



TTCAA Advisory Circular

Subject: GROUND INSTRUCTOR QUALIFICATIONS AND TRAINING
TTCAA Advisory Circular TAC-039A
Date: 09/07/22

PURPOSE

1. The purpose of this TTCAA Advisory Circular (TAC) is to provide guidance on the qualifications requirements for ground instructors.

APPLICABILITY

2. (1) This TAC applies to ground instructors assigned to conduct the following training required by the TTCARs:

- (a) Competency checks performed under TTCAR No.2:249, by cabin crew instructors acceptable to the Authority;
- (b) Competency checks for flight operations officers performed under TTCAR No.2:250 by a suitably qualified Flight Operations Officer Instructor acceptable to the Authority;
- (c) Recurrent training for cabin crew under TTCAR No.2:261(5) conducted by suitably qualified cabin crew;
- (d) Recurrent training for Flight Operations Officers under TTCAR No.2:263 by a suitably qualified Flight Operations Officer;
- (e) Conversion and differences training for cabin crew under TTCAR No.2:Schedule 9, Part G, Paragraph 5(a) conducted by suitably qualified persons;
- (f) Dangerous goods training in accordance with the requirements of the Technical Instructions;
- (g) Maintenance training required by TTCAR No.2; No.5 and No.6;
- (h) Aviation security training required by TTCAR No.2:Part 9 and TTCAR No.8;
- (i) Air Navigation Services and related training required by TTCAR No.15;
- (j) Ground training required by an aerodrome operator under TTCAR No.12 in support of his aerodrome licence.
- (k) Ground training for flightcrew as required by TTCAR No.2; 229; 232; 233; 239; 260.

(2) Ground instructors contracted to conduct ground training in the above ground instructor functions for an air operator, an approved maintenance organization, an aerodrome operator, or an air navigation services provider, must also meet the eligibility, training, and qualifications requirements of the applicable TTCARs and the requirements of this TAC.

MINIMUM REQUIREMENT

3. (1) All ground instructors or persons assigned to ground instruction duties for cabin crew, flightcrew, flight operations officers, aviation security training, dangerous goods training, maintenance training, air navigation services and related training, must complete an instructor training programme acceptable to the TTCAA. Before an instructor is initially assigned to conduct training for an operator or organization, each instructor must provide evidence of having completed training in the following subjects:

- (a) The learning process;
- (b) Elements of effective teaching;
- (c) Student evaluation and testing;
- (d) Course development;
- (e) Lesson planning;
- (f) Classroom training techniques;
- (g) Assessment of student performance in those subjects in which ground instruction is given;
- (h) Analysis and correction of student errors;
- (i) Policies and procedures;
- (j) Instructor duties, privileges, responsibilities, and limitations;

(2) Instruction in the subjects in subparagraphs (a) to (h) above would not apply for:

- (a) An Instructor applicant who holds a current teacher's certificate that authorizes that person to teach at secondary level or higher;
- (b) A person who provides evidence of an equivalent level of experience acceptable to the TTCAA; or
- (c) The holder of a flight instructor rating or ground instructor authorization.

(3) Instructors assigned to instruct a particular course must remain current. This can be achieved by either the instructor instructing all syllabus subjects relevant to the course for which he has been assigned, or by completing satisfactorily, a relevant approved course as a student within the previous two years.

EVALUATION BY INSPECTOR

4. (1) An instructor candidate must satisfactorily demonstrate to a TTCAA inspector, adequate knowledge of, and proficiency in, instructing in a representative segment of each course of training for which that instructor is authorized to instruct.

(2) The TTCAA Inspector will assess facilities, courseware and effectiveness of the instructor in delivery methods and proper use of courseware and training material. An Instructor will be evaluated on the following –

- (a) Knowledge of the operator’s training policies and procedures;
- (b) Knowledge of the applicable training forms used for the course and how to complete them;
- (c) Exhibition of effective instructional methods and techniques;
- (d) Knowledge in the specific area of instruction;
- (e) Presentation of material in a clear, logical, and organized manner;
- (f) Awareness of the minimum equipment for each element of training and conformation to the limitations imposed on the training element by inoperative components of equipment;
- (g) Adherence to the applicable lesson plans, guides and other training aids to ensure that the material is properly presented as designed.

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