



TECHNICAL GUIDANCE MATERIAL

for

VIRTUAL LEARNING (PART 109)

SUBJECT: Technical Guidance Material for Virtual/On-Line Learning under Part 109 of the South African Civil Aviation Regulations, 2011, during the COVID-19 Pandemic period

EFFECTIVE DATE: 20 May 2020

PURPOSE

The purpose of this TGM is to guide and assist current ASTO's and ASTIs in meeting the requirements for Part 109 Training through virtual/online learning delivery method, amidst the COVID-19 Pandemic period. ASTOs and ASTIs will be required to utilise this delivery method in compliance with Part 109 of the Civil Aviation Regulations, 2011 and Document SA-CATS-109.

SCOPE

These guidelines shall apply to all Aviation Security Training Organisations (ASTOs), Aviation Security Training Instructors (ASTIs) and any stakeholders that works with ASTOs and ASTIs in performing any on-line/virtual learning during the COVID-19 Pandemic period.

ACCOUNTABILITY

The implementation of the Virtual/On-Line Learning Guidelines is the responsibility of each ASTO and ASTI.

REQUIREMENTS

ASTOs and ASTIs are responsible for delivering training to the implementers of security measures at all South African Aerodromes with scheduled operations, regulated agents' facilities, air traffic control facilities and catering facilities serving civil aviation. This guidance material provides the minimum requirements for on-line/virtual learning as a training/learning delivery method to ensure that all ASTOs and ASTIs deliver AVSEC training of the same standard using this delivery mode.

1. REFERENCES:

- I. Part 109 of the Civil Aviation Regulations, 2011 (CAR, 2011)
- II. Government Gazette 43271, 4 May 2020

2. TERMS AND ABBREVIATIONS:

TERM	DEFINITION
COVID-19	the Novel Coronavirus (2019- nCov2) which is an infectious disease caused by a virus that has previously not been scientifically identified in humans, which emerged during 2019 and was declared a global pandemic by the World Health Organization in 2020.
Virtual/On-Line Learning	Virtual learning using computer software, the Internet or both to deliver instruction to students. This minimises or eliminates the need for facilitators and students to share a classroom. Instruction is provided by a facilitator/trainer, but that facilitator is not physically present with the student.

ABBREVIATION	DESCRIPTION
ASTIs	Aviation Security Training Instructors
ASTOs	Aviation Security Training Organisations
ATO	Approved Training Organisation
AVSEC	Aviation Security
CARs	Civil Aviation Regulations
CATs	Civil Aviation Technical Standards
DCA	Director of Civil Aviation
E: AVSEC	Executive: Aviation Security
M: AT	Manager: Aviation Security Training
MOP	Manual of Procedures
NASP	Nation Aviation Security Programme
PPE	Personal Protective Equipment
SACAA	South African Civil Aviation Authority
SM: TC	Senior Manager: Training and Certification
TGM	Technical Guidance Material
TSO	Testing Standards Officer

3. CONDUCTING AVIATION SECURITY TRAINING VIRTUALLY/ON-LINE

3.1. Applicability

This TGM applies to all ASTOs and ASTIs conducting training for implementers of security controls at South African Aerodromes with scheduled operations, regulated agents' facilities, air traffic control facilities and catering facilities serving civil aviation.

3.2. Criteria for Conducting Virtual/On-Line Training

The SACAA sets the criteria that each ASTO must comply with if such ASTO requires to be approved for virtual/on-line learning. In terms of regulation 109.02.1 (1) of the CAR, 2011 "No organisation shall conduct aviation security training except under the authority of, and in accordance with the provisions of, an ASTO approval issued under this subpart, except for awareness training for crew members which may be conducted in terms of Part 64 by a Part 141 approved ATO".

Virtual learning for Part 109 programmes shall be considered for approval by the Authority during the COVID-19 Lockdown period. Virtual learning is an interim measure devised for the current restrictive Lockdown stage. Should the Lockdown measures be eased down and allow for contact sessions, virtual learning will cease.

3.3. Virtual/On-Line Learning applications shall only be considered as follows:

- a. For approved ATO and approved Part 109 programmes. New ASTOs will not be considered for virtual learning during the COVID -19 Lockdown period.
- b. An ATO will not be allowed to apply for virtual learning platforms for programmes they did not previously have approval for.
- c. All SACAA approved e-learning programmes as prescribed in Part 109 of the CAR, 2011 will resume as they have been approved.
- d. Training organisations wishing to apply for e-Learning may submit applications and adhere to the existing Part 109 E-learning requirements. Currently, only ASAT (Aviation Security Awareness Training) and Level 3 Training are permitted to be delivered via e-learning (virtually).
- e. Virtual learning in the form of Webinars may accommodate other Part 109 programmes that are not facilitated online to be facilitated remotely by approved Part 109 Training Organisations.
- f. All applicants for virtual learning shall complete an amendment application form and submit together with a proof of payment for amendment to the respective SACAA inspector.
- g. All applications for amendment to offer virtual learning shall be submitted electronically to the respective inspector.
- h. The Training Organisation shall make available the virtual learning platform link to the SACAA inspector in order to allow access for purposes of evaluation and monitoring of the platform.
- i. SACAA inspectors shall evaluate and monitor virtual learning platforms as and when required.

- j. The SACAA oversight shall be informed by various factors, including the risk associated with the learning delivery mode.
- k. Virtual Learning may be conducted in the form of e-learning and webinars only.
- l. It is the responsibility of the Training Organisation to ensure that all learners taking part in virtual learning have all the necessary resources i.e. computers, broadband/stable network connection, data/wifi, etc.
- m. All virtual learning shall be facilitated by SACAA certified instructors as prescribed by Part 109. Proof of instructor certification shall be presented as part of the virtual learning application. Instructors must only virtually instruct courses that they are already certified for.

3.4. Basic/Minimum requirements to be incorporated in an application for virtual training platforms:

- a. Live sessions are encouraged as this allows interactions. However, sessions may be recorded and allow attendees and SACAA inspectors to have access (provide the file/link).
- b. Class roster to be added (to monitor participant attendance).
- c. The SACAA shall be informed in writing at least 5 working days before the commencement of virtual learning.
- d. The programme shall incorporate well-organized courseware with menus, modules and instructions.
- e. The programme shall include audio and visual instructions.
- f. Flow of information must build and develop knowledge, skills and abilities in a logical order.
- g. Learning aids such as videos are highly encouraged especially for practical elements of the programme.
- h. Virtual Learning must be done over consecutive days i.e. there will be no disjointed training.
- i. Virtual platforms must be able to summarise daily work, have notes or any important communication.
- j. Virtual platforms must be able to create a forum for students to pose questions for/to each other.

3.5. Assessments and Learner Support

There will be no summative assessments in the virtual learning platform. Summative assessments determining competence may only be undertaken after lockdown restrictions have been eased down. ASTOs will only issue certificates of attendance. The SACAA will however consider and evaluate applications that include summative examinations in a controlled environment. Should these meet the requirements of a controlled environment the ASTO will be allowed to issue certificates of competence. The following regarding class communication must be clear in the application:

- a. how instructors make themselves available for questions/support (before, during and after the programme);




- b. how quickly will an instructor respond to e-mails or discussion posts; and
 - c. how to reach instructor with any urgent need/question.
- 3.6. Virtual Learning has many benefits but may also face challenges. Applications must be clear on how the following will be dealt with:
- a. identifying and providing remedial training for students who are behind;
 - b. meeting a variety of student learning needs and pace; and
 - c. emphasising personal responsibility for success in the programme

4. CONCLUSION

The SACAA is committed to assisting current ASTOs during the process of applying for Virtual/On-line Training. The SACAA reserves the right for Not approving Virtual/On-line Aviation Security Training Programmes during the COVID-19 Lockdown period.

4.1. Any queries or requests for further guidance as a result of this communications should be sent to:

- a. Mrs Makhosazana Nkabiti – SM: TC on email Nkabitim@caa.co.za
- b. Ms Petunia Yende – M: AT on email Yendep@caa.co.za

DEVELOPED BY:		
	PETUNIA YENDE	20 MAY 2020
SIGNATURE OF M: AT	NAME IN BLOCK LETTERS	DATE
REVIEWED & VALIDATED BY:		
	MAKHOSAZANA NKABITI	20 MAY 2020
SIGNATURE OF SM: TC	NAME IN BLOCK LETTERS	DATE
APPROVED BY:		
	LUVUYO GOEKE	20 MAY 2020
SIGNATURE OF E: AVSEC	NAME IN BLOCK LETTERS	DATE

END