Āpitihanga | Appendix 1c Aviation – Air Traffic Services

Applicant organisations must meet the common requirements of each criterion detailed in the CMR and these specific requirements for standards in the following specific domains, and continue to meet them to maintain their consent or accreditation.

The domains specified within the following paragraphs have the specific requirements set out below those domains.

a. Particular skills and knowledge of teachers and assessors

Domain: Air Traffic Services

Specific requirements:
Teaching Staff

Applicant organisations must have policies and procedures for the appointment of staff required to deliver off-job training, to ensure the following minimum requirements are met:
- hold a New Zealand Civil Aviation Air Traffic Services Licence
- have at least one years' experience exercising the privileges of an Air Traffic Controller or Flight Service Operator licence
- have satisfactorily completed a training course in the theory and practice of instruction
- hold a New Zealand Civil Aviation Air Traffic Services Instructor Rating.

Applicant organisations must have policies and procedures to ensure that staff required to deliver on-job training meet the following minimum requirements:
- hold a New Zealand Certificate in Air Traffic Services **or** New Zealand Civil Aviation Air Traffic Services Licence
- have completed an ACNZ Instructors course or equivalent
- have a minimum of two years relevant air traffic services experience.

Assessors

Applicant organisations must have policies and procedures to ensure that personnel required to assess air traffic services unit standards in an off-job environment:
- have a minimum of three years relevant air traffic services experience **or** have a minimum of three years' experience in adult education
- have been registered with ServiceQ as a workplace assessor
- have been approved as an instructor for the off-job unit standards being assessed.

Applicant organisations must have policies and procedures to ensure that personnel required to assess air traffic services unit standards on-job in the workplace:
- have a minimum of three years relevant air traffic services experience
- have been registered with ServiceIQ as a workplace assessor
- have been approved as an instructor for the on-job unit standard being assessed **or** hold a New Zealand Civil Aviation Air Traffic Services Licence and rating.

b. Special resources required for assessing against the standards

Domain: Air Traffic Services

Specific requirements:
<mark>(State any resources required for assessment.)</mark>
Financial, administrative and physical resources

Applicant organisations wishing to deliver programmes in which air traffic services unit standards will be assessed must have policies and procedures to ensure that:

- they have the environment, systems, procedures and controls that are equivalent to a Civil Aviation Authority (CAA) Part 172 Air Traffic Service Organisations – Certification, and the Air Traffic Services industry standards.

Physical

Applicant organisations must have policies and procedures to ensure that facilities and resources are of the standard appropriate to the air traffic services industry and include:

- access to air traffic services equipment and systems as necessary to support delivery of a programme in which unit standards will be assessed.
- a reference resource specialising in air traffic services material.

c. Learner access to resources

Domain: Air Traffic Services

Specific requirements:
<mark>(State any requirements for learner support systems and access to resources for students.)</mark>
Student Entry

Applicant organisations must have policies and procedures to ensure that students meet the current entry requirements as set by Airways, these can be found at https://www.airways.co.nz/careers/.

d. Practical experience

Domain: Air Traffic Services

Specific requirements:
<mark>(State any requirements for practical or work-based experience.)</mark>

Applicant organisations must have policies and procedures to ensure the following standards are met for the delivery of on-job training whether directly by an organisation with consent to assess or remotely by an employer.

Training shall be carried out in workplaces which have or are covered by:

- NZCAA Part 172 Air Traffic Service Organisations – Certification approval.

In all cases the approval held must be appropriate to the subject of the training that will be delivered.

Applicant organisations must have policies and procedures to ensure that:

- All training is delivered on air traffic services systems and equipment currently being operated in New Zealand.

- On-job training is conducted in an operational environment or a training environment that fully simulates operational conditions, in order to satisfy the unit standard definition that requires air traffic services work activities to be directly supervised.

e. Site visit

Domain:

Specific requirements:
(State if a site visit is required and the purpose of the visit in relation to the consent requirements.)