

# E-Learning Platform Requirements

## SA-CATS 141.07.1 RISK MATRIX

E-Learning systems shall comply with the following general requirements as a minimum

Item	Risk Cat 1	Risk Cat 2	Risk Cat 3	Risk Cat 4	Risk Cat 5
Definition	Self declaration	Development and enrichment training. Not regulated but can be audited	Mandatory / Regulated theory exam with practical component to verify knowledge and skills.	Mandatory / Regulated training with a knowledge test	Initial Licenses / Ratings
Authentication	Self declaration	Logon via Unique password	Theory - Logon via Unique password and signature of forms, Practical - instructor signature and license no on forms	Knowledge Test - Logon via Unique password, Rigorous/undeniable identification (biometrics / proxy controlled / controlled exam environment) record taken before / during assessment, Examiner signature	SACAA Authorised exam center, proof of ID on entry
Standards	Internally defined Policy	Internally defined and potentially approved by SACAA	As per regulations	As per regulations	As per regulations
Record keeping	Self declaration / Attendance	Audit trail	All data kept for 5 years	All data kept for 5 years	All data kept for 5 years
Moderation	None	Internal	Internal moderation and SACAA auditing	Internal moderation and SACAA auditing	Internal moderation and SACAA auditing
Assessment	None	Online knowledge test, random questions from master list or randomized question and answer order.	Online knowledge test, random questions from master list; Instructor verification of knowledge during practical testing prior to completion of forms	Online knowledge test, random questions and answers from master list	As per regulations
Remediation	None	Any incorrect answers immediately remediated as per online database	Any incorrect answers immediately remediated as per online database for online or verbal discussion with learner	Any incorrect answers immediately remediated	As per regulations
Security Features	Can match signature if warranted by audit	Internal annual audit to database access and internal audit trail of results	Secure database of questions, annual audit of access to database theory: Online verification	Secure database of questions, annual audit of access to database	As per standard operating procedures
Examples	Flight experience	Lithium Battery, Thunderstorm avoidance, CRM	Welding, RNAV	Flight test, Dangerous Goods	Flight test