

COURSE PROPOSAL
MTCP PROGRAMME 2016

GENERAL INFO

Institution/Agency	MALAYSIA AVIATION ACADEMY / DEPARTMENT OF CIVIL AVIATION
Address/Contact	MALAYSIA AVIATION ACADEMY (MAVA), JALAN PEKELILING 2, 64050 SEPANG, SELANGOR. TEL-03 8777 9000 FAX-03 8787 1550 EMAIL: mava@dca.gov.my
Person in charge	DR MANJIT SINGH <i>PhD - Cranfield University, UK</i> (Email: manjit@dca.gov.my)
Course Title	ATS Watch Supervisor/Manager
No. of Participants	3
Date/Duration	8 th – 19 th August 2016 (2 weeks)
Proposed Countries	Members of ACAC
Proposed Modality	Classroom lectures & discussion (Theory), Role-play & Field visits (Practical)

PROPOSAL DETAILS

Background

Malaysia Aviation Academy (MAVA) is the designated training arm of the Department of Civil Aviation (DCA) of Malaysia. MAVA is certified as an Air Traffic Control - Approved Training Organisation (ATC-ATO) by the Director General Civil Aviation Malaysia. Additionally MAVA is a Full Member of the ICAO TRAINAIR Plus Programme.

Historically, MAVA was first established on 21st of September 1969 in Subang, Selangor, as the Civil Aviation Training Centre (CATC). The first batch of trainees graduated from CATC on 25th April 1970. The first RADAR simulator was installed in 1974. CATC was as renamed as the Civil Aviation College (CAC) on 1st January 1981.

In 2009, CAC was renamed as the Malaysia Aviation Academy (MAVA) and relocated to new facilities in the vicinity of the Kuala Lumpur International Airport (KLIA) at Sepang, Selangor.

MAVA is well equipped with a comprehensive range of facilities to conduct all required courses especially training of world class air traffic controllers to provide ATM services in Malaysia as well as internationally.

Courses

The primary activities of MAVA are associated with Air Traffic Control (ATC) training, which observe international ICAO standards and up-to-date techniques. Air Traffic Control training includes a range of courses from ab-initio training for new recruits to other courses required to provide Air Traffic Services within Malaysia.

Being the national ATC training institution, ATC Course scheduling is closely coordinated with the ATM Sector of DCA Malaysia. Other aviation related advance courses are regularly conducted inline towards building MAVA as a centre of excellence for aviation training.

MAVA also participates in the Malaysian Technical Cooperation Programme (MTCP) and provides aviation training for international participants.

The following training programs are conducted at MAVA:

- Primary ATC / Ab-Initio
- Aerodrome Control Course
- Approach Control Non-Radar Course
- Approach Radar Control Course
- Area Control Non-Radar Course
- Area Radar Control Course
- Search and rescue Mission Coordinator (SAR MC)
- Aeronautical Fixed Service
- HF / Aeronautical Mobile Service
- Basic Instructional Techniques
- On-the-Job Training Instructor
- Aeronautical Radio Operator
- English Language Proficiency

Objectives

Upon successful completion of the course, the participants shall have the attitude, skills, and knowledge to undertake the role and responsibilities as ATS Watch Supervisor/Manager at Air Traffic Control Centres.

Training Outline/Methodologies

The Course Outline:

Organisation & Role of Watch Manager

Human Factor

Communication & Interpersonal Skill

Discipline & Time Management

Motivation & Staff Evaluation

Integrity

Counselling

Stress Management

Crisis Management

Daily Operation

Managing ATCC

Coordination

Preliminary Investigation & Report

Handling Emergencies – Role of Watch Manager

Case Study

Role-Play

Review & Evaluation

Methodology:

Classroom Lectures, Discussion and Role-Play.

Monitoring and Evaluation Method

Continuous Daily Assessment and during presentations – using standard assessment form

Targeted Participants

Air Traffic Control Supervisors or Managers.

Senior Air Traffic Controller or other Air Traffic Management personnel.

THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was launched in 1980 to promote and facilitate technical cooperation amongst developing countries on the concept of self-reliance.

Since its inception, more than 30,686 participants have benefited from various training under MTCP. MTCP has extended its recipient of countries to 142 developing countries for training within its ten (10) key areas.

The programme encourages the exchange of relevant knowledge, experience, pooling, sharing of resources and the development of complementary capabilities.

MTCP includes:

• Provision of scholarship and study awards for students at various institutions in Malaysia;

• Provision of training where participants are sponsored by third countries;

• Study visit and practical attachments at various government agencies;

• Provision of Malaysia expert, supplies and equipment for socio-economic projects.

MALAYSIA AVIATION ACADEMY (MAVA)

The Malaysia Aviation Academy, Department of Civil Aviation in Malaysia is the Government agency selected to conduct Air Traffic Management (ATM) Courses under MTCP and have been involved since 1984.

For the MTCP 2016, MAVA is offering the following course

Air Traffic Control Centre Supervisors/Managers Course

HOW TO APPLY

The applications form can be downloaded from the MTCP website https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course. All application forms must be endorsed by the participating countries' foreign affairs agency/focal points and the completed forms must be forwarded to the relevant Malaysian Embassy or Mission.

A copy of the completed application form must also be faxed or e-mail to MAVA.

Closing Date
30th June 2016

CONTACT INFORMATION

Candidates may either contact the official Malaysian Representative (Embassies / High Commissions) or MAVA as follows:

Director
Malaysia Aviation Academy,
Jalan Pekeliling 2, KL International Airport
64000, KLIA, Selangor, Malaysia
Tel : +603-87779000
Fax : +603-87871550
Email : mava@dca.gov.my

Contact Persons :
Dr Manjit Singh (manjit@dca.gov.my)
Mr. Mohd Razi Abu Samah (razi@dca.gov.my)



ICAO

TRAINAIR
PLUS

FULL MEMBER



MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) 2016

Air Traffic Control Centre Supervisors/Managers Course

by



**MALAYSIA AVIATION ACADEMY (MAVA)
DEPARTMENT OF CIVIL AVIATION
MALAYSIA**

8—19 August 2016

Venue : MAVA Campus, KL Intl Airport, Dept. of Civil Aviation, Malaysia



Air Traffic Control Centre Supervisors/Managers

COURSE CONTENTS

The course aims to provide the participants the attitude, and knowledge to undertake the role and responsibilities as ATCC Watch Supervisor/Manager at Air Control Centres. .

The course contents are;

Organisation & Role of Watch Manager

Human Factor

Communication & Interpersonal Skill

Discipline & Time Management

Counselling

Stress Management

Crisis Management

Daily Operation

Managing ATCC

Coordination

Preliminary Investigation Report



METHODS OF PRESENTATION

The presentation method will be a balanced combination of classroom lectures, discussions, role-play and field

visitation. The mode of instruction for the Theory and Practical components will be English.

PREREQUISITES

Approved by respective applicants' countries civil aviation authority.

ADDITIONAL REQUIREMENTS

- Have good command of spoken and written English (ICAO ELP Level 4 or higher)
- Be medically fit
- Not exceed 50 years of age on closing date.

STANDARD OF ACCOMPLISHMENT

Participants shall be awarded a **Certificate of Successful Completion** by Malaysia Aviation Academy upon successfully completing the 2 weeks course.

COURSE DURATION

Course date from the 8th until 19th August 2016 (2 weeks)

FELLOWSHIP / SCHOLARSHIP

The terms and conditions of scholarship/fellowship awards under the MTCP at MAVA include:

Air Fares

An economy class return air ticket from capital city of the participant's to Kuala Lumpur, the capital city of Malaysia, will be provided. (Except for participants from countries with GDP per capita above USD5,000.)

VISA and Vaccination

All participants are required to attain Visa to enter Malaysia. Training Institutions will apply for VDR and upon approval, a copy will be forwarded to the participants who will subsequently need to collect their respective VDR from the nearest Malaysian mission.

Participant must bear all expenses on medical check-up, vaccinations (whenever applicable) and all visa-related fees, airport-tax/airport user's charge, transit insurance, excess luggage, travel tax, transit fees, domestic passenger terminal fees, phone charges, private purchases, etc.

Accommodation and meals

Lodging will be provided for the duration of the course. In addition, participant's will receive a daily allowance.

Medical (during stay in Malaysia)

Medical expenses (gov. hospital) – borne by Malaysia gov. Participants should be certified medically fit in order to participate in this programme. Any medical expenses incurred in a government hospital/clinic only while in Malaysia will borne by the Malaysia Government.

General Conditions of Award

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP scholarship holders and abide by the rules and regulation of the Training Institution.

The award may be terminated at any time due to unsatisfactory conducts, breach of the conditions of the award or failure to make satisfactory progress . Participants are not allowed to bring along their spouses for the duration of the course .

REGULATIONS AND OBLIGATIONS

- To observe the course schedule;
- Not to change training subjects or extend the training period;
- Not to bring any family member
- To return to your respective country at the end of the course according to the travel schedule;
- To fully adhere to instructions and abide by such conditions as may be stipulated by the Malaysian Government in respect of the course;
- To observe the rules and regulations of the training institution;
- To refrain from engaging in political activities or any form of employment for profit and gain;
- To discontinue the course, should you fall seriously ill and are unable to continue the training;
- To discontinue the course should you commit any illegal or immoral activity;
- To observe rules and regulations at the place of accommodation and not to change accommodation designated by the training institution.



Please affix
passport
photograph

APPLICATION FORM

SHORT TERM COURSE IN MALAYSIA UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please type or write clearly in capital letters. Do not leave
any space blank. Use "NIL" or "N/A" where applicable

FOR OFFICIAL USE ONLY

Reference no : _____
Received : _____
Checked : _____

TITLE OF COURSE:	Date of commencement:
NAME OF IMPLEMENTING AGENCY :	

1. PERSONAL DATA

Family Name (surname) :	Date of birth : Day Month Year
First Name :	Nationality (citizenship) :
Other Names :	Gender : Male / Female #
City and country of birth :	Marital status : Single / Married #
Passport No : _____ Type of Passport: International P	Religion :
Expiry Date:	

Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address :		Applicant's Postal / Home Address :	
		Home telephone Country Area Number	
Office telephone Country Area Number	Telefax Country Area Number	Email	
Person to be contacted in case of emergency :			
Name : _____		Mobile Phone Number: _____	
Telephone : _____			
Address : _____			
Email : _____			

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs

3. EDUCATION (list in order of time, starting with last institution attended)

Name of institution and place of study	Major field of study	Years of study : from - to	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer :	Employer :
Years of service (from – to) :	Years of service (from – to) :
Title of your post/position :	Title of your post/position :
Present salary per month (US Dollars) :	Salary per month (US Dollars) :
Name of supervisor and title :	Name of supervisor and title :
Type of organization : Government / Semi Government / Private / NGO #	Type of organization Government / Semi Government / Private / NGO #
Main functions of organization :	Main functions of organization :
Total number of employees :	Total number of employees :

Delete accordingly

Description of your work including your responsibility :

Please continue on supplementary pages if necessary

5. REASONS FOR APPLYING THIS COURSE

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme.

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before? : YES / No #

<u>Name of programme</u>	<u>Organizer</u>	<u>Year</u>
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Have you participated in any MTCP training programme in Malaysia before? : YES / NO #

<u>Name of Course</u>	<u>Name of Training Institute</u>	<u>Year</u>
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Delete accordingly

6. ENGLISH LANGUAGE PROFICIENCY (Kindly provide certificate as proof of proficiency)

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue : _____

Language test administered by : _____

Title : _____

Address : _____

Tel Number : _____

E mail : _____

Date and signature : _____

7. MEDICAL REPORT (to be completed by an authorized physician)

Name of Applicant:			
Age:	Gender:	Height: cm	Weight: kg
Blood Pressure:			
Blood Group: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> AB <input type="checkbox"/> O <input type="checkbox"/> Other ()			
Is the person examined at present in good health?		Is the person examined physically and mentally able to carry out intensive training away from home?	
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc.)?		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray.		Pregnancy Test (for women):	
I certify that the applicant is medically fit to undertake a course in Malaysia.			
Name of Physician	:	_____	
Address of Clinic (printed)	:	_____ _____	
Telephone (printed)	:	_____	
Email	:	_____	Date : _____
Signature of Physician	:	_____	Seal of Clinic :

8. APPLICANT'S DECLARATION

I, _____ of _____
Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Malaysia;
- c) I will be personally liable for **all** medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for medical expenses beyond what is covered by the insurance policy. **As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia;** and
- d) For pregnant female applicants only: I am _____ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Malaysia

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain;
- e) return to my home country upon completion of the training; and
- f) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Malaysia at my own expense.

Date

Signature of applicant

9. TO: GOVERNMENT OF MALAYSIA

LETTER OF INDEMNITY

I _____, Passport Number: _____ having an address at _____, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and _____ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or _____ or incurred or become payable by the Government of Malaysia and/or _____ in respect of any of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with _____ which is appointed by the Government of Malaysia.

Dated this _____ day _____ of 20____

Signature of applicant)

Name of applicant)

Date)

In the presence of

Signature of Witness)

Name of Witness)

Designation of Witness)

I/C or Passport No.)

10. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

Reasons for applicant's selection

The post which the applicant will be required to fill upon satisfactory completion of training

Relevance of the course to applicant's job

11. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION

On behalf of the Government of _____, I _____
Country Name of Official

Certify that :

- a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant
- b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the applicant is other than fit to undertake the journey to Malaysia and to remain in Malaysia for the duration of training;
- c) Should the nominee seek medical consultation/treatment for his/her pre-existing conditions/illnesses during his period of stay in Malaysia, he would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance; an
- d) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Dr/Mr/Mrs/Ms*) _____ holding Passport No.: _____
 for the training course.

_____	_____
Name and Designation	Signature and Official Stamp
_____	_____ - _____ - _____
Name and Organisation	Country code Area code Office tel no.
_____	_____ - _____ - _____
Email address	Country code Area code Office tel no.

Endorsement by the nominating country's Ministry of Foreign Affairs or the National Focal Point for Technical Assistance:

_____	_____
Name	Email Address
_____	(Ministry's Official Stamp)
_____	_____
Designation	Name of Organisation
_____	_____ - _____ - _____
Signature	Country code Area code Office tel no.
_____	_____ - _____ - _____
_____	Country code Area code Office tel no.