RECOGNITION OF NON APPROVED COURSES

1.0   PURPOSE

1.1   This Advisory Circular (AC) describes the certification process for obtaining a recognition for a Training Organization to conduct non approved courses.

1.2   For purposes of this advisory circular non approved courses shall mean courses delivered by a training organization but do not require an endorsement, rating, licence to be issued by the Authority. This section outlines the procedures of acceptance of non-approved courses delivered by a training organization. Acceptance of the non-approved courses shall follow the five phase process as outlined below This AC provides basic information as applicable.

1.3   Applicants will be briefed in as much detail as necessary regarding the preparation of the Training Procedures Manual and other documents during meetings with the Authority personnel. The information in this AC and the material referenced therein will assist the applicant in completing the process with minimal delays and complications.

2.1 REFERENCES

2.1 The Civil Aviation Act
2.2The Civil Aviation (Approved Training Organisations) Regulations.

3.0   BACKGROUND

3.1   This process is designed to ensure that a prospective holder of a recognition letter understands the requirements and is capable of meeting them. When satisfactorily completed, this process will ensure that the applicant is able to comply with the applicable requirements.

3.2   This process comprises of 5 phases. A phase separates the process into related sequential activities supporting a specific function. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. The five (5) phases are:

3.2.1   Pre-application;
3.2.2   Formal Application
3.2.3   Document Evaluation;
3.2.4   Demonstration and Inspection; and
3.2.5   Certification.

4.0 PRE APPLICATION PHASE: PHASE I

4.1 The prospective applicant who intends to apply for a recognition of non-approved courses shall write a letter of intent to the Authority and provide complete information concerning the type of training to be conducted. It is essential that the applicant has, in this pre-application phase, a clear understanding of the form, content and documents required for the formal application.

4.2 The Authority shall advise the prospective applicant on the approximate period of time that will be required to conduct the certification process, subsequent to the receipt of a complete and properly executed application.

4.3 The importance of a thorough and careful preliminary assessment of the application cannot be overemphasized. The more thoroughly the applicant's competence is established at this stage, the less likelihood there will be of having serious problems in the document evaluation and the demonstration and inspection phases preceding certification or during the course of subsequent operations. Analysis of the application will indicate either that it is acceptable on a preliminary basis or that it is unacceptable.

4.4 At this stage the Applicant shall fill a PATOPS forms and submit it to the authority for evaluation. After acceptance of the PATOPS form the applicant shall be called for a pre application meeting and the applicant shall be taken through the process and the application information package.

5.0 FORMAL APPLICATION PHASE: PHASE II

5.1 The formal application for an ATO, accompanied by the required documentation, shall be submitted to the Authority in this phase.

5.2 The formal application package shall include:
- Procedures Manual
- Training Manual for courses being sought
- Completed Biographical Data forms for instructors and management personnel

6.0 DOCUMENT EVALUATION PHASE: PHASE III

6.1 The document evaluation phase involves the acceptance of all documentation and manuals provided by the applicant. However the Instructors shall be evaluated and accepted by the Authority as long as they meet the requirements as outlined in Appendix A

7.0 DEMONSTRATION AND INSPECTION PHASE: PHASE IV

7.1 The demonstration phase is carried out after satisfactory Document evaluation phase. Theses demonstration phase includes facility and equipment inspection to observe if the ATO meets the requirements as below:

a. Number / size of classrooms adequate for purpose
b. The size of the rooms shall be appropriate to accommodate the batch of students.

c. Whiteboards/ Blackboards and screens
d. Lighting, heating, cooling and ventilation
e. Training aids examinations
f. Security of storage of examinations
g. Examination rooms adequate for purpose
h. Free from distractions/noise
i. Cabin mockups (if Applicable) or any other equipment used for training
j. Training aids – computer, projector/suitable monitor, multimedia aids etc.

8.0 CERTIFICATION PHASE: PHASEV

8.1 The certification phase is the conclusion of the requirements have been completed in a satisfactory manner and that the operator will comply with the applicable regulations and is fully capable of fulfilling its responsibilities.

8.2 The culmination of this phase is the issuance of the ATO Recognition letter stating the ATO Name, Location, Address and a list of all the accepted courses by the Authority.

8.3The Letter of Recognition shall be valid for a maximum period of 12 months.

9.0 RENEWAL PROCESS

9.1 The continued validity of the recognition letter is dependent upon a training organization maintaining the requirements of instructors, facilities and equipment of the training organization.

9.2 The application for the renewal of the recognition letter must be submitted to the Authority at least 60 days, or as otherwise agreed, before the end of the existing period of validity.
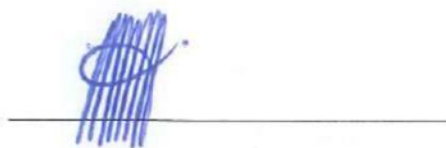
9.3 This application for renewal of the recognition letter shall contain the following:
- A letter of request for renewal of the recognition letter.
- Instructor biographical data forms

10.0 EXPLANATION OF APPENDICES IN THE AC

10.1 The following Appendices accompany this document:

Appendix A Requirements for approval of instructors for recognized courses

Civil Aviation Authority

APPENDIX A
REQUIREMENTS FOR APPROVAL OF INSTRUCTORS FOR RECOGNIZED COURSES

DANGEROUS GOODS INSTRUCTOR (CAT1, 2, 3 AND 6)
- Instructors must hold a valid DGR Category 6 certificate.
- Must have completed Professional skills for dangerous goods Instructors
- At least 3 years working knowledge and experience in hazardous materials and safety operations, or cargo operations or operations in dangerous goods.

DANGEROUS GOODS INSTRUCTOR (FOR OTHER CATEGORIES)
- Instructors must hold a valid DGR certificate for the applicable category or a higher category
- Must have adequate instructional skills and have successfully completed a dangerous good training program in the applicable category or category 6 prior to delivering dangerous good training programme
- At least 3 years working knowledge and experience in hazardous materials and safety operations, or cargo operations or operations in dangerous goods.

CREW RESOURCE MANAGEMENT INSTRUCTOR
- Must have completed an initial CRM course
- Have a valid CRM certificate
- Must hold a certificate in CRM train the trainer/ CRM Instructors Course.
- Have adequate knowledge of human performance and limitations (HPL), gained by:
  - having hold/held a CPL(A), (H)/ATPL (A), (H) for Flight crew CRM Instructor
  - Cabin crew certificate for Cabin crew CRM instructor

SAFETY MANAGEMENT SYSTEMS INSTRUCTOR
- Must have completed Safety Management Systems (SMS) - Train the Trainer
- Must have completed initial SMS training
- Should provide evidence of re currency every two years through Safety Workshops, Seminars or Refresher Training

CABIN CREW INSTRUCTOR
- Must have completed Cabin Crew Train the Trainer/Cabin Crew Instructors Course.
- Must hold a valid cabin crew certificate for specific aircraft type he/she intends to train.
- Must have 3 years of experience as a senior flight attendant in commercial operations.

SAFETY AND EMERGENCY PROCEDURES INSTRUCTOR
- Instructors must hold a valid SEPT certificate
- Must have completed training in teaching and instructional techniques

QUALITY MANAGEMENT SYSTEMS INSTRUCTOR
- Must have completed initial QMS training
- Must have completed training in teaching and instructional techniques.