



**Canadian Council For
Aviation and Aerospace**
Building tomorrow's workforce today

A trained workforce is a safe workforce!

*Be compliant and stay compliant with
CCAA Online Training & Classroom Workshops*

TRAINING CATALOG



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PRIVATE WORKSHOPS

DO YOU HAVE
MORE THAN 5
PARTICIPANTS?
ASK ABOUT
OUR PRIVATE
WORKSHOPS!

Save on travel costs for your large group and have a CCAA-certified instructor come to your organization anywhere in Canada. Our instructor will deliver course material specially tailored to meet your organization's requirements, at a date/time and location of your choice anywhere in Canada. We offer group discounts and other incentives!



STANDARDS

WORKSHOPS

QUALITY SYSTEMS AUDITOR (2 DAYS)

This workshop provides a comprehensive overview of the steps involved in the audit process. Upon completion, participants will have a sound understanding of the auditing process, a key part of a Quality Assurance and Safety Management System. They will also recognize its importance in enhancing operational safety and improving operational performance.

ADVANCED QUALITY SYSTEMS AUDITOR (2 DAYS)

This workshop provides a more comprehensive assessment of the steps involved in the audit process. The course is customized to reflect the level of experience of the participants. It includes case studies and class projects to reinforce concepts of quality assurance. Upon completion of this workshop, participants will be better equipped to perform audits and related Quality Assurance tasks with a view to improving organizational performance.

QUALITY ASSURANCE MANAGER (1 DAY)

This workshop provides a comprehensive overview of the role and responsibilities of the Quality Assurance Manager. It is intended to prepare participants for Transport Canada expectations in accordance with the established Occupational Standards for this role. Upon completion of this course, participants will have a sound understanding of the fundamentals of the quality processes and procedures, and key responsibilities of a Quality Assurance Manager.

WORKSHOPS

CORRECTIVE ACTION PLANS (1 DAY)

This workshop enables participants to develop meaningful and appropriate corrective action plans. Upon the successful completion of this workshop, participants will possess a thorough understanding of how to interpret findings, develop corrective actions, determine root causes and develop preventative actions.

HUMAN FACTORS CLASSROOM WORKSHOP (1-DAY)

This workshop meets the requirements of Canadian Aviation Regulations (CARs) and provides participants with an understanding and awareness of the human factors that can potentially lead to errors. Upon completion, participants will have a sound understanding of the relationship between human factors and safety management and receive a certificate of completion valid for 3 years.

COMPANY AVIATION SAFETY OFFICER (1 DAY)

This workshop will be beneficial to participants carrying out the responsibilities of the safety officers and managers, as it meets the requirements of CAR's 705.153, 573.06(8) 302.505. It will also be of interest to operations managers who require the Company Aviation Safety Officer's (CASO) course to meet the requirements of CAR's 723.07. Participants will benefit from a deeper understanding of the various aspects of safety management systems including how to better develop, manage and assess effective safety management within their operations.

WORKSHOPS

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PERSON RESPONSIBLE FOR MAINTENANCE CONTROL (1 DAY)

This workshop provides participants with a comprehensive overview of the regulatory requirements for the Person Responsible for Maintenance Control System role and the responsibilities in this position. This will help individuals to remain compliant with regulatory and company requirements, successfully complete Transport Canada's written and oral tests, and increase awareness of the key elements required for quality and safety.

FATIGUE RISK MANAGEMENT SYSTEM (1 DAY)

CCAA has created the FRM workshop to assist companies with the development and implementation of a fatigue risk management strategy as part of their Safety Management System. This workshop provides participants with a comprehensive overview of fatigue and fatigue management. Following successful completion of the workshop, your company will be able to design and implement an effective Fatigue Risk Management Program.

REGULATORY REQUIREMENTS & MANAGEMENT STRATEGIES FOR 702 OPERATORS (1 DAY)

This 2-day workshop was developed to assist 702 operators in Canada to understand the owners/operators' roles and responsibilities for the management of maintenance and to acquire the fundamentals required to implement an effective Quality Assurance (QA) system.

WORKSHOPS

BUSINESS SKILLS – SEVEN MODULES

Success in today's business environment requires more than just technical competency. It required various business skills and strategies. These skills include competency in technical correspondence, critical thinking, problem solving, time management, and customer relations. Not all modules need to be taken together or in this order.

MODULES:

- CONCISE TECHNICAL CORRESPONDENCE
- CRITICAL AND CREATIVE THINKING
- PROBLEM-SOLVING AND DECISION-MAKING
- MANAGING TIME AND STRESS
- OPTIMAL SERVICE DELIVERY
- CUSTOMER RELATIONS
- PERFORMANCE IMPROVEMENT

WORKSHOPS

NON-TECHNICAL SKILLS – SEVEN MODULES

Whether working in a technical, office or production environment, interpersonal skills are required to help both the organization and individuals achieve success. Effective communication, teamwork, conflict management and change management skills are just a few of the non-technical abilities that can help you succeed. Not all modules need to be taken together or in this order.

MODULES:

- COMMUNICATING FOR RESULTS
- MAKING TEAMWORK WORK
- MANAGING CONFLICT
- ADAPTING TO CHANGE
- EMOTIONAL INTELLIGENCE AND SELF-MANAGEMENT
- WORKING ACROSS GENERATIONS
- WORKING WITH DIFFERENT PERSONALITIES

WORKSHOPS

MENTOR SKILLS

Organizations are looking to mentoring as a strategy to develop competencies across the spectrum, from leadership to applied practices. Individuals are looking to mentoring as a strategy to gain access to established networks and develop personal and professional competencies. This course looks at strategies for establishing meaningful mentor-mentee relationships that can benefit all parties.

COURSE AGENDA

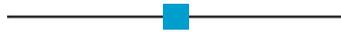
- WHAT IS MENTORING?
- FOUR MENTORING OPTIONS
- KEY MENTORING SKILLS
- MENTORING STAGES
- CONDUCTING A STRUCTURED MENTORING SESSION
- COURSE CONCLUSION

COACHING SKILLS FOR AVIATION

“Work Integrated Learning” (WIL) is the practice of integrating curricular learning with workplace experience to provide students an opportunity to combine theory and practice in a real-world work environment. The goal is to deepen students’ knowledge and understanding, while enhancing their work-related capabilities. Coaches are key as they guide and support the work integrated learning experience by guiding students through the curriculum and supporting the learning.

This course provides an understanding of the Work Integrated Learning program, the role of coaches in the program and a review of coaching techniques. It encompasses adult learning styles and the differences amongst four generations, for a common understanding of the expectations required of coaches and those being coached.

ONLINE TRAINING



HUMAN FACTORS (4-5 HOURS)

CCAA's Human Factors Training has been completely updated to reflect the latest science and learning strategies. Upon completion of this course, participants will have a sound understanding of the relationship between human factors and safety management. With a final exam, successful students receive a certificate of achievement valid for 3 years. The course covers areas such as:



- Understanding Human Factors and Safety Management
- Understanding Threats and Errors
- How to recognize and manage human factors
- The "Dirty Dozen" concept
- Understanding and addressing communication difficulties in the workplace

WHMIS (2015) (1.5 HOURS)

The WHMIS 2015 course updates training to the revised standard for hazardous materials in Canada, designed to align with the GHS (Globally Harmonized System). This online course covers new WHMIS 2015 regulations. It consists of interactive training modules, including these key components: hazard identification, product classification, labelling, safety data sheets and workplace education and training.

(NEW) CABIN INTERIORS (4 HOURS)

Aircraft Cabin Interiors come in a variety of configurations and may include numerous components and systems for both passenger convenience and safety. For airlines, the cabin can be divided into several sections to optimize the customer experience. Many of these systems have come to fall under the normal expectation of passengers for their travel experience. For an airline, it is vitally important to ensure optimum reliability of the cabin. It is therefore a key area of focus area for technicians to maintain.

This course will describe the various components of common cabin interiors configured for commercial passenger travel. The course is divided into 5 parts to provide you with an overview of those parts and systems.



***(NEW)* TROUBLESHOOTING/CRITICAL THINKING (6 HOURS)**

Aircraft maintenance includes scheduled and unscheduled maintenance. Scheduled maintenance includes the combined actions taken to reduce or eliminate failure and to prolong the life of the aircraft, aircraft systems and components. Unscheduled maintenance includes the process of troubleshooting an aircraft, aircraft systems and component which has failed, and requires defect resolution.

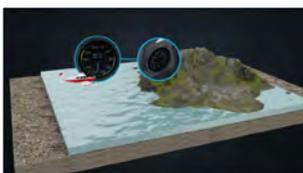
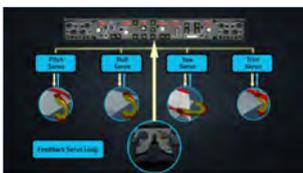
As an AMT you will spend considerable time troubleshooting throughout your career. The skill of locating aircraft defects by a logical narrowing down process becomes a valuable asset and requires the ability to think critically and logically. With this skill, the most difficult troubleshooting task can become simple when it is broken down into logical steps.

This course will help AMTs to develop and enhance logical reasoning skills enabling them to troubleshoot effectively and efficiently.



(NEW) AVIONICS TRAINING : FUNDAMENTAL SKILLS FOR AIRCRAFT ELECTRONIC AND ELECTRICAL SYSTEMS (60 HOURS - 11 MODULES)

The role of the AMT is changing in part due to the changes in technology. As a result, the day to day maintenance activities of aircraft maintenance technicians (AMT) now include significant areas of expertise in avionics. Designed to provide AMTs with an overarching understanding of Avionics, this course is composed of the following key learning topics:



- Basic Electronics (A review)
- Basic Digital
- Computer Systems and Software
- Avionics Specialized Skills
- Communications Systems
- Navigation Systems
- Indicating and Recording Systems
- Auto Flight System
- Integrated Modular Avionics Systems
- Central Maintenance and Information Systems
- Cabin Systems

AVIATION & AEROSPACE MANAGER

This course is intended for those transitioning from technicians into supervisory or management roles. The course supports qualified workers for transition into management and existing managers to prepare for greater career advancement.



- Safety and Security
- Production
- Finance
- Business Development

CANADIAN AVIATION REGULATIONS

The Canadian Council for Aviation & Aerospace has developed Canadian Aviation Regulations (CARs) online training, consisting of 17 role specific options available in English and French. Each option is designed for a specific function within an organization and consequently, most people only require one stream. These courses are intended for individuals employed in manufacturing, maintenance, and design occupations including those performing elementary work. All the courses include information on accessing and interpreting the CARs.



STREAM 1 – CARS FOR MANUFACTURERS – GENERAL

COURSE LENGTH: 9 HOURS

INTENDED AUDIENCE: Supervisory and Design Personnel

This course provides a general overview of regulations common to manufacturers of aeronautical products. The content includes portions of part 2 of the CARs specific to identification plates, information specific to flight authorities, an overview of type design requirements, manufacturers requirements, and a brief overview of quality assurance and safety management.

CANADIAN AVIATION REGULATIONS

STREAM 2 – PERSONS PERFORMING WORK ON AIRCRAFT

COURSE LENGTH: 10 HOURS

INTENDED AUDIENCE: Individuals performing maintenance activities primarily on aircraft in an approved maintenance organization, who are not the holders of an Aircraft Maintenance Engineer license.

Content in this course includes the applicable CARs specific to the roles and responsibilities of individuals performing maintenance activities primarily on aircraft in an approved maintenance organization who are not the holders of an Aircraft Maintenance Engineer license.

STREAM 3 – AIRCRAFT MAINTENANCE ENGINEER

COURSE LENGTH: 38 HOURS

INTENDED AUDIENCE: Individuals preparing for the Aircraft Maintenance Engineer regulatory requirements examination administered by Transport Canada.

This course outlines the applicable CARs specific to the roles and responsibilities of aircraft maintenance engineers. The course is intended to prepare individuals for the regulatory requirements examination administered by Transport Canada. An overview of management systems, quality assurance and safety management is also included.

STREAM 4 – PERSONS PERFORMING WORK IN A SHOP

COURSE LENGTH: 9 HOURS

INTENDED AUDIENCE: Individuals performing maintenance activities primarily on aeronautical components in an approved maintenance organization.

This course details the applicable CARs specific to the roles and responsibilities of individuals performing maintenance activities primarily on aeronautical components in an approved maintenance organization.

CANADIAN AVIATION REGULATIONS

STREAM 5 – PERSONS PERFORMING ELEMENTARY WORK

COURSE LENGTH: 4 HOUR

INTENDED AUDIENCE: Individuals performing elementary work on behalf of the owner operator.

This brief course outlines the applicable CARs specific to the roles and responsibilities of individuals performing elementary work on behalf of the owner operator.

STREAM 6 – PERSON RESPONSIBLE FOR THE CONTROL OF MAINTENANCE – APPROVED OPERATOR

COURSE LENGTH: 17 HOURS

INTENDED AUDIENCE: Individuals who are, or will be, the Person Responsible for the Control of Maintenance employed by an approved operator.

Description: Course content includes a comprehensive examination of the applicable CARs specific to the roles and responsibilities of the Person Responsible for the Control of Maintenance of an approved operator. In addition a brief overview of quality assurance and safety management is also included. This course is NOT intended for individuals who currently or are about to occupy the role of a Person Responsible for Maintenance employed by the maintenance provider (approved maintenance organization).

CANADIAN AVIATION REGULATIONS

STREAM 7 – PERSON RESPONSIBLE FOR MAINTENANCE – APPROVED MAINTENANCE ORGANIZATION

COURSE LENGTH: 38 HOURS

INTENDED AUDIENCE: Persons Responsible for Maintenance employed in an Approved Maintenance Organization.

Content covered in this course includes the applicable CARs specific to the roles and responsibilities of the Person Responsible for Maintenance employed in an approved maintenance organization. In addition, a brief overview of quality assurance and safety management is also included. Note: this course is NOT intended for individuals presently in the role of a person responsible for the control of maintenance employed by the aircraft operator.

STREAM 8 – ACCOUNTABLE EXECUTIVE – APPROVED MAINTENANCE ORGANIZATION

COURSE LENGTH: 16 HOURS

INTENDED AUDIENCE: Individuals who are or will be the Accountable Executive in an Approved Maintenance Organization.

This course covers the applicable CARs specific to the roles and responsibilities of Accountable Executives employed with approved maintenance organizations. A brief overview of quality assurance and safety management is also included in this course.

STREAM 9 – PART DESIGN APPROVALS

COURSE LENGTH: 8 HOUR

INTENDED AUDIENCE: Holders Part Design Approvals

This course describes in detail applicable CARs specific to the holders of part design approvals.

CANADIAN AVIATION REGULATIONS

STREAM 10 – REPAIR DESIGN APPROVALS

COURSE LENGTH: 4 HOURS

INTENDED AUDIENCE: Holders Repair Design Approvals

This course details the applicable CARs specific to the holders of repair design approvals.

STREAM 11 – SUPPLEMENTAL TYPE CERTIFICATES

COURSE LENGTH: 5 HOURS

INTENDED AUDIENCE: Holders of Supplemental Type Certificates

This course describes in detail applicable CARs for Holders of Type Certificates.

STREAM 12 – TECHNICAL STANDING ORDER DESIGN APPROVALS

COURSE LENGTH: 4 HOUR

INTENDED AUDIENCE: Technical Standing Order Design Approval Holders

This course details the applicable CARs specific to the technical standing order design approvals.

STREAM 13 - TYPE CERTIFICATE HOLDERS

COURSE LENGTH: 5 HOURS

INTENDED AUDIENCE: Holders of Type Certificates

This course describes in detail applicable CARs specific to the holders of type certificates.

CANADIAN AVIATION REGULATIONS

STREAM 14 – DESIGN APPROVAL HOLDERS

COURSE LENGTH: 8 HOURS

INTENDED AUDIENCE: Design Approval Holders

This course details the applicable CARs specific to the holders of design approvals.

STREAM 15 – PERSONS PERFORMING WORK – MANUFACTURING

COURSE LENGTH: 3 HOUR

INTENDED AUDIENCE: Persons Performing Work in a manufacturing organization.

This course reviews the applicable CARs specific to the roles and responsibilities of individuals performing manufacturing activities.

STREAM 16 – PERSON RESPONSIBLE FOR ACTIVITIES – MANUFACTURING

COURSE LENGTH: 12 HOURS

INTENDED AUDIENCE: Persons Responsible for Activities in a manufacturing organization

Course content includes information on the applicable CARs specific to the roles and responsibilities of the Person Responsible for Activities within a manufacturing organization and a brief overview of quality assurance and safety management.

CANADIAN AVIATION REGULATIONS

STREAM 17 – ACCOUNTABLE EXECUTIVES – MANUFACTURING

COURSE LENGTH: 8 HOURS

INTENDED AUDIENCE: Accountable Executives in a manufacturing organization.

Course content includes information on the applicable CARs specific to the roles and responsibilities of the Accountable Executive of manufacturing organizations, and a brief overview of quality assurance and safety management.

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Any Questions?

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