

**Workshop on the ICAO Cabin Crew Safety Training Manual
23 to 25 July 2014
Singapore Aviation Academy (SAA), Singapore**

PROGRAMME

1. TRAINING COURSE

- **Content**

The ICAO training workshop on Cabin Crew Competency-based Training is addressed to the State personnel responsible for the approval and oversight of cabin crew training programmes developed by operators or training organizations, as well as personnel responsible for the development and implementation of an operator's cabin crew training programme.

It gives a general overview of ICAO requirements related to cabin safety and cabin crew training, and provides knowledge on the development and implementation of competency-based cabin crew training programme, as well as on key components of the programme such as the approval of training devices and cabin crew instructor competencies and qualifications.

- **To whom it is addressed**

State cabin safety inspectors, cabin safety specialists, cabin crew licencing officers, cabin safety rulemaking officers, airline cabin crew training managers and cabin safety managers and representatives from training organizations involved in cabin crew training.

- **Previous requirements**

General knowledge of: national regulations applicable to cabin crew and cabin safety; cabin crew training design and implementation; and oversight of approved cabin crew training programmes.

- **Course duration**

Three days of classes including practical workshop activities.

- **References**

- ICAO *Cabin Crew Safety Training Manual* (Doc 10002)
- <http://www.icao.int/safety/AirNavigation/OPS/CabinSafety/Pages/Cabin-Crew-Safety-Training.aspx>

- **Necessary equipment**

None.

Cabin Crew Competency-based Training Workshop – Schedule

Day 1	
08:30-08:45	Session 1 Introduction to Workshop
08:45-09:30	Session 2 ICAO SARPs related to Cabin Safety
09:30-10:00	Session 3 ICAO Cabin Crew Safety Training Manual (Doc 10002)
10:00-10:30	<i>Coffee Break</i>
10:30-11:15	Session 4 Introduction to Competency-based Training & Assessment Concepts
11:15-12:00	Session 5 ICAO Cabin Crew Competency Framework
12:00-13:00	<i>Lunch</i>
13:00-14:30	Session 6 Transitioning from Traditional to Competency-based Training
14:30-16:00	Practical Exercise #1 Developing a scenario for competency-based training
16:00-16:15	<i>Coffee Break</i>
6:15-17:00	Practical Exercise #1 Presentations and Group Debriefing

Day 2	
08:30-09:00	Session 7 Human Performance Training & Skills Development
09:00-10:00	Session 8 Management Aspects of the Training Programme
10:00-10:30	<i>Coffee Break</i>
10:30-11:00	Session 9 Training Facilities and Devices
11:00-11:45	Session 10 Transitioning from Traditional to Competency-based Assessments
11:45-12:15	Session 11 Oversight of the Competency-based Training Programmes
12:15-13:15	<i>Lunch</i>
13:15-15:00	Practical Exercise #2 Developing competency-based assessments
15:00-15:30	<i>Coffee Break</i>
15:30-17:00	Practical Exercise #2 Presentations and Group Debriefing

Day 3	
09:00-09:30	Session 12 In-charge Cabin Crew Member Training
09:30-10:00	Session 13 Cabin Health and First Aid Training
10:00-10:30	<i>Coffee Break</i>
10:30-11:00	Session 14 SMS Training
11:00-11:30	Session 15 Fatigue Management Training
11:30-12:00	Session 16 Aviation Security Training
12:00-13:00	<i>Lunch Break</i>
13:00-14:00	Session 17 Dangerous Goods Training for Cabin Crew
14:30-15:00	Session 18 ICAO Cabin Safety Programme 2014-2016
15:00-15:30	Workshop Closure (Final Q&A, Evaluation by participants, Closing Remarks)