CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
CIVIL AVIATION TRAINING CENTER - MANILA

TRAINING
COURSE
CATALOG

Visit Our Website
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COURSES

COURSES

Technical

Auditing Techniques
Human Factors
Instructional Techniques
Training Development
Sustainable Aviation

Short Courses

Interpersonal Communication
Leadership and Coaching
Strategic Planning
Strategic Performance Management System
Introduction to MS Excel
Introduction to MS PowerPoint
Conflict Management
Platform Skills
Technical Writing
Health and Wellness
Basic First Aid

**Note:
1. This course offerings list is subject to change without prior notice.
2. For Course Fee inquiries, please email catc@caap.gov.ph or call 82464988 loc 2012.

ICAO Trainair Plus Courses[1]

International Air Law

The International Air Law course aims to enable representatives of Civil Aviation Administrations, Civil Aviation Authorities, Airports and Air Navigation Service Providers to support their organization in compliance with international air law, through application of appropriate knowledge and advocacy.

Duration: 5 days
Number of Participants: 15

Course Fee: $ 430.00

Airport Wildlife Management

This course provides a complete overview of the critical components of wildlife and habitat management in Wildlife Hazard Management Program. This course is intended for airport safety, wildlife, airport operation managers, officers and staff, airport emergency and wildlife managers, and CAA officials

Duration: 3 days
Number of Participants: 15

Course Fee: $ 1,770.00

Aerodrome Safety Management with PANS Aerodrome (Virtual)

This course will provide SMS Safety Managers with necessary competencies to implement and maintain an effective Safety Management System at an aerodrome, in accordance with ICAO Doc. 9981 PANS Aerodromes as stipulated in ICAO Annex 14, Volume 1 and in Annex 19.

Duration: 5 days
Number of Participants: 12

Course Fee: $ 600.00

Safety Management (Online)

The course describes ICAO safety management provisions and the implementation of State Safety Programme (SSP) and Safety Management System (SMS) at State and service provider level, respectively. The training is most beneficial for those who work for a State regulatory body involved in the planning, development, and implementation of State Safety Programmes, and for staff who work for an aviation service provider involved in the planning, development and implementation of Safety Management Systems.

Duration: Self-paced
Number of Participants: 12

Course Fee: $ 375.00

Safety Management for Practitioners (Virtual)

The Safety Management for Practitioners course focuses on Safety Risk Management and Safety Assurance. It aims to provide qualified Safety Management System (SMS) staff with a comprehensive application of operational safety management processes and practical examples on the use of IT tools to enhance efficiency and effectiveness of safety management activities

Duration: 6
Number of Participants: 12

Course Fee: $ 600.00

Regulatory

Comprehensive Air Traffic Service (RII-001)

The aim of the course is to prepare trainees for the standard Air Traffic Management Officer's Certificate, in accordance with the rules and regulations prescribed by the Civil Aviation Authority of the Philippines. Successful trainees will be equipped to perform basic functions in flight data positions, simple coordination tasks, and resolutions to elementary air traffic control problems at en-route, approach control and aerodrome facilities.

Duration: 9 months
Number of Participants:

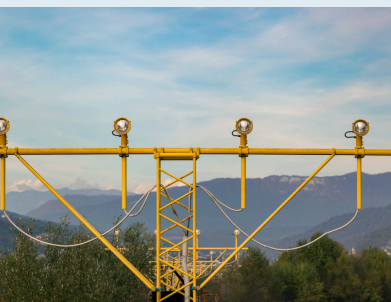**Course Fee: CAAP Scholarship**

Basic CNS Systems Officer (RII-002)

The course equips the participants with knowledge, skills, and attitudes to operate, maintain, install, and troubleshoot Communication Navigation Surveillance/Air Traffic Management and Meteorological system equipment under immediate supervision in accordance with corresponding standards and recommended practices.

Duration: 9 months
Number of Participants: TBD
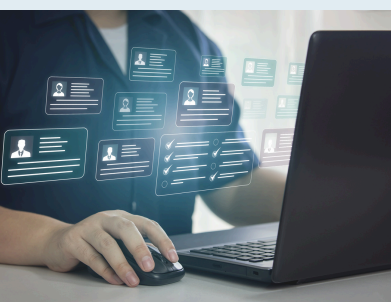
Course Fee: CAAP Scholarship

Basic Airfield Lighting & Power Technician (RII-003)

This course is designed to provide the participants a comprehensive understanding of how Airfield Lighting and Power Supply systems operate and how these could be maintained to provide reliable service. It is also expected to furnish skills training on problem solving and troubleshooting of the equipment concerned.

Duration: 3 months
Number of Participants: TBD

Course Fee: CAAP Scholarship

Aeronautical Information Service (RII-004)

This is a 3-month course designed to prepare trainees for the standard AIS Certificate, based on the rules and regulations prescribed by the Civil Aviation Authority of the Philippines. Upon completing the course, the trainee can perform the basic functions related to providing aeronautical data and information.

Duration: 3 months
Number of Participants: TBD

Course Fee: CAAP Scholarship

Basic Aviation Security (RIE-001)

The course is designed to train airport security personnel to enforce, monitor and apply airport security preventive measures in accordance with locally approved programs. The course includes classroom lectures on AVSEC basics and practical experience working under the guidance of a qualified AVSEC supervisor.

Duration: 10 days (Classroom Instruction), 1 month OJT
Number of Participants: Thirty-five (35)

Course Fee: 7,200.00 -

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Regulatory

Introduction to Civil Aviation (RII-005)

This course is designed to introduce new employees to civil aviation in general; applicable international, regional and national commitments, laws, rules, regulations, standards and recommended practices; civil aviation services, safety and security; and environmental protection. This course will lay the foundation for further aviation studies on job-focused and specialized fields.

Duration: 5 days
Number of Participants: Thirty (30)

Aircraft Accident and Incident Investigation and Prevention (RIE-002)

This course is for CAAP technical personnel, and other stakeholders in the aviation and law enforcement agencies working and involves in civil aviation. It will capacitate them to efficiently and effectively discharge their functions in the event of an aircraft accident or incident in and in the vicinity of an airport.

Duration: 5 days
Number of Participants: Thirty (30)   Course Fee: PhP 3,600.00

Aerodrome Certification (RIE-003)

This 5-day course is designed to equip participants with the knowledge and skills to effectively strive toward an aerodrome certification. The course features a comprehensive discussion of the processes and documentary requirements for certification in compliance with CAAP CAR-Aerodromes, Manual of Standards for Aerodrome (MOS) and other relevant issuances by the Civil Aviation Authority of the Philippines.

Duration: 5 days
Number of Participants: Thirty (30)   Course Fee: PhP 3,600.00

Safety Management System (RIE-004)

This course is designed to provide knowledge of safety management concepts as specified in national regulations and international standards. It will enable participants to accept and oversee the key components of an SMS including its implementation.

Duration: 5 days
Number of Participants: Thirty (30)   Course Fee: PhP 3,600.00
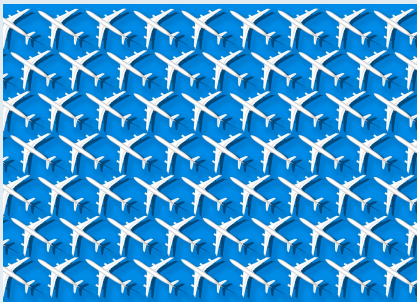
Regulatory

Runway Safety Program (RIE-005)

The course is designed to assist/help the local aviation-related organizations, aerodrome operators, air traffic service (ATS) providers, pilots and aircraft operators implement runway safety programs focusing on reduction or prevention of runway incursions taking into account best practices already implemented, including the establishment of a Local Runway Safety Team for each airport.

Duration: 5 days
Number of Participants: Thirty (30)   **Course Fee: PhP 3,600.00**

State Safety Program (RIE-006)

The course is designed to provide regulatory safety oversight inspectors/auditors, aircraft accident/incident investigators, CAAP employees and all other concerned stakeholders with an overview of the State Safety Programme. This includes the rationale, its salient features as specified in relevant ICAO SARPs and guidance on its development and implementation. It also introduces a harmonized regulatory framework for the oversight of aviation service providers' Safety Management Systems.

Duration: 5 days
Number of Participants: Thirty (30)   **Course Fee: PhP 3,600.00**

Basic Aircraft Rescue & Firefighting (RIE-007)

This course will enable participants to effectively address aviation emergency involving aircraft accidents and incidents. It will enhance their capacity for timely response with focus on rescue operations, evacuation, and hazard mitigation.

Duration: 20 days
Number of Participants: Thirty (30)   **Course Fee: PhP 14,400.00**

On-the-job Training Instructor (RII-006)

This course will enable On-the-job instructors for air traffic control to effectively teach the rudiments of the job in a real-world environment. The participants will be instructed on the different training techniques, preparation before training (plans and materials), trainee management, trainee evaluation, and training documentation.

Duration: 10 days
Number of Participants: Thirty (30)

Leadership & Management

Leadership (LMI-001)

This course presents the rudiments of effective leadership. It attempts to portray the subject in its broadest terms. It is designed to be made practicable for potential supervisors in order that they may have the essential knowledge to develop the necessary skills that can make their subordinates perform in an atmosphere of cooperation, rapport and mutual respect.

Duration: 10 days
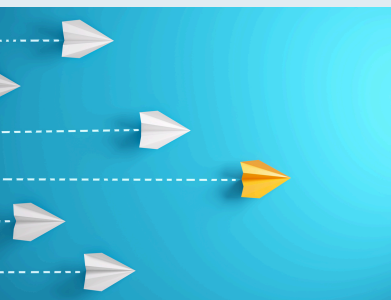Number of Participants: Thirty (30)

Supervisory Management (LMI-002)

This course is intended for technical and non-technical personnel of the CAAP and other civil aviation organizations personnel presently performing first level supervisory functions, including those that are being developed for such positions.

Duration: 4 weeks
Number of Participants: Thirty (30)

Introduction to Airport Management (LMI-003)

This course is intended for technical and non-technical personnel of the CAAP and other civil aviation organizations personnel presently performing first level supervisory functions, including those that are being developed for such positions.

Duration: 10 days
Number of Participants: Thirty (30)

Stepping Up Performance in Airport Management (LMI-004)

This course is intended for technical and non-technical personnel of the CAAP and other civil aviation organizations personnel presently performing first level supervisory functions, including those that are being developed for such positions.

Duration: 1 week a month over 6 months
Number of Participants: Thirty (30)

Leadership and Management

Employee Orientation Program

(LMI-005)

The course will provide participants with general knowledge about the civil aviation functions of CAAP. This is an indoctrination course intended for CAAP employees (other than CATS/Basic CNSSO) involved with the technical and administrative support functions and activities.

Duration: 5 days
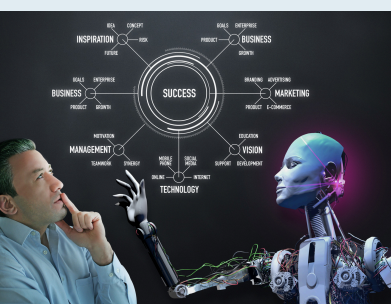Number of Participants: Thirty (30)

Technical

Auditing Techniques (TII-001)

This five-day course is designed to provide participants with the knowledge, skills and attitude needed to effectively develop auditing process and successfully conduct quality, safety and operational process audits for assessment and verification purposes. It focuses on auditing principles and procedures covering the preparation, execution and reporting stages of an audit.

Duration: 5 days
Number of Participants: Twenty (20)   Course Fee: PhP 3,600.00

Human Factors (TII-002)

The course is designed to provide participants an overview of the concepts of Human Factors in aviation, It highlights the effects and interaction of human performance (capabilities and limitations) within a system and how they can be managed to optimize safety and performance. Participants will be able to identify areas for practical applications of these concepts in their respective professional environments thereby improving their performance and ensuring safe operations.

Duration: 3 days
Number of Participants: Twenty (20)   Course Fee: PhP 7,200.00

Instructional Techniques (TII-003)

This course is designed to equip instructors to deliver courses in accordance with the ICAO's instructor competencies. It aims to provide participants with the necessary skills, knowledge, and attitudes to effectively perform instructional functions from preparation through to implementation.

Duration: 10 days
Number of Participants: Fifteen (15)   Course Fee: PhP 7,200.00

Training Development (TII-004)

The course provides professionals with advanced techniques to design and develop training courses based on the TRAINAIR PLUS competency. This is a complete instructional development workshop with a focus on the practical aspects of developing training and educational programmes.

Duration: 10 days
Number of Participants: Fifteen (15)   Course Fee: PhP 7,200.00

Sustainable Aviation (TII-005)

This is a 5-day course that will allow the participants to have a good grasp of the concept of climate change and its impact on the aviation industry and vice versa. It will tackle various mitigation strategies for the most pressing sources of pollution in the aviation sector, the latest global and local initiatives on sustainable aviation, and environmental management system concepts. This knowledge will hopefully foster and strengthen the mindset among stakeholders to prioritize sustainable practices in aviation operations that will help us achieve a green Philippine sky.

Duration: 5 days
Number of Participants: Twenty (20)

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Technical

Technical Writing (TII-006)

This 40-hour course is designed to equip participants with the writing skills needed by technical professionals to create documents which are coherent, concise, and accessible to the intended audience. It teaches a strategic approach to writing through analysis of the writing situation to determine how information is to be selected and organized.

Duration: 5 days
Number of Participants: Twenty (20)

Short Courses

The following short courses are offered to ramp up CAAP's learning and development initiatives geared towards nurturing an enriching and empowering culture of continuous professional and personal development among its employees. These 1- to 2-day courses are open to internal clients only.

Interpersonal Communication

Whether at work or at play, developing strong interpersonal communication skills is paramount. This 1 day course aims to enable trainees to engage in meaningful exchange of information using verbal and nonverbal methods.

Leadership and Coaching

As a leader, one important role you need to perform is developing your people's skills and abilities. This 2-day course will equip trainees to guide, encourage, and empower their people to achieve their goals, overcome challenges, and improve their performance.

Strategic Planning

This 2-day course is geared to capacitate the trainees to actively and meaningfully participate in the strategic planning activities in the organization. It will inform on the basic concepts of the process and the tools that can be useful in setting the direction for the unit, aligning the unit's objectives to set goals, prioritizing resources and specifying success measures, among others.

Strategic Performance Management System

This 2-day course will apprise trainees on the concept, elements, and process of the Strategic Performance Management System. The knowledge provided will enable the trainees to implement the system more effectively thus strengthening performance management in the Authority.

Introduction to MS Excel

The trainees will be made familiar with the basic functions and formulas in the Excel spreadsheet that would be useful in improving the quality of their work outputs such as simple calculations, data entry and management, among others.

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Short Courses

Introduction to MS PowerPoint

How a story is told is integral to how it is received. This 1-day course will provide the basics in designing a slide, organizing content, and creating a presentation that gets the message across.

Conflict Management

This 2-day course is aimed at developing the trainee's skills on identifying and handling conflicts in the workplace in a fair and efficient way.
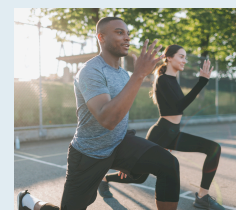
Platform Skills

Skilled presenters are essential in telling a story effectively. This 2-day course aims to introduce trainees to the basics of effective presentation behavior and techniques to get them on track to becoming credible and persuasive speakers.

Technical Writing

This 2-day course will enable participants to acquire the concepts and skills to produce written works such as letters, memoranda, and other correspondences relevant to their organization.

Health and Wellness

health is wealth and is crucial to the effective functioning of the individual at work, This 1-day course is aimed to provide information on how to manage their physical, mental, and social well-being.

Basic First Aid

This course aims to equip the trainees with the knowledge, skills, and confidence to provide first aid and basic life support in compliance with the guidelines of the Philippine Red Cross.