

IFALPA

Training Programmes

*A guide to the Seminars, Workshops
and Courses offered by the
Federation*



Welcome Aboard!

Welcome to the IFALPA Training Programme. This brochure contains the details of the various courses and E-learning offered by IFALPA for its Member Associations.

In the pages that follow you will learn about the courses offered by the Federation and gain valuable insight into the benefit the programme can bring to your association.

Like any task we carry out as pilots, training is essential if we are to work in the most effective and efficient way. Being a pilot representative, whether on the professional affairs or the technical/safety side, is no different. IFALPA recognises this and thus runs a series of courses to cover the needs of both the new volunteers and those experienced representatives and leaders.

Simply put, our aim is to produce “Effective and Efficient Representation through Training”

I hope that you enjoy the courses and that you learn from them. Your feedback is important in order to constantly improve and adapt to your needs, as the pilot representatives. Please use the website to post your suggestions or send me an email at tasco@netnavigator.com

Once again, Welcome Aboard!

With kindest regards,

Captain Brian J. Greeves
IFALPA Training Consultant

Mission Statement

Equip individual pilot volunteers to function effectively and efficiently in their chosen role (industrial or technical) as representatives of their Association (and the IFALPA membership)

Focus on exploiting the natural strength of pilot volunteers, as the experts on the day to day operation of the aircraft within the air transportation system, and/or as professional leaders of their Associations

Initial Safety Volunteer Training

IFALPA Safety School

The IFALPA Safety School (ISS) provides initial safety structure orientation, administration, communication, introductory Accident Prevention Adviser and the Local Runway Safety Representative training to new pilot safety representatives. Training received equips them to confidently work within the IFALPA Technical and Safety Structure, to support and advise their own pilot Member Association in technical and safety matters; and to deal effectively with representatives from the regulator, management and airports.

Training is accomplished by a series of seminars spread over a two and a half day period:

► **Initial Safety Volunteer (ISV)** seminar acquaints the volunteer with the IFALPA Safety/Technical Structure; ICAO SARPs and procedures; basic internal and external communications; and the technical committee responsibilities and functions.

► **Accident Prevention Adviser (APA)** seminar equips the volunteer with an elementary knowledge in Systems Approach to Safety, Understanding Human Error and preventing its adverse consequences, Implementing a Safety Culture and introduces the practical application of proactive accident prevention programs, such as FOQA (Flight Data Analysis) and Line Operational Safety Audits (LOSA).

► **Local Runway Safety Team (LSRT)** Representative Seminar equips the volunteer to become an effective pilot representative to his/her airport's LRST.

Those who have completed this training can effectively represent their Member Association as a technical/safety pilot volunteer within IFALPA and their operator's safety/technical committees and to advise their MAs on such issues.

Pre-requisites:

- Motivated to work on Member Association air safety/technical team and/ or an IFALPA Technical Standing Committee.
- Approval of Member Association
- Completed the E-learning pre-course training and assessment

ISS 1, Jo'burg 2006



ISS 3, Bangkok '07



Target Audience:

- New pilot Safety/Technical Volunteer

Expected knowledge and skills upon completion:

- Demonstrate a functional knowledge of the IFALPA Safety/Technical Structure
- Capable of working effectively on Safety/Technical Committees and projects
- Serve effectively as a Local Safety Runway Team Representative

Course Contacts:

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Airport Liaison Representative Programme

“The simple aim is to Build a Rapport; Provide a Resource in order to achieve a Pilot Friendly Airport”

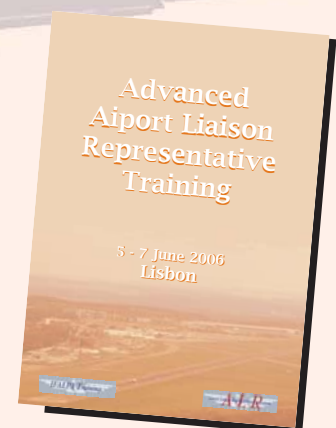
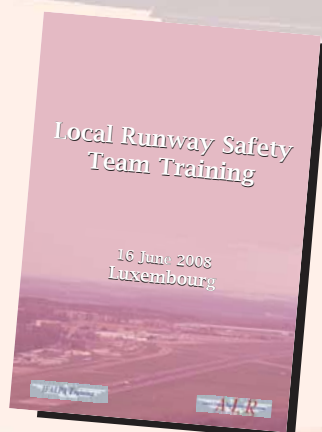
Programme Overview:



The most effective interface IFALPA pilots have with the managers of the airports they use is the Airport Liaison Representative. The ALR provides the line pilot with his best representation to airport managers, regulators, local governments and other users; the levels of technical and regulatory knowledge required to function in the ALR position demands a comprehensive and motivating training programme.

The ALR is trained to be thoroughly familiar with his airport, and to maintain a productive working relationship with the management and users' representatives of that airport, highlighting hazards and making recommendations for their elimination. The ALR offers the airline pilot's perspective, and provides a proactive, consistent and known resource to airport management where pilot input may be desirable.

The ALR Programme consist of three training courses:



Local Runway Safety Team Representative

1 Day Course



Representative training equips the safety representative to effectively represent the Association to airport managers and operators.

Subjects covered include:

- Review of the ICAO and IFALPA Annex 14
- Runway Safety Measures
- Rescue and Fire Fighting
- Wildlife Mitigation and Control Measures
- How to Participate

Pre-requisites:

- Completed the IFALPA Safety School; and/or
- Completed the E-learning pre-course training and assessment
- Motivated to work on the Member Association's Air Safety Team
- Approval of Member Association

Who should attend:

- New pilot Air Safety Representatives
- Local Runway Safety Team Representatives

Desired knowledge and skills on completion:

- Demonstrate a functional knowledge of IFALPA Safety and Technical structure
- Understand the issues related to runway and taxiway safety.
- Capable of working effectively with other members of Local Runway Safety Team, as the pilot representative

Course Contacts:

Brian Greeves, IFALPA-Training Consultant;
tasco@netvigator.com

James Eales, IFALPA – Technical Officer;
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Intermediate ALR

1 Day Course

This course is intended to provide training to enable a Local Runway Safety Team representative to upgrade to an ALR and become involved in airport operations and safety committees that go beyond the runway and taxiway safety issues.

The Intermediate ALR Course concentrates on providing a much deeper knowledge of the ICAO (and IFALPA) Annex 14 Standards and Recommended Practices (SARPS). It is based around the implementation of a Safety Management System; and through a series of modules, gives the participant a thorough understanding of the SARPS covering airport operations (and design) and goes into greater detail on wildlife mitigation methods, pavements, RFF, visual aids, RESA and other topics. The course is interspersed with real-life “case studies” based on IFALPA ALR’s experience and other sources. These are analogous to a LOFT scenario with no right/wrong answers, but a need to apply the ICAO SARPS and manuals, and the IFALPA policies in a practical manner.

At the end of the seminar, the pilot participant should be able to assist airports in daily operations, modifications and remedial work. Completion of the basic and intermediate courses would qualify the pilot participant to become an accredited ALR, subject to the procedures laid down in the IFALPA A-Manual.

Pre-requisites:

- Completed the IFALPA Safety School or the LRST seminar
- Served at least six months as a LRST representative
- Approval of Member Association

Who should attend:

- Local Runway Safety Team Representatives



Desired knowledge and skills on completion:

- Demonstrate a functional knowledge of Safety Management Systems and their practical implementation at airports.
- Have a good working knowledge of ICAO/IFALPA Annex 14 and the other airport manuals
- Capable of working effectively with government and local airport representatives
- Capable of effectively representing pilot concerns to airport management and other users
- Motivated to become the resident expert in all aviation matters concerning his airport

Course Contacts:

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Advanced ALR

3 Day Course

This course, which is held in conjunction with the University of Texas at Austin, is intended to develop ALRs to enable them to participate in planning and design of new airports and/or major modifications to existing sites.

On completion of the course, participants receive continuing learning credits from UT.

This is an intensive course and covers forecasting, master planning process, environmental issues, airside planning and obstruction analysis, terminal design, airport finance, airport capacity, use of GIS, airport pavement rehabilitation and, airport operations and inspection.

It also contains case studies; an analysis of different airports recently built; and the pilot's perspective.

Pre-requisites:

- Completed the IFALPA Safety School or the LRST Representative seminar
- Completed the Intermediate ALR Course
- Served as an LRST/ALR for at least one year
- Approval of Member Association

Who should attend:

- Airport Liaison Representatives

Desired knowledge and skills on completion:

- Able to assist in new airport or major modification programmes
- Capable of working effectively with airport planners and designers.
- Capable of effectively representing pilot concerns to airport management and other users
- Motivated to become the resident expert in all aviation matters concerning his airport



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A.L.E.R.T

Association Leadership and Elec (ALERT)

2 ½ Day Course



Pilot representative serving in positions of leadership, such as Executive Board/General Committee chair need a foundation from which to communicate their vision to the members of their board/committee and their membership. They also need basic administrative and management skills with which to efficiently and effectively lead their Association.

This course is intended for chairmen and existing Associations board members, those recently elected Board members or those that aspire to that position. It covers leadership, teamwork, organising an association, negotiating skills, communications, finances and an overview of current safety and technical issues.

Selected attendees should have demonstrated an eagerness and ability to serve on your EB. Members who have not demonstrated a high level of interest should not be considered for this course.

They will be able to formulate a vision for a committee to address issues to management and will effectively commu-

nicate that vision to their Board, committee and pilot group. They may use these skills in the capacity of EB Chairman, Sub-Committee Chairman, or Special Project Team Leader.

Training is accomplished in a number of modules over a two and a half day period:

► *Leadership and Team Building*

Equip the committee chairman to lead the representatives on their committee, whilst others learn how to be effective team players.

► *Administration and Finance*

As a board member, you have an ethical, financial and fiduciary (legal) responsibility/duty with regards to your members and the Association's funds. Equally, the Board needs to ensure that Association is being properly administered so that it can be effective and efficient. This module covers Accountability of Funds, an Overview of Financial Skills, Basic Financial Practices, Budgeting, Administrative Skills and IFALPA's Finances

► *Communication and Media factors in aviation safety*

expose the safety representative to the potential effectiveness and the pitfalls of communication through the written and electronic media. It instills confidence in the safety representative for dealing with the media to use it as a tool to move forward toward the goals of the Association.

► *Introduction to Negotiating Skills*

Whilst not intending to teach Board members how to negotiate (which is covered by a separate three day seminar), it is important that they understand the process and how to properly prepare the membership for industrial action, if it is required. It includes the rules for negotiating, strike preparedness and an interesting exercise in negotiating.

► *Flight Safety Committee Structure and Current Technical and Safety Issues*

It is easy to underestimate the importance to an Association of an effective Flight Safety Committee working in conjunction with and supporting the IFALPA Technical. It is also important that Board members have an

Elected Representative Training

understanding of the current technical and safety issues and how they can or may affect their pilot membership

Pre-requisites:

- Actual or Potential Chair or Elected member of the MA Executive Board
- Demonstrated motivation to work on an Executive Board
- Approval of the Member Association (MA)

Who should attend:

- Actual and Potential Executive Board leaders
- Elected Board Officers
- Pilot representatives

Desired knowledge and skills on completion:

- Demonstrate a functional knowledge of the IFALPA and how the MA fits into its structure
- Be aware of and practice the skills necessary to manage and lead an MA's Executive Board

- Understand the following areas of an Association:
 - Administration
 - Basic Finance and Budget Management
 - Basic Communications and dealing with the Media
 - Negotiating Process
 - Technical and Safety

Course Contacts:

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Rick Brennan, IFALPA – Professional Affairs Consultant;
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Negotiating Skills Seminar

Negotiating Skills Course

3 Day Course



The aim of this course is to train pilot representatives in the art of negotiation. It is primarily aimed at industrial negotiations but the skills taught are also valuable to those negotiating on technical and safety issues.

The course runs over three days. The first two days are instruction and take the attendees through the basic phases of a negotiation utilising a proposal and counter proposal technique. It gives clear guidelines in how to formulate and present a claim and what to expect at both the bargaining table and from the members of one's own Negotiating Committee, Board and Members. Also covered in detail are what are considered to be the "Hot Topics" of the day such as mergers or the restructuring of companies. The final day of the course is taken up by a simulated negotiation in real time against a deadline which gives the attendees an opportunity to practice their new found skills. The simulation is observed by an instructor who will critique the negotiation after agreement is reached or the deadline is passed.

The course caters for a broad level of previous experience from newly elected representatives to old hands seeking to sharpen up their skills. It is very interactive the networking and exchange of ideas and experiences that takes place is a valuable part of the course.

Who should attend:

- Actual and Potential Executive Board leaders
- Elected Board Officers
- Appointed Negotiators
- Pilot representatives

Desired knowledge and skills on completion:

- Demonstrate a functional knowledge of the IFALPA and how the MA fits into its structure
- Be aware of and practice the skills necessary to manage and lead an MA's Executive Board

Course Contacts:

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rickbrennan@ifalpa.org

Courses under Development

► *Initial Communications Training (1 Day)*

This course is intended to teach pilot representatives how to communicate effectively, both internally and externally, and to give them an understanding of how to deal with the media. This course is currently available on request.

► *Media Training Course (3 Day)*

This course is intended to provide theoretical and practical training in media skills for IFALPA elected officers and for senior MA elected representatives..

► *Setting Up a Technical and Safety Committee (TASC)*

This course is intended to provide training on how to set up and lead a flight safety and technical committee for a Member Association.

► *Second Safety School*

This course is run in conjunction with ALPA International and is intended as a leadership course for technical and safety committee chairs. It should ideally be completed after attending the ISS and TASC courses

► *Presenter Training*

This course is intended to provide training to IFALPA presenters/facilitators on how to be effective in presenting the training courses and modules.

How to Apply

1. Read the brochure and decide which course you would like to attend or complete via E-learning and ensure that you meet the prerequisites; including
2. Obtain the consent of your Member Association.
3. Complete the appropriate application form on line.

Notes:

a..You will see that all the courses carry prerequisites. The two most important criteria are that you should be well motivated and that you should have the written support of your Member Association. Obviously, the more advanced courses generally require that you have first undergone the initially training, though this requirement can be waived in some instances.

E-Learning Training

E-learning training will be available on a dedicated IFALPA site (ifalptraining@NetDimensions.com) from April 1st, 2008. The courses available are a mixture of training and educational modules. Some are intended as prerequisites for attending courses, whilst others are there to increase the knowledge basis of the recipient.

Airport Liaison Representative Scheme

This course gives the rationale behind the Airport Liaison Representative scheme and introduces the concept of the "Pilot Friendly Airport". It should be completed before attending the IFALPA Safety School and/or the Local Runway Safety Team seminar

Visual Aids

This course consists of four modules with an accompanying multi-choice test:

- i. An introduction to Visual Aids
 - ii. Markings
 - iii. Signage
 - iv. Lighting
- b. It should be completed before attending the IFALPA Safety School and/or the Local Runway Safety Team seminar.

RVSM in China

This excellent module explains in practical terms the requirements for operating in RVSM airspace in China. It has been developed by the ATS Committee led by its chairman, Captain Miguel Marin and includes the procedures jointly developed by IFALPA and Chinese aviation authorities and air navigation service providers.

Safety Bulletins

The 2008 Safety Bulletins are collated for ease of use.

Briefing Leaflets

The current IFALPA briefing leaflets covering a variety of topics are available

More E-courses are being developed

Contact training@ifalptraining.com

b. As pilots, we know that it is sometimes difficult to make a firm commitment, because of roster constraints and staff travel. All we ask is you to your best to attend, if you apply; advise us of any changes; and, in return, we will do our best to keep the "slot" open for you and be as flexible, as possible.

