
Model Curriculum

Airport Safety Crew

SECTOR: AEROSPACE AND AVIATION
SUB-SECTOR: AIRPORT OPERATIONS, CARGO AND GROUND HANDLING
OCCUPATION: AIRPORT SAFETY
REF ID: AAS/Q4201, V 1.0
NSQF LEVEL: 5



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 : '**Airport Safety Crew**' QP No. '**AAS/Q4201**' **NSQF level 5**'



(Authorised signatory)

Aerospace & Aviation Sector Skill Council (AASSC)

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

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Airport Safety Crew

CURRICULUM/SYLLABUS

This program is aimed at training candidates for the job of a “Airport Safety Crew”, in the “Aerospace & Aviation” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Airport Safety Crew		
Qualification Pack Name & Reference ID.	AAS/Q4201		
Version No.	1.0	Version Update Date	21 – 04 - 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"> • Responsibly monitor safety of airport during operations and promptly report the violations in any. • Identify and use basic tools, equipment & materials; Understand of 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 with regular/consistent kneeling, squatting and reaching over the head with caution to avoid accidents. • Work under pressure to meet the deadlines • Work well in a team • Make/take decisions 		

This course encompasses 3 out of 3 National Occupational Standards (NOS) of “Airport Safety Crew” Qualification Pack issued by “Aerospace & 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"> 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 organization) 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/ Chart paper, Markers/Computer and projector, trainer’s guide, student handbook, Charts regarding health & hygiene, fire-fighting, first aid, chart of prohibited items, chart of parking layout, traffic markings, video content demonstrating safety & security procedures, personal protective equipment (PPE) (consisting of safety jacket, safety goggles, ear plugs, gloves & safety shoes)</p>
2	<p>Monitor safety of airport operations Theory Duration (hh:mm) 140:00 Practical Duration (hh:mm) 164:00 Corresponding NOS Code AAS/N4201</p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> monitor the safe and secure operation of the airside environment in accordance with relevant regulations and company SOPs monitor the safe and secure operation of the airside environment in accordance with relevant regulations and company SOPs ensure serviceability inspections are conducted in accordance with the requirements of the Aerodrome Operations Manual including the movement areas, airfield lighting etc. provide support regarding safety and security breaches and initiate appropriate actions oversee the maintenance of all relevant SOP’s, manuals, plans, procedures and guidelines monitor compliance with the Airside 	<p>White/Black board/ Chart paper, Markers/Computer and projector, trainer’s guide, student handbook,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>Vehicle Control handbook and Driver Licensing</p> <ul style="list-style-type: none"> • monitor effective airport operations are maintained including aircraft incident reporting, aircraft parking control, issuing of NOTAMS, monitoring and reporting of airside safety, preparation of project MOWPs, monitor and update AIP information • participate actively in the Airport Emergency Response process • coordinate effective technical inspections and approach surveys (annually), tree trimming, friction testing and rubber removal • coordinate effective pavement inspections, maintenance procurement, works staging, and budgeting • monitor the Bird and Wildlife Management Plan, reporting and permits • inform the management of the effectiveness of bird control measures and recommend improvements where necessary to minimise the risk of bird strikes • respond to the day-to-day operational issues raised by various reporting teams • monitor airport tenants and stakeholder activities to ensure they are maintained within regulatory standards and assisting with direction as required • work closely with the Manager Operations and Standards and the Projects and Planning team, oversee relevant on-airport aviation/airside project activity • brief the Manager Operations and Standards and / or the Manager Security and Emergency Planning immediately regarding all significant safety & security matters • develop and maintain effective working relationships with key stakeholders • monitor compliance to relevant statutory regulations and airport policies and guidelines • ensure hazards and incidents are identified and entered onto Airport Safety Management System (SMS); • ensure all relevant legislation, policies and procedures are adhered to 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> work with the Manager Operations and Standards and Manager Risk and Regulatory Compliance to develop and maintain the Risk Management System provide quality internal and external customer service comply with the environmental responsibilities outlined in the Airport Environment Policy and co-operate with and participate in all Company related programs to make the work environment healthier and safer 	
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 particular task interpret, confirm and act on legal requirements in regard to anti-discrimination, 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 	<p>White/Black board/ Chart paper, Markers/Computer and projector, trainer's guide, student handbook, video film demonstrating typical questioning techniques</p>
	<p>Total Duration Theory Duration (hh:mm) 178:00</p>		<p>Unique equipment used;</p> <ul style="list-style-type: none"> Airport Environment Policy (Dummy)



Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Practical Duration (hh:mm) 206:00</p>		<ul style="list-style-type: none"> • Aerodrome Operations Manual (Dummy) • Airside Vehicle Control handbook • Airport Improvement Program (AIP) document • Safety Management System (SMS) document • Risk Management System document

*Grand Total Course Duration: **384 Hours, 0 Minutes***

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

Trainer Prerequisites for Job role: “Airport Safety Crew” mapped to Qualification Pack: “AAS/Q4201”

Sl. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “AAS/Q4201”.
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 & Aviation Sector Skill Council (AASCC) for Job Role: “ <u>Airport Safety Crew</u> ” mapped to QP: “AAS/Q4201”. 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 : Airport Safety Crew
Qualification Pack : AAS/Q4201
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 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	Total Marks	Out of	Marks Allocation	
				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 organization) 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. ensure all health and safety records are updates and procedures well defined		5	2	3
		Total	100	52	48

Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
2.AAS/N4201 Monitor Safety of Airport Operations	PC.1 monitor the safe and secure operation of the airside environment in accordance with relevant regulations and company SOPs	100	5	2	3
	PC.2 report on safety and security issues at the airport in accordance with the Civil Aviation Safety Regulations and Airport Operator's safety regulations		5	2	3
	PC.3 Ensure serviceability inspections are conducted in accordance with the requirements of the Aerodrome Operations Manual including the movement areas, airfield lighting etc.		5	2	3
	PC.4 provide support regarding safety and security breaches and initiate appropriate actions		5	2	3

PC.5	oversee the maintenance of all relevant SOP's, manuals, plans, procedures and guidelines	5	2	3
PC.6	monitor compliance with the Airside Vehicle Control handbook and Driver Licensing	5	2	3
PC.7	monitor effective airport operations are maintained including aircraft incident reporting, aircraft parking control, issuing of NOTAMs, monitoring and reporting of airside safety, preparation of project MOWPs, monitor and update AIP information	5	2	3
PC.8	actively participate in the Airport Emergency Response process	5	2	3
PC.9	coordinate effective technical inspections and approach surveys (annually), tree trimming, friction testing and rubber removal	4	2	2
PC.10	coordinate effective pavement inspections, maintenance procurement, works staging, and budgeting	4	2	2
PC.11	monitor the Bird and Wildlife Management Plan, reporting and permits	4	2	2
PC.12	keep the management informed of the effectiveness of bird control measures and recommend improvements where necessary to minimise the risk of bird strikes	4	2	2
PC.13	Respond to the day-to-day operational issues raised by various reporting teams	4	2	2
PC.14	Monitor airport tenants and stakeholder activities to ensure they are maintained within regulatory standards and assisting with direction as required	4	2	2
PC.15	work closely with the Manager Operations and Standards and the Projects and Planning team, oversee relevant on-airport aviation/airside project activity	4	2	2
PC.16	brief the Manager Operations and Standards and / or the Manager Security and Emergency Planning immediately regarding all significant safety & security matters	4	2	2
PC.17	develop and maintain effective working relationships with key stakeholders	4	2	2
PC.18	monitor compliance to relevant statutory regulations and airport policies and guidelines;	4	2	2

	PC.19 ensure hazards and incidents are identified and entered onto Airport Safety Management System (SMS);		4	2	2
	PC.20 ensure all relevant legislation, policies and procedures are adhered to		4	2	2
	PC.21 work with the Manager Operations and Standards and Manager Risk and Regulatory Compliance to develop and maintain the Risk Management System		4	2	2
	PC.22 Provide quality internal and external customer service		4	2	2
	PC.23 Comply with the environmental responsibilities outlined in the Airport Environment Policy and co-operate with and participate in all Company related programs to make the work environment healthier and safer		4	2	2
		Total	100	46	54
			Marks Allocation		
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	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.		4	1	3
	PC5. seek assistance when difficulties arise.		3	1	2
	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