



Workplace Skills Development and Competencies Certification

The **Canadian Council for Aviation & Aerospace (CCAA)** engages employers, workers, educators, professional associations and government in its work promoting skills development. Our focus is providing skill development solutions such as occupational standards, certification workshops to demonstrate competencies as well as skill development events to improve workplace efficiencies, worker skills to national standards, therefore overall system safety.

CCAA provides a checklist for Insurance Brokers and Underwriters to record CCAA Corporate partner's activities in order to assess the commitment of the organization to the continuous improvement of its workforce's knowledge and skill for increased operational efficiency and personal safety. Partnership with the Canadian Council for Aviation & Aerospace is a prerequisite for eligibility with reduced rates.

Workplace Skills Development and Competencies Certification Checklist

1. Is the organization currently a CCAA corporate partner?
a) please provide number _____

2. Have any employees in the organization completed at least two (2) CCAA online training courses in the last 12 months? **(1 point)**
 - a) Human Factors

 - b) Canadian Aviation Regulations

 - c) Aviation and Aerospace Manager

3. In the last 12 months, has any employee in the organization participated in any CCAA skills development workshops focused on Audit, Quality Assurance or Safety as set out in the CCAA skills development catalogue¹? **(1 point)**

4. Is there currently a CCAA skills "evaluator" on site? **(2 points)**

¹ Subject to change

5. Are any of your employees in the process of completing a CCAA logbook to achieve certification with the CCAA? **(1 point)**

 6. Does the organization have CCAA certified skilled workers? **(2 points)**
 - a) Do you have more than 10% of your maintenance workforce as CCAA certified skilled workers? **(1 extra point)**

 7. Is there a minimum of one (1) CCAA certified auditor or (1) CCAA certified Quality Assurance Manager on site? **(1 point)**

 8. Does the company hire from CCAA Accredited training organizations? **(1 point)**
- *Positive or affirmative responses would reduce frequency of incidents and therefore provide greater recognition in premium savings.*
 - *Analysis of consequences of an accident requires analysis of company emergency procedure sand skills development activities.*
 - *A "point system" is assigned to each element of the checklist*

Discount Structure:

- 5% Discount: CCAA Partners
- 8% Discount: CCAA Partners + 2-3 points
- 12% Discount: CCAA Partners + 4-6 points
- 15% Discount: CCAA Partners + 7-10 points