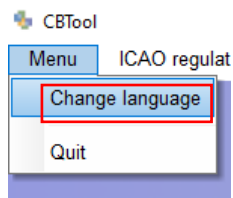
3.2. The taskbar

The taskbar is divided into 5 sub-menu:

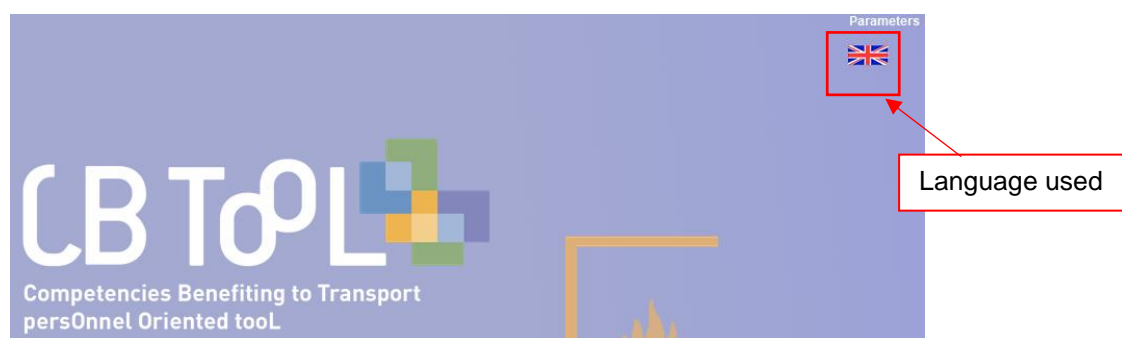


- **Menu**

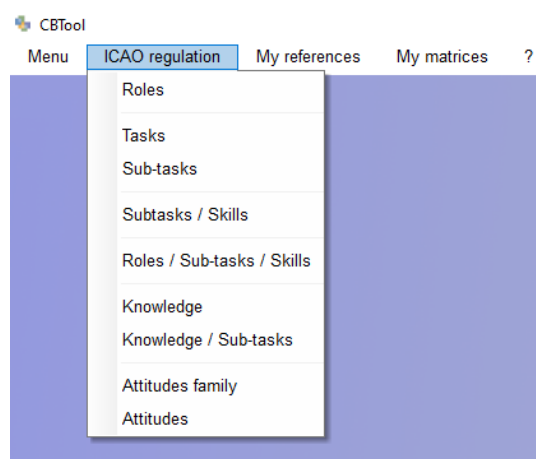
The choice of language can also be made from this menu.



The flag in the top right-hand corner represents the language currently in use:
Here English



- **ICAO References**



In this part, you have access to all references (roles, tasks, subtasks, knowledge, skills and attitudes) as well as to their interactions as defined by ICAO in the Doc.10147.

This data cannot be modified.

Tasks

- Classifying dangerous goods
 - Evaluate substance or article against classification criteria
 - Determine dangerous goods description
 - Review special provisions
- Preparing dangerous goods shipment
 - Assess packing options including quantity limitations
 - Apply packing requirements
 - Apply marks and labels
 - Assess use of overpack
 - Prepare documentation
- Processing/accepting cargo
 - Review documentation
 - Review package(s)
 - Complete acceptance procedures
 - Process/accept cargo other than dangerous goods
- Managing cargo pre-loading
 - Plan loading
 - Prepare load for aircraft
 - Issue NOTOC

Template for determining the knowledge that should be possessed by personnel performing specific tasks

Note – The numbers under "Dangerous goods tasks" refer to tasks and sub-tasks from Chapter 4. The titles of the tasks are replicated in a legend below the following table.

	Dangerous goods tasks																				
	1. Classifying dangerous goods		2. Preparing dangerous goods shipment		3. Processing/accepting cargo		4. Managing cargo pre-loading		5. Accepting cargo		6. Transporting cargo		7. Collecting cargo data								
	1.1	1.2	2.1	2.2	2.3	2.4	2.5	3.1	3.2	3.3	3.4	4.1	4.2	5.1	5.2	6.1	6.2	7.1	7.2	7.3	7.4
Dangerous goods knowledge																					
Scope and applicability																					
Limitation of dangerous goods on aircraft																					
Definitions																					
Training																					
Dangerous goods security																					
General provisions concerning radioactive material																					
Reporting of dangerous goods accidents, incidents and other occurrences																					

CBTOL

Compétences Bénéficiaire au Transport
Outil Orienté personnels

OACI - Sous-tâches

Sous-tâche

Classification des marchandises dangereuses

ST 1.1 Évaluer la matière ou l'objet en fonction des critères de classification

ST 1.2 Déterminer la description des marchandises dangereuses

ST 1.3 Prendre connaissance des dispositions particulières

Préparation d'une expédition de marchandises dangereuses

ST 2.1 Évaluer les options d'emballage y compris les quantités maximales

ST 2.2 Appliquer les prescriptions d'emballage

ST 2.3 Déterminer les marques et étiquettes

ST 2.4 Évaluer si l'objet est un suremballage

ST 2.5 Préparer la documentation

Travail en situation de travail

ST 3.1 Passer en revue les documents

ST 3.2 Examiner les colis

ST 3.3 Vérifier les procédures d'expédition

ST 3.4 Transférer la responsabilité de l'expédition des marchandises dangereuses

Gestion du chargement du fret

ST 4.1 Planifier le chargement

ST 4.2 Préparer le chargement pour l'aviation

ST 4.3 Endosser une NOTOC

Acceptation des bagages des passagers et des membres d'équipage

Transport du fret des bagages

Connaissances

ST 1.1 Évaluer la matière ou l'objet en fonction des critères de classification

ST 1.2 Déterminer la description des marchandises dangereuses

ST 1.3 Prendre connaissance des dispositions particulières

ST 2.1 Évaluer les options d'emballage y compris les quantités maximales

ST 2.2 Appliquer les prescriptions d'emballage

ST 2.3 Déterminer les marques et étiquettes

Préparation d'une expédition de marchandises dangereuses

ST 3.1 Passer en revue les documents

ST 3.2 Examiner les colis

ST 3.3 Vérifier les procédures d'expédition

ST 3.4 Transférer la responsabilité de l'expédition des marchandises dangereuses

Gestion du chargement du fret

ST 4.1 Planifier le chargement

ST 4.2 Préparer le chargement pour l'aviation

ST 4.3 Endosser une NOTOC

Acceptation des bagages des passagers et des membres d'équipage

Transport du fret des bagages

• My references

My references
My matrices
?

- Roles
- Tasks
- Sub-tasks
- Sub-tasks / Skills
- Roles / Sub-tasks / Skills
- Knowledge
- Knowledge / Sub-tasks
- Attitudes family
- Attitudes

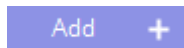
The application allows you to build your own database, initially based on the ICAO references but according to the specificities of your activities, your organisation and your procedures. This group of data can be modified and deleted unlike the "ICAO references".

As explained in 3.1, the application relies on these "personalized" references for the generation of matrices.

- **My Matrices**

This sub-menu gives access to all the matrices that have been recorded at the end of the different creation processes. They can be edited, modified, displayed or deleted.

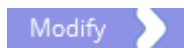
- Add a matrix:



Triggers the process of creating a matrix. Equivalent to pressing the following button:



- Modify a matrix:



From a saved matrix, criteria can be added or deleted. Select the matrix to be modified and press the button "Modify".

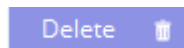
The modification of the matrix starts from the selection of the "subtasks".

- Rename a matrix:



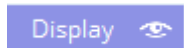
Allows you to change the French and/or English titles of the matrix. Select the matrix to be renamed and press the button "Rename".

- Delete a matrix:



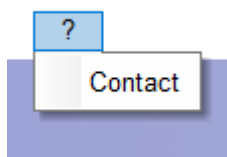
Select the matrix to be deleted and press the button "Delete".

- Display the competency framework:



Allows you to display the competency framework as a whole. It can be exported in .pdf or .xls format. To do so, select the matrix corresponding to the competency framework you want to display and press the button.

- « ? »



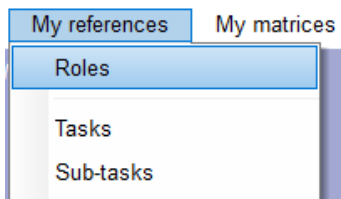
The "Contact" sub-menu allows you to generate an email to the team in charge of CBT and CBTool. You can, for instance, request assistance in the event of a problem related to the use of the application or if a malfunction is detected.

4. Reference customization

The creation of a task, a subtask or knowledge follows the same logic.

4.1. Creating a role

In the "My References" menu, select "Roles"



Roles		
Last user update from the 19/08/2021		
Sort order	Title	
1	Preparation of dangerous goods consignments	
2	Processing or accepting goods presented as general cargo	
3	Processing or accepting dangerous goods consignments	
4	Handling cargo (warehouse, unit load devices, cargo compartments...)	
5	Accepting passenger and crew baggage, managing aircraft boarding areas and other tasks involving direct passenger contact at an airport	
6	Planning of aircraft loading	
7	Flight crew	
8	Flight operations officers and flight dispatchers	
9	Cabin crew	
10	Screening of passengers and crew and their baggage, cargo and mail	

Press the « Add » button

Enter the name of the new role to be created in the "Label" fields and validate.

The "Sort order" field can be modified to change the display of the roles. By default, it is set to the highest number already used + 1. As a consequence and by default, this new role will be listed as the last one.

A screenshot of the 'CBTool' web application's 'Role' creation form. The form is titled 'Role' and has a header with the 'CBTool' logo and the text 'Competencies Benefiting to Transport personnel Oriented tool'. Below the header, there is a section for 'Ordre de tri' (Sort order) with a dropdown arrow. To the right of this section are 'Validate' and 'Cancel' buttons. The form is divided into two language sections: 'French' (indicated by a French flag) and 'English' (indicated by a British flag). Each language section has a 'Title' field. Red dashed arrows point from the text instructions to the 'Ordre de tri' dropdown, the 'Validate' button, and the 'Title' fields for both languages. The footer of the application contains logos for 'dgac' and 'Ministère des Transports', along with links for 'CONTACT', 'LEGAL NOTICES', 'GENERAL CONDITIONS OF USE', and 'PERSONAL DATA PROTECTION POLICY'.

Note: If the English "label" field is blank when validating, it will automatically be filled in like the French one.

Once created, the new role appears in the list of roles:

Last user update from the 03/08/2021

Sort order

- 1 Preparation of dangerous goods consignments
- 2 Processing or accepting goods presented as general cargo
- 3 Processing or accepting dangerous goods consignments
- 4 Handling cargo (warehouse, unit load devices, cargo compartments...)
- 5 Accepting passenger and crew baggage, managing aircraft boarding areas and other tasks involving direct passenger contact at an airport
- 6 Planning of aircraft loading
- 7 Flight crew
- 8 Flight operations officers and flight dispatchers
- 9 Cabin crew
- 10 Screening of passengers and crew and their baggage, cargo and mail
- 11 My role

4.2. Creating a task

Same logic as for the role. However, the "short label" field should be filled in both in French and English.

If the English "label" and "short label" fields are blank when validating, they will automatically be filled in like the French ones.

The "label" is a literal description of the created field whereas the "short label" is the reference to it and will be used in the creation/modification processes.

CBTOOL

Competencies Benefiting to Transport personnel Oriented tool

Task

Sort order 8 Validate Cancel

French

Title Ma tache

Short title MT

English

Title My tache

Short title MT

4.3. Creating a subtask

First, from the drop-down menu, select the task to which the subtask will be associated then apply the same procedure than previously shown.

Note : The new sub-task will be accessible when creating a matrix if you associate one or more activities with it (see 4.4)

4.4. Creating a skill

Select first on the sub-menu « Subtasks / Skills »

As above, from the drop-down menu, select first of all the subtask to which the skill will be associated then apply the same procedure than previously shown.

4.5. Creating knowledge

Same logic as for the creation of a role.

4.6. Creating a family of attitudes

To assist operators in defining attitudes, ICAO has defined five broad families of competencies:

- Application of procedures and compliance with regulations
- Communication
- Leadership, teamwork and self-management

- Problem-solving and decision-making
- Workload management

Each of these is associated with a list of observable behaviours (attitudes), e.g.

Application of procedures and compliance with regulations

- Identifies where to find procedures and regulation
- Follows relevant procedures in a timely manner
- Complies with applicable regulations
- Applies relevant procedural knowledge

All this information is developed in the CBT guide.

Same logic as for the creation of a role.

4.7. Creating an attitude

From the drop-down menu, select the family to which the attitude will be associated then apply the same procedure than previously shown.

The screenshot shows a web interface for creating an attitude. At the top, there's a header bar labeled 'Attitude'. Below it, on the left, are labels for 'Attitude', 'Sort order', and 'Title'. To the right of these labels are input fields. The 'Attitude' field has a dropdown menu open, showing five options: 'Identifies and applies appropriate procedures in accordance with published operating instructions and in compliance with applicable regulations', 'Communicates through appropriate means in the work environment, in both normal and nonnormal situations', 'Demonstrates effective leadership, teamwork and self-management', 'Identifies problem precursors and resolves actual problems using decision-making techniques, in a timely manner', and 'Maintains available workload capacity by prioritizing and distributing tasks using appropriate resources'. A red arrow points to the first option. To the right of the dropdown are 'Validate' and 'Cancel' buttons. Below the 'Attitude' field, there are two language sections: 'French' (with a French flag) and 'English' (with an English flag), each with a 'Title' label and an input field.

4.8. Modifying a reference

The following procedure applies to roles, tasks, subtasks, knowledge, skills and attitudes.

As explained above, only the data in "My references" can be modified.

In general, in the submenu "My references" select the type of competency, select the one to be modified and press the button "Modify".

Note: modifying a reference already used in one or more saved matrices will automatically update the concerned matrices.

4.9. Deleting a reference

The following procedure applies to roles, tasks, subtasks, knowledge, skills and attitudes.

As explained above, only the data in "My references" can be deleted.

In general, in the submenu "My references" select the type of competency, select the one to be deleted and press the button "Delete".

Note: deleting a reference already used in one or more saved matrices will automatically update the concerned matrices.

4.10. Modifying a skill status

As indicated in the CBT guidance annex 2, ICAO has define skills considered as « recommended » regarding the tasks and the sub-tasks choosen.

Thus, in the CBTTool application, these skills are selected by default as « suggested » and are displayed as shown below.

Suggested	
▲	Preparation of dangerous goods consignments
▲	ST 1.1 Evaluate substance or article against classification criteria
<input checked="" type="checkbox"/>	1.1.1 Determine if it is dangerous goods
<input checked="" type="checkbox"/>	1.1.2 Determine if it is forbidden under any circumstances
▲	ST 1.2 Determine dangerous goods description
<input checked="" type="checkbox"/>	1.2.1 Determine class or division
<input checked="" type="checkbox"/>	1.2.2 Determine packing group
<input checked="" type="checkbox"/>	1.2.3 Determine proper shipping name and UN number
<input checked="" type="checkbox"/>	1.2.4 Determine if it is forbidden unless approval or exemption is granted
▲	ST 1.3 Review special provisions

If the skill status is not “Suggested” it will appears as shown

Suggested	
▼	Preparation of dangerous goods consignments
▲	Processing or accepting goods presented as general cargo
▲	ST 1.1 Evaluate substance or article against classification criteria
<input type="checkbox"/>	1.1.1 Determine if it is dangerous goods
<input type="checkbox"/>	1.1.2 Determine if it is forbidden under any circumstances

To change this status, select « Role/sub-tasks/skill » sub-menu.
Then select the role and the sub-task concerned in order to access the skill to modify.

▲	ST 1.1 Evaluate substance or article against classification criteria
<input type="checkbox"/>	1.1.1 Determine if it is dangerous goods
<input type="checkbox"/>	1.1.2 Determine if it is forbidden under any circumstances

Press the « Modify » button.

Check the « Suggested » box to change the status and validate.

Role	Processing or accepting goods presented as general cargo	Validate ▼
Sub-task	ST 1.1 Evaluate substance or article against classification criteria	Cancel X
Skill	1.1.1 Determine if it is dangerous goods	
		<input type="checkbox"/> Suggested

4.11. Modifying the knowledge status

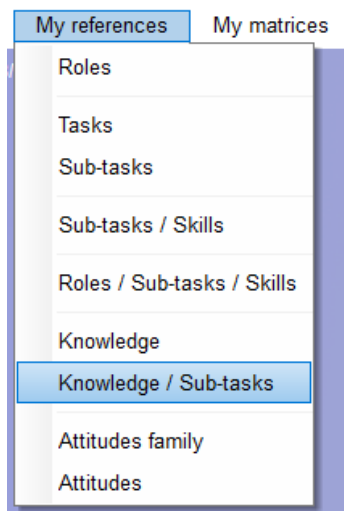
ICAO considered some knowledge as non-essential for some sub-tasks (CBT guidance annex 3). Thus, in the CBTool application, this is materialized by an unchecked « Suggested » box as indicated below.

Suggested	
▼	1 Scope and applicability
▼	2 Limitation of dangerous goods on aircraft
▼	3 Definitions
▼	4 Training
▼	5 DG security
▼	6 General provisions concerning radioactive material
▼	7 Reporting of DG accidents, incidents and other occurrences
▼	8 Classification - General
▲	9 Classification - Classes
<input checked="" type="checkbox"/>	ST 1.1 Evaluate substance or article against classification criteria
<input checked="" type="checkbox"/>	ST 1.2 Determine dangerous goods description
<input checked="" type="checkbox"/>	ST 1.3 Review special provisions
<input checked="" type="checkbox"/>	ST 2.1 Assess packing options including quantity limitations
<input checked="" type="checkbox"/>	ST 2.2 Apply packing requirements
<input type="checkbox"/>	ST 2.3 Apply marks and labels
<input type="checkbox"/>	ST 2.4 Assess use of overpack
<input checked="" type="checkbox"/>	ST 2.5 Prepare documentation

Non relevant to these Sub-Tasks

In this example, the knowledge « Classification : classes » is considered by ICAO as being non relevant to the sub-tasks « ST 2.3 et ST 2.4 ». It appears « Shaded/Blocked » when generating a matrix and shall be activated to be selectable.

To consider this knowledge as always selectable for the above-mentioned sub-tasks, select the "Knowledge / Sub-task" sub-menu.



Display the concerned knowledge, then select the sub-task to be modified:

▲ 9 Classification - Classes	
<input checked="" type="checkbox"/>	ST 1.1 Evaluate substance or article against classification criteria
<input checked="" type="checkbox"/>	ST 1.2 Determine dangerous goods description
<input checked="" type="checkbox"/>	ST 1.3 Review special provisions
<input checked="" type="checkbox"/>	ST 2.1 Assess packing options including quantity limitations
<input checked="" type="checkbox"/>	ST 2.2 Apply packing requirements
<input type="checkbox"/>	ST 2.3 Apply marks and labels
<input type="checkbox"/>	ST 2.4 Assess use of overpack
<input checked="" type="checkbox"/>	ST 2.5 Prepare documentation

Press the « Modify » button.

Check the « Suggested » box to change the status and validate.

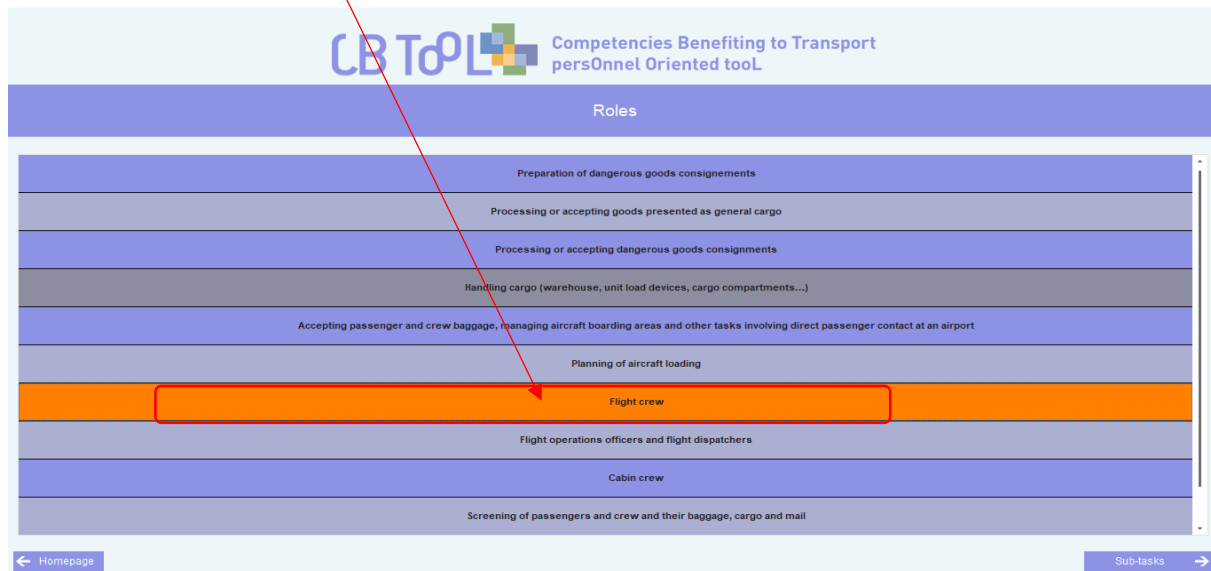
Knowledge / Sub-task	
Attitude	Classification - Classes
Subtask	ST 2.3 Apply marks and labels
<input type="checkbox"/> Suggested	

Repeat this action for each sub-task concerned in a knowledge.

5. Steps for generating a matrix (example from A to Z - Simple case of a flight crew)

Note: this case study is only intended to illustrate the use of the application. It is not intended as a reference for the creation of a training plan. Each user will have to build his own plan according to his activity, organisation and procedures.

Select the role « Flight crew »



Continue by pressing the "Subtasks" button to access the subtasks choice page

5.1. Subtasks choice



Pre-ticked boxes

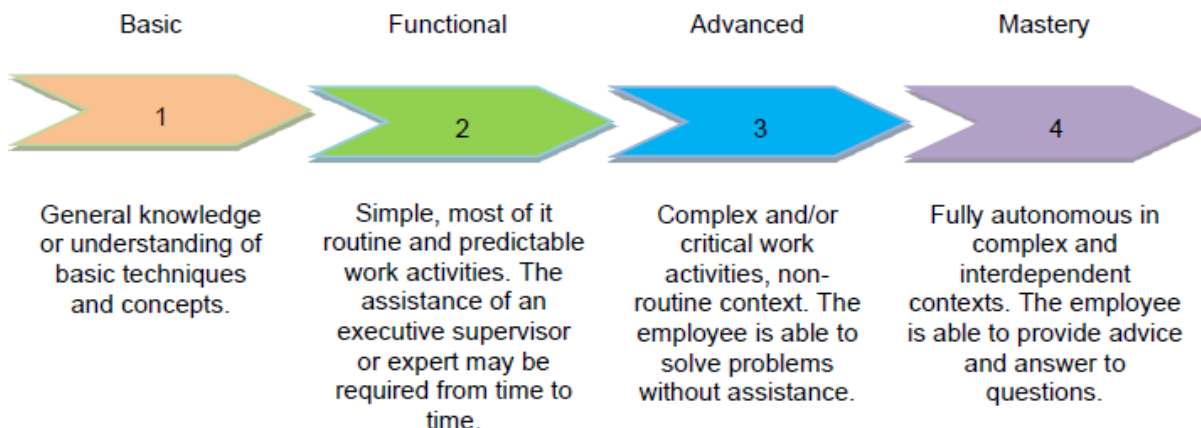
Some sub-tasks are pre-ticked: if no change have been made, they correspond to those initially defined by ICAO. Otherwise, they are those defined by the user in « My reference » sub-menu.
It is possible to select others according to the specifics of the role concerned.

Continue by pressing the « Knowledge » button.

5.2. Knowledge choice

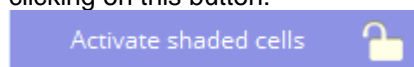
It is a matter of choosing the levels of knowledge needed for the selected subtasks.

To select the level, check the boxes according to the following scale:



To cancel a selection, deselect the first box.

The shaded boxes are items considered as non-relevant by ICAO. They are locked by default, but can be activated by clicking on this button:



For a same knowledge, the highest level selected will be retained as being the reference level.

Flight crew Knowledge

Activate shaded cells

Knowledge	ST 6.2 Manage dangerous goods pre- and during flight	ST 7.1 Report dangerous goods accidents	ST 7.2 Report dangerous goods incidents	ST 7.3 Report declared/misdecl. dangerous	ST 7.4 Report dangerous goods occurrences
Scope and applicability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limitation of dangerous goods on aircraft	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Definitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DG security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General provisions concerning radioactive material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting of DG accidents, incidents and other occurrences	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Classification - General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classification - Classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DG list - General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DG list - Arrangement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DG in limited quantities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DG in excepted quantities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packing Instructions - General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packing Instructions - Classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing DG shipment - General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Markings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sub-tasks

Cancel

Verify

Visual check of levels

Once the boxes have been ticked, it is possible to check whether the knowledge levels are consistent by clicking on the "Check" button. The colours related to the defined levels will be displayed on the knowledge name.

Flight crew Knowledge

Activate shaded cells

Knowledge	ST 6.2 Manage dangerous goods pre- and during flight	ST 7.1 Report dangerous goods accidents	ST 7.2 Report dangerous goods incidents	ST 7.3 Report declared/misdecl dangerous	ST 7.4 Report dangerous goods occurrences
Scope and applicability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limitation of dangerous goods on aircraft	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Definitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DG security	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General provisions concerning radioactive material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting of DG accidents, incidents and other occurrences	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Visualisation of levels

Visualisation of levels

Continue by pressing the "Skills" button

Skills →

5.3. Skills choice

For each selected subtask, the associated skills are by default pre-selected.

They can either be deselected or new ones selected.

Continue by pressing the "Attitudes" button

Attitudes →

5.4. Definition of attitudes according to skills

Here, the purpose is to determine the level required for each attitude according to the related skills. The principle of level selection shown previously applies here as well.

The screenshot shows the 'Flight crew Attitudes' configuration screen. It features a table with columns for various skills (6.2.1 Detect, 6.2.2 Interpret, 6.2.3 Apply, 6.2.4 Inform, 6.2.5 Inform, 7.1 Transport, 7.2 Report, 7.3 Report, 7.4 Report) and rows for different attitude categories. The categories include 'Application of procedures and compliance with regulations', 'Communication', 'Leadership, teamwork and self-management', 'Problem solving and decision making', and 'Workload Management'. Each cell in the table contains a dropdown menu for selecting a proficiency level. At the bottom, there are buttons for 'Skills', 'Cancel', 'Verify', and 'Competencies framework'.

When the selection is finished, continue by pressing the "Competence framework" button

Competencies framework →

5.5. Display of the competencies framework

CBTool offers you a consolidated version of the competence framework:

The screenshot displays the 'Competencies framework' for 'Flight crew'. It shows a consolidated view of the framework, including a progress bar at the top indicating the current stage (Basic, Functional, Advanced, Mastery). The main content area is divided into sections: 'SUBTASKS / SKILLS' (listing tasks like 6.2.1 Detect, 6.2.2 Interpret, 6.2.3 Apply, 6.2.4 Inform, 6.2.5 Inform, 7.1 Transport, 7.2 Report, 7.3 Report, 7.4 Report), 'KNOWLEDGE' (listing topics like Scope and applicability, Limitation of dangerous goods on aircraft, DG security, Reporting of DG accidents), and 'ATTITUDES' (listing categories like Application of procedures and compliance with regulations, Communication, Leadership, teamwork and self-management, Problem solving and decision making, Workload Management). At the bottom, there are buttons for 'Save', 'Print', 'Export', and 'Back to homepage'.

Several options are then available:

5.5.1 Saving the matrix

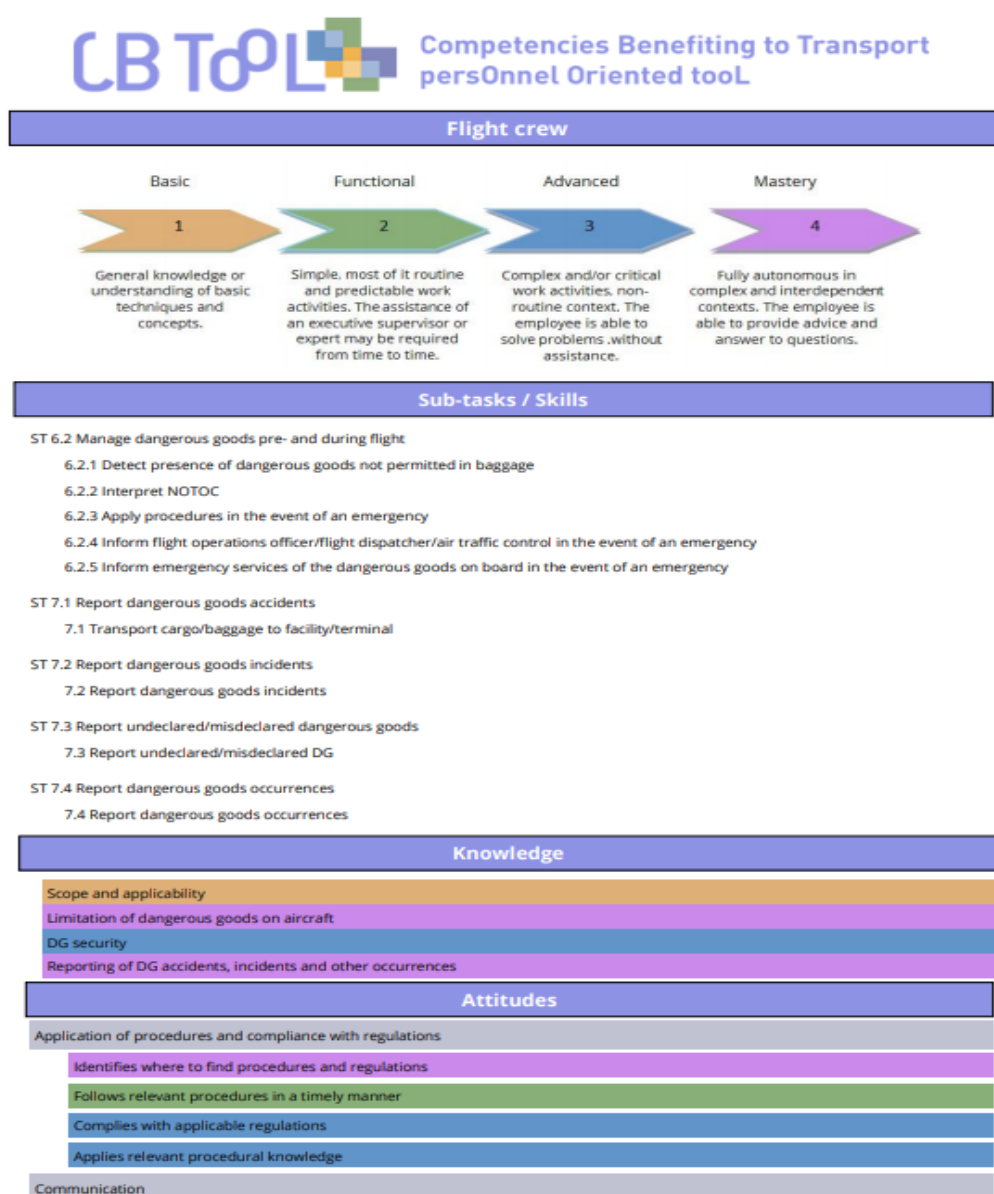
The screenshot shows the CBTOOL web application interface. At the top, there's a header with the CBTOOL logo and the text "Competencies Benefiting to Transport persOnnel Oriented tooL". Below this is a "Modification" section. It includes a "Flight crew" field, a "Date created" field with the value "03/08/2021", and a "Date modified" field with the value "03/08/2021". There are "Validate" and "Cancel" buttons. Below the date fields, there are two language sections: "French" and "English". Each language section has a "Title" input field. The footer contains logos for the French Ministry of Transport and DGAC, and links for "CONTACT", "LEGAL NOTICES", "GENERAL CONDITIONS OF USE", and "PERSONAL DATA PROTECTION POLICY".

Fill in the "labels" fields in French and English and validate

The matrix will be saved in the application unlike .xls or .pdf exports which can be saved in a directory of your choice. (see 5.5.3)

5.5.2 Printing/saving the competency framework

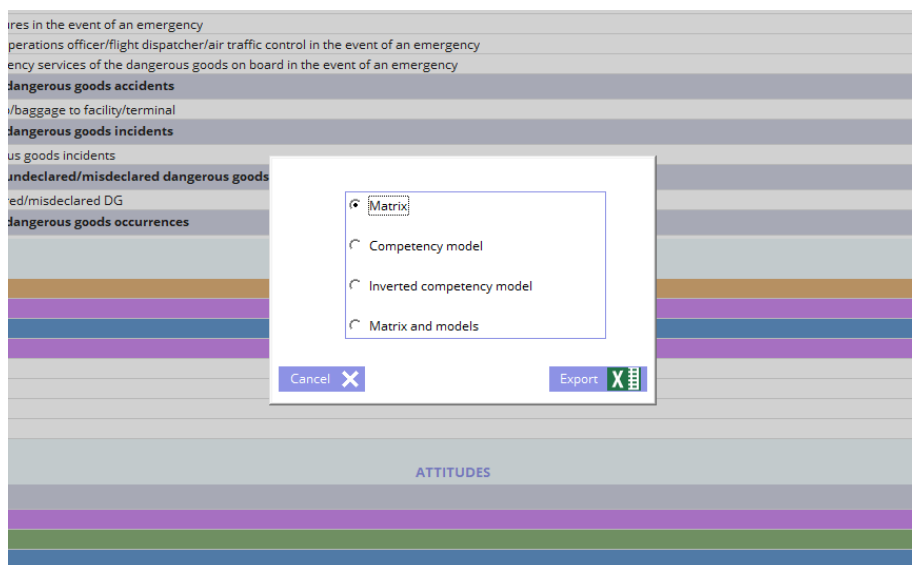
Printing provides a PDF version of the competency framework:



It is then possible to print it and / or save it on your computer or network.

Note: It is recommended to save your files in a different directory from the application installation directory in order to avoid their deletion during a possible uninstallation.

5.5.3 Exporting to .xls format



CBTool allows to generate XLS files. It will be then possible to print and/or save them on your computer or network.

Note: It is recommended to save your files in a different directory from the application installation directory in order to avoid their deletion during a possible uninstallation.

4 choices are possible :

- Exporting the matrix to Excel

Enregistrement automatique Matrix_1.xlsx Rechercher

Fichier Accueil Insertion Mise en page Formules Données Révision **Affichage** Développeur Aide

Par défaut 100%

Conserv. Quitter Nouveau Options

Feuille personnelle Modes d'affichage Afficher Zoom

A1

CBTOL Competencies Benefiting to Transport personnel Oriented tool

Basic Functional Advanced Mastery

1 2 3 4

General knowledge or understanding of basic techniques and concepts. Simple, most of it routine and predictable work activities. The assistance of an executive supervisor or expert may be required from time to time. Complex and/or critical work activities, non-routine context. The employee is able to solve problems without assistance. Fully autonomous in complex and interdependent contexts. The employee is able to provide advice and answer to questions.

My matrix

Flight crew

Identifies where to find procedures and regulations

Adapted competency

Performance criteria

Observable behaviour

6.2.1 Detect presence of dangerous goods not permitted in baggage

Follows relevant procedures in a timely manner

Adapted competency

Performance criteria

Observable behaviour

6.2.2 Interpret NOTOC

Complies with applicable regulations

Adapted competency

Performance criteria

Observable behaviour

6.2.2 Interpret NOTOC

Applies relevant procedural knowledge

Adapted competency

Performance criteria

Observable behaviour

6.2.1 Detect presence of dangerous goods not permitted in baggage

Selects appropriately what, when, how and with whom to communicate

Performance criteria

Inverted competency model

- Exporting the matrix and the models to Excel

This option allows you to have the matrix and competency models in a single Excel document.

