ADVISORY CIRCULAR

SIERRA LEONE CIVIL AVIATION AUTHORITY

SLCAA-AC-ANS020-Rev. 00

EFFECTIVE DATE: 31st AUGUST 2021

Guidance for the Preparation of Training Plan and Records for Air Traffic Services

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Director General

Sierra Leone Civil Aviation Authority

1.   **GENERAL**

The Sierra Leone Civil Aviation Authority's Advisory Circulars contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a Regulation, and consideration will be given to other methods of compliance that may be presented to the Authority

Information considered directive in nature is described in this AC in terms such as "shall" and "must", indicating the actions are mandatory. Guidance information is described in terms such as "should" and "may" indicating the actions are desirable or permissive, but not mandatory

1.1   Purpose

This guidance provides instruction for the development and review of the training records for technical staff providing air traffic services.

The purpose of this guidance material is to provide instruction for the development and review of the preparation of training plan for Air Traffic Services.

The purpose of training planning is to design learning objectives that ultimately accomplish overall training and development goals.

1.2   Applicability

This AC is applicable to Air Navigation Service Providers (ANSPs) providing Air traffic services in Sierra Leone.

1.3   Description of Changes

This AC is the first to be issued on this subject

1.4   References

(a) SLCAR Part 11- Air Traffic Services
(b) ICAO Doc 9426

1.5   Cancelled Documents

Not Applicable

1.6   Abbreviations

AC - Advisory Circular
ANS - Air Navigation Service
ANSP - Air Navigation Service Provider
ATS - Air Traffic Service
ATSP - Air Traffic Service Provider
OJT - On Job Training

SLCAA - Sierra Leone Civil Aviation Authority

SLCARs - Sierra Leone Civil Aviation Regulation

2. BACKGROUND

This document deals with providing guidance of Air Traffic Services to prepare training plan for Air Traffic services personnel for the purpose of acquiring skills, knowledge and competency for ATS personal at different level.

A training plan identifies the training that learners are expected to complete over a stated period of time. Each training plan pertains can be designed to meet one or more learning objectives.

Training plan uses for estimate the demand for learning, Compare training budgets to estimated training costs and Report actual training for a defined period.

3. GENERAL GUIDANCE

3.1 Air Traffic Services provider is responsible for providing training possibly includes the following items in the training plan;

(a) Approved organizational structure which indicate the structure of the ATSP
(b) A minimum of two years plan for each technical personnel.
(c) Initial/basic training
(d) Advanced training
(e) Specialized training
(f) Refresher training and
(g) On job training (On-the-job training is aimed at permitting the new employee to integrate his basic knowledge with actual practice.)

4. SPECIFIC GUIDANCE

4.1 List of planed courses which include

(a) Title of the course to be given
(b) Duration of the course
(c) Institute providing the course and
(d) Year and if practicable month to take the course

4.2 A system for records covers identification, collection, storage, security, maintenance, access and disposal of records necessary for the provision of air traffic services.

4.3 Records systems must provide an accurate chronicle of ATS activities for the purpose of reconstruction of events for air safety investigation, and for system safety analysis.

4.4 All training records shall be maintained and retained after the completion of the training; it includes accurate and complete training records (matrix) and which is clearly stated;

(a) Title of the course taken
(b) Duration of the course
(c) Type of certificate provided and
(d) Institute providing the course

4.5   Deletions from training records are not permitted. All entries must be written in non-erasable ink, and must be legible.

4.6   Records of ATS personnel must be justified (validated) by appropriate personnel before recorded.

4.7   The training records must be retained at;

(a) Human resource Unit
(b) The ATS Unit

4.8   The training records shall include certificates, OJT tasks performed and any other documents related to training

(a) Basic Air Traffic Control Course
(b) Aerodrome Control Service Course
(c) Approach procedural Course
(d) Area procedural Course
(e) Approach Surveillance Course
(f) Area Surveillance Course
(g) On Job Trainings
(h) Refresher Trainings
(i) Recurrent Training, management and other advanced Courses