

***Ethiopian civil Aviation Training Center (ECATC)***

*TRAINING POLICY AND PROCEDURE MANUAL*

***Part Two***

***Training Procedures and Templates***

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1. **Introduction**

The Ethiopian Civil Aviation Training Center has developed Training Policy and Procedure Manual with a purpose of providing framework that guide training activates in the Ethiopian Civil Aviation Authority. This document is the second part of the three documents of the Training Policy and procedure manual. It guides teaching-learning processes through maintaining external customers’ satisfactions by delivering appropriate type of training services.

The training procedures and templates are designed to address the policy guidelines set in the policy manual. This procedure provides guidance for all managers/ personnel involved in the delivery of aviation training related courses in ECATC. It expounds on and clarifies the provisions of the training policy manual.

This training procedure also complies with the Civil Aviation Training Center’s policy requirements for the various aspects of teaching- learning processes.

In our training procedure, we follow three major steps for compliance to Civil Aviation Training Center’s policy statements:

First, we state our commitment to adhere to those requirements through our policy statements.

We then provide the necessary details of what we do and who is responsible for satisfying those commitments through our operating procedures.

Finally, we state the specific work templates of how to implement the requirement set in the policy manual to verify the implementation.

**2. Purpose of the Procedure**

This procedure and template manual mainly provides guidelines for the management of Trainings in ECATC. It will assist Managers in the identification, Planning, implementation, recording and evaluation of trainings.

**3. Training Management Procedures**

**3.1 TRAINING NEED FORECAST AND ESSENCE OF THE TRAINING**

Training need forecast is an essential element in the preparation of a training program. This forecast will provide an estimate on the number of staff to be trained and the type of training required. This will help the Training Center not only to draw up a workable program but also to review its capacity to handle the forecasted workload.

The human resource plan of the organization shall distinctly indicate the short, medium and long range resources requirement in terms of qualification and their skills. However, this is a dynamic process which requires regular analysis. Therefore, this manual serves as a guideline to do training need analysis annually for human resource planning purposes.

Training need is the gap between an employee’s expected performance and actual performance. It is considered that training either diminishes or eliminates the gap between expected and actual performance. Introduction of new technology, skills and development of the human resource through training will help in coping up with the current challenges of the industry. As a result of training, employees should be able to perform job tasks at the expected level of proficiency.

**3.2. TRAINING PROGRAM**

**3.2.1.**  **LONG TERM TRAINNG NEED ANALYSIS**

Training shall be an investment if the forecast is based on the proper future training need. Regular analysis shall be done to address all factors affecting the accuracy of training need estimation. This analysis shall be done with close co-ordination between Training Sub-Process and Human Resource Management and in collaboration of the management, the organization and the instructors.

Factors to be considered in the development of human resource planning are:

* Projected expansion
* Retirement
* Transfer, promotion and resignation
* Other factors (early retirement, health condition, immigration etc….)

Projected expansion, may not call for a high rate in increase of labor force, but, it might rather call for professional skills, due to an introduction of technologically advanced tools, equipment and systems***.***

* Newly recruited employees requiring basic/ advanced training.
* Transferred and the promoted employees shall also require training and coaching for the new post.
* The Existing staff shall be retrained per plan to be efficient and more productive.
* Therefore, these are the basis for training needs which have to be satisfied every year. This forecast will be an estimate based on the assumption that all staffing requirements are met. It should be noted that this training forecast shall be closer to the actual future need if the analysis is carefully done.

**3.2.2 MIDDEL TERM (5-YEARS) TRAINING PLAN**

Based on the Strategic Planning and Management Document and/or Human Resource Development Plan of ECAA,short term development plan and the training forecast of each Process, a five-year training plan shall be prepared in two categories, one local training and another one for external training ( i.e. for local and foreign trainings). The plan will include trainings that can be given for external customers. The plan should be reviewed by ECAA Directorates and approved by the Director General.

The plan shall include the:

* Processes.
* Types of training courses.
* Number of personnel to be trained.
* Location of the Training Center:
* Course duration in weeks.
* Course duration in calendar year.
* The required fee in Birr (transport, allowance, tuition fee, etc).

This five year training plan shall be sent to all concerned Directorates for revision and implementation when approved by the DGCA.

**3.2.3 SHORT TERM TRAINING NEED ANALYSIS**

Instructors are responsible to carry out this activity when assigned by Training Center Director. Priority shall be given to the area of strategic importance to the organization’s goal or to the area which has performance problem. Finding out short term training needs identifying types of courses and the materials needed for course development

Training Center Director shall initiate and prepare the annual training program with the assistance of the instructors. This program covers all the training activities to be executed within the coming calendar budget year. There shall be programs for management courses, technical and non-technical courses basic and advanced types of courses. These programs shall be prepared separately and compiled to form one package. The annual program shall indicate type of courses, period, duration of courses, associated costs and the venues where the courses shall be conducted. The annual training program should be sent to the management of ECAA for comments and later to the DGCA for approval.

* + 1. **RECURRENT TRAINING PROGRAM**

This program shall be prepared by Training Center Director with the close coordination of Directorates or their delegates on yearly basis with proper justification on the need forrecurrent trainings. It shall include types of courses, Processes, duration, number of participants, instructors, institutions, associated costs and location.

**3.3 COURSES OFFERED AT ECATC**

| **ICAO**  **CODE** | **ECATC**  **CODE** | **COURSE TITLE** | **DURATION**  **IN WEEKS** |
| --- | --- | --- | --- |
|  |  | **Aviation Safety Trainings** |  |
|  |  |  |  |
|  |  | **A. Personnel Licensing Inspectors** |  |
|  |  |  |  |
|  |  | Document Evaluation Technique | \* |
|  |  | Safety oversight airworthiness inspectors course | \* |
|  |  | Safety Inspectors Personnel Licensing | \* |
|  |  | Compliance and Enforcement | \* |
|  |  | Safety Oversight managers | \* |
|  |  | Approved Training Organizations Certification | \* |
|  |  | Integrated Safety Management Systems | \* |
|  |  | Examination Techniques | \* |
|  |  | **B. Airworthiness Inspectors** | \* |
|  |  | Indoctrination for Aviation Safety Inspector | \* |
|  |  | Safety Oversight AW Inspectors (Maintenance. Eng.) | \* |
|  |  | Alteration and Repairs (Inst) | \* |
|  |  | Airworthiness Inspection, Certification and surveillance of foreign and Domestic Repair Stations (Inst) | \* |
|  |  | ICAO-Endorsed Government Aviation Safety Inspector (Maintenance. Eng.) | \* |
|  |  | Aircraft Corrosion Prevention and control, (Inst) | \* |
|  |  | Maintenance Reliability Programs | \* |
|  |  | Avionics Certification Procedures | \* |
|  |  | Compliance and Enforcement | \* |
|  |  | Safety Oversight Manager | \* |
|  |  | Government Aviation Safety Inspector-AW | \* |
|  |  | Non Destructive Inspection and Evaluation | \* |
|  |  | ETOPs | \* |
|  |  | Aircraft Citification System Evaluation System | \* |
|  |  | Integrated SMS | \* |
|  |  | Safety Audit and Lead Auditor | \* |
|  |  | Approved AMO | \* |
|  |  | **C. Flight Operations Inspectors** |  |
|  |  |  |  |
|  |  | Air Career Operation Indoctrination | \* |
|  |  | Safety Oversight Flight Operation Inspector Course | \* |
|  |  | Document Evaluation Technique | \* |
|  |  | Cabin Crew Inspection | \* |
|  |  | Air Transportation of Dangerous Goods | \* |
|  |  | Air Carrier Operation General Aviation Indoctrination | \* |
|  |  | Flight Operations Course with Pilot Background | \* |
|  |  | ICAO-Indorsed Gove\t Safety Inspector (OPS) | \* |
|  |  | Cabin Safety Inspection (inst) | \* |
|  |  | SMS in ATS | \* |
|  |  | Seminar on PANS/OPS (Inst) | \* |
|  |  | ETOPS | \* |
|  |  | AOC Issuance | \* |
| 123 | SEC-01 | Basic Aviation Security | 4 |
| 123 |  | Aviation Security Supervisor | 3 |
|  | 12 3 | Aviation Security for Cabin Crew | 1 |
|  | 123 | Aviation Security for Flight Deck crew(ATP holders) | 1 |
|  |  | **2 AIR NAVIGATION TRAININGS** |  |
|  |  | **A. Air Traffic Management Trainings** |  |
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| 52 | ATS-02 | Aerodrome Air Traffic Control Service | 12 |
| 53 | ATS-03 | Approach Air TrafficControl service (Radar, ADS-B/  Non-Radar) | 12 |
| 54 | ATS-04 | Combined Radar, ADS-B Course Approach and Area ATC  (Radar, ADS-B/Non-Radar) | 12 |
| 55 | ATS-05 | Area/Airways Air TrafficControl Service  (Radar, ADS-B/Non-Radar) | 12 |
|  |  | **B. CNS Trainings** |  |
| 161 | ARC-01-A | Basic Aeronautical Radio Maintenance | 4 |
|  | AR-01-B | Advanced Aeronautical Radio Maintenance | \* |
| 162 | ARC-02-A | Solid State Devices/Digital Techniques and  Application | 12 |
|  | ARC-02-D | Personal Computer Programming and Maintenance | \* |
| 163 | ARC-03-A | HF/VHF Communication Equipment Maintenance | 6 |
|  | ARC-03-B | Data Communication Training | \* |
| 164 | ARC-04-A | NDB Principles, Installation and Maintenance | 8 |
|  | ARC-04-B | CVOR/DME Theory and Maintenance | \* |
|  | ARC-04-C | Doppler VOR Theory and Maintenance | \* |
|  | ARC-04-D | ILS Theory and Maintenance | \* |
|  | ARC-23-E | Airport Security Equipment Maintenance | \* |
|  | ARC- | Air Traffic Message Handling Technical | 2 |
|  |  | **C. AIS Courses** |  |
|  | AIS 02 | **Air Traffic Message Handling Operation** | 2 |
| 21 | AIS-01 | Junior Aeronautical Information Services (AIS) | 8 |
|  |  |  |  |
|  |  | **AIRPORT OPERATION TRAININGS** |  |
| 111 | BFF-01 | Basic Airport Firefighting and Rescue | 1 |
|  |  | Elementary Fire Fighting | 1 |
|  |  | Marshaller and Aerobridge Operator |  |
| 211 | GEN-01 | Instructional Techniques | 4 |

\* Courses to be offered in the future

**3.4. NOTIFICATION AND MATERIAL PREPARATION**

* Course Coordinator must notify loan instructor and concerned trainees, their respective Processes, and sections 20 days before the commencement of the course. This notification shall include the starting and finishing date of the course, subject of the course conducted by the instructor and the period covered by each instructor.
* Process Heads requesting training shall provide additional course materials and training aids to the Training Center one month before the course starting date.
* The Course Coordinator shall develop administration and teaching related Checklists, and ensure the readiness of each course to be conducted as follows:
  + One month before course – Pre-course administrative tasks. Ref. Sample checklist- ECATC Form No. 1
  + Two weeks before course – Pre-course training service coordination (course material, equipment, facilities etc. Ref. Sample checklist – ECATC No.3

In addition she/he shall prepare and submit inventory, status of occupied/available classrooms or syndicate exercise-rooms and associated facilities of ECATC on monthly basis.

* The Training Course Coordinator makes sure that all training materials and teaching aids are available for the instructors at least 5 working days before the commencement of the course.

Course coordinator shall prepare weekly lesson plan and submit to the respective manager. The program shall include the course break down covered every hour or days of the week. Time for the test and examination shall be indicated on the schedule. This schedule, if for conventional courses, needs the joint approval of the Manager of respective training and the Course Coordinator. It shall either be posted or distributed to the trainees at the beginning of the course and on every Friday thereafter.

**3.5 ACADEMIC REGULATIONS AND ASSOCIATED PROCEDURES**

**3.5.1. ADMISSION REQUIREMENTS**

Trainees to be registered shall follow the recruitment and selection procedures of this guideline and fulfill the required entry criteria set by CAA to attend the relevant courses.

**3.5.1.1** Employees’ registration for performance upgrading course shall be initiated by the employee’s immediate supervisor upon identifying his/her employee’s performance deficiencies and determining the need for training. Such initiations shall finally be approved by the respective Processes Directors as appropriate.

**3.5.1.2**  All registered employees have to pass the entrance examinations (i.e.,written, practical and/or interview and medical examinations) to attend the ab-initio courses.

Recruitment and selection for continuation, refresher and carrier development courses shall be done as follows.

**3.5.1.3** For continuation and refresher courses initiation shall be made by the immediate Processes Directors. The Director will review the recommendations and forward it to Training Sub-Process Leader, the latter to incorporate it in the annual plan and training budget.

**3.5.1.4** Such trainings, if not planned, shall require the approval of DG.

All continuation trainings to be conducted in the TSP shall be planned and executed as per the provision stipulated in this AG.

**3.5.1.5** The training Center Director shall inform the schedule of an approved annual trainings to all concerned including HRM Process within the first month of each budget year.

**3.5.1.6** HRM shall internally announce candidature along with the requirements and ensure the execution of selections as per ECAA procedures.

Following the approval of the HRM, all pertinent data shall be forwarded to TSP at least one month before the schedule of the course.

**3.5. 2 COURSE ADMISSION REQUIREMENTS**

**3.5.2.1 ASSISTANT AIR TRAFFIC CONTROL SERVICE [Course code (ICAO No. 021) and CATC-ATS01]**

A candidate shall:

* Possess college Diploma in relevant fields of university studies.
* Be proficient in the English Language (with grade B or above in English (ESLCE/GESLCE)
* Be age (18-25) inclusive for external and up to age 35 for ECAA employees.

**3.5.2.2. AERODROME AIR TRAFFIC CONTROL [Course Code (ICAO No.52)]**

A candidate shall:

* Be a graduate of complete assistant ATC course and 2-years experience as an assistant ATC.

**3.5.2.3. APPROACH AIR TRAFFIC CONTROL PROCEDURAL [C. CODE. ICAO No. 53]**

A candidate shall:

- Be a graduate of aerodrome ATC service course with 2-years experience as aerodrome controller.

**3.5.2.4 AREA/AIRWAYS AIR TRAFFIC CONTROL PROCEDURAL [Course Code (ICAO No. 55)]**

A candidate shall:

- Be a graduate of approach control course and 2 years experience as an approach air traffic controller.

**3.5.2.5 APPROACH AIR TRAFFIC CONTROL RADAR ANDADS-B [Course Code (ICAO No. 55)]**

A candidate shall:

- Be a graduate of approach procedural control course.

**3.5.2.6 AREA AIR RAFFIC CONTROL RADAR ANDADS-B [Course Code (ICAO No. 55)]**

A candidate shall:

- Be a graduate of Area ATC Procedural course.

**3.5.2.7 COMBINED APPROQACH AND AREA AIR RAFFIC CONTROL RADAR ANDADS-B [Course Code (ICAO No. 55)]**

A candidate shall:

- Be a graduate of Area ATC Procedural course.

**N.B:** Experience requirement for the above courses can be reduced by joint recommendation of the appropriate Directors of Processes and TSP, but the approval of DGCA is required.

**3.5.2.5. BASIC AERONAUTICAL INFORMATION SERVICE [Course Code- (ICAO No.051) and CATC-AI 501]**

A candidate shall:

* Possess college Diploma in relevant fields of university studies
* Be proficient in the English Language (with grade B or above in English [ESLCE/GESLCE)
* Be age (18-25) inclusive for external candidates.
* Have two years of service as Assistant Air Traffic controller

**3.5.2.6. BASIC AVIATION SECURITY [(Course Code ICAO No. 123 and CATC-SEC-01)]**

A candidate shall:

* Possess college Diploma in relevant fields of university studies
* Be proficient in the English Language (with grade B or above in English) Be age (18-25) inclusive for external.

**3.5.2.7 BASIC AERONAUTICAL COMMUNICATION EQUIPMENT MAINTENANCE [(Course Code ICAO No. and 161-CATC-ARC-01A)]**

A candidate shall:

* Have advanced diploma in Electrical Engineering
* Be proficient in English Language (with grade B or above in English )
* Be age (18-25) inclusive for external.

**3.5.2.8 SOLID STATE DEVICES and Application [Course Code (ICAO No.162**)

A candidate shall:

* Be a Diploma holder
* Be proficient in the English language (B or above )/ESLCE/GESLCE/
* Be physically and medically fit for the job
* Be age (18-25) inclusive

**3.5.2.9 HF/VHF COMMUNICATION EQUIPMENT MAINTENANCE [Course Code (ICAO No. 163)**

A candidate shall:

- Be a graduate of Solid State and Digital Techniques Course and at least 1-years experience as apprentice radio maintenance

- Have related job experience.

**3.5.2.10 BASIC NAVIGATIONAL AID EQUIPMENT MAINTENANCE [(Course Code- ICAO No.164 and CATC-ARC-04B)]**

A candidate shall:

* Possess Advanced College Diploma in Electronics or Electrical Engineering.
* Be proficient in the English Language (‘B’ or above in English)
* Have a successful completion of Solid State and Digital Techniques Course of ECAA.
* Be age (18-25) inclusive

**3.5.2.11. AIR TRAFFIC MESSAGE HANDLING SYSTEM MAINTENANCE (COURSE CODE –ICAO 169 NO. AND CATC ARC-23D)]**

A candidate shall:

* Possess advanced College Diploma in Electrical/Electronics Engineering
* Have a successful completion of Solid State and Digital Techniques Course of ECAA
* Be age (18-25) inclusive for external

**3.5.2.12. ELEMENTARY FIRE FIGHTING**

A candidate shall:

- Be a high school graduate (10+2)/ 12th complete

- Be proficient in the English Language (i.e., with grade C or above in English) (ESLCE/GESLCE)

- Be age (18-25) inclusive for external.

N.B: This course can be tailored for seamen.

**3.5.2.13. BASIC AIRPORT FIRE FIGHTING AND RESCUE [Course Code (ICAO No. 111)]**

A candidate shall:

- Be a high school graduate (10 + 2/12th complete)

* Be proficient in the English language (B or above )in English/
* Have a 3rd grade driving license
* Be physical and medical fit for the job
* Be age (18-25) inclusive

**3.5.2.14. Government Safety Inspector (PEL/OPS/ Airworthiness)**

As per ICAO Requirements

*NB. NON-ETHIOPIANS to be registered for the above courses shall have equivalent qualification requirement for each course as mentioned above and verified by the sponsor.*

**3.6 RECRUITMENT AND SELECTION PROCEDURES**

Recruitment and selection procedure shall be applicable to direct employment of recruits. Whereas recruitment and selection of TSP trainees shall be executed as per this AG. Trainees Recruitment and Selection Process consists of four stages:

* Registration
* Written examination
* Practical examination/test and/or interview
* Medical examination
* Criminal and Security Verifications

**3.6.1 REGISTRATION**

Based on the annual approved training program of, theHuman Resource Management (HRM)shall internally and externally announce recruitment registration of candidates for a course at least two months before the course starting date. This is a media announcement specifying type of course, its academic andother requirements, place, date, and time for registration of internal and external application recruitment and registration format distribution to field supervisors.

**3.6.2 Application, Document Verification and Eligibility of a Candidate:**

**3.6.2.1** The HRM shall assign appropriate officer(s) for document verification and eligibility of each candidate against the announced requirements of the course;

**3.6.2.2**  The officer’s report along with the list of recommended candidates shall be presented to personnel division;

**3.6.2.3** Personnel Division shall review and approve the list of candidates who are eligible to sit for written examinations;

**3.6.2.4** The HRM shall post the minimum list of candidates who are entitled to sit for the written examination. The number of candidates should be at least three times of the advertised/vacant post.

**3.6.2.5** The HRM in close coordination with the appropriate Processes shall announce the date, time and venues of the written examination.

**3.6.2.6** Application and Selection of external trainees shall be processed directly by the Training Center.

**3.6.3. WRITTEN EXAMINATION**

**3.6.3.1** Written examination shall be conducted in one session.

**3.5.3.2** Set of written examination to be given to candidates shall be handed over for approval to the HRM at least five working days ahead of the examination date.

**3.6.3.3** The Recruitment Committee shall select and make the written examination ready in a confidential manner. It can delegate part of its responsibilities to appropriate personnel.

**3.6.3.4** The selected examination paper shall be duplicated, sealed and forwarded to the head of invigilators team assigned to each examination venue(s).

**3.6.3.5** The Recruitment Committee shall selectinvigilators for the examination.

Eligibility of candidates to sit for the written examination shall be verified at the venue by the invigilators before the session of the examination.

All question papers and answer sheets shall be collected at the end of the examination period.

**3.6.3.6** The passing mark for any written exam shall be above 70% (inclusive), however, if the overall results are otherwise, candidates may be selected according to ranks.

**3.6.3.7** The number of candidates who qualify for the practical examination and/or interview shall bea minimum of 1½ times the number of the final entry to the course.

**3.6.3.8** The written examination shall only be used to select candidates who will be eligible to appear for the practical examination and/or interview.

**3.6.4 PRACTICAL EXAMINATION AND INTERVIEW**

**3.6.4.1** The selected candidates shall be eligible to sit for the practical examination and /or interview.

**3.6.4.2** The practical project and/or interview shall be prepared and/or approved by the Recruitment Committee.

**3.6.4.3** For professions which require ICAO English language proficiency, separate package of listening and speaking of English plain language shall be conducted separately or during the interview following the Relevant ICAO manual , guidelines etc.

**3.6.4.4** The Recruitment Committee shall include and use appropriate personnel specialized in English plain Language or capable institution for this assessment. This can be done in conjunction with the interview session or priori.

**3.6.4.5** Interview grading shall follow the “Interview Rating scale –Training Center Form and averaged among the Records of the members who conducted the interview.

**3.5.4.6** The passing mark for any practical examination or interview shall be above 70 % (Inclusive).

**3.6.4.7** The number of candidates who qualify for further medical, criminal records and security background checks shall include at least five standbys.

**3.6.5 MEDICAL EXAMINATION**

**3.6.5.1** Medical examination process shall be handled by the HRM Department

**3.6.5.2**  All candidates must pass the medical examination to fulfill the medical fitness requirements set by ECATC and the medical certificates shall be obtained from ECAA assigned medical institution and approved by ECAA designated medical doctor.

**3.6.5.3**  Ethiopian must carry a medical certificate which proves that he/she is medically fit to attend the training or the course.

**3.5.5.4** Sponsors shall ensure the medical fitness of their Sponsored candidates for the training and the job equivalent to the requirements set by ECAA.

**3.6.6 CRIMINAL RECORDS AND SECURITY VERIFICATIONS**

**3.6.6.1** Candidates with criminal records shall not be accepted. These shall follow and adhere to appropriate Government Regulations.

**3.6.6.2** Candidates without security verification as per the provisions of Annex 17 to the Convention and the National Civil Aviation Security Law and Regulation of Ethiopia shall not be accepted.

* 1. **TRAINEES’ COMMITMENT**

**3.7.1** The nominated employee trainee shall sign a contract to serve CAA for a minimum period of months or years if the course duration is two months or more as calculated in the commitment document of ECAA.

**3.7.2** If a trainee withdraws or fully interrupts a course, with the exception of academic or disciplinary decisions, he/she shall pay the commitment fee in full. However, TSP decision is required if such situation has resulted from situations beyond the control of the trainee, such as illness.

**3.7.3** All the expenses incurred during the training period, whether the course is given by the ECATC or outside or whether fully financed or not by CAA, shall be considered as a loan to be repaid in full.

**3.7.4** The loan shall be written off when the employee finishes the commitment period.

* 1. **RE-ADMISSION PROCEDURE**

**3.8.1** Those candidates previously terminated for disciplinary action will not be readmitted.

**3.8.2** Candidates from ECAA who failed to score the pass mark of a test or examination for the second time shall be terminated and can only be allowed to attend the course after a year. An employee can attend the same course twice only.

**3.8.3** Candidates from outside of ECAA who terminated for reasons other than disciplinary measures can be readmitted if they successfully pass entrance Examinations for the second time.

**3.9. adaptation/Induction process**

**3.9.1** HRM shall conduct briefing session to Trainees on the eve of the official starting of the course.

**3.9.2** Training Sub-Process Leader or a person delegated by him/her shall give a welcoming address to the trainees on the first day of the course. Instructors need to attend this session.

**3.9.3** The Course Coordinator or the assigned course coordinator shall motivate the trainees by telling the objectives and benefits of the course to the organization and the trainees.

**3.9.4** The course coordinator shall take the course participants around the relevant working areas for a familiarization tour or to a particular area in line with the training program, to create awareness of the trainees towards about the discipline and conduct which should be observed.

**3.9.5** The Training Sub-Process or the Course Coordinator shall conduct briefing on the relevant portions of the Academic Guideline on the first day of the course and provide access to the whole part of the policy manual after the briefings.

**3.10. TRAINEES’ GUIDANCE AND COUNSELING PROCEDURES**

**3.10.2** All training systems must be based on the assumption that all trainees have the potential to succeed. Every step in the training program is geared to the realization of that potential. However, some trainees can have learning difficulties due to personal factors of the trainees themselves or other external factors which have impact on trainees’ learning and thereby on their academic achievements. It is through the process of learning that the need for individual guidance and counseling is identified. It is imperative that the instructor detects the learning difficulties as early as possible in the course. These difficulties are revealed on trainees’ performance evaluation or through classroom/laboratory observation. Therefore, guidance and counseling shall be provided for such trainees to help them to identify the cause, decide on the remedies and commit to execute the remedies. This shall be handled by a trained professional.

**3.10.3** TSP shall either train itsinstructor for guidance and counseling service or employ a professional on part-time basis.

The instructor shall identify the problem of the trainee and discuss with this trainee about the low grade or the performance difficulties observed and request the trainee for more guidance and counseling. Then record all observations on trainees’ behavior and submits to the Course Coordinator.

**3.9.4** The Course Coordinator shall inform the trainee when and where to take guidance and counseling service and confirm the free will of the trainee.

Course Coordinator shall register the appointment of the trainee with the guidance and counseling service personnel or with an assigned instructor.

Guidance and counseling service shall be provided to help the trainee overcome the learning difficulties and other potential problems.

**3.10.5** Guidance and counseling service personnel shall report the counseling result to the Course Coordinator, so that later can take appropriate actions and keep the report confidential.

**3.11. PROCEDURE FOR COURSE INTERRUPTION**

**3.11.1** Whenever the section work load increases to the extent of affecting the services of CAA or safety of the user, Processes Directorates can initiate interruption of the course by filling the appropriate form and getting the approval of the Director General of CAA.

**3.11.2** Processes Directorates will initiate a letter of course interruption specifying stopping date and restarting date. Instructors and trainees have to be informed about these dates.

**3.11.3** A course will be interrupted once.

**3.11.4** The same people shall rejoin the course.

**3.12. TERMINATION OF A TRAINEE**

**3.12.1** A trainee who failed to score a passing point in three consecutive tests shall be re-examined and terminated if he/she shall not score a passing point in all the three tests up on the concurrence of the Academic Committee and/orthe approval of the Training Center Director.

**3.12.2**A staff trainee who was sent back to his/her previous job because of failure in training may be given one last chance to attend the same course depending on progress in his/her work performance as per the evaluation and recommendation of his/her immediate supervisor and subsequent approval of the Processes’ Directorate.

**Further explanation**: In no case, a trainee shall be permitted to take the same course more than two times. This does not include familiarization and updating or refresher courses for the position he/she hasalready occupied.

Trainee shall be terminated or forced to discontinue the course for any of the following reasons:

* Unsatisfactory progress in theoretical subjects.
* Unsatisfactory progress in simulator practical work
* Unsatisfactory progress or attendance in the on the JOB Training (OJT).
* Medically unfit.
* Disciplinary measures.

**3.12.3** A trainee who failed to observe the major disciplinary rules and regulations shall be terminated by the Training Center Director.

**3.12.4** Staff trainee who failed to score a passing point in three consecutive tests of all the subjects shall be re-examined and terminated if he/she shall not score a passing point in all the three tests Termination shall be effected upon the concurrence of the Academic Committee and or the approval of the Training Center director.

**3.12.5** A staff trainee who failed to observe disciplinary rules and regulations shall be penalized per the relevant ECAA or Training Center procedures.

**3.12.6** A trainee shall terminate his/her training if he/she fails to score a passing point in theory session. He/she shall not be allowed for practical/simulation session of the course.

**3.12.7** In an event where a trainee fails in any theoretical subjects or synthetic practical training or unsatisfactory class attendance progress, the Training Coordinator after getting the Academic Committee’s recommendation and/or the approval of TSP Director shall advice the trainee to terminate the course, or shall send the trainee to the previous job if he/she is a CAA employee.

**3.13 EXAMINATION AND GRADING SYSTEM**

In this Academic Guideline, there are three distinctly identified evaluation devices for theory session. Namely: Quiz, test and examination. Quiz and tests are for the courses progress evaluation composed of not less than 5 questions of oral and/or written (objective and/or subjective).

* Quizzes shall be given every day or every other day.
* Tests shall be given every week or at the end of a lesson.
* Examination shall be given at the end of the course.

**3.13.1** Those courses which are available as TRAINAIR STP’s are complete with progress tests and end-of-module examination or module master text.

**3.13.2** In the long run, through the effort of TRAINAIR unit all conventional courses shall be upgraded to STP’s, so that evaluation and progress monitoring shall be uniform for all courses, according to TRAINAIR methodology testing procedures.

**3.13.3** For all conventional type courses, the tests and final examination shall be prepared by the instructor or instructors conducting the course, and shall be forwarded to the Respective Department head.

**3.13.4** The Respective Department head shall approve the examination and orders duplication.

**3.13.5** For all conventional courses the number of questions shall be set by the instructor between the following ranges:

* Quizzes 5 to 20 questions
* Tests 25 to 40 questions
* Examination 40 to 100 questions

**3.13.6** Each quiz, test and examination shall have full instruction, scoring points for each question and indicate the allotted time.

**3.13.7** The minimum passing grade for each (quiz, test and examination) shall be 70%.

**.13.8** Scoring procedures for conventional courses shall be the following:

* All quiz scores add up to 20% of the final result.
* All test scores add up to 30% of the final result , but if there is no quiz given for the course the test score shall be 50% of the final result.
* The final examination shall be out of 50% of the final result.

**3.13.9** Scoring procedures for TRAINAIR STP’s shall be the following:

* All progress tests shall have a passing point of 70%.
* All end of module tests shall have a passing point of 70%
* Course final examination or course mastery test shall be scored out of 100% with a passing point of 70%

The overall performance of trainees will be computed on 30% and 70% basis for theory and practice respectively.

**3.13.10** All quizzes (if written), tests and examinations and the graded result papers shall be properly recorded and maintained by the Course Coordinator or by assigned instructor.

**3.12.11** Discarding of quizzes (if written), tests and examination and graded results, following the expiry of six months of course completion, be made, by the Course Coordinator.

**3.13.12** Trainees are allowed to have one retake for a progress test and one retake for final examination. If unsuccessful, prompt action shall be taken in accordance with the Manual.

**3.14. GRADUATION AND INCENTIVE SCHEME**

The time which trainees spend in training as a group preparing for a life time career is one of the highlights of their lives and will remain in memory. Graduation, marking culmination of this period, is, therefore, an important event and should be celebrated with great enthusiasm and joy.

**3.14.1** A trainee shall fulfill the following conditions to graduate:

**3.14.1.1**  A minimum point of 70% on each compulsory subject

**3.14.1.2** A minimum point of 65% on each supplementary subject

**3.14.1.3** A minimum point of 70% on each practical simulation or laboratory work examination.

**3.14.1.4**  A minimum point of 70% on final examination.

**3.14.1.5** A minimum final average point of 70% for the entire course.

Compulsory subjects in this context refer to the area of specialization and supplementary subjects refer to the subjects which are supplementary to the area of specialization.

**NOTE:** Each trainee shall be informed on the list of compulsory and supplementary subjects at the opening of course during orientation.

* A 100% attendance of the On the Job Training (OJT) program on the work area with a complete coverage of the program per the practical worksheet is required. If a trainee cannot fulfill the necessary standard requirement during the one month OJT period, he/she will continue OJT for one month. A trainee, who doesn’t meet the requirements during the second OJT, shall terminate the training**.**
* All course results shall be reviewed by the Academic Committee in line with the graduation requirement.
* The Academic Committee shall evaluate the trainees’ activities (tests and examination results including OJT performances) and approve for graduation of the trainees. This shall be executed within five working days following the completion of course.
* The results along with all pertinent data shall be communicated to HRM and the relevant Processes

**3.15 AWARDS AND PRIZES**

**3.15.1 AWARDS**

Upon graduation, each trainee who successfully completed the program shall be awarded with a certificate or a diploma as appropriate. The award shall take place on the graduation ceremony. If this is not possible, mock-up certificates/diplomas shall be presented to make the ceremony colorful. Graduates shall be awarded certificates or diplomas by the Director General of ECAA or his/her representative. When a need arises a guest of honor can be invited to award credentials. In addition to the certificates/diplomas, transcripts shall be given to the trainees after graduation.

**3.15.2 PRIZES**

**3.15.2.1** ECATC shall give prizes to outstanding trainees upon graduation.

**3.15.2.2** The prizes will be given to:

* + Those standing 1st, 2nd and 3rd in their field of training, if the class size is 10 or more trainees.
  + The trainee standing first in rank in his/her field of training, if the class size is less than 10 trainees.
  + The trainee selected for the best conduct and behavior irrespective of class size may also be awarded. The cost and type of Each prize will be decided by the Training Center Director.

**3.16 COURSE DEVELOPMENT**

ECATC will follow ICAO TRINAIR PLUS Methodology as a standard procedure for developing, adapting and updating Standard Training Packages for its Trainings. As the ICAO TRAINAIR PLUS Program is working as a global forum to enhance the quality of aviation trainings in a standardized manner, ECATC will commit itself to actively participate in regular TRAINAIR PLUS events such as Training Manager Workshop and Course Developers Workshop.

**3.17 TRAINING RECORD MANAGEMENT**

**3.17.1 ITEM BANK, RECORDING SYSTEM AND CUSTODIANSHIP**

**3.17.1.1** Item bank on relevant subjects and disciplines shall be kept or used in the selection process as required.

**3.17.1.2** Custodianship of the exams shall be entrusted to three persons with multiple keys to a safe or multiple access code to a computer, if computers are used to store the examinations.

**3.17.1.3** Item bank and custodian ship shall be jointly supervised and administered by the ECATC Director, and nominated instructor.

Personnel training record documents (local or foreign) should be permanently maintained by the TSP.

**3.17.1.4** Course Coordinator or Training Sub-Process shall be responsible to organize and permanently maintain training records of all its trainees.

Records shall be maintained by personnel name or identification number and by specific training course type.

**3.17.1.5** HRM shall notify or provide the inputs of the personnel training.

Only Directorates of Processes or ECAA’s staff who is designated in charge of incident or accident investigation shall get access to the personnel training record through Training Sub-Process Leader approval.

**3.17.1.6** A copy of achievement, transcript, certificate, diploma and degree shall be filed in the training record with the verification. Same shall be concurrently transmitted to HRM and as required to the concerned Processes.

**3.17.2 ROSTERS AND STUDENT’S GRADE REPORTS**

**3.17.2.1** Results of trainees will be compiled by course coordinator in roster.

**3.17.2.2** Rosters should be dually signed by the course coordinator and ECATC Director

**3.17.2.3** Approved rosters should be kept confidential.

**4. TRAINING FORMATS**

**ECATC Form No: 1**

**PRE-Course Preparation Checklist**

**(one month prior to a course)**

Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Starting Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. Trainees:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Liaise with Training Center responsible staff regarding the following:

**Item** **Date ITEM**  **DATE**

1) Schedule equipment, facilities and classroom supplies.

* 1. Review Instructor Guide for course, audio visual,

Teaching aids, facilities and Classroom

requirements or discuss with course

Coordinator on the requirements

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Verify proper lighting in the room and that room can be darkened.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Verify availability of equipment and supplies with CATC administration.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Note local constraints on equipment and supplies in Instructor’s Guide (in module) and plan adjustments or revisions in teaching aids and method

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E. Note any items that require follow up or verification before course begins. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

2) Liaise with personnel administration regarding Trainee identification materials:

A. Order (or make) Trainee name tags and classroom Place cards.

B. Verify accuracy of spelling of Trainee’s names, Titles and stations.

C. Order (when applicable) Trainee’s identification cards

D. Note any items requiring follow-up or further Verification before class starts.

Comments:

3) Liaise with Training Center Director or his/her designee and assemble Instructor’s course materials.

A. Review course materials list and check that:

1. Instructor’s Guide is current and complete.

2. Reference materials for course are available and complete.

3. Required course media is available and complete.

4. Required laboratory simulator, AV equipment and teaching aids are available and in working order (see Checklist On classroom needs)

Comments:

4) Order, update or produce necessary materials for (A) above.

1. Check with the Training Sub-Process or STP developers or course coordinator for revisions in course materials.

A. Order or produce required reference materials for the course.

B. Arrange with CATC administration to Produce or adapt course media.

C. Arrange with CATC administration to order or repair equipment or facilities for the course.

Comments:

5) Assemble Trainee’s class or course materials.

A. A Varity accuracy and completeness of student workbooks.

B. Order or produce required student workbook materials.

C. Verify availability and accuracy of student handouts.

D. Order or have produced missing or incomplete handouts.

E. Check that all teaching aids, facilities and accessories are available. (Next day form on material, equipment, facilities is highly recommended as a check list).

F. Have sufficient number of student class course materials reproduced.

Comments:

**ECATC Form No: 2**

**Trainee Application Form**

Name of the Course Applying for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commencing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In English In Amharic

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

G/ Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_ Sex: \_\_\_\_\_\_\_\_\_\_\_\_

Qualification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position (if employee of ECAA): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Years of service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CATC Form No: 3**

**Classroom Facilities and Instructors Checklist**

One week before the class

Next Day Classroom (Study Area) Needs

|  |  |
| --- | --- |
| **Material** | **Equipment** |
| ( ) Instructor Guide | ( ) Compatibility of Equipment and materials (Voltage/systems) |
| ( ) Trainee Workbooks/Pads | ( ) Slide Projector |
| ( ) Trainee Name Tag | ( ) Overhead projector |
| ( ) Classroom place cards | ( ) Audio Tape Player |
| ( ) Practices | ( ) Video Player (recorder) |
| ( ) handouts | ( ) Camera, monitor |
| ( ) Tests | ( ) Multi media projector |
| ( ) Exercises | ( ) Projection Screen |
| ( ) Evaluation forms | ( ) Overhead Projector |
| ( ) Job Aids | ( ) Personal Computer |
| ( ) Paper | ( ) Flash Disk |
| ( ) Pencils | ( ) AV Accessories |
| ( ) Pen | (Spare Bulbs) |
| ( ) Chalk, Erasers | ( Extension Plugs) |
| ( ) Easel | (Extension Cords) |
|  | (Remote Controls) |
|  | (Spare tape) |
|  | (Earphones) |
|  | (Microphones) |
|  |  |
| **Media** | **Facilities** |
| ( ) Slides |  |
| ( ) Transparencies (Spare “Write on” material) | ( ) white board |
| ( ) Audio tapes | ( ) chalk board |
| ( ) Extra blank tapes | ( ) Check Room Layout |
| ( )Compact Disks | ( ) Lights Working |
|  | () Diskettes |
|  | ( ) Compact Disk |
|  | ( ) Chalkboards clean |
|  | ( ) Wastebaskets |
|  |  |
|  | **Opening Ceremony** |
|  | ( ) opening Ceremony requirements |
|  | ( ) Confirm and close the form |

* available

? not available but action is required

X not required for the course or not available in CATC

**ECATC Form No: 4**

**Weekly Course Offering Program**

**Course Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Period** | **Time** | **Monday** | **Tuesday** | | **Wednesday** | **Thursday** | **Friday** | | **Saturday** |
| **Morning** | **08:00-8:55**  **09:00-09:55** |  |  | |  |  |  | |  |
|  |  | |  |  |  | |  |
|  |  | |  |  |  | |  |
| **Tea Break** | | | | | | | | |
| **10:15-11:10**  **11:15-12:15** |  | | | | | | | |
|  |  | |  |  |  | |  |
| **Lunch** | | | | | | | | |
| **Afternoon** | **13:15-14:10**  **14:15-15:10** |  | |  | |  | |  | |
|  | |  | |  | |  | |
|  |  | |  | |  | |  | |

**ECATC Form No: 5**

**Lesson Plan Form**

Title of the Course:

Course Starting Date:

Course Closing Date:

Duration of the Course:

Instructor:

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Teaching Points** | **Teaching aids** | **Reference:** |
|  | - INTRODUCTION  Tie-In & Review  Motivation  Topics of the lesson  BODIES OF THE LESSON |  |  |
|  |  |  |  |

Signature of the Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of the Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CATC Form No: 6**

**Trainee’s Attendance Record Form**

Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Starting Date:

Course Finishing Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor (s)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | NAME OF  TRAINEES | **TIME TABLE** | | | | | | | | | |
| /0800 | /0900 | **T**  **E**  **A**  **B**  **R**  **E**  **A**  **K** | /1015 | /1115 | **L**  **U**  **N**  **C**  **H**  **B**  **R**  **E**  **A**  **K** | /1315 | /1415 | **T**  **E**  **A**  **B**    **R**  **E**  **A**    **K** | /1540 |
| /0855 | /0955 | /1110 | /1215 | /1410 | /1510 | /1640 |
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| 25 |  |  |  |  |  |  |  |  |
|  | INSTRUCTOR’S INITIAL |  |  |  |  |  |  |  |

Course Coordinator:

A= Absent P= Present S= Sick L= Late > Minutes

**Note:** This attendance sheet should be marked and submitted to the training coordinator after the end of each training day.

**ECATC Form No: 7**

**Course Interruption Request Form**

1. Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Course Starting Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Normal Finishing Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Duration of the Course in Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Remaining Part of the Course in % in Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Course Stopping Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. For Interruption Proposed Restarting Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_
8. Reason for Interruption Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Process Directorate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval:

Director General CAA

**ECATC Form No: 8**

**TRAINEES’ BEHAVIORAL REPORT**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I.D No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remark: See Below for Definition.

1. Aptitude\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Attitude and Behavior\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Attendance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Course Average Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Class Average Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Other comments:

**N.B:** Aptitude: Natural ability(intelligence) Natural ability (Intelligence) Attitude and Behavior: Way of thinking (e.g. positive, negative, humorist, aggressive, friendly).

Instructor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ECATC Form No: 9**

**TRAINEE WARNING LETTER**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Violation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s Signature and Date Course Coordinator’s Signature & Date

The Degree of the violation

First Level

Second Level

Third Level

Therefore, this is a warning to you to refrain from such act in the future.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Center Director Date

**E CATC Form No: 11**

**Trainee’s Grade Report**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex:\_\_\_\_\_\_\_\_\_\_\_ Age:\_\_\_\_

Course Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Duration:\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Sub-Courses** | **Result**  **(100%)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Theory (30%): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Practice (70%): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total (100%): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Status of Academic Performance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Remark(s):----------------------------------------------------------------------------------------------------------- ------------------------------------

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Name and Signature of Course Coordinator Name and signature of Training Sub-Process Leader

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**ECATC Form No. 12**

**Synthetic Practical Training**

**Test/Examination/Assessment**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Duration:

**I. COMMUNICATION 20%**

- Usage of proper phraseology

- Distinctive speech

- Acceptable rate of speech

- Tactfulness, Effectiveness, Initiation and termination of communication

Priority of communication (when necessary

**II. STRIP MARKING 20%**

* Usage of correct Boxes legibility Usage of correct Markings and posting
* Recognition of incomplete data and action taken Neatness

**III.** **ATC Procedure 50%**

- Separation and controlling procedures

- Issuance of TFC information and advisories timely =

- Issuance of weather report Information and

On Aerodrome condition =

- Usage of alerting procedure

- Effectiveness of Coordination

IV. **PERSONAL CHARACTER 10%**

- Free from Excitement

- Vigilance

- Carefulness

- Cooperativeness

Instructor’s Remark \_\_\_\_\_\_\_

Instructor Signature (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* This form shall be utilized during each assessment and complied.**

**ECATC Form NO: 13**

**Course Evaluation Form**

|  |  |  |  |
| --- | --- | --- | --- |
| COURSE CODE No. | CORSE TITLE | DURATION | DATE |
|  |  |  |  |

1. **OPINION ABOUT LEARNING ACTIVITIES**

Mark the scale that corresponds to your opinion

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Strongly**  **Disagree** | **Disagree** | **Agree** | **Strongly**  **Agree** |
| 1. I like the activities during this session | 1 | 2 | 3 | 4 |
| 2. The activities during this session were Uninteresting | 1 | 2 | 3 | 4 |
| 3. This session did not give anything | 1 | 2 | 3 | 4 |
| 4. The activities during this session were Stimulating | 1 | 2 | 3 | 4 |

1. **OPINON ABOUT USEFULNESS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Strongly**  **Disagree** | **Disagree** | **Agree** | **Strongly**  **Agree** |
| 1. This session was useful | 1 | 2 | 3 | 4 |
| 2. This session was unnecessary | 1 | 2 | 3 | 4 |
| 3. This session was of no practical Value | 1 | 2 | 3 | 4 |
| 4. This session was necessary | 1 | 2 | 3 | 4 |

1. **OTHER OPINION**
2. What did you like most in this session, and why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What did you like least in this session and why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How could this session be improved?
2. **ACTION TAKEN BY EDUCATION AND TRAINING DIVISION**

1. **OPINION ABOUT LEARNING ACTIVITIES**

Mark the scale that corresponds to your opinion

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | **Disagree** | **Agree** | **Strongly Agree** |
| 1. I like the activities during this session | 1 | 2 | 3 | 4 |
| 2. The activities during this session were Uninteresting | 1 | 2 | 3 | 4 |
| 3. This session did not give anything | 1 | 2 | 3 | 4 |
| 4. The activities during this session were Stimulating | 1 | 2 | 3 | 4 |

1. **OPINON ABOUT USEFULNESS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | **Disagree** | **Agree** | **Strongly Agree** |
| 1. This session was useful | 1 | 2 | 3 | 4 |
| 2. This session was unnecessary | 1 | 2 | 3 | 4 |
| 3. This session was of no practical Value | 1 | 2 | 3 | 4 |
| 4. This session was necessary | 1 | 2 | 3 | 4 |

1. **OTHER OPINION.**
   * 1. What did you like most in this session, and why?

* + 1. What did you like least in this session and why?
    2. How could this session be improved?

1. **ACTION TAKEN BY ECATC**

**ECATC Form: 14**

**Instructors’ Evaluation Form**

**COURSE TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLASS\_\_\_\_\_\_\_\_\_\_\_\_**

**INSTRUCTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_**

CATC is very much interested to do everything possible to help you in your job of learning/skill improving. You can help us in our job of instructing by identifying for us which you feel decreases your chances of learning/skill improving. Listed below are some of the more important factors which affect instructional process. You are kindly requested to indicate with a check (🗸 ) your honest opinion of the instructor. Don’t be emotional and biased when filling this form

**WE ASSURE YOU OF ITS CONFIDENTIALITY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POINTS TO BE CONSIDERED** | **POOR** | **FAIR** | **GOOD** | **VERY GOOD** |
| 1. Knowledge of the subject matter |  |  |  |  |
| 2. Ability of explain the subject matter |  |  |  |  |
| 3. Ability to create interest in the subject |  |  |  |  |
| 4. Control of class (of group OJT) |  |  |  |  |
| 5. Organization of course |  |  |  |  |
| 6. Enthusiasm |  |  |  |  |
| 7. Sense of humor |  |  |  |  |
| 8. Fairness in testing |  |  |  |  |
| 9. Personal Interest in students |  |  |  |  |
| 10.Ability as a speaker |  |  |  |  |
| 11.Quality of voice |  |  |  |  |
| 12.Interset in teaching |  |  |  |  |
| 13.Helpfulness |  |  |  |  |
| 14.Resourcefulness |  |  |  |  |
| **REMARKS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please use back page if you have more remarks.** |  |  |  |  |

SIGNATURE

**Remarks:**

**ECATC Form No: 15**

**Training Facility Evaluation Form**

The purpose of this form is to obtain feedback that can help us improve the status of our facilities. We kindly request you to indicate your opinion using the following rating scale:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Very**  **Good** | **Good** | **Poor** | **No**  **Comment** |
| Classroom Space |  |  |  |  |  |
| Ventilation |  |  |  |  |  |
| Lighting |  |  |  |  |  |
| Projectors |  |  |  |  |  |
| Whiteboards |  |  |  |  |  |
| Flipchart Stands |  |  |  |  |  |
| Tables |  |  |  |  |  |
| Chairs |  |  |  |  |  |
| Syndicate rooms |  |  |  |  |  |
| Lobby Area |  |  |  |  |  |
| Washrooms/Toilets |  |  |  |  |  |
| Corridors |  |  |  |  |  |

Please use the following space to provide us with overall or additional comments on ECATC.

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