OJT INSTRUCTOR

ICAO Code | 212
---|---
Course Type | ATC Operational Training
Course Duration | 10 days
Target Audience | Air Traffic Controllers

Learning outcomes

At the end of the course the trainee will:

- Apply adult learning principles and strategies to optimise learning
- Understand the formal processes of ATS training, including training documents
- Recognise and integrate remedial actions that motivate and progress training outcomes
- Apply a range of instructional techniques and tools to enhance the success of the learner
- Apply a competency framework to ATC training
- Effectively brief and debrief trainees
- Apply on-job assessment and reporting processes
- Diagnose trainee skill deficiencies and apply skill enhancement strategies
- Manage the human factors related to on-job training
- Manage trainee performance on-job.

Why study this course?

The younger generation expects to know how they are achieving and they want to engage and take responsibility for their learning.

Become a qualified OJT Instructor and learn how to apply a competency training model, give feedback that supports learning and motivate trainees through skill deficiency diagnosis and positive reinforcement.

Aim

To provide participants with instructional techniques and tools to manage and motivate a trainee's performance using a competency framework, positive reinforcement and continuous assessment for effective diagnosis of skill deficiencies and application of skill enhancement strategies in a timely manner.

The course will apply a competency based approach to training and be presented via a combination of interactive lectures, case studies, on job training simulation activities, problem solving discussions and practice. Participants will take away a toolbox of knowledge, skills and aide memories to assist them in any future ATC Instructor role they may undertake.
**ASSESSOR**

<table>
<thead>
<tr>
<th>ICAO Code</th>
<th>059</th>
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<tbody>
<tr>
<td>Course Type</td>
<td>ATS Operations</td>
</tr>
<tr>
<td>Course Duration</td>
<td>4 days</td>
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<tr>
<td>Target Audience</td>
<td>ATC Instructors</td>
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</table>

**Learning outcomes**

At the end of the course the trainee assessor will:

- Describe the principles of assessment and moderation in accordance with best practice
- Describe the privileges and responsibilities of an ATS Assessor, Instructor and Examiner
- Assess staff for ATS Ratings, Certificates of Competency and validations
- Describe the administration requirements for the issue of ATS ratings, certificates of competency and validations
- Assess ATS staff for the issue of ATS Instructor ratings and continued currency of ATS Assessor ratings
- Know the functions of industry regulatory bodies
- Describe how to reduce stress before and during an assessment
- Describe how to prepare and conduct written and oral examinations
- Prepare practical examinations in accordance with a competency assessment process.

**Why study this course?**

“Know what evidence of competence is required and how to judge competence in variable air traffic control environments and situations. Be confident you have a competent and safe workforce”.

**Aim**

To provide participants with the knowledge, skills and assessment techniques to be able to design, moderate, and undertake valid and reliable assessments, for the issue of ATS ratings and validations using a competency framework.

The course will apply a competency based approach to assessment and be presented via a combination of interactive lectures, case studies, assessment simulation activities and group activities in accordance with best educational practice.

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PBN WORKSHOP

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<tr>
<th>ICAO Code</th>
<th>122</th>
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<tbody>
<tr>
<td>Course Type</td>
<td>Air Traffic Management</td>
</tr>
<tr>
<td>Course Duration</td>
<td>5 days</td>
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<tr>
<td>Target Audience</td>
<td>All Aviation Personnel</td>
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</table>

Why study this course?

To understand the broad range of technologies that provide for more accurate area navigation, allow for shorter more direct routes, and more efficient takeoffs and landings. To know how to develop and implement a PBN Plan to increase the safety of operations, reduce fuel burn, aircraft emissions, airport and airspace congestion.

Aim

To understand the history, development and application of RNAV procedures to implement a PBN plan. To recognize and be able to mitigate the human factors that can affect safety in an RNAV air traffic environment.

Interactive training sessions, group discussions and practical examples of performance-based navigation (PBN) provide a real learning experience.

Learning outcomes

During the course, participants will:

- Describe the history and common terminology in the use of PBN
- Gain an overview of the operational application and limitations of GNSS
- Learn how a Flight Management System (FMS) calculates and implements a route and the effect on aircraft efficiency
- Be able to identify potential human factors challenges created by PBN
- Gain knowledge in the design and development of RNAV arrivals and approaches
- Gain an understanding of the ATC implications and responsibilities when changing the terms of arrivals, approaches or departures
- Appreciate the effect of changes of speed on the descent profile of an aircraft
- Demonstrate an understanding of information required on a flight plan.

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**OPERATIONAL SAFETY**

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<th>ICAO Code</th>
<th>059 and 209</th>
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<tbody>
<tr>
<td>Course Type</td>
<td>ATS Operations</td>
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<tr>
<td>Course Duration</td>
<td>2 days</td>
</tr>
<tr>
<td>Target Audience</td>
<td>Air Traffic Controllers</td>
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</tbody>
</table>

**Learning outcomes**

At the end of this course participants will:

- Identify threats and errors in an air traffic controller’s context of operation
- Understand slips, lapses, mistakes and non-adherence in the provision of an air traffic service
- Be aware of and understand the application of the systemic management in their air traffic control environment to mitigate identified threats
- Define the conduct, aims, and qualities that characterise a professional air traffic controller
- Identify tactical tools which can be used to minimise and eliminate threats and errors that impact on daily operations
- Use the Root Cause Analysis Tool (RCAT) as a self-awareness tool for decision making and task management.

**Why study this course?**

Communication, a professional attitude and teamwork are critical to managing threats and errors in the air traffic service environment; operational safety depends upon it. This course is designed for air traffic controllers who want to be aware of how their non-technical attributes contribute to a safe operating practice.

**Aim**

Participants on this course will recognize and understand the non-technical attributes and principles which enhance their safe practice. They will understand the professional expectations they bring to an aviation team and how these can be effectively applied to threat and error management and the safety of aviation.
HUMAN FACTORS

ICAO Code 059 and 204
Course Type ATS Operations
Course Duration 4 days
Target Audience All Aviation

Learning outcomes
At the end of the course the trainee will:

• Describe human factors and recent advances in this domain
• Be introduced to concepts in human error accident reduction training and the associated models
• Be able to describe the concepts and principles involved in human factors as they relate to an aviation environment
• Understood the effects of workload, stressors, fatigue and the physiological factors on human performance
• Be aware of the environmental effects, including ergonomics and weather in human performance
• Describe how human factors contributes to incidents and accidents using conceptual models.

Why study this course?

Today’s fast paced changing world demands more of human performance. Increasing automation, satellite navigation, complexity of airspace, high traffic density and the balance of cost, safety and efficiency, requires a greater awareness of how to safeguard against human error.

Aim

Participants on this course will be introduced to human factors (performance) terminology in aviation. They will gain an understanding of the factors affecting an individual’s performance and the application of human factor knowledge using practical tools, that can be readily applied in an operational environment to improve safety.

The course will be presented via a combination of interactive training sessions, group discussions and relevant case studies.
CLASSROOM INSTRUCTIONAL TECHNIQUES

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<tbody>
<tr>
<td>Course Type</td>
<td>Adult Education &amp; Training</td>
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<tr>
<td>Course Duration</td>
<td>5 days</td>
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<tr>
<td>Target Audience</td>
<td>All Aviation Personnel</td>
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</tbody>
</table>

**Learning outcomes**

Participants on this course will:

- Describe the training cycle and adult learning theories, including learning barriers and learning styles
- Demonstrate the ability to plan, organise and review basic lesson plans to enhance learning
- Demonstrate the ability to make effective use of resources and media to create a positive learning environment
- Apply effective communication and questioning techniques
- Deliver classroom learning activities utilising a range of training techniques and media
- Practice self-evaluation as a means of improving their own instructional style
- Apply the principles of adult learning to include a range of learning styles.

**Why study this course?**

Knowing something doesn’t mean you can teach it. To engage and inspire someone to learn, to get your message across in a meaningful way so they can achieve; requires planning, technique, goal setting, presentation skills, enthusiasm and engagement.

**Aim**

This course provides participants with the knowledge and techniques necessary to train groups of people in a classroom environment. The course will also provide you with skills to be an effective instructor, how to manage the training cycle and the importance of stakeholder feedback and self-review as part of the process.
AVIATION ENGLISH FOR CONTROLLERS

**ICAO Code** 291

**Course Type** ATC Course

**Course Duration** 15 days

**Target Audience** Air Traffic Controllers

**Learning outcomes**
The contents of Aviation English covers all the categories needed to achieve ICAO Level 4, with interactive learning and modules designed that target the following:
- Pronunciation
- Structure
- Vocabulary
- Fluency
- Comprehension (Aural)
- Interaction.

**Why study this course?**
To improve your English language proficiency as required to meet the Level 4 requirements.

**Aim**
To improve existing language skills across all six descriptors according to the ICAO English language proficiency rating scale.

The course is designed for pilots and air traffic controllers (trainee and professional), incorporates instructor-led learning with online modules.

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AERODROME CONTROL REFRESHER

ICAO Code 052
Course Type ATC Course
Course Duration 5 days
Target Audience Air Traffic Controllers

Learning outcomes
At the end of the course the trainee will:
- Review strategies to analyse traffic situations for potential conflicts and apply appropriate resolutions in complex and abnormal simulated traffic situations
- Reinforce documented procedures which ensure the safe, orderly and expeditious flow of traffic
- Recognise the coordination required in the event of equipment failure
- Take appropriate actions in the event of abnormal operations
- Demonstrate the use of issuing timely and relevant traffic information
- Reinforce interpersonal teamwork factors as they relate to an Aerodrome environment.

Why study this course?
To practice and reinforce good operating procedures in complex and abnormal traffic conditions and keep current to a competent standard with operational procedures.

Aim
The aim is to enhance existing skills and provide currency or upskilling in managing complex and abnormal traffic situations using current operational, procedures, theories and practices.

All practice is undertaken in a simulated air traffic environment using the latest technology and simulation equipment.

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AERODROME CONTROL

ICAO Code 052

Course Type ATC Course

Course Duration 8 weeks

Target Audience Trainee ATCs

Learning outcomes

At the end of the course the trainee will:

- Apply situational awareness in an aerodrome simulated environment
- Manage the traffic situation and apply appropriate procedures in order to achieve a safe, orderly and expeditious traffic flow in a simulated environment
- Manage and apply effective and efficient coordination in a simulated environment
- Communicate effectively and efficiently in a simulated environment
- Manage and operate all relevant ATS equipment effectively in a simulated environment
- Reflect on and self-manage performance in relation to a simulated work environment
- Consider and respond to the interpersonal factors that impact on an operational team dependent.

Why study this course?

This course is a pre-requisite to, and provides the knowledge and practical skills required to prepare trainees for on the job training in an Aerodrome Control environment.

Aim

The aim of this course is to equip the student with the knowledge and skills required to demonstrate the delivery of an aerodrome control service. They will be able to provide safe, orderly and expeditious air traffic services in a simulated environment. Consistently integrating all the knowledge, skills and attitudes required of an air traffic controller in a variable, dynamic environment and be accountable for the continuous decisions they make. They will be able to manage the personal and situational demands placed upon them and take full responsibility for their part in the safe, orderly and expeditious delivery of air traffic services.

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WATCH SUPERVISOR

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<tr>
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<tbody>
<tr>
<td>Course Type</td>
<td>ATS Management</td>
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<tr>
<td>Course Duration</td>
<td>5 days</td>
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<tr>
<td>Target Audience</td>
<td>ATS Supervisors</td>
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</tbody>
</table>

Why study this course?

Lead your operational team with confidence by maintaining situational awareness of the operational factors. Know how to work efficiently and safely to manage an air traffic service environment.

Learning outcomes

At the end of the course the trainee will:

- Describe the role of the watch supervisor within an ANSP organisational structure
- Explain the key concepts involved in supervising a team effectively
- Consider the various styles of leadership and the effects these have on a team
- Explain the concept of quality management systems and how it applies to a watch supervisor role
- Reflect and consider the concept of a Just Culture
- Review local regulatory and ICAO requirements as they apply to Threat and Error Management (TEM)
- Apply in flight emergency response checklists to manage abnormal and emergency situations (ABES)
- Recognise and be able to describe the effects of stress and fatigue on the team.

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