

Model Curriculum

Airline Technical Publications Executive

SECTOR: AEROSPACE AND AVIATION
SUB-SECTOR: AIRLINE
OCCUPATION: MAINTENANCE
REF ID: AAS/Q0801, V1.0
NSQF LEVEL: 4


Skill India
असतो मा सद्गमय


Aerospace & Aviation
Sector Skill Council


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National
Skill Development
Corporation

Certificate

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

AEROSPACE & AVIATION SECTOR SKILL COUNCIL (AASCC)

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/Qualification Pack : **'Airline Technical Publications Executive'** QP No. **'AAS/Q0801' NSQF level 4'**

Date of issuance : 15 December 2017
Valid up to : 14 December 2018
** Valid up to the next review date of the Qualification Pack*


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

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Airline Technical Publications Executive

CURRICULUM / SYLLABUS

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

Program Name	Airline Technical Publications Executive		
Qualification Pack Name & Reference ID.	AS/Q0801		
Version No.	1.0	Version Update Date	15 – 03 - 2017
Pre-requisites to Training	Graduate		
Training Outcomes	<p>After completing this programme, participants will be able to;</p> <ul style="list-style-type: none"> • Execute technical writing • Maintain the current status and distribution of all documents assigned to company library (manuals, forms, job cards, etc.) • Achieve and use basic communication skills and good inter-personal skills. • Achieve excellent written communication skills. 		

This course encompasses 3 out of 3 National Occupational Standards (NOS) of “Airline Technical Publications Executive” Qualification Pack issued by “Aerospace and Aviation Sector Skill Council (AASCC)”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Follow safety and security procedures Theory Duration (hh:mm) 25:00 Practical Duration (hh:mm) 23:00 Corresponding NOS Code AAS/N0502</p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> understand the organisation’s safety and security policies and procedures understand 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 accidents, fires or acts of unlawful interference identify and recommend opportunities for improving health, safety, and security to the designated person complete all health and safety records are updates and procedures well defined 	<p>White/Black board, Markers, computer and projector, trainer’s guide, student handbook, Charts regarding health & hygiene, fire-fighting, first aid, chart of prohibited items, walkie-talkie</p>
2	<p>Maintain library and documents Theory Duration (hh:mm) 64:00 Practical Duration (hh:mm) 96:00 Corresponding NOS Code AAS/N1615</p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> maintain a well-organized and up to date technical library PC2 maintain revision controls, inventory, computer database and master file for all documents issued and distributed maintain engineering authorizations (EA), Airworthiness directives (AD) and Service bulletins (SB) with associated documents (drawings, alternate part numbers) in the library and reproduce as and when required maintain current records and inventory control of all manuals assigned to an aircraft, line stations, outside agencies and company 	<p>White/Black board/ Chart paper, Markers/Computer and projector, trainer’s guide, student handbook, Chart of parking layout, traffic markings, signals, cones, barriers, marking tape, signage, jackets, and communication. Chart on traffic signals and symbols, walkie-talkie, video content demonstrating safe & secure airside driving procedures,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>personnel</p> <ul style="list-style-type: none"> • receive all technical documents and publications from outside sources (FAA, DGCA, EASA, manufacturers, PMA/STC holders, vendors etc.) and maintain current revision service of these documents • maintain quantities of current documents at or above established minimum levels to include forms, job cards, spare manuals etc. • ensure timely distribution, tracking and follow up of technical documents and manual revisions to the affected departments and/or personnel within the company • distribute the updated version of engineering authorizations (EA), Airworthiness directives (AD) and Service bulletins (SB) with associated documents (drawings, alternate part numbers) to the respective departments • accomplish revision production and distribution of the company's technical manuals, forms and job cards in accordance with company approved procedures • execute all other duties as assigned 	
3	<p>Work Effectively in a Team Theory Duration (hh:mm) 13:00 Practical Duration (hh:mm) 19:00 Corresponding NOS Code AAS/N0503</p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> • display courteous and helpful behaviour 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. • observe appropriate dress code and presentation as required by the workplace, job role and level of customer contact. • follow personal hygiene procedures according to organisational policy and relevant legislation. • interpret, confirm and act on workplace information, instructions and procedures relevant to the 	<p>White/Black board, Markers, computer and projector, trainer's guide, student handbook,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		particular task <ul style="list-style-type: none"> 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) 102:00 Practical Duration (hh:mm) 138:00	Unique equipment used; <ul style="list-style-type: none"> relevant extracts of trip file / charts/documents, charts & documents charts/documents regarding control system software in use library information & management system software inventory control system software relevant aircraft handling manual (AHM) relevant aircraft maintenance manuals, flight manuals 	

Grand Total Course Duration: 240 Hours, 0 Minutes

This syllabus/ curriculum has been approved by [Aerospace and Aviation Sector Skill Council \(AASCC\)](#)

Trainer Prerequisites for Job role: “Airline Technical Publications Executive” mapped to Qualification Pack: “: AAS/Q0801”

Sl. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “AAS/Q0801”
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	Graduate
4a	Domain Certification	Statutory Certificate from Aerospace and Aviation Sector Skill Council (AASCC) for Job Role: “ <u>Airline Technical Publications Executive</u> ” mapped to QP: “AAS/Q0801”. 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 Technical Publications Executive

Qualification Pack : AAS/Q801

Sector Skill Council : Aerospace and 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 centre (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% 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	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
1. AAS/N0502 Follow safety and security procedures	PC 1. comply with the organisation's safety and security policies and procedures	100	10	5	5
	PC 2. comply with the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any acts of unlawful interference		10	5	5
	PC 3. report any identified breaches of safety, and security policies and procedures to the designated person		10	5	5
	PC 4. coordinate with other resources at the workplace (within and outside the organisation) to achieve safe and secure environment		20	10	10
	PC 5. 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		10	5	5
	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		5	2	3
		Total	100	52	48

Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Marks Allocation		
			Out of	Theory	Skills Practical
2. AAS/N1615 Maintain library and documents	PC1. maintain a well-organized and up to date technical library	100	10	4	6
	PC2. maintain revision controls, inventory, computer database and master file for all documents issued and distributed		10	4	6
	PC3. maintain engineering authorizations (EA), Airworthiness directives (AD) and Service bulletins (SB) with associated documents (drawings, alternate part numbers) in the library and reproduce as and when required		10	4	6
	PC4. maintains current records and inventory control of all manuals assigned to an aircraft, line stations, outside agencies and company personnel		10	4	6
	PC5. receives all technical documents and publications from outside sources (FAA, DGCA, EASA, manufacturers, PMA/STC holders, vendors etc.) and maintain current revision service of these documents		10	4	6
	PC6. maintain quantities of current documents at or above established minimum levels to include forms, job cards, spare manuals etc.		10	4	6
	PC7. ensure timely distribution, tracking and follow up of technical documents and manual revisions to the affected departments and/or personnel within the company		10	4	6
	PC8. distribute the updated version of engineering authorizations (EA), Airworthiness directives (AD) and Service bulletins (SB) with associated documents (drawings, alternate part numbers) to the respective departments		10	4	6

	PC9. accomplish revision production and distribution of the company's technical manuals, forms and job cards in accordance with company approved procedures		10	4	6
	PC10. all other duties as assigned		10	4	6
		Total	100	40	60

Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		
			Out of	Theory	Skills Practical
3. AAS / N0503 Work Effectively as a Team	PC1. display courteous and helpful behaviour at all times.	100	8	3	5
	PC2. take opportunities to enhance the level of assistance offered to colleagues.		7	3	4
	PC3. meet all reasonable requests for assistance within acceptable workplace timeframes.		8	3	5
	PC4. complete allocated tasks as required. PC5. seek assistance when difficulties arise.		7	3	4
	PC6. use questioning techniques to clarify instructions or responsibilities.		7	3	4
	PC7. identify and display a non-discriminatory attitude in all contacts with customers and other staff members.		7	3	4
	PC8. observe appropriate dress code and presentation as required by the workplace, job role and level of customer contact.		7	3	4
	PC9. follow personal hygiene procedures according to organisational policy and relevant legislation.		7	3	4
	PC10. interpret, confirm and act on workplace information, instructions and procedures relevant to the particular task.		7	3	4
	PC11. interpret, confirm and act on legal requirements in regard to anti-discrimination, sexual harassment and bullying.		7	3	4

	PC12. ask questions to seek and clarify workplace information.		7	3	4
	PC13. plan and organise daily work routine within the scope of the job role.		7	3	4
	PC14. prioritise and complete tasks according to required timeframes.		7	3	4
	PC15. identify work and personal priorities and achieve a balance between competing priorities.		7	3	4
	Total		100	42	58
	Grand Total (Marks)		300	102	138
	Percentage Weightage (%)			43	57