

Training and Competency

Sharing UAE experience in Training and Competency Plan



Background

- ICAO Annex 15 QMS requirements
 - Competencies and the associated knowledge, skills and abilities required for each function shall be identified, and personnel assigned to perform those functions shall be appropriately trained.
 - Processes shall be in place to ensure that personnel possess the competencies required to perform specific assigned functions.
 - Appropriate records shall be maintained so that the qualifications of personnel can be confirmed.
 - Initial and periodic assessments shall be established that require personnel to demonstrate the required competencies.
 - Periodic assessments of personnel shall be used as a means to detect and correct shortfalls in knowledge, skills and abilities.
- ICAO Doc 10066 refers to the Guidance material concerning training methodology to ensure the competency of personnel i.e. Aeronautical Information Management Training Development Manual (Doc 9991).



Webinar on the new ICAO DOC 9991

Introduction

- UAE National Regulations have specified Competency requirements within the context of the established QMS, which are as follows:
 - Competencies and the associated knowledge, skills and abilities required for each function shall be identified, and personnel assigned to perform those functions shall be appropriately trained.
 - Processes shall be in place to ensure that personnel possess the competencies required to perform specific assigned functions.
 - Appropriate records shall be maintained so that the qualifications of personnel can be confirmed.
 - Initial and periodic assessments shall be established that require personnel to demonstrate the required competencies.
 - Periodic assessments of personnel shall be used as a means to detect and correct shortfalls in knowledge, skills and abilities.
- UAE Regulator has taken the initiative to develop an AIM training manual in coordination with UAE AIS Service Provider and the Data Originators, work on this document is in progress.
- Regulatory audits ensure that the plan is followed and required evidences are maintained.

AIM Training and Development Plan

- UAE AIS Service Provider developed AIM Training and Development Plan as well as specified Competency Procedures.
- The Training and Development Plan is modular and flexible based time and level of the training required.
- All topics to be covered for each module are listed in a controlled checklist to be followed and signed off by the trainer and trainee. The signed forms are recorded and maintained for audits and staff development purposes.

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AIM Training and Development Plan

- ❑ Module 1 Introduction: This module focuses on familiarizing the trainee with the office environment, department staff and administrative procedures.
- ❑ Module 2 Induction: This module focuses on assisting new AIM personnel to settle into their new role and understand the structure, location and functions of other departments.

الهيئة العامة للطيران المدني
 GENERAL CIVIL AVIATION AUTHORITY

AIM Training M

Note: Source for the information is to be mentioned in

Details (To be filled in by the trainer)	
Staff Name	
Staff Signature	
Instructor Name	
Instructor Signature	
Date	

Description
People
Director
Section or Unit Heads
Team members
Facilities
Refreshment facilities
Location of toilet facilities
Allocation of Desk
GCAA Information
Mission statement
HR procedures
Ethics and Hospitality
Working conditions
Hours of work and Overtime policy
Annual leave entitlements
Sick Leave Entitlement & Reporting

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AIM Training Module 2 Induction

Note: Source for the information is to be mentioned in the Reference

Details (To be filled in by the trainer)	
Staff Name	
Staff Signature	
Instructor Name	
Instructor Signature	
Date	

Description	Reference	Date
Familiarization with each function within the department		
Introduction to AIM		
Roles & responsibilities		
Functions: Publication including NOF, Charting and Database		
Equipment		
Introduction to Procedures Manual (LAIMI)		
GCAA standard letter writing techniques and the use of templates (including official GCAA PowerPoint template for presentations)		
Introduction to Database & Filing Process		
Introduction to Air Traffic Management		
ATM Administration		
ATC operations		
Airspace Section		
Research and Dataset		
Communication and Flight Plan Data		
Introduction to ANSP Training		
Administration		
Classrooms		
Emergency ATC Operations		
CBE		

AIM Training and Development Plan

Continued ...

- ❑ Module 3 Individual Learning - ICAO and GCAA
Publications: The scope of this module is to familiarize the trainee with the applicable ICAO and GCAA publications. The purpose is not to memorize all the information but to have the knowledge of how and where to refer to find required information.

AIM Training Module 3 Individual Learning

Note: Source for the information is to be mentioned in the Reference

Details (To be filled in by the trainer)	
Staff Name	Mohamed Al Suwaidi
Staff Signature	
Instructor Name	
Instructor Signature	
Date	

Description	Reference	Date
GCAA Publications		
UAE Civil Aviation Law	gcaa.ae - About GCAA	
UAE General Civil Aviation Authority Law	gcaa.ae - About GCAA	
Primary: CAR PART VIII Subpart 2 Aeronautical Information Service Organizations	gcaa.ae - ePublication	
AMC 40, 54, 56 (AIS)	gcaa.ae - ePublication	
AMC 41, 61	gcaa.ae - ePublication	
UAE Airspace Policy and Plans	gcaa.ae - ePublication	
ICAO ANNEXES		
Annex 4 – Aeronautical Charts	AIM eLibrary	
Annex 5 - Units of Measurements to be used in Air and Ground Operations	AIM eLibrary	
Annex 15 – Aeronautical Information Services	AIM eLibrary	
Annex 19 – Safety Management	AIM eLibrary	
ICAO DOCUMENTS		
ICAO DOC 10066 – PANS – Aeronautical Information Management	AIM eLibrary	
ICAO DOC 8126 – Aeronautical Information Service Manual	AIM eLibrary	
ICAO DOC 8697 – Aeronautical Chart Manual	AIM eLibrary	

AIM Training and Development Plan

Continued ...

- ❑ Module 4 AIM Functionality Familiarization: The scope of this module is to familiarize the trainee with the AIM department functions. The primary scope is not the transfer of technical AIS or generic software knowledge, as the trainees should possess such knowledge, either from previous work experience or by scheduling a specialized training.

AIM Training Module 4 AIM Functionality Familiarization

Details (To be filled in by the trainer)	
Staff Name	
Staff Signature	

Description	Instructor	Sign	Date
DAY 1 - General			
Introduction to GCAA AIM			
Introduction to the UAE AIP			
Overview ANNEX 15, DOC. 10066 and DOC. 8126 "AIS Manual"			
Routine E-mail process			
Processing new online Subscriptions			
Subscription request for UAE AIP CD			
Handling queries			
Submissions for AIRAC amendments			
DAY 2- AIM System			
Introduction to AIM System			
Opening a work package			
Creating sandbox			
Editing file by XML editor			
How to validate, Draft publish, Quality check and Publish the AIP package.			
Update processes of CADAS			
DAY 3- NOTAM			
Introduction to NOTAM			
Action the NOTAM request			
Plot the coordinate			

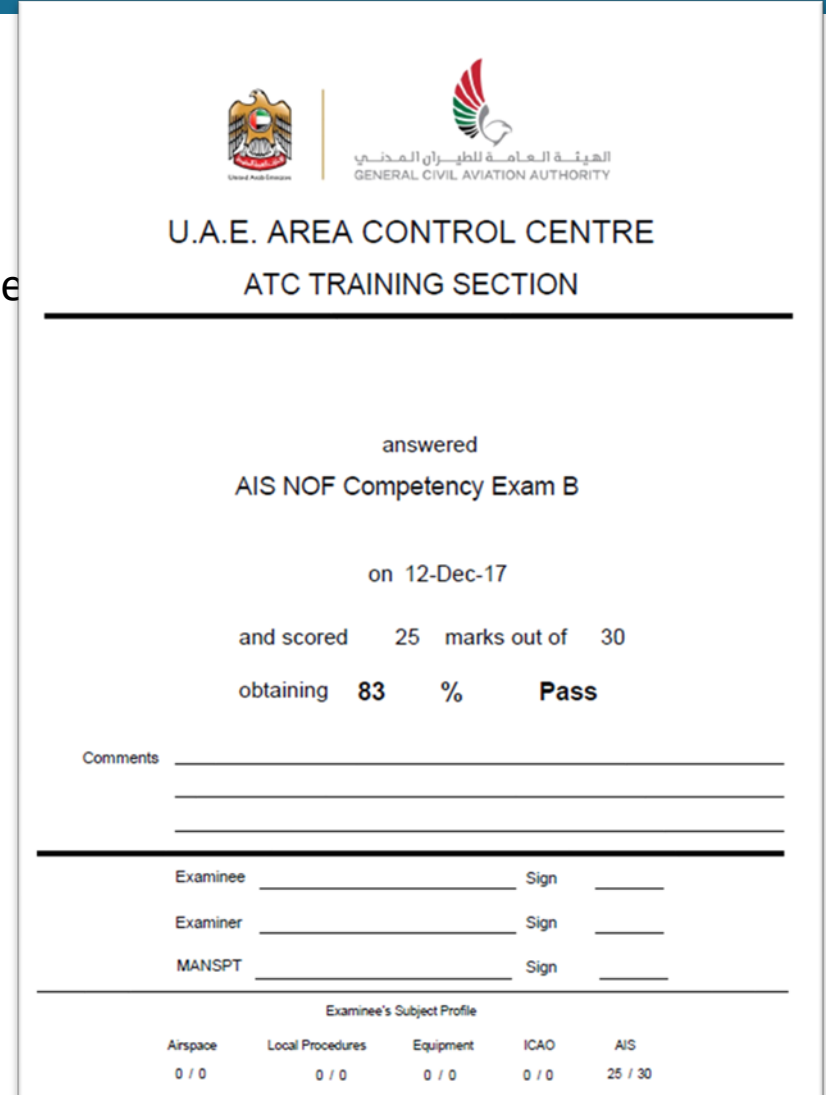
AIM Competency Program



- The Competency Program has been developed and specified in the Local procedures.
- It is prepared based on the scope, means and requirements of each AIM function within the department.
- It includes a written exam and practical assessment of the required tasks. The required grades are specified and made clear in the procedures.
- Re-assessment is done if required and further training planned where necessary.
- Regulatory audits ensure that the procedure is followed and required evidences maintained.

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AIM Competency

Certificate example



 U.A.E. AREA CONTROL CENTRE
 ATC TRAINING SECTION

answered
 AIS NOF Competency Exam B

 on 12-Dec-17

 and scored 25 marks out of 30

 obtaining **83 % Pass**

Comments _____



Examinee _____ Sign _____
 Examiner _____ Sign _____
 MANSPT _____ Sign _____

Examinee's Subject Profile

Airspace	Local Procedures	Equipment	ICAO	AIS
0 / 0	0 / 0	0 / 0	0 / 0	25 / 30

AIM Competency

Practical Assessment example

AIM Operations Competency

- Evaluate the publication request for Publication type (2)

Request	Publication Type
Click here to enter text.	Click here to enter text.
- ICAO guidance to decide which Information requires to follow the AIRAC (2)

Document	Paragraph
Click here	Click here to enter text.
- List and explain 3 different requests status in Publication recording database (3)

Status	Description
Click here to enter	
Click here to enter	Click here to enter text.
Click here to enter	Click here to enter text.
- Demonstrate the system failure procedure (2)

Reference	Paragraph
Click here to	Click here to enter text.
- List the post publication processes outside AIM System (3)

Description
Click here to enter text.