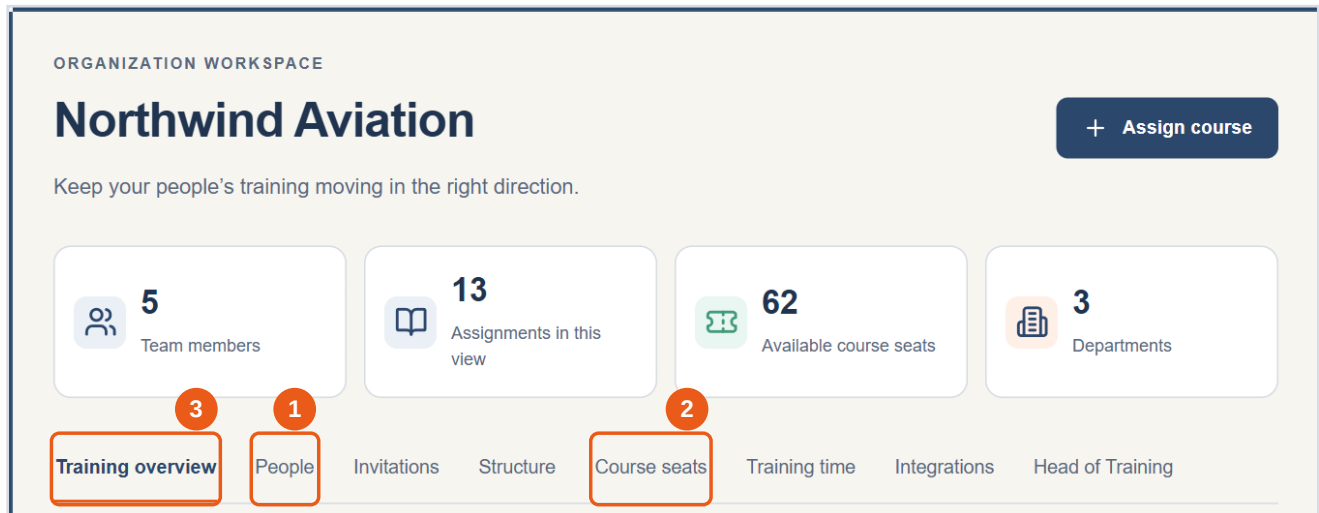


Find your organization tools

Open Team & training and select your organization. Follow the orange numbers on the screenshot.



Actual application screen. All people, companies and training shown are fictional examples.

What to do

1. Open People to find employees and review their memberships.
2. Open Course seats to check supply and assign purchased training.
3. Use Training overview to follow progress and request reports.

REMEMBER

These tools work without creating an academy. The company name above the tabs identifies the records you are managing.

Manage training without an academy

An organization does not need to create an academy. Use the existing company workspace for ordinary employee training, including aviation crew training.

Choose the simpler organization setup

- Buy course seats, invite employees, assign courses, monitor results and download reports.
- Appoint the Head of Training, manage company certificate recognition and review recorded training time.
- Create company-scoped integration keys when a connected system needs reviewed training records.
- Buy courses or programmes from another academy as a client. This does not require an academy of your own.

Your first setup

1. Have the company request approved. The requester becomes its Primary Administrator. Sign in with your own account and complete MFA.
2. Open Team & training and select the company. Set the Head of Training and invite the intended employees; each person accepts their invitation.
3. Arrange course seats, assign the training and confirm that learners see it in My courses.
4. Use Training overview to monitor progress and reports. Configure training-time review and integrations only when your organization needs them.

When an academy is useful

Create an academy if your company wants its own training brand, courses, publishing team, instructors, programmes or client sales. Follow the separate Academy administrator manual.

An academy can be added later. It does not automatically move existing platform courses, purchases or training history into the academy.

REMEMBER

Organization administration and academy administration are separate permissions. The simpler organization setup remains fully supported.

Set the training signatory

Open Team & training > Head of Training. Follow the orange numbers on the screenshot.

Head of Training

This organization is responsible for its training. Its Head of Training name and signature appear on newly issued company certificates. Eurolearn provides the learning platform.

Previously issued certificates keep their original name and signature. Individual certificates leave these fields blank for acceptance by a receiving organization.

Setup required: company courses can be completed, but certificates wait until a name and signature are saved.

Head of Training full name 1

Signature image 2

No file chosen

PNG or JPEG, up to 2 MB and 4 million pixels. A transparent PNG works well. Changing the name requires a new signature.

3 ☐ I am authorized to use this person's name and signature on this organization's training certificates.

4

Actual application screen. All people, companies and training shown are fictional examples.

What to do

1. Enter the authorized responsible person's full name.
2. Choose their authorized PNG or JPEG signature image.
3. Confirm that you are authorized to use that name and signature.
4. Choose Save Head of Training and check the saved result.

REMEMBER

New certificates use the saved authority where the client-signing policy applies. Existing certificates retain their original details.

Set the Head of Training

Set the organization's authorized Head of Training for ordinary company certificates and academy templates using the client-organization signing policy.

Configure the responsible person

1. Open Team & training, choose the correct company, and select Head of Training. You need active company administrator access and verified MFA.
2. Enter the full name and upload an authorized PNG or JPEG signature image. Use a file up to 2 MB and four million pixels; a transparent PNG works well.
3. Confirm authorization to use the name and signature, then choose Save Head of Training.

Change details safely

A changed name requires a new signature upload. For the same person, leave the file empty to retain the signature. Refresh if someone else saved changes.

Changes affect new certificates. Issued certificates keep their original signing details and PDF. Ask the issuing provider for a documented correction.

Certificates waiting for setup

Learners can complete training before signing details are configured. Their completion is saved, but the certificate waits until the Head of Training is set.

For ordinary course certificates, the worker normally processes waiting requests within a minute; Issue waiting certificates now requests an immediate batch. For a programme, also use Check completion & certificate again after setup.

Under client-organization signing, personal purchases leave the responsible name and signature blank for later organization acceptance. An academy may instead explicitly use its own authorized signatory; check the issuer policy.

REMEMBER

Eurolearn is the platform, not the default training signatory. Academy-authority signing is a separate explicit provider policy; company signature previews remain private.

Find and edit a team member

In Team & training, select People. Follow the orange numbers on the screenshot.

The screenshot shows a web interface for managing team members. It features a search bar at the top, a checkbox for 'Include ended memberships', and a table of team members. Orange callouts with numbers 1, 2, and 3 highlight specific elements: the search bar, the 'Include ended memberships' checkbox, and the 'Edit' button for Sofia Novak.

1 Search name, email, employee number or crew code...

2 ☐ Include ended memberships

TEAM MEMBER	DEPARTMENT / POSITIONS	ROLE	STATUS	ACTIONS
Sofia Novak admin@example.test Crew code: Not set	Others No positions	Primary Admin	• Active	3 Edit
Daniel Kovac daniel@example.test Crew code: Not set	OCC No positions	Learner	• Active	Edit End membership

Actual application screen. All people, companies and training shown are fictional examples.

What to do

1. Search for the intended employee before making changes.
2. Include ended memberships only when you need historical membership records.
3. Choose Edit on the correct person to review their company details.

REMEMBER

A person can belong to several companies. Changes here apply to the selected company membership.

Invite your employees

In Team & training, select Invitations. Follow the orange numbers on the screenshot.

GROW YOUR TEAM

Invite people

Existing Eurolearn users join with their current account. New users register and verify their email.

1 **Email addresses** **2** **CSV / Excel import**

Email addresses **3**

alex@example.com, emma@example.com

Separate addresses with commas, spaces or new lines. Up to 500 people.

4 **Department** **Organization role**

Unassigned **Learner**

Actual application screen. All people, companies and training shown are fictional examples.

What to do

1. Choose Email addresses for a direct invitation list.
2. Choose CSV / Excel import when you have a prepared invitation spreadsheet.
3. Enter the intended email addresses, separated as instructed.
4. Select the department, then review the remaining fields and preview before sending.

REMEMBER

Recipients accept their own invitations. A preview or an invitation is not yet an accepted membership.

Company access and people

For organization administrators, including the Primary Administrator. Your authority applies to the company memberships assigned to you, not to the whole Eurolearn platform.

Start in the correct company

1. Sign in and complete authenticator verification. Organization administration requires verified MFA in the current session.
2. Open Team & training. If you administer several companies, select the intended organization before changing people, assignments or integrations.
3. Use People to inspect active members, their departments, positions and crew codes. Use Edit to correct permitted membership details.

Invite and organize employees

1. Use Structure to prepare departments and positions. Use Invitations to enter a person's email and intended membership details, or preview a supported CSV/XLSX invitation import.
2. Review preview errors before committing an import. Invitations do not complete enrollment on behalf of the recipient; the recipient must accept the intended invitation.
3. Track pending invitations, and use the available resend or revoke controls when necessary. Confirm the email before resending.
4. Check the crew member in People after acceptance. Verify their three-letter code against the company roster; a matching name or user-entered code alone does not verify an external-system identity.

Primary Administrator responsibilities

Use People > Edit > Organization role to grant or revoke administrator status when you hold the required primary responsibility. To hand it over, choose Make Primary Admin beside another administrator who has MFA configured. Verify the recipient and confirm: you remain an administrator but lose the primary role-management controls.

Before ending membership, check the confirmation and its effect on assignments. Historical training is retained; joining again creates a new membership and does not restore old revoked access.

REMEMBER

Company administrator access does not automatically grant course editing or academy staff powers. An approved active organization administrator may create an academy when needed.

Assign a purchased course

Open Course seats, then Assign course. Follow the orange numbers on the screenshot.

TEAM TRAINING

Assign a course

Reserve course seats for Northwind Aviation. Group assignments are saved together; a seat shortage or an existing active assignment prevents the whole group from being assigned.

Assign to 1

One learner ▼

Learner 2

Select a team member ▼

Course 3

Select a course ▼

Actual application screen. All people, companies and training shown are fictional examples.

What to do

1. Choose who receives the assignment: one learner, selected learners, a department or a position.
2. Select the intended learner or group.
3. Choose the course. Set access and due dates below, then scroll to confirm the assignment.

REMEMBER

Check available seats and the selected company before submitting. Dates and the confirmation controls continue below this cropped view.

Configure course renewals

Open Team & training > Course seats. Follow the orange numbers on the screenshot.

Automatic refresher assignments

When enabled, an expiring company certificate triggers a fresh assignment using an available course seat. Administrators are notified if more seats are needed.

1 ☐ Enable automatic renewals

Days before certificate expiry 2

30 3

Save renewal policy 3

Actual application screen. All people, companies and training shown are fictional examples.

What to do

1. Enable automatic renewals only when your organization wants this policy.
2. Set how many days before certificate expiry renewal should be attempted.
3. Save the renewal policy and check seat availability regularly.

REMEMBER

Renewal requires an available new seat. Turning on the policy does not guarantee that a seat will be available.

Seats, assignments and renewals

Seats are course-specific. Confirm the company, course and intended learners before assigning training.

Assign a course

1. Open Course seats to check availability and any seat validity period. Arrange additional seats with Eurolearn if the required course has no capacity.
2. Choose Assign course. Select one learner, selected learners, an entire department or an entire position.
3. Select the course and review the intended recipients, dates and available seats. Submit once and wait for confirmation.
4. Check Training overview. Group assignment is saved together: a seat shortage or an existing active assignment can prevent the entire group from being assigned. Fix the cause and retry deliberately.

Understand the seat lifecycle

Assignment reserves a seat; starting learning consumes it. Cancel assignment returns a reservation only when the learner has not started. A consumed seat is not returned by simply removing a person or course from view.

Department and position assignment selects the eligible members present when the action is performed. It is not a rule that automatically assigns all future joiners.

Manage renewals

1. Open Course seats and inspect the renewal policy. Automatic renewal is off until an administrator enables it and chooses the lead time.
2. Before enabling it, check the course's validity policy and seat supply. A renewal uses a new seat and the current published course version.
3. Monitor notifications and shortages. A renewal setting does not guarantee a seat is available, and it does not rewrite the previous certificate.

REMEMBER

Review the target organization again before confirming bulk actions. A learner may belong to several companies, but each company's seats and assignments remain separate.

Monitor training and payments

Use the company workspace to identify outstanding work, export evidence and follow up with the correct crew members.

Review and export reports

1. In Training overview, search by learner and filter by course, department, position, status or the available date filters.
2. Inspect the resulting assignments, progress and completion/expiry information. An assignment deadline, access expiry and certificate expiry describe different things.
3. Request a CSV, XLSX or PDF report using the export controls. Wait for the export job to complete and download its result while available.
4. Treat downloaded reports as company information. Export downloads are access-checked and expire after 24 hours; request a fresh report if the link has expired.

Resolve blocked training

Check membership status, assignment access period and remaining attempts. For an exhausted assessment, use the extra-attempt control only when the course policy permits company approval; otherwise escalate to Eurolearn.

Course release policy determines whether unfinished learners continue the assigned version or transfer to fresh progress. Programme assignments remain pinned until an explicit programme transfer. Check notifications and history before interpreting a reset.

Pay Eurolearn platform orders

1. Eurolearn staff prepare the company order and invoice. Open Orders and select View company orders (administrators); verified MFA is required.
2. Check the invoice reference, amount and bank instructions. Arrange bank transfer using that reference, or choose Pay online when Stripe is enabled for the invoice.
3. For an open checkout, refresh or close it before switching to bank transfer. If payment needs review, contact Eurolearn rather than paying again. Eurolearn staff confirm bank receipts and activate the purchased seats.

REMEMBER

Only training assigned by the selected organization appears in its reporting scope. A personal course or another company's assignment is not automatically visible because the person is a member of your company.

Buy training from an academy

Your organization can be a customer of one or several training providers while continuing to manage its people in Team & training.

Connect to the provider

1. Ask the academy to request a client relationship for your organization. Confirm the company identifier through your established contact channel.
2. Open Academies as an organization administrator, review the requesting academy and accept the intended relationship.
3. The academy grants the required course licences and prepares the agreed offer and corporate order. A relationship alone does not purchase seats or grant every course.
4. Pay the provider using its invoice instructions. The academy records verified receipt; check that the correct company seat pool becomes available.

Use the correct workspace

For courses, use the academy Company training link to company learners, course seats and reports, or open Team & training directly. Check the selected company and course before assigning.

For programmes, use Company training inside that academy. Programme seats and assignments are separate from standalone course seats.

Eurolearn platform orders and academy orders have different sellers and workspaces. Use the academy contact for its invoice, payment or access issue; do not pay a platform invoice for an academy order.

Keep responsibilities clear

Your administrators manage your employees and company assignments. Academy staff manage their training and the records permitted by their academy roles. A client relationship does not expose your unrelated training or another company's records.

REMEMBER

You do not need to select Create a private academy to accept a provider relationship, buy training or assign purchased programme seats.

Allocate an academy programme

In the provider academy, open Company training and select a Seat allocation. Follow the orange numbers on the screenshot.

The screenshot shows a web form titled "Assign a programme seat". It contains two dropdown menus: "Learner" (marked with an orange circle 1) and "Cohort (optional)" (marked with an orange circle 2). Both dropdowns have "Select..." as the placeholder text and a downward arrow. Below these is a green "Save" button (marked with an orange circle 3).

Actual application screen. All people, companies and training shown are fictional examples.

What to do

1. Choose the active company learner who should receive the programme.
2. Choose the matching cohort when required by the programme.
3. Save the assignment, then ask the learner to open My learning in this academy.

REMEMBER

You can buy and assign a provider's programmes without creating an academy of your own.

Assign programmes and cohorts

An academy programme combines published courses, instructor sessions and practical activities into a controlled training pathway.

Allocate a programme seat

1. Open the provider academy > Company training. Check Programme seats and choose the intended company and programme in Seat allocation.
2. Under Assign a programme seat, choose an active learner. Select the matching cohort when the programme contains cohort-restricted sessions.
3. Confirm the assignment. Ask the learner to open My learning in the academy and follow its required components and prerequisites.
4. Check programme progress as well as individual course results. An individual course certificate does not by itself complete a programme.

Reservations, cancellation and revisions

Assignment reserves a programme seat. Starting study, booking a session or recording practical work can consume it. Cancelling before use returns the reservation; cancellation after use does not restore a consumed seat.

An authorized transfer to a newer revision of the same programme requires a reason. It starts fresh progress and retains the previous record; it does not silently copy completion credit. Check the target revision and cohort before transfer.

Programme courses use the programme allocation. They do not require an additional standalone course seat for the same component.

Certificates and follow-up

The learner uses Check completion & certificate after completing the required work. If signing details are missing, arrange the correction and check completion again.

If attendance or practical evidence is corrected later, an affected programme award can be revoked or require review. Ask the provider to explain the revised evidence.

REMEMBER

Optional components are governed by the programme's published rules. Optional does not necessarily mean every optional component may be skipped.

Review training time

Crew observations require company review before becoming exportable intervals. The review is an operator decision, not an automatic interpretation of browser activity.

Approve a correct interval

1. Open Team & training, select the company and choose Training time. Inspect pending observations, course context, notes and contact-gap flags.
2. Check actual start and end times with the crew member or relevant evidence. Review input fields use UTC; display summaries use the viewing browser's local timezone, and observations retain their recorded timezone.
3. Correct the interval if needed, enter a meaningful reason, confirm the company-policy review and approve. Use valid, positive times; approved intervals cannot overlap another approved Eurolearn interval for the same person in that company.
4. Check the resulting review status. A correction or reapproval creates a new historical revision rather than rewriting the earlier evidence.

Close, exclude or correct

An administrator can close an abandoned open session, but this marks the observation uncertain and still requires review. Exclude / void records an excluded session or retracts an earlier approval.

If the crew code was wrong when a record was approved, correct the membership and review the affected interval again. Profile edits alone do not update old exported snapshots.

Reconcile outside Eurolearn

Compare reviewed training with the roster, other duties and the company's approved procedure. Eurolearn's overlap check sees only that company's Eurolearn intervals.

The feed carries observed and reviewed information. The company remains responsible for deciding how to use it in its duty system; Eurolearn does not calculate flight-time limitations.

REMEMBER

A contact gap is a review flag. Do not automatically treat it as a break, and do not equate a running timer with confirmed participation.

Create a company integration key

Open Team & training > Integrations after completing MFA. Follow the orange numbers on the screenshot.

Training-time integrations

A company-scoped API lets your integration retrieve reviewed training intervals and corrections. Give access only to your integration administrator. Crew members enter their three-letter code in Profile; administrators can correct it in People.

FL3XX and Leon: direct connectors require vendor API access and testing. Creating a key here enables the Eurolearn API; it does not connect or change a vendor roster.

Connection name

Company duty-system connector

Create API key

Actual application screen. All people, companies and training shown are fictional examples.

What to do

1. Give the connection a name that identifies its receiving system.
2. Choose Create API key. Copy the one-time value directly to your approved secret storage.

REMEMBER

No actual API key is shown here. The key reads reviewed training records only for the selected company.

Connect the training-data API

A company API key lets an authorized integration read reviewed training records. It does not create a ready-to-use connection to a flight-operations vendor.

Create and maintain a key

1. Open Team & training > Integrations and confirm the selected company. Enter a descriptive Connection name and choose Create API key.
2. Copy the key immediately into your approved secret storage or integration configuration. It is displayed only once; do not place it in email, screenshots or a spreadsheet sent to crew.
3. Give the integration developer the company's identity and the Eurolearn API contract through your agreed channel. The feed endpoint is `/api/integrations/v1/training-records/` on your deployed Eurolearn host.
4. Keys expire after 90 days. Plan replacement before expiry and revoke unused or exposed keys in Integrations. Verify successful polling after rotation.

Confirm scope and crew matching

The key can read only reviewed records for the company selected at creation. Its connection name is a label and cannot change its company scope. It cannot access browser administration or payments.

Match crew within the correct company using reviewed crew codes and stable company/membership IDs. Codes can be reused after a member leaves, so a three-letter code is not a permanent universal person identifier.

The feed includes revisions and voids. The integration developer must process those changes, retain its cursor and avoid creating duplicate duty entries. Historical records for former members remain available to the original company.

Before operational use

Test an approval, correction, void, missing crew match and key rotation with your integration developer. Confirm the target system receives exactly the expected company data.

Direct FL3XX and Leon adapters are not enabled. Vendor access, data mapping and end-to-end testing must be completed separately before automated roster writes.

REMEMBER

For key exposure, revoke the key promptly and coordinate replacement. For missing records, check the company, review status, key expiry and integration cursor before changing historical evidence.

CBT in OM-D: plan the change

A practical starting point for an operator introducing computer-based training. Adapt the procedure to your operation and approval framework before use.

1. Appoint an owner and define the scope

1. The nominated training postholder owns the training change. Involve compliance monitoring, crew scheduling, recordkeeping and privacy/security staff. The Head of Training field in Eurolearn is a certificate setting; it does not appoint a regulatory postholder.
2. List the crew groups, aircraft, initial/recurrent training and individual syllabus elements proposed for CBT. Keep instructor-led, practical, simulator and operator-specific elements wherever required. A generic First Aid PDF or online test does not replace required hands-on training.

2. Assess the provider

Identify Eurolearn, operated by TTA s. r. o., as the proposed service provider. Review sample material, author/instructor competence, syllabus coverage, assessment controls, accessibility, support, changes, records, security and exit arrangements. Record gaps and corrective actions in the supplier assessment.

Agree the service scope and data-processing schedule. Confirm how your organization and competent authority can obtain relevant training evidence. A platform account or provider contract alone does not approve a syllabus.

3. Control the OM change

Map amendments to training responsibilities, facilities/providers, syllabi, supervision/checking, failure handling, records and relevant appendices. Cross-reference OM-A duty and document-control procedures. Follow the operator's change process and obtain competent-authority approval where required before use; CAT flight-crew programmes fall under ORO.FC.145(c).

REMEMBER

Eurolearn does not approve an OM-D or confer EASA approval. CBT here means computer-based training, not competency-based training or evidence-based training (EBT).

CBT in OM-D: build the syllabus matrix

Use one row per training element. Keep the approved matrix in the operator's controlled records and link it to the exact course version.

Fields to record for every element

- Training subject, applicable rule/OM reference, target crew group, aircraft/operation, prerequisites and learning objectives.
- Initial/recurrent status, recurrence rule, approved duration and allocation between CBT, instructor-led and practical activities.
- Eurolearn course ID/version, syllabus and materials revision, language, technical requirements and accessible alternatives.
- Responsible training person, supervision/contact method, identity checks, assessment format, pass standard, attempts and remedial training.
- Completion evidence, acceptance owner, record destination, retention rule and approval/revision reference.

Example: First Aid

Map only the theoretical objectives supported by the selected course. Separately list practical skills, equipment familiarization, instructor qualifications and checking required for the crew group. The operator fills in the duration, pass standard and recurrence from its approved programme; the catalogue title does not supply those decisions.

Do not copy one course's passing score, validity period or number of attempts across all subjects. Review security, dangerous goods and other specialist requirements separately.

Evidence before assigning

Have a reviewer sample the lessons, PDFs, question coverage, grading, retake controls and certificate fields. Record the version and decision. Uploaded course PDFs are preparation material; the current imported library remains draft until questions, course settings and review are complete.

REMEMBER

A completed online module is one item of evidence. Operational qualification may require additional training, checking and a separate operator acceptance decision.

CBT in OM-D: configure and supervise

Complete company setup and a small acceptance trial before operational assignments. Use the earlier chapters for detailed screen-by-screen instructions.

Set up the organization

1. The company administrator enables MFA and confirms the selected company in Team & training. Set its authorized Head of Training name and signature. Arrange a controlled handover when that person changes.
2. Invite crew using verified email addresses and check the three-letter crew codes against your roster. Keep stable company/membership identifiers for integrations; codes are not globally unique and may later be reused.
3. Assign only the approved course version with the appropriate access window and due date. Brief learners on their own account, study environment, allotted time, breaks, help contact, assessment rules and reporting interruptions.

Supervise learning and failures

Appoint a qualified subject contact and state how learners reach them. Monitor overdue work and unsuccessful attempts. Record remedial instruction and any authorized reassessment through the operator's process; do not invent a pass or delete an attempt to release someone for duty.

Define identity assurance and any required invigilation outside the platform. A login, timer or automatically applied signature is not evidence of live supervision. Certificate issuance does not record a separate Head of Training approval of each completion.

Run an acceptance trial

Check assignment, learner identity, assessment failure/success, certificate details, company access boundaries, PDF access expiry and records export. Test interruption, account recovery, a staff departure and an unavailable platform. Record results and resolve gaps before rollout.

REMEMBER

Vimeo completion, remote proctoring and direct FL3XX/Leon adapters are not available in this release. Do not describe them in the OM as established controls.

CBT in OM-D: duty time and records

Agree how scheduling, training supervision and the official crew record system exchange evidence. Completion and duty time are different records.

Plan and reconcile duty time

EASA FAQ 139223 treats operator-assigned training, including e-learning, as duty. Schedule a defined interval or notify allocated hours and a completion period in advance. Reconcile the full roster against applicable duty and rest limits; training must not consume required rest or a day free of duty.

Use the Eurolearn timer for actual study intervals and finish it for breaks. Include offline reading and other assigned training through your documented process. The company reviews observations and corrections before export. Browser gaps, video duration and a closed tab are not a reliable duty calculation.

Validate UTC timestamps, local timezone/daylight-saving conversion, crew matching, duplicate imports and subsequent corrections in the receiving system. Assign an owner to reconcile the feed. Eurolearn supplies reviewed training intervals, not a complete FTL calculation.

Keep the operator's official evidence

Retain the approved syllabus/version, training and assessment evidence, completion, required practical checks, operator acceptance and relevant validity dates in the designated company system. Verify the exported fields and arrange any additional detailed evidence with TTA; do not assume a certificate or time API is the complete training file.

ORO.MLR.115 includes three years for crew training/checking/qualification records. Apply the full applicable schedule to other record types, access requests and employment changes. PDF study access can expire while historical training evidence remains subject to retention. Agree restricted access, backups, restoration tests and end-of-contract export.

REMEMBER

Duty guidance: <https://www.easa.europa.eu/en/faq/139223>. Confirm the current rules, approved OM and roster process for your operation.

CBT in OM-D: clauses and rollout

Suggested drafting language, not an approved manual amendment. Replace the bracketed references and agree the controls before adopting any clause.

Example: scope and responsibility

The Operator uses Eurolearn, operated by TTA s. r. o., for the theoretical elements listed in [controlled syllabus matrix reference and revision]. The nominated training postholder retains responsibility for programme suitability, supervision, checking and acceptance. Other required training and practical activities remain as specified in the relevant syllabus.

Example: records and acceptance

Before recognizing completion, [responsible role] verifies learner identity, the approved course version, required results and any supplementary activities. Evidence is filed in [official record system] under [retention procedure]. A Eurolearn certificate alone does not authorize operational duties. Training time is reviewed and reconciled with the roster under [OM-A duty procedure].

Change control and release

1. Record the approved provider/syllabus versions, authority action where applicable, responsible sign-offs and effective date. Brief administrators, instructors, scheduling staff and learners; remove obsolete instructions.
2. Review proposed course changes before new assignments. A new publication can move unfinished learners to fresh progress; coordinate that transition with TTA before publication. Historical completions remain. The platform does not currently give each operator a separate publication-approval switch.
3. Monitor failed assessments, overdue training, support issues and record-export discrepancies. Review supplier performance and course effectiveness at your agreed interval and after incidents or material changes.

REMEMBER

Reference framework: EASA Easy Access Rules for Air Operations, Revision 24 (March 2026): ORO.GEN.205, ORO.MLR.100/115, ORO.FC.145 and applicable Part-CC/FTL provisions. Linked official sources are on Eurolearn's CBT implementation page.