Model Curriculum

Airline Security Executive

SECTOR:	AEROSPACE AND AVIATION
SUB-SECTOR:	AIRLINE
OCCUPATION:	OPERATIONS
REF ID:	AAS/Q0601, V1.0
NSQF LEVEL:	3

Certificate

CURRICULUM COMPLIANCE TO
QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS
is hereby issued by the

AEROSPACE & AVIATION SECTOR SKILL COUNCIL (AASSC)

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/Qualification Pack : 'Airline Security Executive' QP No. 'AAS/Q0601' NSQF level 3'

Date of issuance   : 01 September 2017
Valid up to   : 31 August 2018
* Valid up to the next review date of the Qualification Pack

(Authorised signatory)
Aerospace & Aviation Sector Skill Council (AASSC)

TABLE OF CONTENTS

Airline Security Executive

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Airline Security Executive", in the "Aerospace & Aviation" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Airline Security Executive		
Qualification Pack Name & Reference ID.	AAS/Q0601		
Version No.	1.0	Version Update Date	20 – 02 - 2017
Pre-requisites to Training	Class X		
Training Outcomes	After completing this programme, participants will be able to; • Maintain the security environment while coordinating airline operations efficiently. • Assess risks and ensure maintenance of security standards while efficiently handling passengers, cargo, mail, catering and other operations. • Identify and use basic tools, equipment & materials; Understanding of carrying out tool box, machinery equipment for its operation. • Achieve basic communication skills and good inter-personal skills. • Acquire abilities to stand and walk for long periods of time consistent kneeling, squatting and reaching above the head with caution to avoid accidents.		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of "Airline Security Executive" Qualification Pack issued by "Aerospace & Aviation Sector Skill Council (AASSC)".

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	**Follow safety and security procedures** **Theory Duration** (hh:mm) **25:00** **Practical Duration** (hh:mm) **23:00** **Corresponding NOS Code** **AAS/N0502**	Candidates will be able to; • comprehend the organisation's safety and security policies and procedures • comprehend the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any acts of unlawful interference • report any identified breaches of safety, and security policies and procedures to the designated person • coordinate with other resources at the workplace (within and outside the organisation) to achieve safe and secure environment • identify and mitigate any safety and security hazards like illness, accidents, fires or acts of unlawful interference if it falls within the limits of individual's authority • report any hazards outside the individual's authority to the relevant person in line with organisational procedures and regulatory guidelines • follow organisation's emergency procedures for incidents or accidents, fires or acts of unlawful interference • identify and recommend opportunities for improving health, safety, and security to the designated person • ensure completion of all health and safety records are updates and procedures well defined	White/Black board, Markers, computer and projector, trainer's guide, student handbook, Charts regarding health & hygiene, fire-fighting, first aid, chart of prohibited items, Screening & search equipment – hand-held metal detector, doorframe metal detector, Under chassis inspection mirror, torch, Chart of parking layout, traffic markings, Chart on traffic signals and symbols, walkie-talkie, personal protective equipment (PPE) (consisting of safety jacket & safety shoes)
2	**Secure the entry to aircraft when aircraft is on ground** **Theory Duration** (hh:mm) **51:00** **Practical Duration** (hh:mm) **29:00** **Corresponding NOS Code** **AAS/N0604**	Candidates will be able to; • perform visual check of the aircraft cabin before passenger boarding to ensure that there are no restricted items left unattended inside the aircraft. • perform visual check of the aircraft post deplaning of the passengers to ensure no items have been left behind by any passengers inside the aircraft • perform visual check of the aircraft post cleaning to ensure that no restricted item or unclaimed items are on board the aircraft post the disembarkation of cleaners.	White/Black board, Markers, computer and projector, trainer's guide, student handbook, chart of prohibited items, Screening & search equipment – hand-held metal detector, doorframe metal detector, torch, Access control equipment, walkie-talkie, sample of ID cards, vehicle/material forms and passes

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		• receive and check the catering documents provided by the catering service provider	
		• perform check to verify that the catering is as per documents submitted by the catering supplier and no tampering has occurred with the catering units by comparing the catering seal(s).	
		• perform visual check of the boarding cards of the passengers on board the aircraft (for transit flights) to ensure that the passenger is a bona fide passenger to undertake the next leg of the journey on the aircraft.	
		• perform visual reconciliation of on-board cabin baggage by identification of the owner of the baggage (for a transit flight) to ensure that on-board cabin baggage is owned by a bonafide passenger on the aircraft.	
		• ensure identified on-board bag(s) have been marked in compliance with regulatory and organisation procedures.	
		• perform a physical check of the boarding pass of each passenger to verify that the passenger is holding a valid boarding pass to enter the aircraft	
		• perform a visual check of the hand baggage tags affixed on the handbags of a passenger to verify that the hand baggage has been tagged appropriately	
		• take decisions to withhold any passenger(s) and or his hand baggage in case of any suspicion of a possible act of unlawful interference	
		• guard the entry into the aircraft at the points of boarding and loading	
		• verify the bonafide credentials of the employee seeking entry into the aircraft	
		• update the security log book as per organisational and regulatory policies with details of every person entering the aircraft along with the signature of personnel.	
		• frisk the employee entering the aircraft through the passenger door to ensure that the employee is not carrying any restricted items on himself/herself.	
		• frisk the employee entering the aircraft through the baggage or cargo	

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Sr. No.	Module	Key Learning Outcomes	Equipment Required
		loading doors of the aircraft to ensure that the employee is not carrying any restricted items on himself/herself • frisk every employee exiting the aircraft through the passenger door to ensure that the employee has not taken any restricted property from the aircraft • frisk every employee exiting the aircraft through the baggage or cargo loading doors of the aircraft to ensure that the employee has not taken any restricted property from the aircraft.	
3	**Take actions to deal with incidents, accidents and emergencies in the aviation security environment** **Theory Duration** (hh:mm) **41:00** **Practical Duration** (hh:mm) **39:00** **Corresponding NOS Code** **AAS/N0501**	Candidates will be able to; • comprehend the probability and severity of emergency situations • take action to deal with emergencies, incidents or accidents in line with the organisation's procedures and regulatory guidelines • ensure that the action planned does not increase the risk or threat to self and others and consider the needs of others when taking action • keep all the relevant and appropriate person(s) informed on action taken in line with organisation's procedures • get help from the appropriate sources in situation(s) that are outside your own authority or ability • document all actions taken to mitigate risks/emergencies in line with organisation procedures and regulatory guidelines	White/Black board, Markers, computer and projector, trainer's guide, student handbook, chart of prohibited items, Screening & search equipment – hand-held metal detector, doorframe metal detector, Chart on traffic signals and symbols, walkie-talkie, baton/firearms as per requirement, Charts showing stake holder interaction/reporting during emergencies
4	**Work Effectively in a Team** **Theory Duration** (hh:mm) **13:00** **Practical Duration** (hh:mm) **19:00** **Corresponding NOS Code** **AAS/N0503**	Candidates will be able to; • display courteous and helpful behavior at all times. • take opportunities to enhance the level of assistance offered to colleagues. • meet all reasonable requests for assistance within acceptable workplace timeframes. • complete allocated tasks as required. • seek assistance when difficulties arise. • use questioning techniques to clarify instructions or responsibilities. • identify and display a non-discriminatory attitude in all contacts with customers and other staff members. • follow appropriate dress code and presentation as required by the workplace, job role and level of customer contact. • follow personal hygiene procedures	White/Black board, Markers, computer and projector, trainer's guide, student handbook, Charts regarding health & hygiene, walkie-talkie

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		according to organisational policy and relevant legislation. • interpret, confirm and act on workplace information, instructions and procedures relevant to the particular task • interpret, confirm and act on legal requirements in regard to antidiscrimination, sexual harassment and bullying. • ask questions to seek and clarify workplace information. • plan and organise daily work routine within the scope of the job role • prioritise and complete tasks according to required timeframes • identify work and personal priorities and achieve a balance between competing priorities	
	Total Duration **Theory Duration** (hh:mm) **130:00** **Practical Duration** (hh:mm) **110:00**	• samples of ID cards, visitor/vehicle/material forms • and passes • XBIS (X-ray Baggage Inspection System) • ETD (Explosive Trace Detector) • Aircraft handling manual (AHM) of widely used aircraft	

*Grand Total Course Duration: **240 Hours, 0 Minutes***

*(This syllabus/ curriculum has been approved by **SSC: Aerospace & Aviation Sector Skill Council**)*

Trainer Prerequisites for Job role: "Airline Security Executive" mapped to Qualification Pack: "AAS/Q0601"

Sl. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack "AAS/Q0601".
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well- organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Class XII Passed
4a	Domain Certification	Statutory Certificate from Aerospace & Aviation Sector Skill Council (AASSC) for Job Role: "Airline Security Executive" mapped to QP: "AAS/Q0601". Minimum accepted score for domain certification will be 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the job role "Trainer" mapped to the Qualification Pack : "MEP/Q 0102". Minimum accepted percentage as per respective SSC guidelines is 80%.
5	Experience	2-3 years of experience.

Annexure: Assessment Criteria

Job Role	**: Airline Security Executive**
Qualification Pack	**: AAS/Q0601**
Sector Skill Council	**: Aerospace & Aviation**

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC

2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC

3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)

4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria

5. To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate

6. The marks are allocated PC wise, however, every NOS will carry a weightage in the total marks allocated to the specific QP

Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
					Marks Allocation
1. AAS/N0604 (Secure the entry to aircraft when aircraft is on ground)	PC 1. perform visual check of the aircraft cabin before passenger boarding to ensure that there are no restricted items left unattended inside the aircraft.	100	5	4	2
	PC 2. perform visual check of the aircraft post deplaning of the passengers to ensure no items have been left behind by any passengers inside the aircraft		5	4	2
	PC 3. perform visual check of the aircraft post cleaning to ensure that no restricted item or unclaimed items are on board the aircraft post the disembarkation of cleaners.		5	4	2
	PC 4. receive and check the catering documents provided by the catering service provider		5	4	2
	PC 5. perform check to verify that the catering is as per documents submitted by the catering supplier and no tampering has occurred with the catering units by comparing the catering seal(s).		5	4	2
	PC 6. perform visual check of the boarding cards of the passengers on board the aircraft (for transit flights) to ensure that the passenger is a bonafide passenger to undertake the next leg of the journey on the aircraft.		5	4	2
	PC 7. perform visual reconciliation of on- board cabin baggage by identification of the owner of the baggage (for transit flight) to ensure that every on-board cabin baggage is owned by a bonafide passenger on the aircraft.		5	4	2
	PC 8. ensure identified on-board bag(s) have been marked in compliance with regulatory and organisation procedures.		5	4	2
	PC9. perform a physical check of the boarding pass of each passenger to verify that the passenger is holding a valid boarding pass to enter the aircraft		5	4	2

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		PC10. perform a visual check of the hand baggage tags affixed on the handbags of a passenger to verify that the hand baggage has been tagged appropriately	5	4	2
		PC11. take decisions to withhold any passenger(s) and or his hand baggage in case of any suspicion of a possible act of unlawful interference	5	3	2
		PC12. guard the entry into the aircraft at the points of boarding and loading	5	3	2
		PC13. verify the bonafide credentials of the employee seeking entry into the aircraft	5	3	2
		PC14. update the security log book as per organisational and regulatory policies with details of every person entering the aircraft along with the signature of personnel.	5	3	2
		PC15. frisk the employee entering the aircraft through the passenger door to ensure that the employee is not carrying any restricted items on himself / herself.	5	3	2
		PC16. frisk the employee entering the aircraft through the baggage or cargo loading doors of the aircraft to ensure that the employee is not carrying any restricted items on himself / herself	5	3	2
		PC17. frisk every employee exiting the aircraft through the passenger door to ensure that the employee has not taken any restricted property from the aircraft	5	3	2
		PC18. frisk every employee exiting the aircraft through the baggage or cargo loading doors of the aircraft to ensure that the employee has not taken any restricted property from the aircraft.	5	3	2
		Total	**100**	**64**	**36**
2.	AAS/N0501 (Take actions to deal with incidents, accidents and emergencies in the aviation security environment)	PC1. assess the probability and severity of emergency situations	20	10	10
		PC2. take action to deal with emergencies, incidents or accidents in line with organisation's procedures and regulatory guidelines	20	10	10
		PC3. make sure the action planned does not increase the risk or threat to self and others	10	5	5

S.No	NOS	PC		Total Marks		
		PC4. consider the needs of others when taking action	100	10	5	5
		PC5.keep all the relevant and appropriate person(s) informed on action taken in line with organisation's procedures		10	6	4
		PC 6. get help from the appropriate sources in situation that are outside your own authority or ability		20	10	10
		PC7.document all actions taken to mitigate risks/emergencies in line with organisation procedures and regulatory guidelines		10	5	5
			Total	100	51	49
3.	AAS/N0502 Follow safety and security procedures	PC1.comply with the organisation's safety and security policies and procedures	100	10	5	5
		PC2.comply with the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any act of unlawful interference		10	5	5
		PC3.report any identified breaches of safety, and security policies and procedures to the designated person		10	5	5
		PC4.coordinate with other resources at the workplace (within and outside the organisation) to achieve safe and secure environment		20	10	10
		PC5.identify and mitigate any safety and security hazards like illness, accidents,		10	5	5
		fires or acts of unlawful interference if it falls within the limits of individual's authority				
		PC 6. report any hazards outside the individual's authority to the relevant person in line with organisational procedures and regulatory guidelines		20	10	10
		PC 7. follow organisation's emergency procedures for accidents, fires or acts of unlawful interference		5	2	3
		PC 8.identify and recommend opportunities for improving health, safety, and security to the designated person		10	8	2

	PC 9. complete all health and safety records are updates and procedures well defined		5	2	3
		Total	100	52	48