

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE</b></p>	<p style="text-align: right;"><b>Revision: 1</b></p>
<p><b>Document No:</b> TCAA/QSP/SR/AC/ANS - 03</p>	<p><b>Title: Training Programme for ATS staff</b></p>	<p style="text-align: right;"><b>Page 1 of 3</b></p>

## 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 the ATS 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 Air Traffic 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 The Civil Aviation (Personnel Licensing) Regulations;
- 2.3 ICAO Doc 9426 - ATS Planning Manual

## 3.0 GUIDANCE AND PROCEDURES

### 3.1 General

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

### 3.2 Structure of the ATS Training

- 3.2.1 The ATS training programme shall be structured to include the following:

#### a) Basic training;-

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

- i. Induction Training
- ii. Basic Controller Training
- iii. Aerodrome Control Training

<p><b>This is a controlled document</b></p>		<p style="text-align: right;"><b>Issued on: 31 March 2020</b></p>
---	--	---

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE</b></p>	<p style="text-align: right;"><b>Revision: 1</b></p>
<p><b>Document No:</b> TCAA/QSP/SR/AC/ANS - 03</p>	<p><b>Title: Training Programme for ATS staff</b></p>	<p style="text-align: right;"><b>Page 2 of 3</b></p>

**b) On-Job-Training -**

The integration in practice of previously acquired job-related routines and skills under the supervision of a qualified On-the-Job-Training instructor in a live traffic situation

**c) Recurrent training -**

Recurrent training will involve formal classroom training that must be provided for each Controller at specified period if required to maintain proficiency in all assigned tasks and shall be reviewed annually

**d) Refresher training-**

The purpose of refresher training is to strengthen skills and knowledge that have weakened through disuse and the passage of time i.e standard phraseologies, strip markings etc

**e) Advanced Training:**

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

- i. Approach Non-Radar Training
- ii. Approach Radar Control Training
- iii. Area Non-Radar Training
- iv. Area Radar Control Training ;-

**f) Specialized training**

-Training in this category includes many subjects that will enhance Controller's knowledge and skill in any work related area. This will include such subject as, safety management, Search and Rescue, Procedure Designs Human Factors Principles etc.

<p><b>This is a controlled document</b></p>		<p style="text-align: right;"><b>Issued on: 31 March 2020</b></p>
---	--	---

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE</b></p>	<p style="text-align: right;"><b>Revision: 1</b></p>
<p><b>Document No:</b> TCAA/QSP/SR/AC/ANS - 03</p>	<p><b>Title: Training Programme for ATS staff</b></p>	<p style="text-align: right;"><b>Page 3 of 3</b></p>


### 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 ATS personnel as required by this circular.



**Tanzania Civil Aviation Authority**