Appendix 19 of NCASTP

CRITERIA FOR AVSEC COURSE APPROVAL

*(Developed in order to guide in the implementation of the provisions of Regulation 22(4) of
the Civil Aviation (Security) Regulations 2015)*

Note: This section shall be read alongside section 10.2 of the NCASTP.

1. The following criteria shall be followed in approving or recognizing aviation security courses/training packages:-

   (a) Courses developed or approved by:-
      (i) KCAA, for institutions in Kenya;
      (ii) respective Appropriate Authorities, for foreign institutions based in ICAO Contracting States;
      (iii) ICAO;
      (iv) IATA;
      (v) Relevant national agencies recognized by KCAA;

   (b) Courses developed by qualified Course Developers as per the provisions of section 4.13 of the NCASTP;

   (c) Courses developed by aviation industry stakeholders, e.g. aircraft operators, airport operators, etc. using qualified course developers;

   (d) Courses developed to meet the objectives/course outline(s) stipulated in the NCASTP or as provided by KCAA from time to time to address the needs of the aviation sector/work environment concerned;

   (e) Computer-Based Training (CBT) courses developed within the above provisions. KCAA shall be provided with the softcopy and/or demonstration of the package to include delivery and testing;

   (f) Tests developed to evaluate trainees' progress and/or knowledge of course content and skills learnt shall be standardized, valid and secured from unauthorized access. Copies of the tests may be provided to KCAA as and when required.

2. For courses to be conducted by an Aviation Security trainer, training institution or aviation organization, the concerned trainer or entity shall ensure that authorization from the developer and/or KCAA for their use is in existence.

3. Letters of confirmation and relevant documentation from the accrediting or approving bodies shall be required as proof of such approval/authorization of the courses/training packages.

4. KCAA AVSEC Inspectors shall conduct inspections from time to time or when need arises to ensure that certified/approved instructors are delivering courses approved or recognized by KCAA.

5. The Course(s) shall be submitted to the following address for evaluation:

The Director General
Kenya Civil Aviation Authority
P.O Box 30163 00100
Nairobi.

Attention: Manager, AVSEC Policy and Regulation

6. The course(s) shall be evaluated using the guidelines stipulated herein and a checklist attached to this Appendix as Annex 1 within a period not exceeding 30 days from the date of receipt of the application for course approval.

7. Applicant(s) shall be notified of the findings of the evaluation process and of the recommendations that need to be considered by the applicant(s) (where applicable).

8. Training package(s)/course(s) that meet the requirements shall be processed by assigned Inspector(s) as necessary and recommendations made to the DASSR through H/ASOU for issuance of the approval.

9. Once the course is approved by DASSR, a certificate or letter of approval shall be issued to the applicant as appropriate.

10. Applicants shall be required to pay the prescribed course approval fee before collection of the certificate or approval letter from KCAA.

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(Source: NCASTP 2019 Chapter 10 Section 10.2 and Appendix 19)

Annex 1 to Appendix 19

Name of Course/Training Package	Date Course Submitted / Received:

	CHECKLIST FOR AVSEC COURSE APPROVAL		
	Minimum Criteria	**Satisfactory ?** **Yes / No / N/A**	**Remarks**
(1)	Course developed or approved by:-		
	(i) KCAA, for institutions in Kenya;		
	(ii) respective Appropriate Authority in ICAO Contracting State;		Confirmation from respective entity authorizing applicant to use the training package/course shall be required
	(iii) ICAO;		
	(iv) IATA;		
	(v) Relevant national agencies recognized by KCAA.		
(2)	Course developed by qualified Course Developers as per the provisions of section 4.13 of the NCASTP.		Profile of Course Developers required.
(3)	Course developed by aviation industry stakeholders, e.g. aircraft operators, airport operators, etc. using qualified course developers.		Profile of Course Developers required.
(4)	Course developed to meet the objectives/course outline(s) stipulated in the NCASTP or as provided by KCAA from time to time to address the needs of the aviation sector/work environment concerned.		Course content should be evaluated alongside Course outline or objectives from KCAA.
(5)	Computer-Based Training (CBT) course developed within the above provisions. KCAA shall be provided with the softcopy and/or demonstration of the package to include delivery and testing.		Profile of Course Developers required; Course content should be evaluated alongside Course outline or objectives from KCAA or aviation sector / environment concerned.
(6)	Tests developed to evaluate trainees' progress and/or knowledge of course content and skills learnt shall be standardized, valid and secured from unauthorized access. Copies of the tests may be provided to KCAA as and when required.		Tests should be evaluated alongside the training package where necessary.

Note: Any of the criterion in (1), (2), (3), (4) or (5) may be used to approve a course.