



INTERNATIONAL CIVIL AVIATION ORGANISATION
WESTERN AND CENTRAL AFRICAN OFFICE

AFI SATELLITE NETWORK MANAGEMENT COMMITTEE MEETING
(21ST MEETING)

Conakry, Guinea, 16 to 20 November 2013

Agenda item 1: **Development of Short, Medium and Long Term Training Plans for GCAA Personnel**

(Presented by Ghana Civil Aviation Authority)

SUMMARY

The purpose of this paper is to report to the meeting on the status of **Short, Medium and Long Term Training Plans for GCAA Personnel**

Reference:
SNMC Decision 20/03

1. INTRODUCTION

The SNMC 20 meeting held in Abuja, Nigeria from 8-12th October, 2012 formulated Decision 20/03: that task states to Develop **Short, Medium and Long Term Training Plans for their Personnel**

Decision 20/03: developing short, medium, and long term training plans personnel.

That: Member state should work on developing short, medium, and long term training plans for their personnel. States will report their status at the next SNMC 21.

2.0. DISCUSSIONS

SHORT, MEDIUM AND LONG TERM TRAINING PLANS FOR GHANA CIVIL AVIATION AUTHORITY (GCAA) AFISNET PERSONNEL

Name of Staff:

Date:

Department: (CNS)

Supervisor:

	Short-Term Time Frame 3-6 Months	Mid-Term Time Frame 6months -2 years	Long-Term Time Frame 2-3 years
	BASIC TRAINING	QUALIFICATION TRAINING	COMPETENCY TRAINING
Training Goals – Section 1	<p>The training goals are related to general duty. Personnel are to gain fundamental knowledge and skills appropriate to the discipline to be pursued in the CNS/ATM environment</p>	<p>The training goals will be related to the specific tasks of the job following completion of the basic training, Personnel are to gain job related knowledge and skills appropriate to the discipline to be pursued in the CNS/ATM environment. The application identified that apply to the five corresponding discipline will be. Communication, Navigation ,Surveillance, data processing and power supply</p>	<p>This phase is the final stage for ensuring competency. It provides system and equipment knowledge and skills Leading to recognized competency. It also includes on-the-job training (OJT), which is the practical integration of previously acquired knowledge and skills, under the supervision of a qualified on-the-job-training instructor (OJTI) in an Operational environment.</p>
Skills and Knowledge to be Learned – Section 2	<p>Skills and knowledge to be learned at Phase 1</p> <ol style="list-style-type: none"> 1. International and National organization standards 2. Familiarization with Air Traffic Service, Airspace standards, Meteorology and Altimetry 3. Familiarization with CNS/ATM concepts 	<p>Skills and knowledge to be learned at Phase 2</p> <ol style="list-style-type: none"> 1. Communication Systems 2. Radio Navigation aids 3. Surveillance 4. Data processing training demand 5. Power supply 6. System safety training 	<p>Skills and knowledge to be learned at Phase 3</p> <ol style="list-style-type: none"> 1. System or equipment rating training 2. Continuation Training 3. Developmental Training 4. Human Factors

<p>Next Steps – Section 3</p> <p>How to acquire the skills and knowledge.</p>	<p>Actual equipment, Mock-ups or Simulators will be used to develop (train) and test the Trainees performance.</p> <p>In measuring the standards of accomplishment only two grades will be use PASS OR FAIL.</p> <p>GCAA is preparing an exams database of all need to know questions and performance exercises for each rating covering both general and critical objectives.</p> <p>Skills will be tested by performance tests.</p> <p>Knowledge will be tested by ORAL or Written Test</p> <p>Note ICAO Doc 7192 (Air Traffic Safety Electronics Personnel (ATSEP) will be used as a reference training guide</p>	<p>Actual equipment, Mock-ups or Simulators will be used to develop (train) and test the Trainees performance.</p> <p>In measuring the standards of accomplishment only two grades will be use PASS OR FAIL.</p> <p>GCAA is preparing an exams database of all need to know questions and performance exercises for each rating covering both general and critical objectives</p> <p>Skills will be tested by performance tests.</p> <p>Knowledge will be tested by ORAL or Written Test</p> <p>Note ICAO Doc 7192 (Air Traffic Safety Electronics Personnel (ATSEP) will be used as a reference training guide</p>	<p>Actual equipment, Mock-ups or Simulators will be used to develop (train) and test the Trainees performance.</p> <p>In measuring the standards of accomplishment only two grades will be use PASS OR FAIL.</p> <p>GCAA is preparing an exams database of all need to know questions and performance exercises for each rating covering both general and critical objectives</p> <p>Skills will be tested by performance tests.</p> <p>Knowledge will be tested by ORAL or Written Test</p> <p>Note ICAO Doc 7192 (Air Traffic Safety Electronics Personnel (ATSEP) will be used as a reference training guide</p>
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	Short-Term Time Frame 3-6 Months	Mid-Term Time Frame 6months -2 years	Long-Term Time Frame 2-3 years
	BASIC TRAINING	QUALIFICATION TRAINING	COMPETENCY TRAINING
Resources – Section 4 resources needed	<ul style="list-style-type: none"> • Release time • Funds • Classrooms/Equipment /Simulators • visual medias • Audio Media 	<ul style="list-style-type: none"> • Release time • Funds • Classrooms/Equipm ent /Simulators • visual medias • Audio Media 	<ul style="list-style-type: none"> • Release time • Funds • Classrooms/Equipment /Simulators • visual medias • Audio Media
Time Schedule – Section 5			
Start	The time schedule for each staff will be discussed with time by their Training Manager		
Finish	The time schedule for each staff will be discussed with time by their Training Manager		

Completion – Section 6 When to complete each Phase	<i>Date</i> <input type="checkbox"/> _____	<i>Date</i> <input type="checkbox"/> _____	<i>Date</i>
	<i>Date</i> <input type="checkbox"/> _____	<i>Date</i> <input type="checkbox"/> _____	<i>Date</i>
	<i>Date</i> <input type="checkbox"/> _____	<i>Date</i> <input type="checkbox"/> _____	<i>Date</i>

ACTION BY MEETING

The meeting is invited to:

1. Take note of the above report.
