CIVIL AVIATION TRAINING CENTRE (CATC)
COURSE CATALOGUE

TTCAA
Safer Skies

CATC PURSUING EXCELLENCE IN AVIATION TRAINING

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ABOUT THE CIVIL AVIATION TRAINING CENTRE

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The Civil Aviation Training Centre (CATC), established in 1963, is the training arm of the Trinidad and Tobago Civil Aviation Authority (TTCAA).

The CATC offers a wide range of technical, operational and management programmes to the local, regional and international markets. The CATC is the leading aviation training institution in the Caribbean region, having delivered over 2000 Air Traffic Control professionals since its inception.

Performance is now at the heart of the CATC. Our training experts are specialised trainers dedicated to ensuring that every programme is delivered using the latest training technologies, equipment, and to the highest international and best practice standards, in order to meet the needs of the global aviation community.

The CATC is a Registered Institution with the Accreditation Council of Trinidad and Tobago and is also internationally recognized and accredited by:

The International Civil Aviation Organisation (ICAO) as an:
- *ICAO TRAINAIR PLUS Full Member*

International Air Transport Association (IATA) as an:
- *IATA Regional Training Partner (RTP)*
- *IATA Authorised Training Centre (ATC)*

The CATC is also affiliated with and delivers training programmes in conjunction with:
- *The University of Southern California (USC)*
- *The University of Trinidad and Tobago (UTT)*
- *The Singapore Aviation Academy*

AIR NAVIGATION SERVICES

DIPLOMA IN AERODROME AND APPROACH CONTROL

Course Description:

This Course covers topics such as Aerodromes, Air Traffic Services, Navigation, Rules of the Air, Telecommunications, Meteorology, Theory of Flight, and Practical Simulation of Aerodrome and Approach Air Traffic Control.

Course Objective:

To provide participants with the knowledge and skills of the ICAO's Standards and Recommended Practices for the control of traffic on and in the vicinity of the Aerodrome and in the Approach Control Zone. It prepares candidates to accept On the Job Training in Aerodrome Control Towers and Approach Control Units towards Ratings in the functions of those units.

Prerequisites:

- Five (5) C.S.E.C. or G.C.E O'Level subjects, grades I, II, and III which must include English Language and Mathematics. *(Preference would be given to those applicants who were successful at C.A.P.E or G.C.E A'Levels or higher).*
- Possess good interpersonal and communication skills with clear, fluent speech and demonstrate ability to use the English Language.
- Be computer literate.

Target Audience:

- Individuals minimum 18 years of age.
- Individuals interested in Air Traffic Control

Duration: 27-30 Weeks (FULL TIME)

Location: TTCAA-CATC or onsite at client's facilities

Language: English

AERONAUTICAL INFORMATION MANAGEMENT (AIM) CERTIFICATE COURSE

Course Goal:

To ensure that AIS/MAP Technical Officers achieve the required competency and skills in the day-to-day management and manipulation of aeronautical information / data, and to gain a thorough understanding of the nature and use of the information being handled.

Course Objective:

By the end of the programme participants will be able to effectively perform the functions of an Aeronautical Information Management Officer in an AIM unit.

Course Outline:

Subjects covered include:

- Aeronautical Information Services
- Aerodromes
- Air Traffic Services
- Airspace
- Charts
- Communications
- Coordination
- Crew Procedures and Flight Data
- Flight Planning
- Facilitation & Security
- Human Factors
- ICAO
- Meteorology
- Navigation
- Operation of Aircraft
- Radio Aids to Navigation
- Rules of the Air
- Search and Rescue
- Theory of Flight

Prerequisites:

- Five (5) C.S.E.C. or G.C.E O'Level subjects, grades I, II, and III which must include English Language and Mathematics.
- Possess clear, fluent speech and demonstrate ability to use the English Language.
- Be computer literate.

Target Audience:

Local and International - (New) Trainees in the field of Aeronautical Information Management from ANSP's and Civil Aviation Divisions/ Civil Aviation Authorities, also Airline Personnel e.g. handlers, dispatchers etc.

Duration: 14 Weeks (FULL TIME)

Location: TTCAA-CATC or onsite at client's facilities

Language: English

APPROACH CONTROL RADAR / AREA CONTROL RADAR

Course Description:

This course equips trainees with the practical skills to effectively manage and control traffic arriving at and departing from multiple aerodromes within a Control Zone. The capability of the Piarco Radar simulator allows for the customised developing of airspace configurations and traffic patterns to meet the client's needs.

Objective:

To upgrade the skills of Procedural Controllers to include functioning in an environment where Radar Control is also performed.

Pre-Requisites:

Ratings in either Aerodrome Control or Approach Control Procedural or Area Control Procedural.

Target Audience:

Rated Air Traffic Controllers in Aerodrome Control or Approach Control Procedural or Area Control Procedural who are required or may be required to perform the functions of Surveillance Control using Radar (replace Radar with ADS-B in ADS-B section).

Duration: 6 Weeks
Location: TTCAA-CATC or onsite at client's facilities
Language: English

AUTOMATIC DEPENDENT SURVEILLANCE BROADCAST (ADS-B)

Course Description:

This course equips trainees with the practical skills to effectively manage and control traffic arriving at, departing from and transiting an airspace. The capability of the ADS-B simulator allows for the customised development of airspace configurations and traffic patterns to meet the client's needs.

Objective:

To upgrade the skills of Procedural Controllers to include functioning in an environment where ADS-B surveillance is also performed.

Pre-Requisites:

Ratings in either Aerodrome Control or Approach Control Procedural or Area Control Procedural.
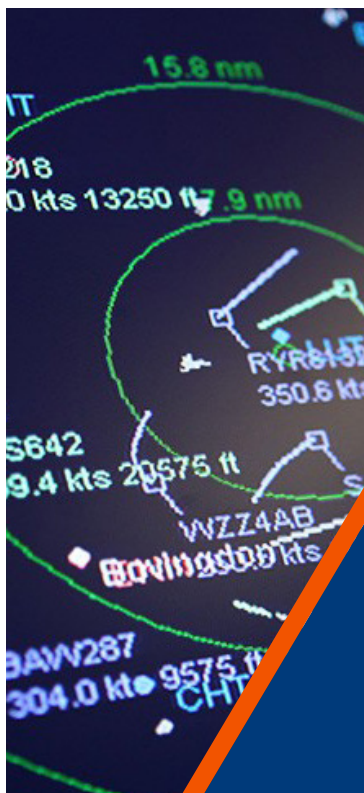
Target Audience:

Rated Air Traffic Controllers in Aerodrome Control or Approach Control Procedural or Area Control Procedural who are required or may be required to perform the functions of Surveillance Control using Radar (replace Radar with ADS-B in ADS-B section).

Duration: 3 Weeks
Location: TTCAA-CATC or onsite at client's facilities
Language: English

AIR TRAFFIC CONTROL REFRESHER TRAINING

Course Objective:

To provide participants with the knowledge and skills of ICAO's Standards and Recommended Practices for the control of air traffic on and in the vicinity of the Aerodrome and in the Approach Control Zone. It prepares and qualifies candidates for On the Job Training in Aerodrome Control Towers and Approach Control Units towards Ratings in the functions of those units.

Outline:

The following are the topics to be covered during the theoretical part of the training:

- Separation - General Provisions
- Approach Separation
- Separation Methods and Minima
- Selected Phraseologies
- Procedures for the Taking over and Handing over of Traffic
- Coordination
- Procedures related to Emergencies, Communication Failure and Contingencies
- Review of Additional operational procedures as identified by the ATS Authority in incident/accident investigation

Target Audience:

Operational Air Traffic Control Personnel.

Duration: 5 Days
Location: TTCAA-CATC or onsite at client's facilities
Language: English

APRON CONTROL CERTIFICATE COURSE

Course Description:

This course provides participants with the knowledge, skills and attitude to effectively perform the function of an Apron Control Officer on an aerodrome apron. The course covers all theoretical material as required by ICAO Documents and Annexes as well as practical hours training in a simulated environment.

Course Goal:

To equip personnel with the knowledge and skills of the International Civil Aviation Organisation's Standards and Recommended Practices for the control of traffic on the Apron of an Aerodrome.

Course Objective:

By the end of the programme participants will be able to:

- Issue appropriate instructions to departing and arriving aircraft on the apron for the purposes of ensuring safety
- Coordinate appropriately with the aerodrome control unit and other units as regards aircraft movements impacting upon the operation of that unit;
- Identify the various ground markings and signals on the movement area;
- Distinguish between permissible and unauthorized obstructions on the aerodrome.

Prerequisites:

- Five (5) C.S.E.C. or G.C.E O'Level subjects, grades I, II, and III which must include English Language and Mathematics.
- Possess clear, fluent speech and demonstrate ability to use the English Language.
- Be computer literate.

Target Audience:

Any airport personnel who require training on the management of traffic on the Apron of an Aerodrome and any member of the public who is interested in becoming an Apron Control Officer.

Duration: 4 Weeks

Location: TTCAA-CATC or onsite at client's facilities

Language: English

AIR SAFETY MANAGEMENT

AERODROME SAFETY AWARENESS

Course Description:

This course is designed to familiarise participants with the unique nature of the Airside, the various roles and responsibilities required to maintain a high level of safety, the major elements of airside safety and some of the common hazards that they may encounter.

Course Goal:

To maintain the highest standard of safety of persons, aircraft and equipment on the aerodrome.

Course Objectives:

Participants will be aware of areas of safety in and around the Aerodrome, so that they will:

- Prevent, or reduce as low as reasonably practicable all foreseeable risks of accident on the aerodrome.
- Avoid personal injuries and material damage.
- Prevent the possible impact on airport operations
- Possible negative perception by the travelling public.

Course Outline:

Module 1: Introduction

Module 2: Airport Safety Concepts

Module 3: Apron Safety

Module 4: Airside Safety

Module 5: Human Factors

Module 6: SMS

Target Audience:

The managers of both civil aviation administration and airline industry, including airline safety, training, and operational managers, regulatory bodies, safety and investigation agencies, as well as senior and middle non-operational airline management, and all persons working on the aerodrome or who may have to enter the Aerodrome in the course of their duty, Air Traffic Controllers and Pilots.

Duration: 5 Days

Location: TTCAA-CATC or onsite at client's facilities

Language: English

RADIO COMMUNICATIONS AND METEOROLOGY FOR OPERATORS

Course Description:

This course offers an introduction to international radio telephony standards and practices and an introduction to meteorological knowledge, observation and awareness to ground personnel working at land aerodromes and offshore heliports. The course is highly customisable depending on the operations of the client, and usually requires a preliminary observation and assessment period by course developers in order to accurately determine the training needs.

Course goal:

To provide participants with the knowledge and skills to operate radio equipment and to communicate with pilots using standard ICAP aviation phraseology and other common aviation terminologies, and also to be able to identify some significant weather patterns which may cause a hazard to aircraft operations.

Course Objectives:

Participants will be able to:
- Operate a two way radio using good radiotelephony techniques.
- Use appropriate ICAO Phraseologies.
- Observe weather gauges and METARs and communicate information on same to pilots.
- Observe, identify and communicate Information on clouds and weather systems that appear to be hazardous to flight.

Prerequisites:

No specific academic prerequisites are identified for this programme. Participants must be literate and be free of speech impediments or physical impediments which would compromise their ability to perform weather observation functions.

Target Audience:

Ground personnel operating on and at heliports in contact and in communication with pilots.

Duration: 5 Days

Location: TTCAA-CATC or onsite at client's facilities

Language: English

GOODS SEMINAR

Course Description:

The transportation of dangerous goods by air is a subject that is of utmost importance to civil aviation. Many everyday items that are used around the household and carried around on our person are often categorized as dangerous goods when transported by air. This one-day seminar is designed to sensitize participants so that they can identify dangerous goods material and minimize associated risks.

Course Objectives:

Participants will be able to:
- Identify dangerous goods
- Have an awareness of the origin of current regulations and general philosophy
- Identify the classes of dangerous goods
- Recognise and identify the hazard/handling labels applicable to dangerous goods
- Be aware of provisions for dangerous goods in baggage of passengers and crew
- Be familiar with dangerous goods emergency response procedures

Target Audience:

Anyone involved in the handling and transport of dangerous goods Persons in aviation, postal, courier and shipping industries.

Duration: 1 Day

Location: TTCAA-CATC or onsite at client's facilities

Language: English

GOODS AWARENESS

Course Description:

This dangerous goods awareness course reinforces the principles introduced in the seminar and goes into greater detail about the legal aspects and responsibilities of the various stakeholders involved in the transportation of dangerous goods.

Course Objectives:

This course enables participants to:

- Correctly apply the IATA Dangerous Goods Regulations
- Understand the legal aspects involved in the transportation of dangerous goods
- Understand the roles and responsibilities of shippers, freight forwarders and airline personnel
- Identify and classify dangerous goods
- Verify if goods are properly packaged, marked and labelled
- Verify if the documentation has been properly completed
- Deliver dangerous goods shipments to airlines "ready for carriage" upon completion of the Dangerous Goods checklist

Target Audience:

- Packers
- Staff of freight forwarders involved in processing cargo or mail other than dangerous goods.
- Staff of freight forwarders involved in the handling, storage and loading of cargo or mail.
- Operators or ground handling agents accepting cargo or mail other than dangerous goods.
- Operators or ground handling agents involved in the handling, storage and loading of cargo, mail and baggage.
- Passenger handling staff.
- Flight crew members, loadmasters, load planners and flight dispatchers.
- Security personnel who deal with the screening of passengers, baggage, cargo and mail.

Duration: 2 Days

Location: TTCAA-CATC or onsite at client's facilities

Language: English

INTERNATIONAL CIVIL AVIATION ORGANISATION (ICAO) PROGRAMMES

ICAO THREAT AND ERROR MANAGEMENT IN AIR TRAFFIC CONTROL

Course Description:

This is an ICAO certified TRAINAIR PLUS Standardised Training Package (STP) programme. The course provides a perspective of threats and errors in different operational aspects of air traffic control, most specifically in an automated surveillance environment, and provides operational and managerial ATM staff, with strategies to effectively manage them.

Course Goal:

To enhance and improve the knowledge, skills and capabilities of Air Traffic Management staff through their awareness of and training in the principles of Threat and Error Management.

Course Objective:

Participants will be able to:

- Appreciate the criticality of Threats and Errors.
- Management in the operational environment.
- Appreciate the importance of robust data collection on threats and errors in the operational environment.
- Recognise threats in the operational environment.
- Recognise errors in the operational environment.
- Implement tactical defence strategies.
- Appreciate systemic defence strategies for managing Threats and Errors in the work environment (operational staff).

Course Outline:

- Traffic Flow assessment
- Relief procedures
- Coordination procedures
- Traffic management strategies
- Managing unusual situations
- ATM system management
- Threat And Error Management

Prerequisites:

Involvement in the operations of Air Traffic Control at the trainee, operational or managerial levels.

Target Audience:

The target population is operational Air Traffic Control staff including Air Traffic Control trainees and Managerial staff of operational ATS units.

Duration: 5 Days
Location: TTCAA-CATC or onsite at client's facilities
Language: English

ICAO TRAINING DEVELOPERS COURSE (TDC)

Course Description:

The Training Developers Course (TDC) is developed by the International Civil Aviation Organization (ICAO) Global Aviation Training (GAT) Office and is offered to the aviation community on the premises of a TRAINAIR PLUS Member. The TDC will train civil aviation course developers to design and develop Standardized Training Packages (STPs), based on ICAO's Training Development Guide, Competency based Training Methodology (Doc 9941).

Course Objectives:

After successfully completing the Course, the trainees will be able to apply and implement the TRAINAIR PLUS training development methodological standards to:

- Analyse training needs;
- Analyse job tasks and target populations;
- Determine training objectives;
- Sequence objectives and group them into modules;
- Prepare and validate tests;
- Design training modules;
- Develop course content and produce training material;
- Conduct validation delivery of training material; and
- Identify and recommend post-training activities, including planning and monitoring on-the-job training.

Prerequisites:

- Experience in one or more civil aviation fields or in human resources development and training;
- Experience in the preparation of a wide range of training aids and their effective incorporation into a training programme (desirable);
- Computer skills using contemporary software programmes; and good oral and written command of the language of instruction.

Target Audience:

- Aviation professionals who wish to develop competency-based training courses;
- Instructors who wish to enhance their course development skills for instructor-dependent material; and
- Training managers, supervisors and professionals who want to increase their productivity as developers of training and educational programmes

Duration: 5 Days
Location: TTCAA-CATC
Language: English

ICAO ON THE JOB TRAINING INSTRUCTORS (OJTI) COURSE

Course Description:

An important and necessary aspect of a supervisor's or designated trainer's job is the role of training new recruits or unskilled subordinates on the job. Training as an OJT Instructor is required to take on the essential responsibility of mentor and coach; this course prepares supervisors, and those tasked with training others on the job, for that role.

Course Goal:

This course will provide participants with the necessary knowledge, skills and attitudes required to effectively conduct on the job training programs in accordance with international best practices.

Course Objective:

By the end of the course, participants will be able to train others to develop and implement OJT programs

Course Outline:

- Identify individual training needs
- Plan OJT sessions
- Conduct OJT sessions
- Assess trainee's performance
- Write a training report
- Evaluate an OJT program

Course Prerequisite(s):

- Holder of at least a secondary school certificate.
- Minimum of 2 years' experience in the discipline in which the participant will train.
- Good command of English Language.
- Completed an Instructor's Techniques course, or have some experience in Instructing.

Target Audience:

- Line Managers; Supervisors; Ab Initio and current On-The-Job Trainers

Duration: 5 days

Location: TTCAA-CATC or onsite at client's facilities

Language: English

ICAO TRAINING INSTRUCTORS COURSE (TIC) PART 2

Course Description:

The ICAO TRAINAIR PLUS TIC is a two-part course that will enable participants to methodically conduct training courses in accordance with ICAO's instructor competencies and develop the required training strategies for course delivery. The TIC will train instructors to deliver STPs, based on the TRAINAIR PLUS methodology, as well as conventional courses.

Course Objectives:

- Prepare a training environment including facilities, equipment and instructional material.
- Manage the trainees by using effective training strategies.
- Conduct training with a variety of instructional methods as required for the training.
- Perform trainee assessments appropriately, objectively, and correctly.
- Perform course evaluations effectively.
- Complete training reports for course improvement.

Prerequisites:

- University degree or equivalent qualifications and experience in one or more civil aviation field(s) or in adult learning development and training.
- Computer skills using contemporary software programmes.
- Good oral and written command of the language of instruction.
- Successful completion of the online ICAO/ JAA TO STP Instructional Techniques Course (TIC–Part 1) is mandatory to enrol in TIC–Part 2.

Target Audience:

- Pre-service and in-service instructors with little or no formal training background.
- Aviation training instructors and aviation professionals who are dedicated to the implementation of competency-based training programmes.
- Subject matter experts and specialists who wish to upgrade their instructional competencies.
- Current instructors who wish to refresh and upgrade their trainer competencies.

Duration: 5 Days

Location: TTCAA-CATC or onsite at client's facilities

Language: English

ICAO SAFETY MANAGEMENT FOR PRACTIONERS (SMXP)

Course Description:

The SMxP Course focuses on Safety Risk Management and Safety Assurance. It aims to provide qualified Safety Management System (SMS) staff with a comprehensive application of operational safety management processes and practical examples on the use of IT tools to enhance efficiency and effectiveness of safety management activities.

Course Objectives:

Upon completion of the course, participants will be able to:

- Identify hazards following a systematic and consistent approach;
- Mitigate safety risks following a systematic and consistent approach;
- Manage changes to the system in a safe manner;
- Assess safety reports through a safety screening and internal investigation;
- Prepare a safety audit/survey for assessing performance of the process;
- Design a safety performance monitoring scheme.

Prerequisites:

The Online Safety Management Training Course is a mandatory prerequisite for the classroom course of the Safety Management for Practitioners (SMxP).

Target Audience:

Service provider staff working for an air operator, approved maintenance organization, design/manufacturing organization, aerodrome operator, air traffic services provider or aviation training organizations that are involved in the following SMS activities:

- Safety data and safety information collection
- Hazard identification
- Safety Risk Management
- Accident/Incident Investigations
- Safety data and safety information analysis
- Change management
- Safety audits and surveys
- Safety Performance Monitoring

Duration: 5 Days
Location: TTCAA-CATC
Language: English

ICAO SUPERVISORS COURSE

Course Goal:

To facilitate supervisory staff acquiring all the required knowledge, skills, attitudes and competencies to effectively discharge their duties and responsibilities in the modern aviation work environment.

Course Objectives:

- Organise Team Resources
- Monitor team performance
- Effectively Supervise Teams
- Conduct Team and Individual Briefings
- Manage Work Conflicts
- Assess Achievement of Team Objectives
- Report on team performance and productivity
- Implement Management Policies
- Notify Management of Team's concerns, complaints, grievances and suggestions.

Course Outline:

Module 1: Organizing Team Resources

Module 2: Conducting of Briefings

Module 3: Effective Supervision

Module 4: Conflict Resolution

Module 5: Reporting to Management

Target Audience: Supervisors, potential supervisors and first line Managers.
Duration: 5 days
Location: TTCAA-CATC or onsite at client's facilities
Language: English

ICAO GOVERNMENT SAFETY INSPECTOR (GSI) / PERSONNEL LICENSING (PEL) COURSE

Course Description:

The Government Safety Inspector (GSI) Personnel Licensing (PEL) Course was developed as a collaborative effort between the International Civil Aviation Organization (ICAO) and the Federal Aviation Administration (FAA), in order to provide operations, airworthiness, and personnel licensing aviation safety inspectors, on a worldwide basis, with uniform skills and knowledge to conduct specific safety oversight functions. This 15-days course, is intended for Civil Aviation Authorities (CAAs) involved in developing or upgrading their own State licensing or PEL system. The course is designed for a group composed of personnel assigned to a CAA's PEL office. Participants are taught how to establish and maintain a CAA PEL office, and factors to consider when obtaining services for the PEL system from an outside service provider. Participants will be instructed on how to develop knowledge tests for a licensing system and ensure the validity of the tests. Participants will learn the licensing process from application to issuance of a license, in addition to procedures for validation or conversion of a foreign license and suspension or revocation of a license. Classroom exercises will provide practice in how to determine if an applicant is eligible for the license sought, and if the license applicant successfully completed the demonstrations required for a license. The course is based on ICAO's Standards and Recommended Practices (SARPs), Model Civil Aviation Regulations (MCARs), and technical guidance.

Course Objectives:

After having successfully completed the GSI PEL, the trainees will be able to:

- Establish and maintain a CAA PEL system;
- Obtain knowledge testing services from an outside provider;
- Manage a knowledge testing system;
- Evaluate a license application for completeness and accuracy;
- Determine if an applicant is eligible for the license sought;
- Administer, grade, and document the results of knowledge tests;
- Conduct flight crew license skill tests;
- Conduct maintenance technician skill tests;
- Determine the appropriate document to be issued based on the skill test results;
- Validate and convert foreign licenses; and
- Suspend or revoke a license.

Target Audience:

This course is designed for CAA licensing office staff, such as: flight crew licensing operations inspectors, maintenance licensing inspectors, and licensing officers or administrative licensing staff.

Duration: 3 Weeks
Location: TTCAA-CATC
Language: English

AVIATION SECURITY & FACILITATION (AVSEC FAL)

ICAO BASIC TRAINING FOR AIRPORT SECURITY PERSONNEL

Course Description:

The course, followed by a minimum of six months of practical experience working under the guidance of a qualified supervisor in the field, will train entry-level airport security personnel to enforce, monitor and apply security preventive measures in accordance with approved Programmes and national-level requirements.

Course Objectives:

The Course has been designed to enable selected security personnel to:

- Work in and move about an airport and aviation-related facility safely
- Communicate and cooperate with other airport agencies
- Control the movement of people and vehicles
- Guard and patrol airport vulnerable areas, facilities and aircraft
- Recognize weapons and explosive/incendiary devices
- Inspect/screen/search passengers and baggage
- Respond to security emergency situations

Prerequisites:

Participants must satisfy the following criteria:

- Have satisfactorily completed secondary school or equivalent education;
- Have written and oral command of the language of instruction; and

Target Audience:

The target population will be new entrants and existing personnel at the basic/entry level employed by airports, airlines, cargo operators, catering operators, air mail operators and organizations primarily responsible for the application of aviation-related security preventive measures.

Duration: 11 Days
Location: TTCAA-CATC or onsite at client's facilities
Language: English

ICAO AVIATION SECURITY INSTRUCTORS COURSE

Course Description:

This course will enable aviation security personnel to present specialized aviation security training courses to selected personnel, utilizing validated material-dependent course material, such as Standardized Training Packages (STPs) and Aviation Security Training Packages (ASTPs).

Course Objectives:

The Course has been designed to enable selected security personnel to:

- Conduct AVSEC training applying the general principles of learning and instruction.
- Correctly present validated material-dependent training courses.
- Identify, select and prepare appropriate teaching aids.
- Develop or modify training objectives and tests as appropriate to meet national requirements.
- Identify and use various instructional methods as appropriate.

Prerequisites:

Participants must satisfy the following criteria:

- Experienced in operational aviation security matters, with a minimum of three (3) years experience at a supervisory / management level in an aviation-related organization.
- Have satisfactorily completed post-secondary school or equivalent education.
- Have written and oral command of the English language.
- Have demonstrated an aptitude for trainer duties.

Target Audience:

Aviation personnel currently assigned or about to be assigned, aviation security training duties.

Duration: 7 Days
Location: TTCAA-CATC or onsite at client's facilities
Language: English

ICAO CRISIS MANAGEMENT

Course Description:

This course provides management personnel with the knowledge and skills needed to develop and implement sound crisis management procedures.

Course Objectives:

Upon completion of the Course participants will be able to:

- Explain the need for a crisis management plan to respond to major aviation security emergencies;
- Describe essential components of a crisis management plan;
- Identify the composition and function of a crisis management team;
- Describe essential facilities necessary in support of a planned response to crises; and
- List system testing features necessary to ensure currency in crisis management plans.

Prerequisites:

Participants must satisfy the following criteria:

- Experienced in operational aviation security matters, with a minimum of three (3) years experience at a supervisory / management level in an aviation-related organization;
- Have written and oral command of the English language.

Target Audience:

Staff at the mid to senior management levels of organizations who form part of the crisis management system to respond to acts of unlawful interference occurring within an airport or other aviation-related facility, such as air traffic service facilities.

Duration: 5 Days
Location: TTCAA-CATC or onsite at client's facilities
Language: English

ICAO CRISIS MANAGEMENT EXERCISE

Course Description:

Management personnel will be provided with the knowledge and skills needed to organize, plan and conduct aviation security exercises in order to determine the effectiveness of crisis management plans and procedures.

Course Objectives:

Upon completion of the Course participants will be able to:

- Understand that system testing is a mechanism which is necessary to ensure the effectiveness of preventive measures as well as crisis management plans and procedures;
- Enumerate and describe the various elements related to the organization and planning of aviation security exercises;
- Describe the role and functions of all aviation security exercise participants;
- Explain the development activities relating to all documents required for security exercises and demonstrate a thorough knowledge of these activities.
- Enumerate and describe the security exercise evaluation process elements with respect to the systematic auditing programme.

Prerequisites:

Participants must satisfy the following criteria:

- Experience in operational aviation security matters, with a minimum of three (3) years experience at a supervisory / management level in an aviation-related organization;
- Have written and oral command of the English language;
- Have completed the Crisis Management Course.

Target Audience:

Staff at the mid to senior management levels of organizations who form part of the crisis management system to respond to acts of unlawful interference occurring within an airport or other aviation-related facility, such as air traffic service facilities.

Duration: 3 Days

Location: TTCAA-CATC or onsite at client's facilities

Language: English

ICAO MANAGEMENT FOR AVIATION SECURITY PERSONNEL

Course Description:

This Course will train aviation security personnel at managerial level to plan, coordinate and implement the application of aviation security preventive measures in accordance with approved programmes and national requirements.

Course Objectives:

Upon completion of the Course participants will be able to:

- Understand that system testing is a mechanism which is necessary to ensure the effectiveness of preventive measures as well as crisis management plans and procedures;
- Enumerate and describe the various elements related to the organization and planning of aviation security exercises;
- Describe the role and functions of all aviation security exercise participants;
- Explain the development activities relating to all documents required for security exercises and demonstrate a thorough knowledge of these activities
- Enumerate and describe the security exercise evaluation process elements with respect to the systematic auditing programme.

Prerequisites:

Participants must satisfy the following criteria:

- Experience in operational aviation security matters, with a minimum of three (3) years experience at a supervisory / management level in an aviation-related organization;
- Have written and oral command of the English language;
- Have completed the Crisis Management Course.

Target Audience:

Staff at the mid to senior management levels of organizations who form part of the crisis management system to respond to acts of unlawful interference occurring within an airport or other aviation-related facility, such as air traffic service facilities.

Duration: 10 Days

Location: TTCAA-CATC or onsite at client's facilities

Language: English

ICAO CARGO SECURITY

Course Description:

This Course will train selected personnel involved in the handling of cargo, courier and express parcels, mail, company stores and supplies, to apply security preventive measures in accordance with approved aviation security programmes and national requirements.

Course Objectives:

Upon completion of the Course participants will be able to:

- Appreciate the origin and purpose of security measures and procedures necessary for the protection of cargo, courier/express parcels, mail and operators' stores and supplies;
- Understand the nature of the threat posed to civil aviation by restricted items, e.g. explosives and other dangerous substances, etc.
- Apply appropriate security controls to cargo consignments;
- Understand the concept of inspecting, screening or searching cargo consignments in accordance with prescribed security principles;
- Apply appropriate security controls to all cargo facilities, vehicles and transport, containers and equipment are subject to security control; and
- Apply proper response action to a security emergency related to suspect cargo operations.

Prerequisites:

Participants must satisfy the following criteria:

- Have satisfactorily completed secondary school or equivalent education;
- Engaged in a handling, accepting or documenting air cargo;
- Have written and oral command of the English language.

Target Audience:

This training will be for persons engaged in the accepting, documenting and handling of cargo, courier/express parcels, mail and operators supplies, so that these persons can apply appropriate security preventive measures in accordance with approved aviation security programmes and national requirements.

Duration: 05 Days
Location: TTCAA-CATC or onsite at client's facilities
Language: English

IATA | Regional Training Partner

INTERNATIONAL AIR TRANSPORT ASSOCIATION (IATA) PROGRAMMES

IATA - UNIVERSITY OF GENEVA (UNIGE) DIPLOMA OF ADVANCED STUDIES IN AVIATION MANAGEMENT

IATA and the University of Geneva have partnered to offer a programme tailored for aviation professionals. Launched in 2010, the programme combines the academic excellence of the Geneva School of Economics and Management (GSEM) with highly practical and timely IATA content. Spanning the full scope of aviation business issues, it offers a unique opportunity to gain specialized training and full academic credit.

Take a broad and critical view of the global aviation business with this executive program from the University of Geneva and IATA Training. Designed for working professionals, the Diploma of Advanced Studies in Aviation Management offers a unique combination of academic and industry expertise.

Delivery methods:

There are twelve modules in the Programme. Three of these modules will be delivered online. The other nine modules will be delivered as face to face classes in three blocks of three each. Foreign participants will therefore be required to travel to Trinidad three (3) times for approximately 10 days each to complete the nine (9) face to face courses. The courses are conducted jointly by IATA instructors and University of Geneva Professors.

What you will learn:

Participants will gain in-depth understanding of the complexities involved in aviation economics, finance and regulatory issues. Additionally, the courses will explore international air law and strategic alliances programs, alongside quality management and control. The program has four (4) main objectives to improve your performance working in or with the aviation sector. It will:

- Provide you with an overall understanding of the aviation industry
- Equip you with the management tools that allow you to analyze your business environment
- Map the main financial drivers in the industry
- Help you to identify, analyze and offer solutions to everyday challenges

Aviation Management Curriculum:

Diploma of Advanced Studies Modules delivered by IATA and UNIGE (3 days each course):

Module 1 | Airline Business Foundation (In-Class)

Module 2 | Air Transportation Economics (In-Class)

Module 3 | Airline Finance and Accounting Management (In-Class)

Module 4 | Air Cargo Management (In-Class)

Module 5 | Airport Business Management (In-Class)

Module 6 | Managing Across Cultures (In-Class)

Module 7 | Safety Management Systems for Civil Aviation (In-Class)

Module 8 | Aviation Security Management (In-Class)

Module 9 | Managing a Travel Business (Online)

Module 10 | Project Management (Online)

Module 11 | International Air Law (In-Class)

Module 12 | Aviation and the Environment (Online)

Registration Requirements :

Below are the minimum requirements of the program.

- Relevant professional experience.
- Fluency in English. Competency in both written and spoken English at an academic level.
- Proficiency in Microsoft Office.
- A University Degree or equivalent.

Location: TTCAA-CATC

Commencement: 3rd quarter 2019

IATA AVIATION LEAD AUDITOR

Course Description:

Gain the essential knowledge required to become a lead auditor by further developing your practical audit management and team leadership skills. Over three days, you will refine your skills in planning, managing and conducting audits in the aviation industry.

Through practical exercises and role play, you will consolidate your competences to lead audit activities, including how to conduct professional opening and closing meetings, how to manage conflicts, and ways in which you can verify the effectiveness of corrective actions.

Course Objectives:

On completion of this course you will be able to:
- Describe the main international reference regulations relevant to Quality Assurance
- Identify the leadership skills required for Lead Auditors
- Manage an audit team
- Prepare and lead an audit
- Conduct an opening/closing meeting
- Evaluate the suitability of Corrective Action Plans

Prerequisites:
- Participants should have prior knowledge of auditing and have auditing experience
- Recommended level is Management and Professional

Target Audience:

This course is recommended for:
- Internal auditors
- Quality managers
- Quality postholders

Duration: 3 Days

Location: TTCAA-CATC

Language: English

IATA AVIATION CYBER SECURITY

Course Description:

In an industry where almost every business depends on IT systems and the confidentiality and reliability of its data, cyber security is a fast emerging threat to operation. This course will help your organization determine where to start in what can seem like a never-ending effort to protect your information and systems.

Starting with awareness training, the first and most important step to preventing cybercrime, you will learn about common attack methods used by today's cybercriminal and the potential vulnerabilities in aviation systems. Using the insight you receive from case studies and demonstrations from IT experts, you will then learn the right questions to ask when conducting a risk assessment in an aviation business.

Many airlines and airports have robust systems in place to address common hacking threats, but a holistic approach to the broader aviation IT infrastructure is still needed. Open to airline, airport, regulator and IT provider staff, this course provides a perfect platform for all key stakeholders to work toward a common framework.

Course Objectives:

After completing this course you will be able to:
- Locate and prioritize cyber risks in aviation businesses
- Deploy assessment tools specific cyber related risk
- Analyze your company's cyber risk profile
- Recommended risk mitigation processes
- Implement Cyber Security Management System (CSMS) guiding principles in your business

Prerequisites:
- There are no prerequisites for this course
- Recommended level is Management and Professional

Target Audience:

This course is recommended for:
- Airline and airport security management
- IT developers and management
- Government and regulator staff
- IT service provider staff

Duration: 3 Days

Location: TTCAA-CATC

Language: English

IATA DANGEROUS GOODS REGULATIONS – INITIAL CATEGORY 6

Course Description:

Safety is paramount in the aviation industry: Ensure that you know how to read and apply the regulations for the transport of dangerous goods by air. These regulations include legal requirements, operational restrictions, packaging instructions, marking, labeling, and documentation to ensure the safe transportation of these goods. Gain the competencies to accept, handle and process shipments containing dangerous goods according to the current edition of the IATA Dangerous Goods Regulations (DGR) manual.

Course Objectives:

On completion of this course you will be able to:
- Apply IATA's DGR manual and verify the correctness of dangerous goods transport documents;
- Perform the responsibilities involved in accepting, storing, loading and inspecting dangerous goods;
- Understand the legal responsibilities involved with the transportation of dangerous goods.

Target Audience:
- Airline cargo acceptance and cargo agency staff;
- Cargo operations and ground handling staff;
- Station managers responsible for the safe transport of dangerous goods;
- Shippers, cargo agents, consolidators, freight forwarders;
- Instructional designers and instructors of DGR;

Note: This course meets the training requirements for personnel listed in category 6 as per Table 1.5.A of the IATA DGR.

Certificate Awarded:
- Final examination
- An IATA Certificate is awarded upon successful completion of the course and final examination.

This course can be applied toward an **IATA Diploma**:
- Dangerous Goods Quality Specialist
- Special Cargo

Duration: 5 Days

Location: TTCAA-CATC

Language: English

IATA AIR TRANSPORTATION MANAGEMENT

Course Description:

Get a head start in the industry with this insider's view of the air transportation system.

Review aviation-related businesses and organizations and the role they play in shaping the industry. Polish your management and presentation skills while working with experienced instructors and class peers on a unique course integration exercise.

Course Objectives:

Upon completing this course you will be able to:
- Gain a global perspective into the air transportation industry.
- Identify key industry stakeholders.
- Understand the basic laws and conventions governing air transport.
- Evaluate key areas of an aviation business based on standards and best practices.
- Practice management and presentation skills.

Course Content:
- Components of the air transportation system
- Business models
- Aviation law
- Safety and security
- Benchmarking and key performance indicators

Prerequisites:
- There are no prerequisites for this course.
- Recommended level is Entry-level and Intermediate.

Target Audience:

This course is open to all industry newcomers and professionals seeking an entry-level management position in:
- Airlines
- Civil Aviation Authorities
- Air Navigation Service Providers
- Airports

Duration: 5 Days

Location: TTCAA-CATC

IATA MANAGING AVIATION POLICY AND REGULATION

Course Description:

Aviation is central to the economy of every State. Each Government contributes to this economic well-being when it fosters a safe, competitive and sustainable aviation industry. The primary role of an aviation ministry or department is to advise their government on the policy and regulatory framework for the State's airports and aviation industry and to recommend choices for decision-making. This responsibility covers a wide range of aviation and airport issues such as airspace management, security, infrastructure, investment, commercialization, facilitation, air route development, compliance and the environment.

The Ministry manages the relationship between the government, the State aviation regulator (National Aviation Authority or Civil Aviation Authority), the air navigation service provider, airlines and the national aviation industry. In many cases, the ministry also oversees the participation of the State in the International Civil Aviation Organization (ICAO) and provides a Secretariat for the International Air Services Commission (IASC).

Key concepts are presented as to how to manage economic regulation and develop successful aviation policies. The course provides an opportunity to develop skills, strategies and techniques to influence aviation policy

Course Objectives:

Upon completion of this course you will be able to:

- Be up to date in aviation economic regulation trends
- Be more competent in developing aviation policy
- Advocate aviation policy more effectively
- Apply commercialization best practices

Prerequisites:

- Participants should have prior knowledge of The Chicago Convention and its Annexes
- Recommended level is Professional

Target Audience:

This course is recommended for:

- Senior and intermediate managers of Civil Aviation Authorities
- Managers of regulators of airports and Air Navigation Service Providers

Duration: 5 Days

Location: TTCAA-CATC

USC Viterbi
School of Engineering

UNIVERSITY OF SOUTHERN CALIFORNIA (USC) AVIATION SAFETY AND SECURITY PROGRAMME

About The Programme:

Individual courses are designed to provide the student with expertise in a particular subject area, and each course is taught independently of others.

The completion of a series of courses leads to a more comprehensive knowledge of the field for those interested in a full career in aviation safety and security. To recognize the successful completion of this more ambitious program, USC awards the Aviation Safety and Security Certificate. This certifies completion of training in several multidisciplinary areas including Aviation Safety Management, Accident Investigation, Human Factors and Technology.

Students satisfying the four following categories will be awarded the **USC Aviation Safety and Security Certificate**.

1. One of the following:
- Aviation Safety Management Systems (ASMS)
- Safety Management for Aviation Maintenance (MAINT)
- Safety Management for Remotely Piloted Aircraft (RPSM)
- System Safety (SSC)

2. One of the following:
- Aircraft Accident Investigation (AAI)
- Helicopter Accident Investigation (HAI)
- Gas Turbine Engine Accident Investigation (GTAI)

3. One of the following:
- Human Factors in Aviation Safety (HFH)
- Human Factors in Aviation Maintenance (HFMX)

4. Two of the following:
- Accident/Incident Response Preparedness (AIP)
- Legal Aspects of Aviation Safety (LEGAL)
- Photography for Aircraft Accident Investigation (PHOTO)
- Role of the Technical Witness in Litigation (TWW)
- Incident Investigation / Analysis (IIA)
- Threat and Error Management (TEM)
- SMS for Managers (SMS MGR)

CAPACITY DEVELOPMENT PROGRAMMES

QUALITY CUSTOMER SERVICE

Give your company the edge and let the service you deliver speak for itself by attending this engaging and highly interactive course.

Location: TTCAA-CATC or onsite at client's facilities

CONFLICT MANAGEMENT IN THE WORKPLACE

Master the skill of tapping into your emotional intelligence to resolve conflict.

Location: TTCAA-CATC or onsite at client's facilities

UNIVERSITY OF TRINIDAD AND TOBAGO (UTT)/SINGAPORE AVIATION ACADEMY (SAA)

The TTCAA has partnered with the UTT and the SAA for the delivery of a variety of technical and academic courses and programmes. More information on these will be disseminated as the courses and programmes are rolled out.

Location: TTCAA-CATC or onsite at client's facilities

CONTACT INFO

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TTCAA
Safer Skies

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