

	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> DIRECTORATE OF SAFETY REGULATIONS AIR NAVIGATION INSPECTORATE	Revision: 4  <b>Advisory Circular</b>
Document No.: TCAA/QSP/SR/AC/ANI - 02	Title: <b>Training Programme for ANS Staff</b>	Page 1 of 5

## 1.0 PURPOSE

- 1.1 Under Regulation 18(c) of 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 Air Navigation Services Providers (ANSPs) Staff.
- 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 the following ANSPs:
  - a) Air traffic Services (ATS)
  - b) Aeronautical Information Services and Aeronautical Charts
  - c) Communication, Navigation and Surveillance (CNS)
  - d) Flight Procedures Design services
  - e) Search and Rescue Services (SAR)
- 1.3 The ANSP shall develop and implement training programmes for all personnel involved in the provision of Air Navigation Services basing on the guidelines in this advisory circular.

## 2.0 REFERENCES.

- 2.1 The Civil Aviation (Certification of ANSP's) Regulations 2017;
- 2.2 The Civil Aviation (Personnel Licensing) Regulations 2017;
- 2.3 ICAO Doc 9426 - ATS Planning Manual;
- 2.4 ICAO Doc 10057 Manual on Air Traffic Safety Electronics Personnel Competency-based Training and Assessment;
- 2.5 ICAO Doc 7192 - AIS Training Manual;
- 2.6 ICAO Doc 9868 - Procedures for Air Navigation Services — Training;
- 2.7 ICAO Doc 9368 - AN/911 Instrument Flight Procedure Construction Manual;
- 2.8 ICAO Doc 9906 - AN/472 Quality Assurance Manual for Flight Procedure Design;
- 2.9 ICAO Doc 9731 - IAMSAR Manual
  - Volume I – Organization and Management
  - Volume II - Mission Co-ordination
  - Volume III - Mobile Facilities

### **3.0 GUIDANCE AND PROCEDURES**

#### **3.1 General**

- 3.1.1 Formal training of ANSP Personnel shall be carried out in aviation training institutions recognized by the Authority. This is essential as it will ensure that training is standardized and meets the operational requirements for provision of Air Navigation Services

#### **3.2 TYPES OF TRAINING**

The program defines six types of training namely:

- i) Ab-initio
- ii) Initial
- iii) Advanced and/or Specialized Training
- iv) Recurrent Training
- v) Refresher Training
- vi) On-Job-Training (Presented as a separate document)

##### **3.2.1 AB-INITIO TRAINING**

Also referred to as induction course, the purpose of Ab Initio Training is to harmonize trainees' entry competencies. Ab initio training covers beginner level knowledge and skills that needs to be mastered prior to commencing initial Training. It deals with a general introduction to aviation and aviation terms. Ab Initio training is not developed from the competency framework.

The general knowledge areas to be covered during Ab-initial and the duration of the course may vary due to different entry level skills specified by the organization. Ab-initio training may also be available internally or from an external training institute.

Proposed entry level knowledge, skill and subjects shall be covered during Ab-initio part.

##### **3.2.2 INITIAL TRAINING COURSE**

Also referred to as Basic training, the training is the first phase of training where specific ATS, SAR, CNS, Flight Procedures Design, AIS, Aeronautical Charts and Aeronautical MET topics and criteria are addressed.

The purpose of Initial Training is to provide knowledge and skills for newly acquired staff for whom a gap analysis has been completed, who have no previous Air Navigation Services experience specific for Unit and Services provided, and who already have a basic understanding of the aviation through experience or completion of Ab- Initio Training.

##### **3.2.3 ADVANCED AND/OR SPECIALIZED TRAINING**

The purpose of advanced or specialized training is to augment the skills and knowledge of staff

members in dealing with more specific, complex, or wider breadth of issues.

#### **3.2.4 RECURRENT TRAINING**

The purpose of Recurrent Training is to address changes in the available criteria and regulations. It enables staff to update competencies in accordance with the latest requirements, technologies, legislation, organizational structure, and best-practice benchmarks. Recurrent training include formal courses and or seminars and workshops.

#### **3.2.5 REFRESHER TRAINING**

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

Refresher training is customised to address a specific requirement, but the curriculum should be derived from the competency framework.

#### **3.2.6 ON-JOB- TRAINING (OJT)**

The OJT is presented as a separate document. Its purpose is to reinforce the formal training and support the achievement of competency performance standards. The OJT curriculum is derived from the competency framework and driven by learning objectives.

### **3.3 STRUCTURE OF THE ANS TRAINING**

#### **3.3.1 AB-INITIO**

Ab initio (Induction) training covers beginner level knowledge and skills that needs to be mastered prior to commencing initial Training. It deals with a general introduction to aviation and aviation terms. Ab Initio training is not developed from the competency framework.

#### **3.3.2 INITIAL (BASIC) TRAINING; -**

##### **3.3.2.1 ATS BASIC TRAINING**

The ATS Basic training shall be structured to impart fundamental knowledge and skills, to enable student ATCOs to progress to specialized ATC training. These includes.

- i) Basic Controller Training
- ii) Aerodrome Control Training
- iii) Search and Rescue Operations

##### **3.3.2.2 AIS AND AERONAUTICAL CHART BASIC TRAINING**

The AIS and Aeronautical Chart Basic training shall be structured to impart fundamental knowledge and skills, to enable AIS Personnel to progress to specialized AIS training. These includes;

- i) Basic AIS Course (ICAO 021)
- ii) Aeronautical Digital Cartography
- iii) AIS Automation

### **3.3.2.3 COMMUNICATION, NAVIGATION, AND SURVEILLANCE (CNS) BASIC TRAINING**

The CNS Basic training shall be structured based on Manual on Air Traffic Safety Electronics Personnel (ATSEP) Competency-based Training and Assessment (Doc 10057) whereby the training shall address the theoretical and practical issues from equipment-specific and/or site-specific perspectives and at the end of basic training, trainees should have acquired general knowledge regarding:

- i) international and national organizations and standards.
- ii) air traffic services, airspace standards, aeronautical information systems, meteorology and altimetry.
- iii) CNS/ATM concepts; and
- iv) human factors.

### **3.3.2.4 FLIGHT PROCEDURE DESIGN INITIAL BASIC TRAINING**

The Flight Procedure Design Service Providers (PDSPs) Initial training is the first phase of training where actual procedure design topics and criteria (Doc 8168) are covered. The purpose of initial training is to provide basic skills and knowledge to Flight procedure designers who shall be recruited or designated as designers.

### **3.3.3 ON-JOB-TRAINING**

On-the-job training is an essential phase in a training programme is the integration in practice of previously acquired job-related routines and skills 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.

### **3.3.4 RECURRENT TRAINING**

Recurrent training will involve formal classroom training that must be provided for each Staff at specified unit and period if required to maintain proficiency in all assigned tasks and shall be reviewed annually. The ANSP is required to plan accordingly regular recurrent training to ensure that the ANSP Staff remain adequately trained and currently proficient for each position, and type of operation in which the Staff member serve

### **3.3.5 REFRESHER TRAINING**

The purpose of refresher training is to strengthen and refresh memory that will enhance ANSP Staff's knowledge and skill that have weakened through disuse and the passage of time

### **3.3.6 ADVANCED TRAINING**

The purpose of advanced training is to augment the skills and knowledge of active within ANSP Function to ensure professional advancement. The curriculum of advanced training should be derived from the competency framework

### **3.3.7 SPECIALIZED TRAINING**

Training in this category includes many subjects that will enhance ANSP Staff's knowledge and skill in any work-related area.

### **3.4 TRAINING RECORDS**

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

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

### **3.5 REQUIREMENT FOR APPROVED CURRICULUM**

3.5.1 The ANSP shall develop training programme for all areas as required by this circular and submit to DSR for approval.



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**Tanzania Civil Aviation Authority**