
Model Curriculum

Airport Cargo Operations Assistant (Options: Airside Vehicle Operator)

SECTOR: AEROSPACE AND AVIATION
SUB-SECTOR: AIRPORT OPERATIONS, CARGO AND GROUND HANDLING
OCCUPATION: CARGO TERMINAL OPERATIONS
REF ID: AAS/Q4302, V1.0
NSQF LEVEL: 3



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 : **'Airport Cargo Operations Assistant (Options: Airside Vehicle Operator)' QP No. 'AAS/Q4302' NSQF level 3'**

Date of issuance : 12 December 2017
Valid up to : 11 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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Airport Cargo Operations Assistant (Options: Airside Vehicle Operator)

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Cargo Operations Assistant (Options: Airside Vehicle Operator)”, in the “Aerospace and Aviation” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Airport Cargo Operations Assistant (Options: Airside Vehicle Operator)		
Qualification Pack Name & Reference ID.	AAS/Q4302		
Version No.	1.0	Version Update Date	28 - 06 - 2017
Pre-requisites to Training	Class X		
Training Outcomes	<p>After completing this programme, participants will be able to;</p> <ul style="list-style-type: none"> • Responsibly load and un-load cargo or shipment to/from ULD/BTs from/ to storage facilities and • Assist cargo operators in moving shipments and loading them on ULD. • Achieve basic verbal and written communication skills and good inter-personal skills. • Acquire abilities withstand stress. • Acquire critical thinking and time management skills • Achieve decision making skills. • Develop a keen eye for details. 		

This course encompasses 3 out of 3 **Compulsory** National Occupational Standards (NOS) of “Airport Cargo Operations Assistant (Options: Airside Vehicle Operator)” Qualification Pack and **1 out of 1 Optional NOS** issued by “Aerospace and Aviation Sector Skill Council (AASSC)”.

Compulsory NOS :

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>	<ul style="list-style-type: none"> Comply with the organization's safety and security policies and procedures Comply with 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 organizational procedures and regulatory guidelines Follow organization'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 Ensure all health and safety records are updated 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>Assist in different cargo operations at the airport Theory Duration (hh:mm) 45:00 Practical Duration (hh:mm) 67:00 Corresponding NOS Code AAS/N4302</p>	<ul style="list-style-type: none"> Assist the cargo supervisor/ team leader Perform loading and unloading cargo to/ from ULD/ BTs Assist Equipment Operator (export) to retrieve cargo from storage location to facilitate build-up of cargo at the workstations 	<p>White/Black board/ Chart paper, Markers/Computer and projector, trainer's guide, student handbook,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Load cargo into ULDs and trolleys; secure cargo loaded onto pallets • Store cargo as per specific requirements like DG, AVI, PER, VAL etc. • Perform loading/unloading shipments from trucks • Lift the cargo carefully to avoid damages from trolley or ULDs and take assistance from Forklift operators to handle heavy Cargo • Report to Supervisors/ Security if any damage found • Follow the guidelines when handle special cargos like DG, AVI, PER, VAL etc 	
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>	<ul style="list-style-type: none"> • Ensure that airside driving authorization/ license is appropriate to the vehicle • Confirm that the vehicle is lit and marked according to airside driving requirements • Complete documents relating to using the vehicle in line with the organization procedures • Manoeuvre the vehicle in a controlled manner in all conditions • Park the vehicle safely in appropriate areas in line with organisation procedures • Follow airside signage/ markings • Ensure priority is given to moving aircraft at all times • Maintain a safe distance between the vehicle and aircraft at all time as defined by regulatory guidelines • Ensure that all doors and shutters (where relevant) are closed while driving the vehicle • Reverse the vehicle according to organizational and regulatory guidelines • Ensure constant vigilance when driving • Wear appropriate Personal Protective Equipment (PPE) while driving • Secure vehicle loads in line with the organization procedures • Ensure carriage of an airside driving pass or license in line 	<p>White/Black board/ Chart paper, Markers/Computer and projector, trainer's guide, student handbook, video film demonstrating typical questioning techniques</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>with the organization procedures and regulatory guidelines</p> <ul style="list-style-type: none"> • Take appropriate remedial action when foreign object debris (FOD) or spillage is seen on the airfield • Report dangerous or unsafe practices to appropriate authority • Get rid of all waste products in line with the organization procedures and regulatory guidelines • Provide unhindered access for emergency services at all times • Report all airside accidents and emergencies in line with organization procedures and regulatory guidelines • Respond to airside accidents and emergencies in line with organization procedures and regulatory guidelines 	
	<p>Compulsory NOS: Total Duration (hh:mm) 192:00 Theory Duration (hh:mm) 83:00 Practical Duration (hh:mm) 109:00</p>		

Optional NOS :

OPTIONS (Optional to choose any or all or none)

OPTION 1: Operate a vehicle airside

1.1	<p>Operate a vehicle airside Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 28:00 Corresponding NOS Code AAS/N0702</p>	<ul style="list-style-type: none"> • Make sure that airside driving authorization/license is appropriate and valid to the vehicle • Confirm that the vehicle is lit and marked according to airside driving requirements • Complete documents relating to using the vehicle in line with the organisation procedures • Manoeuvre the vehicle in a controlled manner in all conditions • Park the vehicle safely in appropriate areas in line with organisation procedures • Follow airside signage/markings • Give priority to moving aircraft at all times 	<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>
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Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Maintain a safe distance between the vehicle and aircraft at all times as defined by regulatory guidelines • Make sure that all doors and shutters (where relevant) are closed while driving the vehicle • Reverse the vehicle according to organisational and regulatory guidelines • Be constantly vigilant when driving • Wear appropriate personal protective equipment (PPE) while driving • Secure vehicle loads in line with the organisation procedures • Carry an airside driving license in line with the organisation procedures and regulatory guidelines • Take appropriate remedial action when foreign object debris (fod) or spillage is seen on the airfield/apron • Report dangerous or unsafe practices to appropriate authority • Get rid of all waste products in line with the organisation procedures and regulatory guidelines • Provide unhindered access for emergency services at all times • Report all airside incidents, accidents and emergencies in line with organisation procedures and regulatory guidelines • Respond to airside incidents, accidents and emergencies in line with organisation procedures and regulatory guidelines 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
			Unique equipment required; <ul style="list-style-type: none"> • Aircraft Handling Manual (AHM) of widely used aircraft • Fork Lift • Container, Pallets & dummy packages • Step ladder • Basic fire safety aids (for solid, liquid, gaseous and electrical fires) • Air Cargo Management system mock-up simulator (software installed on server with minimum 5 clients) • Handheld scanner (minimum 5) linked with cargo management software system
	<p>Grand Total Duration</p> <p>Minimum Duration for the QP= <u>192 hrs</u> Theory: <u>83 hrs</u> Practical: <u>109 hrs</u></p> <p>Maximum Duration for the QP= <u>240 hrs</u> Theory: <u>103 hrs</u> Practical: <u>137 hrs</u></p>		

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

Trainer Prerequisites for Job role: “Airport Cargo Operations Assistant (Options: Airside Vehicle Operator)” mapped to Qualification Pack: “AAS/Q4302”

Sl. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “AAS/Q4302”.
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>Airport Cargo Operations Assistant (Options: Airside Vehicle Operator)</u> ” mapped to QP: “ <u>AAS/Q4302</u> ”. 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 Cargo Operations Assistant (Options: Airside Vehicle Operator)

Qualification Pack : AAS/Q4302

Sector Skill Council : Aerospace & Aviation Sector Skill Council

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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack , every trainee should score a minimum of 50% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 300					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
1. AAS/N0502 Follow safety and security procedures	PC 1.search carry-on or checked baggage by hand when it is suspected to contain prohibited items such as weapons	100	10	5	5
	PC 2. inspect carry-on items, using x-ray viewing equipment, to determine whether items contain objects that warrant further.		10	5	5
	PC 3. inspect cargo to identify potential hazards.		10	5	5
	PC 4. view images of checked bags and cargo, using remote screening equipment, and alert baggage screeners or handlers to any possible problems.		20	10	10
	PC 5. test baggage for any explosive materials, using equipment such as explosive detection machines or chemical swab systems.		10	5	5
	PC 6. locate suspicious bags pictured in printouts sent from remote monitoring areas, and set these bags aside for inspection.		20	10	10
	PC 7. confiscate dangerous items and hazardous materials found in opened bags and turn them over to airlines for disposal		5	2	3

Compulsory NOS				Marks Allocation	
Total Marks: 300					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	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
2. AAS/N4302 Assist in different cargo operations at the airport	PC 1. assist the cargo supervisor/ team leader	100	10	4	6
	PC 2. perform loading and unloading cargo to/ from ULD/ BTs		10	4	6
	PC 3. assist Equipment Operator (export) to retrieve cargo from storage location to facilitate build-up of cargo at the workstations		10	4	6
	PC 4. load cargo into ULDs and trolleys; secure cargo loaded onto pallets		15	6	9
	PC 5. store cargo as per specific requirements like DG, AVI, PER, VAL etc.		10	4	6
	PC 6. perform loading/ Unloading shipments from trucks		15	6	9
	PC 7. lift the cargo carefully to avoid damages from trolley or ULDs and take assistance from Forklift operators to handle heavy Cargo		10	4	6
	PC 8. report to Supervisors/ Security if any damage found		10	4	6
	PC 9. follow the guidelines when handle special cargos like DG, AVI, PER, VAL etc.		10	4	6
	Total		100	40	60
3. AAS / N0503 Work Effectively as a Team	PC1. display courteous and helpful behaviour at all times.		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

Compulsory NOS				Marks Allocation	
Total Marks: 300					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	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

OPTIONS					
Option 1. Airside Vehicle Operator					
Total Marks: 100				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
1.1 AAS/N0702 Operate a vehicle airside	PC 1. ensure that personal driving authorization is appropriate to the vehicle	100	5	2	3
	PC 2. confirm that the vehicle is lit and marked according to airside requirements		5	2	3
	PC 3. complete documents relating to using the vehicle in line with to organisation procedures		5	2	3

OPTIONS					
Option 1. Airside Vehicle Operator					
Total Marks: 100				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC 4. maneuvers the vehicle in a controlled manner in all conditions		5	2	3
	PC 5. park the vehicle safely in appropriate areas in line with organisation procedures		5	2	3
	PC 6. follow airside signage / markings		5	2	3
	PC 7. ensure priority is given to moving aircraft at all times		5	2	3
	PC 8. maintain a safe distance between the vehicle and aircraft at all time		5	2	3
	PC 9. ensure that all doors and shutters (where relevant) are closed when you are driving the vehicle		5	2	3
	PC 10. reverse the vehicle according to aviation and organisational procedures		5	2	3
	PC 11. ensure constant vigilance when driving		5	2	3
	PC 12. wear appropriate personal protective equipment when driving		5	2	3
	PC 13. secure vehicle loads in line with your organisation procedures		5	2	3
	PC 14. carry an airside driving pass or license in line with your organisation procedures		5	2	3
	PC 15. take appropriate remedial action when foreign objects (FOD) or spillages are seen on the airfield		5	2	3
	PC 16. report dangerous or unsafe practices to an appropriate authority		5	2	3
	PC 17. get rid of all waste products in line with your organisation procedures		5	2	3
	PC 18. provide unhindered access for emergency services at all times		5	2	3
	PC 19. report all airside accidents and emergencies in line with organisation procedures		5	2	3

OPTIONS					
Option 1. Airside Vehicle Operator					
Total Marks: 100				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC 20. respond to airside accidents and emergencies in line with organisation procedures		5	2	3
	Total		100	40	60
	Grand Total (Marks)		400	174	226
	Percentage Weightage (%)		--	43.5	56.5