POLICY STATEMENT 48 | Training Policy

Effective Date of Implementation: 24 February 2016

Rationale:

ASSI and the OTAAs are required to comply with ICAO standards for the management, design and implementation of training programmes for each technical staff position in order to develop and maintain competence in their staff. The purpose of this policy is to clarify where responsibilities lie with regard to training for ASSI and the OTAAs in order to meet ICAO requirements.

Policy Statement:

1. Each OTAA and ASSI is responsible for the development and management of training programmes for their staff to ensure competence is achieved and maintained. Training records and evaluation of training will be conducted individually by each organisation.

2. In line with ICAO requirements, each OTAA and ASSI will plan for initial, OJT, specialised and recurrent training within their programmes, as appropriate to their staff.

3. Based on the training programmes, each OTAA and ASSI is required to develop training plans for their technical and support staff. These plans must be appropriately funded and training must be planned so that it is implemented within an agreed and reasonable timescale.

4. All new starters to the OTAAs and ASSI will complete an induction programme in the organisation. New starters, and those new to their role, will additionally complete an OJT programme for their role as well as other training identified in the training programme for that discipline.

5. Where there is no publicly available training, ASSI will provide support to the OTAAs in the delivery of training that affects more than one OTAA. This process is dependent upon submission of training needs from the OTAAs.

6. ASSI will maintain, and make available as guidance material, a set of regulatory competencies for technical roles that will be developed in consultation with the OTAAs. It is for the OTAAs to decide if they wish to use these competencies for their staff and may adapt them as appropriate.

7. As per the Directions to ASSI, ASSI provides assistance, training and advice to the Governor or any person designated as responsible for aviation safety and security regulation in each Overseas Territory. To this end a series of technical seminars are provided, as well as other specific training events which are of interest to the group of Overseas Territories. The seminars are provided free of an attendance charge and delegates pay for their own travel and related expenses. ASSI has a budget allocated for these training events; it does not have a mechanism for charging for attendance to recover the costs of any attendees.

8. Should an individual OTAA have a particular training need that they request ASSI to deliver, ASSI may agree to this on the basis that all travel and related costs are organised and paid for by the OTAA concerned.

Signature: ---------- Justin Rothwell, CEO, Air Safety Support International