



CIVIL AVIATION TRAINING CENTRE

APPLICATIONS ARE INVITED FOR THE 2024–2025 AERODROME AND APPROACH CONTROL DIPLOMA PROGRAMME (AIR TRAFFIC CONTROL TRAINING)

Applications are invited from suitably qualified candidates to pursue an **Aerodrome and Approach Control Diploma Programme** to be conducted by the Civil Aviation Training Centre (CATC).

Programme Objective:

The Diploma Programme will provide participants with the knowledge and skills of the International Civil Aviation Organisation'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 will prepare candidates for On-the-Job Training in Aerodrome Control Towers and Approach Control Units towards acquiring ratings in the functions of those units.

- Online courses commence **Monday 5th August 2024**.
- In person classes will be held at the Civil Aviation Training Centre at the Trinidad and Tobago Civil Aviation Authority's Compound, from **Monday 13th January 2025 to Friday 23th May 2025**.
- Classes are full time, Mondays to Fridays between 8:00am and 4:00pm excluding Public Holidays.

1. Prerequisites:

Applicants must meet the following requirements:

- Be eighteen (18) years of age or older
- Possess a minimum of five (5) C.S.E.C., C.X.C. or G.C.E. O' Level passes, which must include English Language and Mathematics. *(If necessary, preference will be given to applicants with C.A.P.E, G.C.E. A' Levels or any higher qualification)*
- Possess good interpersonal and communication skills with clear, fluent speech
- Be proficient in the use of the English Language
- Be computer literate

2. Administrative Requirements

Applications must be accompanied by the following documents:

- Summary of Academic and Professional Qualifications
- Copies of Academic Certificates, Professional Qualifications or Licences
- Copies of two (2) forms of National Identification
- Copy of Birth Certificate

Note: Successful applicants will be required to submit all originals for validation.

3. Aptitude Test

Applicants that meet the requirements will be subjected to an Aptitude Test.

4. Administrative Fees

Administrative fees of **One Thousand Eight Hundred Trinidad and Tobago Dollars (TT\$1,800.00)** for nationals of Trinidad and Tobago, or **Two Hundred and Seventy United States Dollars (US\$270.00)** for non-nationals of Trinidad and Tobago are applicable.

5. Tuition Fees

The tuition fee for nationals of Trinidad and Tobago is **Fifty-Eight Thousand Two Hundred Trinidad and Tobago Dollars (TT\$58,200.00)**.

The tuition fee for non-nationals of Trinidad and Tobago is **Ten Thousand United States Dollars (US\$10,000.00)**.

**FULL PAYMENT OF ALL FEES MUST BE MADE PRIOR TO COMMENCEMENT OF THE PROGRAMME.
ALL FEES ARE NON-REFUNDABLE.**

6. Government Assistance for Tuition Expenses (GATE) – Trinidad and Tobago Nationals

This Diploma Programme is GATE Approved. Prior to commencement of the Programme, successful applicants applying for GATE must provide their GATE clearance from the Ministry of Education and where applicable, make full payment of their portion of the tuition fees.

7. Submission of Applications

To submit applications please follow the steps below carefully:

- a) visit our website at <https://caa.gov.tt/civil-aviation-training-centre/>
- b) Complete the application form
- c) Download completed application form
- d) Submit the completed application with all accompanying documentation to email address atcdiploma@caa.gov.tt

8. Application Deadline

The deadline for applications is **Friday 31 May 2024 at 11:59pm ECT**.

Late and unsuitable applications will not be acknowledged.

