	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን Ethiopian Civil Aviation Authority	Document No. ECAA/ANR/AC/020	
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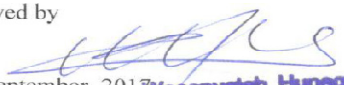
The Air Navigation Regulation Directorate has issued this guidance material to be used by ANSP to prepare procedure manuals and other working documents for implementation of ICAO SARPS and National Regulations.

It is important to note that this guidance material improve the safety of air navigation services within Ethiopian air space .

The Director General of Ethiopian Civil Aviation Authority has here by approved this guidance material on September 18,2017 to be used as a guidance to air navigation services provider..


Approved by

Date September, 2017



Wossengetch Huregnaw (Col.)
Director General



	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን Ethiopian Civil Aviation Authority	Document No. ECAA/ANR/AC/020	
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1. Introduction

- *A training plan identifies the training that learners are expected to complete over a stated period of time. Each training plan pertains can be designed to meet one or more learning objectives.*
- *Training plan uses for estimate the demand for learning, Compare training budgets to estimated training costs and Report actual training for a defined period.*

2. Purpose


- *This guidance provides instruction for the development and review of the training records for technical staff providing air traffic services.*
- *The purpose of this guidance material is to provide instruction for the development and review the preparation of training plan for Air Traffic Services and Search & Rescue Services Directorates and Safety Management Officer.*
- *To compliance with the Ethiopian Civil Aviation Rules and Standard requirement ECAA-ANR-AC-005 pertaining training plan for Air Traffic Services and Search, Rescue Services Directorates and Safety Management Officer.*
- *The purpose of training planning is to design learning objectives that ultimately accomplish overall training and development goals.*

3. Scope

- *The scope of this document deals with providing guidance of Air Traffic Services and Search and Rescue Services Directorates to prepare training plan for Air Traffic services personnel for the purpose of acquiring skill, knowledge and competency for ATS personal at different level.*

4. REFERENCES

- *Doc 9426*

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5. GENERAL GUIDANCE

5.1 *Air Traffic Services Directorate is responsible for providing training possibly includes the following items in the training plan;*

- *Approved organizational structure which indicate the structure of the directorate*
- *A minimum of five years plan for each technical personal.*
- *Initial/basic training*
- *Advanced training*
- *Specialized training*
- *Refresher training and*
- *On job training (On-the-job training is aimed at permitting the new employee to integrate his basic knowledge with actual practice.)*

6. SPECIFIC GUIDANCE


6.1 *List of planed courses which include*

- *Title of the course to be given*
- *Duration of the course*
- *Institute provide the course and*
- *Year and if practicable month to take the course*

6.2 *A system for records covers identification, collection, storage, security, maintenance, access and disposal of records necessary for the provision of air traffic services.*

6.3 *Records systems must provide an accurate chronicle of ATS activities for the purpose of reconstruction of events for air safety investigation, and for system safety analysis.*

6.4 *All training records shall be maintained & retained after the completion of the training; it includes Accurate and complete training records (matrix) and which is clearly state;*

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- *Title of the course taken*
- *Duration of the course*
- *Type of certificate provided and*
- *Institute provided the course*

6.5 *Deletions from training records are not permitted. All entries must be written in non-erasable ink, and must be legible.*

6.6 *Records of ATS personnel must be justified (validated) by appropriate personal before recorded.*

6.7 *The training records must be recorded;*

- *Human resource record center*
- *Training record center and*
- *On each trainee directorate*

6.8 *The training records shall include certificates, OJT tasks performed and any other documents related to training*

- *Basic Air Traffic Control Course*
- *Aerodrome Control Service Course*
- *Approach procedural Course*
- *Area procedural Course*
- *Approach Surveillance Course*
- *Area Surveillance Course*
- *On Job Trainings*
- *Refresher Trainings*
- *Recurrent Training, management and other advanced Courses*