

	TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE	Revision: 2
Document No: TCAA/QSP/SR/AC/ANS - 24	Title: Training Programme for AIS/ Aeronautical Charts Staff	Page 1 of 3

1.0 PURPOSE

1.1. Under the Civil Aviation (Certification of Air Navigation Service Providers) Regulations, each Air Navigation Services Provider (ANSP) is required to develop and implement a training programme for all personnel involved in the provision of Aeronautical Information Services(AIS)/Aeronautical Chats services.

1.2. This Advisory Circular (AC) is issued to provide general information and guidance on the development of training programmes for personnel engaged in the provision of AIS/Aeronautical Chats Services.

1.3. The ANSP shall develop and implement training programmes for all personnel involved in the provision of Air Traffic Services basing on the guidelines in this advisory circular

2.0 REFERENCES.

- 2.1 The Civil Aviation (Certification of ANSP's) Regulations;
- 2.2 ICAO Doc 8126 - AIS Manual
- 2.3 ICAO Doc 7192 – AIS Training Manual
- 2.4 ICAO Doc 8697 - Aeronautical Charts Manual

3.0 GUIDANCE AND PROCEDURES

3.1 General

Formal training of AIS personnel shall be carried out in aviation training institutions recognised by the Authority. This is essential as it will ensure that AIS training is standardized and meets the operational requirements of AIS.

3.2 Structure of the AIS Training

- 3.2.1 The AIS training programme shall be structured to include the following:
- i) basic training;
 - ii) On-Job-Training
 - iii) currency training
 - iv) refresher training
 - v) advanced training;
 - vi) specialized training

	TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE	Revision: 2
Document No: TCAA/QSP/SR/AC/ANS - 24	Title: Training Programme for AIS/ Aeronautical Charts Staff	Page 2 of 3

3.2.2 The ANSP in developing and implementing the AIS training programme shall structure it as reflected in 3.2.1 above and may include the following;

a) Basic training;-

Training designed to impart fundamental knowledge and skills, to enable student AIS Personnel to progress to specialized AIS training. These includes

- i) AIS induction
- ii) Basic AIS Course (ICAO 021)
- iii) AIS Automation

b) On-Job-Training -

On-the-job training is an essential phase in a training programme is conducted under the supervision of a qualified On-the-Job-Training instructor on desk position. Its purpose is to reinforce formal training and support the achievement of competency standards.

c) Advanced and/or specialized Training

The purpose of advanced training is to augment the skills and knowledge of active AIS Personnel to ensure professional advancement. The curriculum of advanced training should be derived from the competency framework and shall include

- i) Geographic Information Systems
- ii) Conventional Cartography
- iii) Aeronautical Digital Cartography
- iv) AFTN/AMHS Procedure Training
- v) Safety Management System
- vi) Quality Management Systems
- vii) Instructor's Development programme
- viii) AIXM Database
- ix) AIP/MAP Management
- x) AIS Supervisory Management
- xi) ICAO PANS – OPS Instrument Procedures Design
- xii) Customer Care
- xiii) GNSS Concepts
- xiv) Performance Based Navigation
- xv) Training Developers Course
- xvi) Aerodrome Flight Information Service(AFIS)

d) Recurrent training -

Recurrent training should ensure that the flight procedure designer is able to

	TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE	Revision: 2
Document No: TCAA/QSP/SR/AC/ANS - 24	Title: Training Programme for AIS/ Aeronautical Charts Staff	Page 3 of 3

demonstrate a basic level of competency that includes at least the maintenance and enhancement of knowledge and skills in the provision of AIS and Aeronautical Charts Services.

- a) Human Factors
- b) Change Management
- c) Management Courses

e) Refresher training-

The purpose of refresher training is to strengthen skills and knowledge that have weakened through disuse and the passage of time.

3.3 Training records

3.3.1 The ANSP shall ensure that training records, including OJT are properly kept for inspection.

3.3.2 The training records shall include certificates, OJT tasks performed and any other documents related to training and approval of jobs performed.

3.4 Requirement for approved curriculum

3.4.1 The ANSP shall develop training programme for the AIS personnel as required by this circular.



Tanzania Civil Aviation Authority