



## **YEMEN CIVIL AVIATION REGULATIONS (YCARs)**

### **YCAR PART II**

#### **CHAPTER – 10 - AIR TRAFFIC CONTROLLER TRAINING ORGANIZATIONS**

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## CHAPTER - 10

### 10. AIR TRAFFIC CONTROLLER TRAINING ORGANIZATIONS

#### 10.1. AGENERAL

##### 10.1.1. Applicability

- (a) This Chapter prescribes rules governing the certification and operation of institutes conducting air traffic control training and assessments that are required by YCARs to be conducted by an institute certificated under this Chapter.
- (b) Under this chapter applicant may apply to have an Air traffic control Training Organization (ATCTO) certificate to conduct training and assessment for Air Traffic Control (ATC) Training.

##### 10.1.2. Certificate required

No person may operate as a certificated ATCTO without, or in violation of, an ATCTO approval certificate issued under this chapter.

##### 10.1.3. Application for ATCTO approval certificate

Each applicant for the grant of an ATCTO approval certificate shall be completed and submit it to the CAMA with Training Organization Exposition Manual required by 10.2.7.

##### 10.1.4. Application for amendment or renewal of Certificate

- (a) An application for the amendment or renewal of an ATCTO approval certificate shall be completed and submit it to the CAMA.
- (b) The application shall be submitted to the CAMA before the application renewal date specified in the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

##### 10.1.5. Issue of Certificate

An applicant is entitled to an ATCTO approval certificate if the CAMA is satisfied that:

- (a) The applicant, and any senior person or persons required by 10.2.1(a) (1) and (2), are fit and proper persons; and
- (b) The applicant meets the requirements of 10.2; and
- (c) The granting of the certificate is not contrary to the interests of Air Navigation safety.

##### 10.1.6. Privileges of certificate

The ATCTO approval certificate specifies the training courses and assessments that the holder is authorized to conduct.

##### 10.1.7. Duration of Certificate.

- (a) An ATCTO approval certificate may be granted for a period of up to one calendar year.
- (b) An ATCTO approval certificate remains in force until it expires or is surrendered, suspended, or revoked.
- (c) Unless surrendered, suspended, or revoked, an ATCTO approval certificate expires:
  - (1) On the last day of the 12 calendar month from the month the certificate was issued;
  - (2) Except as provided in paragraph (D) of this subsection, on the date that any change in ownership of the ATCTO occurs;

- (3) On the date of any change in the facilities upon which the ATCTO's certificate is based occurs; or
  - (4) Upon notice by the CAMA that the ATCTO has failed for more than 60 days to maintain the facilities or personnel required for any one of the ATCTO's approved training courses.
- (a) A change in the ownership of an ATCTO approval certificate does not terminate that certificate if, within 30 days after the date that any change in ownership of the ATCTO occurs:
    - (1) Application is made for an appropriate amendment to the certificate; and
    - (2) No change in the facilities, personnel, or approved training courses is involved.
  - (b) An examining authority issued to the holder of an ATCTO approval certificate expires on the date that the ATCTO approval certificate expires, or is surrendered, suspended, or revoked.
  - (c) The holder of an ATCTO that is revoked shall forthwith surrender the certificate to the CAMA.
  - (d) The holder of an ATCTO approval certificate that is suspended shall forthwith produce the certificate to the CAMA for appropriate endorsement.

#### **10.1.8. Renewal of Certificates**

An ATCTO may have its certificate renewed for an additional 12 calendar months if the CAMA determines the ATCTO's personnel, facility, approved training courses, training records, and recent training ability and quality meet the requirements of this chapter.

#### **10.1.9. Air Traffic Control Training Organization (ATCTO) Courses**

- (a) All Air traffic control training courses leading to the grant of a Yemen Licence, certificate, rating and/or rating endorsement shall be approved by the CAMA (Ref. Appendix B - of this chapter Approved training courses). Other courses may be accepted by CAMA subject that, their objectives will comply with the current CAMA rules, requirements /Requirements.
- (b) For the purpose of having approval or acceptance, ATCTO are required to submit, in the form of a Course Design Document (Appendix C of this chapter), their proposed courses of training to the CAMA.

#### **10.1.10. Display of certificate**

- (a) Each holder of an ATCTO certificate shall display that certificate in a place that is normally accessible to the public and is not obscured.
- (b) A certificate shall be made available for inspection upon request by the CAMA.

#### **10.1.11. Safety inspections and audits**

- (a) The CAMA may require in writing the holder of an ATCTO approval certificate to undergo or carry out such inspections and audits of the holder's facilities, including simulators, documents and records as the CAMA considers necessary in the interests of civil aviation safety and security in accordance with relevant YCARs.
- (b) The CAMA may require the holder of an ATCTO approval certificate to provide such information as the CAMA considers relevant to the inspection or audit.

#### **10.1.12. Advertising limitations**

- (a) The holder of an ATCTO approval certificate may not make any statement relating to its

certification and ratings that is false or designed to mislead any person contemplating enrollment in that training.

- (b) The holder of an ATCTO approval certificate may not advertise that the Training Organization is certificated unless it clearly differentiates between courses that have been approved under Chapter - V- and those that have not been approved under YCARs.
- (c) The holder of an ATCTO approval certificate shall promptly remove:
  - (1) From vacated premises, all signs indicating that the Training Organization was certificated by the CAMA; or
  - (2) All indications (including signs), wherever located, that the Training Organization is certificated by the CAMA when its certificate has expired or has been surrendered, suspended, or revoked.

#### **10.1.13. Business office and Satellite training center**

- (a) Each holder of an ATCTO shall maintain a principal business office with a mailing address in the name shown on its certificate.
- (b) The facilities and equipment at the principal business office shall be adequate to maintain the files and records required to operate the business of the Training Organization.
- (c) The principal business office may not be shared with, or used by, another Training Organization.
- (d) Before changing the location of the principal business office each certificate holder shall notify CAMA the new location, and the notice shall be:
  - (1) Submitted in writing at least 30 days before the change of location; and
  - (2) Accompanied by any amendments needed for the certificate holder's approved training course outline.
- (e) A certificate holder may conduct training at a Satellite training center other than the one specified in its certificate, if:
  - (1) The CAMA has inspected and approved the Satellite training center for use by the certificate holder; and
  - (2) The course of training and any needed amendments have been approved for use at that center.

#### **10.1.14. Exemptions**

The CAMA may exempt any person from any requirement in this Chapter following the procedures prescribed in Chapter -10.

## **10.2. (ATCTO) CERTIFICATION REQUIREMENTS**

### **10.2.1. Personnel requirements**

- (a) Each applicant for the grant of an ATCTO approval certificate shall nominate:
  - (1) A senior person identified as the Accountable Manager who has the authority within the applicant's institute to ensure that all training courses and assessments conducted by the institute can be financed and carried out in accordance with the requirements prescribed by this Chapter;
  - (2) A senior person or group of senior persons who are responsible for ensuring that the applicant's institute complies with the requirements of this Chapter. Such nominated person or persons shall be ultimately responsible to the Accountable Manager;
  - (3) Sufficient personnel to plan, conduct, and supervise the training courses and assessments listed in the applicant's exposition.
- (b) The applicant shall establish procedures for initially assessing, and for maintaining the competence of those personnel and instructors conducting the training courses and assessments listed in the applicant's exposition.
- (c) Subject to CAMA approval, ATCTO may engage, employ or contract instructors possessing foreign licence, certification or qualification.
- (d) The applicant shall nominate a person to be the focal point for communication with the CAMA.

### **10.2.2. Facilities, Equipment and Accommodation requirements**

- (a) An applicant for, or holder of, ATCTO approval certificate shall have facilities appropriate for the maximum number of students expected to be taught at any time and the training sought, as follows:
  - (1) An enclosed adequately equipped classroom;
  - (2) A library containing all current training material, specified in 10.2.3, appropriate to the scope and level of training undertaken; If the library provides training material in electronic format, there shall be adequate facilities allowing for the production of printed copies of part or all of any document used by either students or instructors. Any copyright arrangements required to comply with this requirement shall be the responsibility of the Training Organization.
  - (3) Simulators appropriate for the training sought;
  - (4) Adequate instructional equipments appropriate to the training sought.
  - (5) Adequate office accommodation for instructors;
  - (6) Control desk or console where applicable;



(7) Secure storage facilities for examination papers and training records.

(b) A holder of an ATCTO approval certificate shall not make any change in facilities, equipment, simulators or materials that have been approved for a particular training unless that change is approved by the Authority in advance.

(c) An applicant for, or holder of, ATCTO approval certificate shall ensure that the equipment, materials, and simulators required by paragraph (A) be in satisfactory working condition for instructional and practice purposes.

#### **10.2.3. Documentation**

(a) Each applicant for the grant of an ATCTO approval certificate shall hold current approved copies of all relevant YCARs, training standards and any other documentation that is necessary for the provision of the training courses and assessments listed in the applicant's exposition.

(b) The applicant shall establish procedures to control the documentation required by paragraph (A). The procedures shall ensure:

(1) All documentation and changes thereto are reviewed by appropriate personnel before issue; and

(2) All documentation and changes thereto are approved by CAMA; and

(3) Current issues of relevant documentation are available to personnel for the provision of training courses and assessments listed in their exposition; and

(4) All obsolete documentation is promptly removed from all points of issue or use.

#### **10.2.4. Training courses, assessments, Determining Competence and appeals**

(a) Training courses:

(1) All Air traffic control training courses leading to the grant of a Yemen Licence, certificate, rating and/or rating endorsement shall be approved by the CAMA and shall be conducted only by ATCTO approved by the CAMA.

(2) ATCTO wishing to offer Air traffic control training courses are required to submit, in the form of a Course Design Document (Appendix C of this chapter), their proposed courses of training to the CAMA.

(3) The Course Design Document shall contain a certificate signed by the Accountable Manager confirming compliance with the CAMA Training Standards. The exposition shall show how the Training Organization is in compliance with these standards.

(4) A master copy of the Course Design Document, showing all changes incorporated and the reasons for them shall be maintained and kept within the Training Organization. It shall be possible to trace the development of the course from this document.

- (5) Approved ATCTO shall have processes in place by which they maintain and review training courses to ensure that the training they provide meets the operational requirements. Changes made as a result of these processes shall be documented in the Course Design Document, together with the reasons for making them.
- (6) The approved ATCTO shall notify the CAMA of any proposed changes to the course that affect the approval, before any such change takes place, to enable the CAMA to determine continued compliance with this document and to amend, if necessary, the approval certificate.

(b) Assessment

- (1) All assessment schemes shall be approved by the CAMA.
- (2) Assessments required by the CAMA in accordance with the course approval shall be conducted only by Assessors approved by the CAMA.
- (3) Assessors shall have a combination of qualifications and experience greater than the level of qualification being taught or assessed.
- (4) Objectives shall be specified for each practical, written, verbal or other form of assessment.
- (5) On each course or module of a course, periods of assessment shall be clearly defined.
- (6) Students shall be assessed in accordance with the procedures contained in the Course Design Document.
- (7) The student shall be made aware of the areas to be assessed and the standards to be reached for each assessment.
- (8) Students presenting themselves for an assessment shall be deemed to be physically and mentally fit to take the assessment.

(c) Determining Competence

- (1) Students shall achieve a level of competence as approved by the CAMA.
- (2) A student shall be entitled to two attempts at a practical, written or verbal assessment.
- (3) A student who does not achieve a satisfactory assessment after two consecutive attempts shall have failed the course.
- (4) A student who has failed a course may undertake a second attempt at the course and shall be required, as a minimum, to complete that part of the approved course from the last assessment where the student was assessed as satisfactory. If a period of more than six months has elapsed since the date of failure, the Training Organization shall carry out an assessment of the particular student's retained knowledge and skills and, if necessary, require the student to commence training at an earlier point in the course.
- (5) A student unsuccessful at a second attempt at a course shall be required to undertake

any subsequent courses full.

- (6) If, during Initial training, a period of more than six months separates the successful completion of basic training and the commencement of the first rating training course, the Training Organization shall carry out an assessment of the particular student's retained knowledge and skills and, if necessary, require the student to carry out a period of refresher training before commencing rating training.
- (7) Students shall be provided with the results of all their assessments. Verified results may be promulgated.
- (8) On completion of a course, the Training Organization shall collate the course results and forward them to the CAMA.

(d) Appeals

- (1) Any student who believes he has been disadvantaged by the conduct of an assessment shall have a right of appeal.
- (2) Training Organizations shall establish and publish an internal appeal procedure. Training Organizations shall maintain records which show that students have acknowledged receipt of the appeal procedure.
- (3) A student who has attempted an assessment will not be permitted to appeal on the grounds of medical or mental fitness.

**10.2.5. Records**

The following records shall be retained by ATCTO:

- (a) Training Organization Exposition Manual (master copy) – to be retained permanently
- (b) Course Design Documents (master copies) – to be retained permanently
- (c) ATCTO shall retain detailed student records to show that all requirements of the training course have been met as agreed by CAMA; this shall include Training and assessment records, as follows:
  - (1) Course nominal rolls;
  - (2) List of course managers, instructors and assessment staff for each course;
  - (3) Written assessment question papers;
  - (4) Practical assessment reports;
  - (5) Verbal assessment reports (if applicable) including questions asked and records of student responses;
  - (6) Written student answer papers;
  - (7) Consolidated course results sheet with final assessment for each student;

- (8) Attendance records and any course programmed changes to accommodate student absence; and
  - (9) Evidence that each student has a copy of the Training Organization's appeal procedure.
  - (10) These records shall be kept for a minimum period of two years after completion of the training course.
- (d) An ATCTO shall maintain a system for recording the qualifications and training of instructional and examining staff. This shall include records of instructional, simulator input and assessment staff competence, showing:
- (1) Name and forename;
  - (2) Licence/certificate, qualifications, ratings and licence endorsements held;
  - (3) Details of OJTI, assessor, verifier and/or examiner training undertaken;
  - (4) Details of competency training and date(s) of last relevant competency check(s) undertaken at the Training Organization;
  - (5) These records shall be retained for a minimum period of two years after the instructor or examiner ceases to perform function for ATCTO.
- (e) Records of the internal and external audits.

#### **10.2.6. Quality assurance**

- (a) Each applicant for the grant of an ATCTO approval certificate shall establish a quality assurance system to ensure compliance with, and the adequacy of, the procedures required by this Chapter.
- (b) The quality assurance system shall include
- (1) A safety policy and safety policy procedures that are relevant to the applicant's institute goals and the expectations and needs of its customers; and
  - (2) A procedure to ensure quality indicators, including defect and incident reports, and personnel and customer feedback, are monitored to identify existing problems or potential causes of problems within the system; and
  - (3) A procedure for corrective action to ensure existing problems that have been identified within the system are corrected; and
  - (4) A procedure for preventive action to ensure that potential causes of problems that have been identified within the system are remedied; and
  - (5) An internal audit programmed to audit the applicant's institute for conformity with the procedures in its exposition and achievement of the goals set in its safety policy; and
  - (6) Management review procedures, which shall include the use of statistical analysis, to ensure the continuing suitability and effectiveness of the internal quality assurance system in satisfying the requirements of this Chapter.
- (c) The safety policy procedures shall ensure that the safety policy is understood, implemented, and maintained at all levels of the institute.

- (d) The procedure for corrective action shall specify how
  - (1) To correct an existing problem; and
  - (2) To follow up a corrective action to ensure the action is effective; and
  - (3) Management will measure the effectiveness of any corrective action taken.
- (e) The procedure for preventive action shall specify how
  - (1) To correct a potential problem; and
  - (2) To follow up a preventive action to ensure the action is effective; and
  - (3) To amend any procedure required by this Chapter as a result of a preventive action; and
  - (4) Management will measure the effectiveness of any preventive action taken.
- (f) The quality audit programmed shall:
  - (1) Specify the frequency and location of the audits taking into account the nature of the activity to be audited; and
  - (2) Ensure audits are performed by trained auditing personnel who are independent of those having direct responsibility for the activity being audited; and
  - (3) Ensure the results of audits are reported to the personnel responsible for the activity being audited and the manager responsible for internal audits; and
  - (4) Require preventive or corrective action to be taken by the personnel responsible for the activity being audited if problems are found by the audit; and
  - (5) Ensure follow up audits to review the effectiveness of any preventive or corrective action taken.
- (g) The procedure for management review shall
  - (1) Specify the frequency of management reviews of the quality assurance system taking into account the need for the continuing effectiveness of the system; and
  - (2) Identify the responsible manager who shall review the quality assurance system; and
  - (3) Ensure the results of the review are evaluated and recorded.
- (h) The senior person who has the responsibility for quality assurance shall have direct access to the Accountable Manager on matters affecting safety.

#### **10.2.7. Training Organization Exposition Manual (TEM)**

- (a) An ATCTO shall provide a Training Organization Exposition Manual (TEM) (Ref Appendix D of this chapter) for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:
  - (1) A statement signed by the Accountable manager on behalf of the applicant's institute

confirming that the exposition and any included manuals:

- (b) Define the institute and demonstrate its means and methods for ensuring ongoing compliance with this Chapter; and
- (c) Will be complied with at all times.
  - (1) An institute organization chart showing lines of responsibility of the senior persons;
  - (2) A general description of the scope of training, including a list of the training courses and assessments, authorized under the institute's terms of approval;
  - (3) The content of the training programmers offered including the courseware and equipment to be used;
  - (4) A description of the institute's quality assurance system in accordance with 10.2.6(B);
  - (5) A description of the institute's facilities as required by 10.2.2;
  - (6) The name, duties and qualification of the person designated as responsible for compliance with the requirements of the approval, as required by 10.2.1 (A)(1) and (2);.
  - (7) A description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training.
  - (8) A description of the procedures used to establish and maintain the competence of instructional personnel as required by 10.2.1(A)(3).
  - (9) A description of the method used for the completion and retention of the training records as required by 10.2.5.
  - (10) A description, of additional training needed to comply with an operator's procedures and requirements;
  - (11) A description of the selection, role and duties of the authorized personnel, as well as the applicable requirements established by the CAMA.
  - (12) The locations at which each training course or assessment will be conducted;
  - (13) Details of the applicant's procedures required by 10.2.3(b) regarding the control of documentation
  - (14) Procedures to control amend and distribute the exposition.
- (d) ATCTO shall ensure that the training exposition manual is amended as necessary to keep the information contained therein up to date.
- (e) Copies of all amendments to the training exposition manual shall be furnished promptly to all institutes or persons to whom the manual has been issued.
- (f) The applicant's exposition shall be acceptable to the CAMA.

## **10.3. STANDARD OPERATING REQUIREMENTS**

### **10.3.1. Continued compliance**

Each holder of an ATCTO approval certificate shall

- (a) Hold at least one complete and current copy of their exposition at each major location specified in their exposition; and
- (b) Comply with all procedures detailed in their exposition; and
- (c) Make each applicable part of their exposition available to personnel who require those parts to carry out their duties; and
- (d) Continue to meet the standards and comply with the requirements of 10.2 prescribed for certification under this Chapter; and
- (e) Forthwith notify the CAMA of any change of address for service, telephone number, facsimile number or email address required by form CAMA.

### **10.3.2. Changes to certificate holder's institute**

- (a) Each holder of an ATCTO approval certificate shall ensure that their exposition is amended so as to remain a current description of the holder's institute.
- (b) The certificate holder shall ensure that any amendments made to the holder's exposition meet the applicable requirements of this Chapter and comply with the amendment procedures contained in the holder's exposition.
- (c) The certificate holder shall provide the CAMA with a copy of each amendment to the holder's exposition as soon as practicable after its incorporation into the exposition.
- (d) Where a certificate holder proposes to make a change to any of the following, prior notification to and acceptance by the CAMA is required:
  - (1) The Accountable Manager;
  - (2) The listed senior persons;
  - (3) The locations at which training courses or assessments may be carried out; and
  - (4) The training courses or assessments for which the certificate is granted.
- (e) The CAMA may prescribe conditions under which a certificate holder may operate during or following any of the changes specified in paragraph (d).
- (f) A certificate holder shall comply with any conditions prescribed under paragraph (e).
- (g) Where any of the changes referred to in this rule require an amendment to the certificate, the certificate holder shall forward the certificate to the CAMA as soon as practicable.
- (h) The certificate holder shall make such amendments to the holder's exposition as the CAMA may consider necessary in the interests of aviation safety.

## APPENDIX - A - CONTENTS OF CAMA APPROVAL CERTIFICATE

The CAMA approval certificate shall include the following items:

- (a) Name and address of certified Training Organization;
- (b) Statement of courses for which approval has been granted;
- (c) Statement that:
  - (1) The Training Organization is required to comply with the procedures specified in the Training Organization exposition Manual, and relevant Course Design Documents;
  - (2) The approval certificate is valid whilst the Air traffic control Training Organization (ATCTO) remains in compliance with YCARs; and
  - (3) Subject to compliance with the foregoing conditions, this approval certificate shall remain valid until the specified date of expiry unless the approval has previously been surrendered, superseded, suspended, or revoked.
    - (i) Date of issue; and
    - (ii) Date of expiry.



## APPENDIX - B - APPROVED TRAINING COURSES

ATCTO wishing to offer any of the following Air traffic control Training Courses are required to submit, in the form of a Course Design Document, their proposed courses of training to the CAMA.

**Granting approval is Subject to the acceptance of such Course Design Document(s).**

No.	Course Code	Course Name
1.	001- ATC	ATC Ab-initio
2.	002-ATC	Aerodrome Control
3.	003-ATC	Approach Control Non-Radar (Procedural)
4.	004APR-ATC	Approach Radar Control
5.	005-ATC	Area Control Non-Radar (Procedural)
6.	004RAC-ATC	Area Radar Control

## APPENDIX - C - COURSE DESIGN DOCUMENT - CDD

### **Content of Course Design Document.**

The document shall be typed, with paragraphs and pages numbered, following the sequence specified below.

#### **(a) Cover Page**

- (1) Name of Training Organization;
- (2) Title of submission;
- (3) Version number;
- (4) Date of document.

#### **(b) Subsection 1 - Introduction**

In this subsection, the Training Organization will provide an outline of the course development process with details of participants, in addition to the following:

- (1) Proposed starting date of first course;
- (2) Number of courses planned per annum;
- (3) Planned minimum and maximum number of students on the course;
- (4) Number of simulator training positions available for the course;

#### **(c) Subsection 2 – Compliance**

In this subsection, the Training Organization shall show how it complies with the requirements of this document. In addition, to a statement, signed by the accountable manager, confirming that the course design document defines the Training Organization's compliance with the requirements in this document and will be complied with at all times. In showing compliance with 10.2.4 (A) Training courses, the course design document should show:

- (1) The timetable of lessons and practical exercises for the course, including details of any self-study arrangements. The timetable should show that briefings relating to practical simulation exercises are provided to the students at appropriate times.
- (2) Outline lesson plans showing the sub-topic to which the lesson relates, the underpinning knowledge and the assessment method by which the student's performance is judged;
- (3) Details of the practical simulation exercises;
- (4) The planned assessment scheme, with representative examples of assessment;
- (5) Briefing details given to students on the assessment scheme;
- (6) The process used to obtain student and sponsor input concerning the extent to which the course meets its objectives;

#### **(d) Subsection 3 Staffing**

Staff details for those who will contribute to the course:

- (1) Name; topics in the course to which the instructor will contribute, showing whether directed towards theoretical or practical training or a mixture of both;
- (2) Additional responsibilities in respect of the course or other courses, for example designated course manager;
- (3) Experience in course development;

(4) Any other relevant professional information.

**(e) Timetable**

The timetable should enable CAMA and its advisers to identify the contribution that each classroom and practical session makes within the course in order to determine whether the course is pedagogically efficient.

**(f) Outline**

The outline lesson plans and exercise details should show the sub-topics to which they relate.

## **APPENDIX - D - TRAINING ORGANIZATION EXPOSITION MANUAL (TEM)**

In order to obtain CAMA approval to conduct Air traffic control training courses, the Training Organization shall provide an exposition containing the following information. The exposition should be typed, with paragraphs and pages numbered, following the sequence specified below.

Training Organization Exposition Manual (TEM) may include but not limited to:

### **(a) Cover Page**

- (1) Name of Training Organization;
- (2) Title of exposition;
- (3) Version number; and
- (4) Date of document.

### **(b) Subsection 1: Administration**

- (1) Name and address of the Training Organization and, if different, name and address of the training centre to which this application refers;
- (2) The names, telephone and fax numbers and email addresses of the following:
  - (i) The accountable manager;
  - (ii) The head of the training; and
  - (iii) The person nominated by the Training Organization as the focal point for communication with the CAMA;
- (3) Training Organization chart. Organization information should show how is linked to the Training Organization, how training courses will be administered and how the instructional and support staff will be organized. The interrelationships with any other activities of the training centre should also be shown.
- (4) Scope of responsibility for each senior person.

### **(c) Subsection 2 - Compliance**

In this subsection, the Training Organization shall show how it complies with the requirements of this document. In addition, the exposition shall contain a statement, signed by the accountable manager, confirming that the Training Organization exposition defines the Training Organization's compliance with the requirements in this document and will be complied with at all times.

Note: The first applications for Training Organization and course approval may be made concurrently.

## APPENDIX - E - TRAINING SPECIFICATIONS

### A. RATINGS, RATING ENDORSEMENT AND QUALIFICATIONS

Item	Specification	Ratings	Qualifications
1.	Aerodrome Control Course	Aerodrome Control Rating "AEROD"	
2.	Approach Control Non-Radar (Procedural) Course	Approach Control Rating "APP"	
3.	Approach Radar Control Course	Approach Radar Control Rating "APP(R)"	
4.	Area Control Non-Radar (Procedural) Course	Area Control Rating "AREA"	
5.	Area Radar Control Course	Area Radar Control Rating "AREA (R)"	
6.	Basic Instructional Techniques		Classroom/ Instructor
7.	OJT Instructional Techniques		OJT Instructor