

CONTINUATION TRAINING

Guidance Document



Introduction

This document is intended to provide a source of guidance to UK Civil Aviation Authority Regulated Organisations that require and conduct Continuation Training (CT). It has been developed in collaboration with a cross section of training organisations and details identified 'best learning practice' for continuation training. The aim of this CT framework is to assist all organisations, including training, maintenance, continued airworthiness and production, in design and delivery of their own CT programmes. With a view to improve training standards and consistency of CT, the wider aviation industry is encouraged to adopt this agreed best practice.

Definitions

CAA	Civil Aviation Authority
CA/PA	Corrective Action / Preventive Action
CT	Continuation Training
CPD	Continuing Professional Development
EASA	European Aviation Safety Agency
EGR	Engine Ground Run

ETOPS	Extended Twin Engine Operations
EWIS	Electrical Wiring Interconnecting Systems
FTS	Fuel Tank Safety (SFAR)
HF	Human Factors
MOR	Mandatory Occurrence Report
NDT	Non-Destructive Testing

QAN	Quality Assurance Notices
RCA	Root Cause Analysis
RVSM	Reduced Vertical Separation Minima
SMS	Safety Management System
Syllabus	Learning Plan, Training Specifications
TNA	Training Needs Analysis

General Definition

The term Continuation Training is often misconstrued or misunderstood by organisations. It is important that industry recognise what CT should cover, typical core subjects/durations, how it should be structured and the recommended method of how it should be delivered.

EASA regulations (EASA Part M.A 606, M.A.706, M.A.707, Part 145.A.30, Part 145.A.35, Part 147.A.105) identify the requirements for continuation training, to ensure that such staff remain informed and up to date/current.

“Continuation training is a two-way process to ensure that certifying staff remain current in terms of procedures, human factors and technical knowledge and that the organisation receives feedback on the adequacy of its procedures and maintenance instructions”.

Whilst the above refers to Part 145 regulation, organisations should also deliver CT to non-certifying staff, management, airworthiness, training and support staff.

The requirement to conduct CT training should not be clouded with other industry training elements that require recurrent training such as ETOPS, RVSM, EWIS, FTS etc. However, if an organisation wishes to blend the CT and other recurrent training elements into one combined training session (for operational reasons), then this should be clearly identified within the Training Needs Analysis (TNA) which define the CT core and non-core elements and timings.

With respect to Part 147 organisations, ‘update’ training is again slightly different as it is aimed at a different audience, the Instructor / Learning Professionals. This has been in place for Learning Organisations for some time and is commonly referred to as Continuing Professional Development (CPD). With this in mind, you can see why this is not directly a two-yearly CT / recurrent requirement, but instead a nominal 35 hours in two years. The syllabi / elements for update training should be tailored to the individual Instructor’s needs and kept separate from CT and any recurrent training.

Defining the Training

The organisation should initially undertake a thorough TNA process to demonstrate how it identified relevant and company specific subjects to be covered during the CT. This analysis should consider all the elements required to fulfil the overall training objectives, and should identify detailed syllabi such as:

- Cross section of attendees / level / experience / organisational area
- Key learning objectives
- Core elements
- Lesson timings and information flow (syllabi)
- The TNA, in conjunction with the syllabi, should also identify the most effective delivery method that may be utilised for each element of the training. The focus should be on the delegates' needs and specific training objective, which is relevant to their job role.

This process should be fully documented within the Exposition and/or supporting procedures to provide an effective and robust trail for Quality Audit purposes.

When developing CT, it is important to identify 'Core' CT subject areas as part of the TNA. Often, there is an industry-wide tendency to use CT for a wider remit than its intended core purpose, which leads to CT including 'everything training related' within an organisation. From CAA's experience, CT frequently includes many other elements which are not regarded as 'Core.' Although important, those non-core elements can include for example, First aid training, Manual handling, Health and Safety, Fire Marshall, COSHH, Uniform booking procedure, etc. This can have a detrimental effect on the quality and standard of CT.

While providing training is always a positive step and company investment in the individuals, these elements should not be part of the TNA as these are not considered to be 'Core' CT areas.

The actual content of CT will vary from organisation to organisation considering the size and complexity of the organisation and operations, scope of work / approvals, current issues, audit feedback (including corrective, preventive actions and root causes). However, the minimum common core areas to be included within the TNA are: