

 <p>SOUTH AFRICAN CIVIL AVIATION AUTHORITY</p>	<p>REPUBLIC OF SOUTH AFRICA</p> <p>CIVIL AVIATION AUTHORITY</p>	<p>CAA Private Bag x73 Halfway House 1685</p>
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GENERAL

TRAINING

JOINT CAA AND TRANSPORT SETA ACCREDITATION AND APPROVAL PROCESSES FOR ALL EXISTING AND POTENTIAL AVIATION TRAINING ORGANISATIONS (ATO's)

- ☛ Indicates changes.
- ☛ This AIC replaces AIC 14-1 dated 04-06-11.

Enjoy the benefits of joint accreditation and approval and contribute to Skills Development in the Aviation Industry.

1. INTRODUCTION

The Transport Education and Training Authority (TETA) has been accredited in terms of the South African Qualifications Authority Act, 1995 (Act no. 58 of 1995) and assigned functions by the South African Qualifications Authority (SAQA) as a body responsible for monitoring and auditing achievements in terms of national standards and qualifications and to quality assure training in the Transport Sector that includes the Aerospace Industry.

The CAA and TETA have recently entered into a Memorandum of Understanding to coordinate the approval and accreditation of training providers and enhance co-operation with respect to training in the Aviation Industry. This partnership is aimed towards meeting the objectives of the National Qualifications Framework as well as the requirements of the Civil Aviation Regulations, 1997, as amended.

The purpose of this Memorandum is to:

- (a) promote a coherent and effective quality assurance system for education and training in the Aerospace Industry; and
- (b) clarify the manner in which the TETA Education and Training Quality Assurance Body (ETQA) and the CAA will co-operate with each other, co-ordinate their functions and promote the consistency of their respective quality assurance policies and procedures.

Any ATO may decide to apply for TETA Accreditation in addition to an accreditation in terms of the Civil Aviation Regulations, 1997, which will mean that it will have to meet the TETA Accreditation Criteria in order to qualify for the benefits specified below.

2. BENEFITS

It is the intention of both parties to minimize duplication and effort by conducting combined accreditation and Part 141 Approvals in future. The benefits to be gained by the Aerospace industry from this co-operation agreement will be:

- (a) Increased Credibility as an Accredited Training Provider
- (b) Increased awareness due to placement of provider's details on TETA web site.
- (c) No additional costs
- (d) Possible funding through Learnerships

Other benefits include:

- (a) Standardised training curricula for all aviation training
- (b) South African Qualifications Authority (SAQA) registered unit standards aligned with CAA and international requirements
- (c) Combined initial audits by CAA/TETA

3. PROCESS

TETA and CAA envisage a joint process for all new ATO applicants, who also intend to apply to TETA for provisional accreditation. Existing Part 141 approved ATO's may also apply for provisional accreditation.

3.1 New ATO applicants

☛ 3.1.1 **Application:** Any new applicant who wishes to apply only for Part 141 approval, should apply directly to the CAA according to regulatory requirements. Any new applicant who wishes to apply for both Part 141 approval and accreditation, should apply to both the CAA (for approval) and the TETA (for accreditation). A combined Accreditation and Approval Application Form has been developed for this purpose and is available from both TETA and CAA.

3.1.2 **Information and documentation:** Further information or documentation is available from the following contact people:

☛ **CAA:**

Flight Schools:

Steve Odendaal – (011) 545 1211, 082 577 7093, odendaals@caa.co.za

☛ **Cabin Safety:**

Yolinda Mooloo – (011) 545 1196, 083 635 0057, moolooy@caa.co.za

Ronelle Espach – (011) 545 1189, 083 635 0056, espachr@caa.co.za

Candice Claassen – (011) 545 1190, 083 635 0051, claassenc@caa.co.za

☛ **Dangerous Goods**

Luvuyo Gqeke – (011) 545 1348, 083 635 0012, gqeke@caa.co.za

Thami Zembe – (011) 545 1344, 083 648 5133, zembet@caa.co.za

☛ **Flight Engineers:**

Arthur Downs – (011) 545 1214, 083 635 9875, downsa@caa.co.za

Isaac Dhlamini – 083 635 0022, dhlamini@caa.co.za

☛ **Air Traffic Services:**

Charles Ashford – (011) 545 1469, 083 635 0016, ashfordc@caa.co.za

☛ **Aviation Medicine:**

Lesego Bogatsu – (011) 545 1137, 083 639 9035, bogatsul@caa.co.za

☛ **Aircraft Maintenance Engineers:**

Carel Raath – (011) 545 1129, 083 635 0035, raathc@caa.co.za

☛ **TETA:**

Andre Smith – (011) 781 1280, 083 629 7311, andre@teta.org.za

Information is also available on the following Web Sites:

www.teta26.co.za

www.caa.co.za

3.1.3 **Document review and inspections/site visits:** After applications have been received by the CAA and or the TETA, the documentation as required will be reviewed within 30 days of receipt. If additional information or documentation is required, the applicant will be notified accordingly. If the documentation is satisfactory, an inspection/site visit will be arranged. A joint inspection/site visit will be carried out in the case of applications to the CAA as well as the TETA.

3.1.4 **Costs:** Normal CAA fees will apply. There will be no additional costs for the TETA accreditation process at present.

3.1.5 **Certificates:** The CAA will issue a Part 141 Approval Certificate, valid for one year, once the ATO has met all Part 141 requirements. The TETA will issue a letter confirming provisional accreditation, which is normally valid for one year. A certificate, valid for 5 years, will only be issued once full accreditation is achieved. During this period monitoring and surveillance will be carried out. More information on full accreditation can be obtained at the above TETA contact number or the website.

3.2 Existing ATO's

In the case that no unit standards exist, ATO's with Part 141 approval may still apply for provisional accreditation to the TETA. The following conditions must however be met:

- (a) ATO's will have to implement a quality management system that meets TETA criteria.*
- (b) ATO's will have to appoint an assessor or have access to one. Either way, the assessor must have completed the Unit Standard "Plan and Conduct Assessment of Learning Outcomes" and have applied to be registered with the TETA.*
- (c) The respective unit standards have been identified by an SGB and are in the process of being developed and it is expected that they will be registered within a year.*
- (d) Once the unit standards are registered, the provider will be given a period, probably 1 year, to align its learning material to the unit standards.*

The accreditation of existing Part 141 approved ATO's will not affect the current CAA approval process.

4. GENERAL

The CAA and the TETA will communicate the relevant details to all stakeholders in the Aerospace industry via the following:

☛ 4.1 Workshops to be held in the following areas:

- Cape Town - 9 November 2005
- Port Elizabeth - 10 November 2005
- Durban - 11 November 2005
- Gauteng - 14 November 2005
16 November 2005

Further communication regarding the workshops will be placed on the Websites.

☛ 5. IMPLEMENTATION OF JOINT PROCESS FOR NEW APPLICANTS

The planned implementation for joint visits for Accreditation and Part 141 Approval is 1st January 2006.

COMMISSIONER FOR CIVIL AVIATION