NOVAE

CUSTOMIZED AERONAUTICS TRAINING

TRAINING & SERVICES CATALOG

Edition 2023 - version 1

NOVAE

YOUR COMMERCIAL CONTACTS

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OUR TRAINING & SERVICES

OUR
AIRCRAFT MAINTENANCE TRAINING

This section of the catalog is dedicated to **maintenance technicians** who are required to perform maintenance operations on aircraft and/or aeronautical products, as well as to **personnel working in a maintenance environment** within the context of their work.

This “standard” training can be provided at customer sites and does not require any specific adaptation.

Nevertheless, it can be **adapted to a specific environment or audience** in addition to the target audience given in the catalog. For further information concerning this, please contact the NOVAE sales team.

CONSULTANCY, EXPERTISE & SUPPORT
FOR TRAINING ORGANIZATIONS & ACADEMIES

This section of the catalog is dedicated to **staff who work within training organizations**.

It presents the training courses available to **experienced and novice trainers** and to **training service managers** to enable them to acquire new skills and/or to keep their skills up to date.

It also presents the diverse expertise that NOVAE offers its customers within the context of the **development of training resources** and customer support with **consultancy services**.

NOVAE can work with you to**optimize and implement a training environment** at your premises.

These services are available to all activity sectors and can also be deployed in non-aeronautical environments.

OUR APPROVALS AND CERTIFICATION

EASA
European Aviation Safety Agency

Part 147
FR.147.0055

Qualiopi
processus certifié
RÉPUBLIQUE FRANÇAISE

Certified for Training Activities
by BCI France

OUR PARTNERS

Academy
Safran Helicopter Engines

NOVAE Affiliated Training Center
EMEA region

AIRBUS

Airbus Helicopters Training Academy

NOVAE TRAINING SOLUTIONS

19
trainers and a network of **expert partners**

2000
trainees trained in 2022

80
training courses

2
training centers

A WORLDWIDE PRESENCE

For information about training in English and training for disabled persons, please contact us.

OUR TRAINING SOLUTIONS

FACE-TO-FACE

Training provided either in one of our training centers or on customer site, in France and abroad.

DISTANCE LEARNING

Training delivered entirely by **videoconference** via our dedicated distance learning tool.

BLENDED LEARNING

Training courses with **two phases**:

First phase using e-learning, carried out independently by the participants with different contents such as video material, survey reports, practical cases and exercises available on our Learning Management System, accessible on any electronic medium.

Second phase carried out either by **videoconference** or **face-to-face** aiming to expand on the notions developed in the e-learning phase with additional material and exercises as well as interaction between the trainer and the trainees. At the end of this phase, the trainees evaluate the knowledge acquired during the training to validate what they learned.

CONTENTS

AIRCRAFT MAINTENANCE
TRAINING

CONSULTANCY, EXPERTISE & SUPPORT
FOR TRAINING ORGANIZATIONS
& ACADEMIES

AIRCRAFT MAINTENANCE TRAINING



EASA PART 145 - REGULATION APPLICABLE TO AIRCRAFT MAINTENANCE ORGANIZATIONS - INITIAL TRAINING

INDUSTRY

INDIVIDUAL

DURATION
7 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
None

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

Supplementary training...

Human Factors
> Page 11

Safety Management System applied to the aeronautics sector
> Page 22

TARGET AUDIENCE

All personnel involved in regulatory aspects of aircraft maintenance.

OPERATIONAL OBJECTIVES

- Improve consideration of the risks associated with noncompliance with regulatory requirements.
- Encourage good maintenance practices in terms of flight safety.
- Apply regulatory concepts of maintenance in a civil aviation environment.

TEACHING OBJECTIVES

- Analyze EASA Part 145 regulatory requirements.
- Examine the requirements applicable to aircraft maintenance organizations and understand responsibilities.
- Acquire the necessary knowledge to apply the key points and amendments to the requirements of the Part 145 regulations.

PROGRAM

- National and international regulatory context
- Facility requirements
- Personnel, certifying staff and support staff requirements
- Aircraft instruments, tools and components
- Maintenance data
- Maintenance planning
- Performance of maintenance, certification of maintenance and recording of maintenance tasks carried out
- Occurrence reporting
- Safety and quality policy, maintenance procedure and quality system
- Maintenance Organization Exposition
- Rights of the organization

Program compliant with EASA (EU) regulation no. 1321/2014 latest version

TYPE OF EVALUATION

Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED

Course booklet

EASA PART 145 - REGULATION APPLICABLE TO AIRCRAFT MAINTENANCE ORGANIZATIONS - CONTINUOUS TRAINING

INDUSTRY

INDIVIDUAL

DURATION
4 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Have already followed the Initial Training course.

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE
All personnel involved in regulatory aspects of aircraft maintenance.

OPERATIONAL OBJECTIVES
- Identify new regulatory requirements of the EASA Part 145 regulation.
- Improve consideration of the risks associated with noncompliance with regulatory requirements.
- Maintain good maintenance practices in terms of flight safety.

TEACHING OBJECTIVES
- Be able to position oneself within a civil aviation regulatory context by describing this context.
- Be able to explain the main requirements of the EASA Part 145 regulation and how to apply them.
- Be able to identify the key points of and latest amendments to the requirements of the Part 145 regulation.

PROGRAM
- National and international regulatory context
- Facility requirements
- Personnel, certifying staff and support staff requirements
- Aircraft instruments, tools and components
- Maintenance data
- Maintenance planning
- Performance of maintenance, certification of maintenance and recording of maintenance tasks carried out
- Occurrence reporting
- Safety and quality policy, maintenance procedure and quality system
- Maintenance Organization Exposition
- Rights of the organization

Program compliant with EASA (EU) regulation no. 1321/2014 latest version

TYPE OF EVALUATION
Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED
Course booklet

HUMAN FACTORS - INITIAL TRAINING

INDUSTRY

INDIVIDUAL

DURATION
7 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
None

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

Supplementary training...
EASA Part 145 - Regulation applicable to aircraft maintenance organizations
> *Page 9*

TARGET AUDIENCE
All staff working for EASA Part M and Part 145 organizations and their subcontractors.
Any mechanic qualified under Part M, 145 and 66 regulations.

OPERATIONAL OBJECTIVES
- Improve staff awareness of their physiological and psychological limits.
- Understand the origin of errors and know that these errors can be avoided.
- Encourage a positive attitude on all safety improvement initiatives.

TEACHING OBJECTIVES
- Be able to identify personal physiological and psychological limitations in the context of aircraft maintenance.
- Be able to prevent risks in the workplace.
- Provide knowledge on safety culture.

PROGRAM
- General information and introduction to human factors
- Safety culture and organizational factors
- Human errors
- Human performance and limitations
- Environment
- Procedures, information, tools
- Communication
- Team work
- Professionalism and integrity
- In-house management of human factors

Program in accordance with the ICAO Guide on Human Factors Doc 9824/AN450, issued in 2003

TYPE OF EVALUATION
Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED
Course booklet

HUMAN FACTORS - CONTINUOUS TRAINING

INDUSTRY

INDIVIDUAL

DURATION
4 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES

Have already completed a one-day Initial Training course (HF part 66 does not count as Initial Training).

AVAILABLE LEARNING FORMATS

- Face-to-face
- Distance learning

TARGET AUDIENCE

All staff working for EASA Part M and Part 145 organizations and their subcontractors.
Any mechanic qualified under Part M, 145 and 66 regulations.

OPERATIONAL OBJECTIVES

- Ensure that staff remain up-to-date on human factors knowledge.
- Improve staff awareness of their physiological and psychological limits.
- Review the origin of errors and know how to avoid them.
- Encourage a positive attitude in order to promote effective feedback.

TEACHING OBJECTIVES

- Be able to identify personal physiological and psychological limitations in the context of aircraft maintenance.
- Be able to describe how errors occur through a case study in a maintenance organization.
- Be able to propose improvement solutions by harnessing the knowledge acquired during training.

PROGRAM

- Case study through a video sequence
- Debate on the topic
- Errors, infringement and lack of discipline
- 12 traps leading to error
- Human performance and limitations
- Flight safety risk management
- Organization of the human factor initiative within the company

Program in accordance with the ICAO Guide on Human Factors Doc 9824/AN450, issued in 2003

TYPE OF EVALUATION

Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED

Course booklet

EASA PART 21 AWARENESS

INDUSTRY

DURATION
7 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Have experience in the continuing airworthiness or maintenance management fields.

AVAILABLE LEARNING FORMAT(S)
- Face-to-face
- Distance learning

TARGET AUDIENCE
Staff working in the aeronautics sector: accredited organization staff, independent mechanics or aircraft owners.

OPERATIONAL OBJECTIVES
- Understand the roles and responsibilities of Part 21 organization personnel.
- Give an overview of the different Part 21-related requirements.
- Know the links between Part 21 and the Parts of the continuing airworthiness regulations.

TEACHING OBJECTIVES
- Define the concept of initial and continuing airworthiness.
- Describe the various organizations and authorities associated with the context of aeronautical regulations.
- Understand the general aspects of the different requirements relating to Part 21-related organizations.

PROGRAM
- Context of aeronautical regulations
- Concept of initial and continuing airworthiness
- European regulations and aircraft life cycle
- Types of Part 21 organizations
- Requirements relating to organizations subject to Part 21
- Roles and responsibilities of Part 21 organization staff
- Other Part 21-related requirements
- Links with continuing airworthiness regulations

TYPE OF EVALUATION
Questions raised during the training course

RESOURCES PROVIDED
Course booklet

EASA PART 21 G - REGULATION APPLICABLE TO PRODUCTION ORGANIZATIONS - INITIAL TRAINING

INDUSTRY

DURATION
7 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
None

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE

Operators, technicians and production managers working for accredited organizations.

OPERATIONAL OBJECTIVES

- Explain the parameters of the Part 21 G production organization approval.
- Encourage good production practices in terms of flight safety.
- Know the EASA regulatory context regarding aircraft production.

TEACHING OBJECTIVES

- Be able to position oneself within a civil aviation regulatory context by describing this context.
- Provide aeronautical production and design organization stakeholders with a global and accurate vision of Part 21 sub-part G requirements.
- Understand the concept of airworthiness and its relationship with the regulatory context.

PROGRAM

- National and international regulatory context
- Facility requirements
- Staff and certifying staff requirements
- Manufacturing data
- Instruments and tools, procedures
- Procedures and POM
- Quality system
- Outsourced products
- Purchased components
- Link between design organization and production organization
- Certificate of Manufacturing Work

Program compliant with EASA (EU) regulation no. 748/2012 latest version

TYPE OF EVALUATION

Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED

Course booklet

POM: Production Organization Manual

EASA PART 21 G - REGULATION APPLICABLE TO PRODUCTION ORGANIZATIONS - CONTINUOUS TRAINING

INDUSTRY

DURATION
3.5 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Have already followed the Initial Training course.

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE
Operators, technicians and production managers working for accredited organizations.

OPERATIONAL OBJECTIVES
- Explain the parameters of the Part 21 G production organization approval.
- Encourage good production practices in terms of flight safety.
- Know the EASA regulatory context regarding aircraft production.

TEACHING OBJECTIVES
- Be able to position oneself within a civil aviation regulatory context by describing this context.
- Provide aeronautical production and design organization stakeholders with a global and accurate vision of Part 21 sub-part G requirements.
- Understand the concept of airworthiness and its relationship with the regulatory context.

PROGRAM
- National and international regulatory context
- Facility requirements
- Staff and certifying staff requirements
- Manufacturing data
- Instruments and tools, procedures
- Procedures and POM
- Quality system
- Outsourced products
- Purchased components
- Link between design organization and production organization
- Certificate of Manufacturing Work

Program compliant with EASA (UE) regulation 748/2012 latest version

TYPE OF EVALUATION
Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED
Course booklet

POM: Production Organization Manual

PART M & CAMO EASA REGULATIONS - INITIAL TRAINING

INDUSTRY

DURATION
7 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Have experience in the continuing airworthiness or maintenance management fields.

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE
Staff working in the aeronautics sector: accredited organizations, independent mechanics or aircraft owners.

OPERATIONAL OBJECTIVES
- Improve consideration of the risks associated with noncompliance with regulatory requirements.
- Promote good airworthiness practices in terms of flight safety.
- Manage regulatory aspects of continuing airworthiness.

TEACHING OBJECTIVES
- Acquire the necessary knowledge to apply the key points of the regulatory requirements.
- Be able to explain the main requirements of the EASA PART M regulation and how to apply them.
- Understand the link between Part CAMO, Part 145, Part 66 and Part 147.

PROGRAM
- National and international regulatory context
- Responsibilities
- Technical requirements: continuing airworthiness and Part M, maintenance standards, aircraft components
- Organizational requirements: Continuing Airworthiness Management Organization Part CAMO
- Certificate of Release to Service
- Airworthiness review certificate
- Organization's Manual

Program compliant with EASA (EU) regulation no. 1321/2014 latest version

TYPE OF EVALUATION
Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED
Course booklet

CAMO: Continuing Airworthiness Management Organization

PART M & CAMO EASA REGULATIONS - CONTINUOUS TRAINING

INDUSTRY

DURATION
4 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Have already followed the Initial Training course.

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE
Staff working in the aeronautics sector: accredited organizations, independent mechanics or aircraft owners.

OPERATIONAL OBJECTIVES
- Improve consideration of the risks associated with noncompliance with regulatory requirements.
- Promote good airworthiness practices in terms of flight safety.
- Apply the main requirements of the Part M and Part CAMO EASA regulations.

TEACHING OBJECTIVES
- Examine the requirements applicable to continuing airworthiness management organizations and understand responsibilities.
- Be able to explain the main requirements of the EASA Part M requirement and how to apply them.
- Analyze the Part M/Part CAMO EASA regulatory requirements to apply the key points and the latest amendments to the requirements of these regulations.

PROGRAM
- National and international regulatory context
- Responsibilities
- Technical requirements: continuing airworthiness and Part M, maintenance standards, aircraft components
- Organizational requirements: Continuing Airworthiness Management Organization Part CAMO
- Certificate of Release to Service
- Airworthiness review certificate
- Organization's Manual

Program compliant with EASA (EU) regulation no. 1321/2014 latest version

TYPE OF EVALUATION
Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED
Course booklet

CAMO: Continuing Airworthiness Management Organisation

PART ML & CAO EASA REGULATIONS - INITIAL TRAINING

INDUSTRY

INDIVIDUAL

DURATION
7 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES

Have experience in the continuing airworthiness or maintenance management fields.

AVAILABLE LEARNING FORMATS

- Face-to-face
- Distance learning

TARGET AUDIENCE

Staff working in the aeronautics sector: accredited organizations, independent mechanics or aircraft owners

OPERATIONAL OBJECTIVES

- Improve consideration of the risks associated with noncompliance with regulatory requirements.
- Promote good airworthiness practices in terms of flight safety.
- Use the regulations to proactively manage the organization of the CAO.

TEACHING OBJECTIVES

- Examine the requirements applicable to continuing airworthiness management organizations and understand responsibilities.
- Be able to explain the main requirements of the EASA Part M requirement and how to apply them.
- Analyze the Part M/Part CAMO EASA regulatory requirements to apply the key points and the latest amendments to the requirements of these regulations.

PROGRAM

- National and international regulatory context
- Responsibilities
- Technical requirements: continuing airworthiness and Part ML, maintenance standards, aircraft components
- Organizational requirements: Continuing Airworthiness Management Organization Part CAO
- Certificate of Release to Service
- Airworthiness review certificate
- Organization's Manual

Program compliant with EASA (EU) regulation no. 1321/2014 latest version

TYPE OF EVALUATION

Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED

Course booklet

CAO: Combined Airworthiness Organisation and ML: PART M Light

PART ML & CAO EASA REGULATIONS - CONTINUOUS TRAINING

INDUSTRY

INDIVIDUAL

DURATION
4 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Have already followed the Initial Training course.

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE
Staff working in the aeronautics sector: accredited organizations, independent mechanics or aircraft owners.

OPERATIONAL OBJECTIVES
- Improve consideration of the risks associated with noncompliance with regulatory requirements.
- Promote good airworthiness practices in terms of flight safety.
- Apply the main requirements of the Part M and Part CAMO EASA regulations.

TEACHING OBJECTIVES
- Understand the environment of Part ML and the purpose of the airworthiness approval combined with Part CAO.
- Be able to explain the main requirements of the EASA Part ML regulation and how to apply them.
- Be able to use the regulations to understand the commitment with the airworthiness organization (CAO).

PROGRAM
- National and international regulatory context
- Responsibilities
- Technical requirements: continuing airworthiness and Part ML, maintenance standards, aircraft components
- Organizational requirements: Continuing Airworthiness Management Organization Part CAO
- Certificate of Release to Service
- Airworthiness review certificate
- Organization's Manual

Program compliant with EASA (EU) regulation no. 1321/2014 latest version

TYPE OF EVALUATION
Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED
Course booklet

CAO: Combined Airworthiness Organization and ML: PART M Light

CONTINUING AIRWORTHINESS REGULATIONS (PART M/ML/CAMO/CAO) - INITIAL TRAINING

INDUSTRY

DURATION
7 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Have experience in the continuing airworthiness or maintenance management fields.

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE
Staff working in the aeronautics sector: accredited organizations, independent mechanics or aircraft owners.

OPERATIONAL OBJECTIVES
- Improve consideration of the risks associated with noncompliance with regulatory requirements.
- Promote good airworthiness practices in terms of flight safety.
- Apply the requirements specific to the Monitoring Authorities.

TEACHING OBJECTIVES
- Examine the requirements applicable to continuing airworthiness management organizations and understand responsibilities.
- Be able to explain the main requirements of the applicable EASA Continuing Airworthiness Regulation and how to apply them.
- Acquire the necessary knowledge to apply the key points and amendments to the requirements of the regulations.

PROGRAM
- National and international regulatory context
- Responsibilities
- Technical requirements: continuing airworthiness and Part ML& M, maintenance standards, aircraft components
- Organizational requirements: Continuing Airworthiness Management Organization Part CAMO & CAO
- Certificate of Release to Service
- Airworthiness review certificate
- Organization's Manual

Program compliant with EASA (EU) regulation no. 1321/2014 latest version

TYPE OF EVALUATION
Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED
Course booklet

CONTINUING AIRWORTHINESS REGULATIONS (PART M/ML/CAMO/CAO) - CONTINUOUS TRAINING

INDUSTRY

DURATION
7 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Have already followed the Initial Training course.

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE
Staff working in the aeronautics sector: accredited organizations, independent mechanics or aircraft owners.

OPERATIONAL OBJECTIVES
- Improve consideration of the risks associated with noncompliance with regulatory requirements.
- Know how to identify the various texts and use the relevant information.
- Take into account, analyze and process applicable documents (Airworthiness Directives, Service Bulletins, etc.).

TEACHING OBJECTIVES
- Be able to understand the regulations and apply them within an Continuing Airworthiness Management Organization (CAMO).
- Be able to explain the main requirements of the applicable EASA Continuing Airworthiness Regulation and how to apply them.
- Consolidate understanding of continuing airworthiness and the stakeholders, along with developments concerning regulatory aspects of the regulations.

PROGRAM
- National and international regulatory context
- Responsibilities
- Technical requirements: continuing airworthiness and Part ML& M, maintenance standards, aircraft components
- Organizational requirements: Continuing Airworthiness Management Organisation Part CAMO & CAO
- Certificate of Release to Service
- Airworthiness review certificate
- Organization's Manual

Program compliant with EASA (EU) regulation no. 1321/2014 latest version

TYPE OF EVALUATION
Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED
Course booklet

SAFETY MANAGEMENT SYSTEM APPLIED TO THE AERONAUTICS SECTOR - INITIAL TRAINING

INDUSTRY

DURATION
7 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
None

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

Supplementary training...
EASA Part 145 - Regulation applicable to aircraft maintenance organizations
> *Page 9*
Human Factors
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TARGET AUDIENCE
Open to all

OPERATIONAL OBJECTIVES
- Encourage feedback from a flight safety perspective.
- Improve the consideration of risks in operations, maintenance and continuing airworthiness activities and thus flight safety.
- Be able to position the SMS in the civil aviation regulatory context by describing this context.

TEACHING OBJECTIVES
- Understand the safety management concepts.
- Describe the various organizations and authorities associated with the context of aeronautical regulations.
- Know the ICAO recommendations, as well as the European and national safety management requirements.

PROGRAM
- Principles and contributions of SMS
- Regulatory requirements and the 4 pillars of SMS
- Safety policy, responsibilities and organization of the SMS
- Safety objectives and indicators
- Risk management: hazard/risk collection, analysis, identification and management, risk assessment and mitigation
- Ensure the maintenance of safety: safety review, audits, interface management
- Promote safety: training, awareness, communication
- Occurrence reporting

TYPE OF EVALUATION
Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED
Course booklet

SMS: Safety Management System

FAMILIARIZATION TRAINING WITH THE MAINTENANCE IN OPERATIONAL CONDITION IN AERONAUTICS

INDUSTRY

DURATION
6 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
None

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE
All personnel involved in regulatory aspects of aircraft maintenance.

OPERATIONAL OBJECTIVES
- Understand the key support issues and positions
- Identify the different actors.
- Identify the causes and impact of aircraft unavailability for an organization.

TEACHING OBJECTIVES
- Present the organization of the civil and military GSP.
- Specify in which regulatory framework the GSP is embedded.
- Demonstrate the main causes of unavailability.

PROGRAM
- Reminder of the regulatory framework
- GSP, the different stakeholders
- Availability/unavailability
- Main causes of aircraft/parts unavailability
- Civilian GSP/Military GSP
- Impact of digital technology in the GSP

TYPE OF EVALUATION
Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED
Course booklet

GSP: Global Support Package

FAMILIARIZATION WITH AIRCRAFT SYSTEMS

INDUSTRY

DURATION
14 to 35 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
None

AVAILABLE LEARNING FORMATS
- Face-to-face

TARGET AUDIENCE
Open to all

OPERATIONAL OBJECTIVES
- Understand how a plane flies.
- Study and generalities of aircraft systems.
- Raising awareness on aeronautical safety through the systems of an aircraft.

TEACHING OBJECTIVES
- Familiarize the trainee with the theory of flight of an aircraft.
- Present, identify and explain the operation of aircraft systems.
- Be able to identify these systems on a model aircraft.

PROGRAM
- Flight theory/flight controls
- Fuel system of a plane
- Air supply - air conditioning
- Electricity generation
- Hydraulic generation
- Protection against frost
- Fire protection
- Principles of a turbojet engine

TYPE OF EVALUATION
Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED
Course booklet

FAMILIARIZATION WITH HELICOPTER SYSTEMS

INDUSTRY

DURATION
14 to 35 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
None

AVAILABLE LEARNING FORMATS
- Face-to-face

TARGET AUDIENCE
Open to all

OPERATIONAL OBJECTIVES
- Understand how a helicopter flies.
- Study and generalities of helicopter systems.
- Raising awareness on aeronautical safety through the systems of a helicopter (daily inspection).

TEACHING OBJECTIVES
- Familiarize the trainee with the theory of flight of a helicopter.
- Present, identify and explain the operation of helicopter systems.
- Be able to identify these systems on a model helicopter.

PROGRAM
- Helicopter flight theory/flight controls
- Fuel system of a helicopter
- Blades and rotors
- Electricity generation
- Hydraulic generation
- Protection against frost
- Fire protection
- Principles of a turboshaft engine

TYPE OF EVALUATION
Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED
Course booklet

ATR 42/72 FAMILIARIZATION

INDUSTRY

DURATION
35 hours

LANGUAGE(S)
French
English

MAX. NUMBER OF PARTICIPANTS
10 face-to-face
10 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Have a basic knowledge of the aviation industry and/or be part of a company related to the sector.

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE
Open to all

OPERATIONAL OBJECTIVES
- Identify the main maintenance practices for the airframe, its systems and the power plant (PWC PW120).
- Know the general operation of an ATR 42/72.
- Be able to give a simple description of the main component systems of an ATR 42/72.

TEACHING OBJECTIVES
- Locate the main component systems of an ATR 42/72.
- Understand the aircraft structure and the various systems such as on-board mechanics, avionics and propulsion systems (PWC PW120).
- Explain the organization of the technical documentation and the scheduled maintenance of the ATR 42/72.

PROGRAM
- ATR Industrie: introduction and concept
- Aircraft variants and their performance
- Maintenance planning
- Technical documentation
- Primary and secondary structures
- Cockpit presentation
- Power generation and distribution
- Hydraulic generation and distribution
- Landing gear, brakes and steering
- Primary and secondary flight controls
- Lighting and electrical bonding
- Indications, alarms and recorders
- Fuel and fire protection
- Bleed air and anti-icing
- Air conditioning and pressurization
- Water and oxygen circuits
- Autopilot
- Radio communication
- Radio navigation and flight protection
- Cabin and emergency equipment
- PWC PW120 engines

TYPE OF EVALUATION
Formative evaluation during training and summative evaluation at the end of training.

RESOURCES PROVIDED
Course booklet

BOEING B737 CLASSIC GENERATION FAMILIARIZATION

INDUSTRY

DURATION
35 hours

LANGUAGE(S)
French
English

MAX. NUMBER OF PARTICIPANTS
10 face-to-face
10 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Have a basic knowledge of the aviation industry and/or be part of a company related to the sector.

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE
Open to all

OPERATIONAL OBJECTIVES
- Identify the main maintenance practices for the airframe, its systems and the power plant (CFM 56-3).
- Know the general operation of a Boeing B737 Classic Generation.
- Be able to give a simple description of the main component systems of a Boeing B737 Classic Generation.

TEACHING OBJECTIVES
- Locate the main component systems of a Boeing B737 Classic Generation.
- Understand the aircraft structure and the various systems such as on-board mechanics, avionics and propulsion systems (CFM 56-3).
- Explain the organization of the technical documentation and the scheduled maintenance of the Boeing B737 Classic Generation.

PROGRAM
- Boeing Industrie: introduction and concept
- Aircraft variants and their performance
- Maintenance planning
- Technical documentation
- Primary and secondary structures
- Cockpit presentation
- Power generation and distribution
- Hydraulic generation and distribution
- Landing gear, brakes and steering
- Primary and secondary flight controls
- Lighting and electrical bonding
- Indications, alarms and recorders
- Fuel and fire protection
- Bleed air and anti-icing
- Air conditioning and pressurization
- Water and oxygen circuits
- Autopilot
- Radio communication
- Radio navigation and flight protection
- Cabin and emergency equipment
- CFM 56-3 engines
- APU

TYPE OF EVALUATION
Formative evaluation during training and summative evaluation at the end of training.

RESOURCES PROVIDED
Course booklet

BOEING B737 NEXT GENERATION FAMILIARIZATION

INDUSTRY

DURATION
35 hours

LANGUAGE(S)
French
English

MAX. NUMBER OF PARTICIPANTS
10 face-to-face
10 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Have a basic knowledge of the aviation industry and/or be part of a company related to the sector.

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE
Open to all

OPERATIONAL OBJECTIVES
- Identify the main maintenance practices for the airframe, its systems and the power plant (CFM 56-7).
- Know the general operation of a Boeing B737 Next Generation.
- Be able to give a simple description of the main component systems of a Boeing B737 Next Generation.

TEACHING OBJECTIVES
- Locate the main component systems of a Boeing B737 Next Generation.
- Understand the aircraft structure and the various systems such as on-board mechanics, avionics and propulsion systems (CFM 56-7).
- Explain the organization of the technical documentation and the scheduled maintenance of the Boeing B737 Next Generation.

PROGRAM
- Boeing Industrie: introduction and concept
- Aircraft variants and their performance
- Maintenance planning
- Technical documentation
- Primary and secondary structures
- Cockpit presentation
- Power generation and distribution
- Hydraulic generation and distribution
- Landing gear, brakes and steering
- Primary and secondary flight controls
- Lighting and electrical bonding
- Indications, alarms and recorders
- Fuel and fire protection
- Bleed air and anti-icing
- Air conditioning and pressurization
- Water and oxygen circuits
- Autopilot
- Radio communication
- Radio navigation and flight protection
- Cabin and emergency equipment
- CFM 56-7 engines
- APU

TYPE OF EVALUATION
Formative evaluation during training and summative evaluation at the end of training.

RESOURCES PROVIDED
Course booklet

BOEING B737 MAX FAMILIARIZATION

INDUSTRY

DURATION
5 days

LANGUAGE(S)
French
English

MAX. NUMBER OF PARTICIPANTS
10 face-to-face
10 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES

Have a basic knowledge of the aviation industry and/or be part of a company related to the sector.

AVAILABLE LEARNING FORMATS

- Face-to-face
- Distance learning

TARGET AUDIENCE

Open to all

OPERATIONAL OBJECTIVES

- Identify the main maintenance practices for the airframe, its systems and the power plant (LEAP 1B).
- Know the general operation of a Boeing B737 MAX.
- Be able to give a simple description of the main component systems of a Boeing B737 MAX.

TEACHING OBJECTIVES

- Locate the main component systems of a Boeing B737 MAX.
- Understand the aircraft structure, the various systems such as on-board mechanics, avionics and propulsion systems (LEAP 1B).
- Explain the organization of the technical documentation and the scheduled maintenance of the Boeing B737 MAX.

PROGRAM

- Boeing Industrie: introduction and concept
- Aircraft variants and their performance
- Maintenance planning
- Technical documentation
- Primary and secondary structures
- Cockpit presentation
- Power generation and distribution
- Hydraulic generation and distribution
- Landing gear, brakes and steering
- Primary and secondary flight controls
- Lighting and electrical bonding
- Indications, alarms and recorders
- Fuel and fire protection
- Bleed air and anti-icing
- Air conditioning and pressurization
- Water and oxygen circuits
- Autopilot
- Radio communication
- Radio navigation and flight protection
- Cabin and emergency equipment
- LEAP 1B engine
- APU

TYPE OF EVALUATION

Formative evaluation during training and summative evaluation at the end of training.

RESOURCES PROVIDED

Course booklet

BOEING B777 WORLDLINER FAMILIARIZATION

INDUSTRY

DURATION
5 days

LANGUAGE(S)
French
English

MAX. NUMBER OF PARTICIPANTS
10 face-to-face
10 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES

Have a basic knowledge of the aviation industry and/or be part of a company related to the sector.

AVAILABLE LEARNING FORMATS

- Face-to-face
- Distance learning

TARGET AUDIENCE

Open to all

OPERATIONAL OBJECTIVES

- Identify the main maintenance practices for the airframe, its systems and the power plant (GE 90, PW 4000 & RR Trent 800).
- Know the general operation of a Boeing B777 WORLDLINER.
- Be able to give a simple description of the main component systems of a Boeing B777 WORLDLINER.

TEACHING OBJECTIVES

- Locate the main component systems of a Boeing B777 WORLDLINER.
- Understand the aircraft structure, the various systems such as on-board mechanics, avionics and propulsion systems (GE 90, PW 4000 & RR Trent 800).
- Explain the organization of the technical documentation and the scheduled maintenance of the Boeing B777 WORLDLINER.

PROGRAM

- Boeing Industrie: introduction and concept
- Aircraft variants and their performance
- Maintenance planning
- Technical documentation
- Primary and secondary structures
- Cockpit presentation
- Power generation and distribution
- Hydraulic generation and distribution
- Landing gear, brakes and steering
- Primary and secondary flight controls
- Lighting and electrical bonding
- Indications, alarms and recorders
- Fuel and fire protection
- Bleed air and anti-icing
- Air conditioning and pressurization
- Water and oxygen circuits
- Autopilot
- Radio communication
- Radio navigation and flight protection
- Cabin and emergency equipment
- GE, RR and PW engines
- APU

TYPE OF EVALUATION

Formative evaluation during training and summative evaluation at the end of training.

RESOURCES PROVIDED

Course booklet

BOEING B787 DREAMLINER FAMILIARIZATION

INDUSTRY

DURATION
5 days

LANGUAGE(S)
French
English

MAX. NUMBER OF PARTICIPANTS
10 face-to-face
10 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Have a basic knowledge of the aviation industry and/or be part of a company related to the sector.

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE
Open to all

OPERATIONAL OBJECTIVES
- Identify the main maintenance practices for the airframe, its systems and the power plant (E GEnx & RR Trent 1000).
- Know the general operation of a Boeing B787 DREAMLINER.
- Be able to give a simple description of the main component systems of a Boeing B787 DREAMLINER.

TEACHING OBJECTIVES
- Locate the main component systems of a Boeing B787 DREAMLINER.
- Understand the aircraft structure, the various systems such as on-board mechanics, avionics and propulsion systems (E GEnx & RR Trent 1000).
- Explain the organization of the technical documentation and the scheduled maintenance of the Boeing B787 DREAMLINER.

PROGRAM
- Boeing Industrie: introduction and concept
- Aircraft variants and their performance
- Maintenance planning
- Technical documentation
- Primary and secondary structures
- Cockpit presentation
- Power generation and distribution
- Hydraulic generation and distribution
- Landing gear, brakes and steering
- Primary and secondary flight controls
- Lighting and electrical bonding
- Indications, alarms and recorders
- Fuel and fire protection
- Bleed air and anti-icing
- Air conditioning and pressurization
- Water and oxygen circuits
- Autopilot
- Radio communication
- Radio navigation and flight protection
- Cabin and emergency equipment
- GE, RR and PW engines
- APU

TYPE OF EVALUATION
Formative evaluation during training and summative evaluation at the end of training.

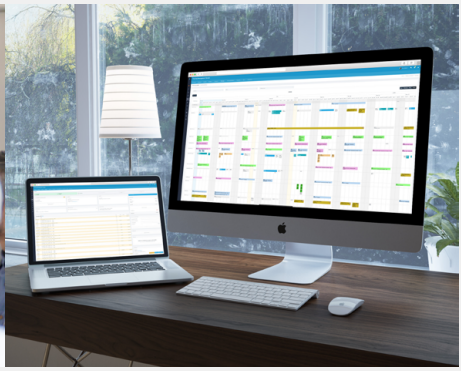
RESOURCES PROVIDED
Course booklet

SAFRAN HELICOPTER ENGINES ACADEMY
TRAINING

Academy
Safran Helicopter Engines

NOVAE Affiliated Training Center
EMEA region

SERVICES & CONSULTING
IN THE TRAINING ENVIRONMENT



SPECIFICATION DEVELOPMENTS

INDUSTRY

ALL SECTORS

TRAINING EXPERTISE

- **Training design**
- **Syllabus creation**
- **Training material creation**
- **Assessment creation**

Our teams, through their extensive experience corroborated by major stakeholders in the aeronautical sector, provide you with **customized training solutions** inspired by a **detailed and proven methodology**.
Our training solutions are always **fully tailored** to your environment, your activity sector and your needs.

THE VERSATILITY OF NOVAE'S TRAINING-FOCUSED ACTIVITIES

DIGITAL LEARNING

An entity specializing in the development of **digital training materials**, capable of creating all types of materials.

OUR DEDICATED SOLUTIONS

- Training notes
- Face-to-face (Computer based training)
- Real Time 3D
- Emulator
- Serious game, e-learning
- Motion design
- Adaptive learning

OUR DEDICATED ACTIVITIES

- Training design
- Graphic design (UI UX Design, artistic direction)
- Development and integration (LMS, learner monitoring)

INNOVATION

The Digital Innovation and Customer Experience unit helps you to find **attractive and innovative solutions** to your problems.

- Virtual Reality
- Augmented Reality
- Serious game

LANGUAGE SERVICES

An ISO 17100:2015-certified **in-house language engineering department**.

- Multilingual (over 300 languages)
- Multiformat (texts, voice-over)
- Qualified native translators
- Translation, self-check by the translator and expert proofreading
- Interpreting

www.novae-digital-learning.com

TRAINING MANAGEMENT CONSULTANCY

INDUSTRY

ALL SECTORS

OUR SERVICES

We work with our customers, offering them **customized and targeted consulting services**. From the design to the operational support of your solutions, we are a **global player in training engineering support**.

We have more than 15 years of experience in training and working in a multicultural and multilingual environment. Our experts are available to assist you with your project and to help you make long-term performance gains.

OUR EXPERTISE

- **AUDIT**
- **COACHING**
- **CONSULTING**
- **SUPPORT** with the implementation of a training center
- **SUPPORT** with the implementation of specific training courses for trainees & management personnel
- **DRAFTING** of technical specifications (training materials, certification courses, etc.)
- Training **ENGINEERING**
- Educational **ENGINEERING**

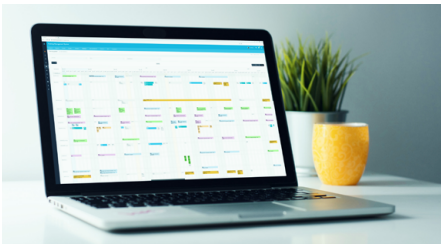
TRAINING RESOURCES

INDUSTRY

ALL SECTORS

TRAINING MANAGEMENT SYSTEM

Fully interconnected administrative and sales functions, and operational functions.



CATALOG MANAGEMENT

- Creating a training catalog based on needs
- Creating training sessions

- Time saving
- Efficiency
- Traceability

CUSTOMER AND LEARNER MANAGEMENT

- Assigning learners to one or more training sessions
- Issuing quotes, invitations and certificates
- Automatically receiving reports of absence
- Managing sales forecasts
- Managing invoices
- Managing and centralizing customer satisfaction at the end of the training course and subsequent to the course

OPERATIONAL MANAGEMENT

- Managing trainer schedules
- Managing room capacity
- Managing face-to-face time
- Allocating time for preparation, administrative management, development of skills in operational teams
- Managing trainee attendance/absence
- Managing team performance

- Sales and operational KPI
- User-friendliness

SUPPLEMENTARY OPTIONS

- Development of functions specific to specifications.
- Assistance with the drafting of specifications.

HUMAN FACTORS IN KNOWLEDGE TRANSFER - INITIAL TRAINING

INDUSTRY

ALL SECTORS

DURATION
7 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
6 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
None

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE
Open to all

OPERATIONAL OBJECTIVES
- Identify the challenges of knowledge transfer in all training.
- Communicate and teach effectively.
- Analyze risks associated with human factors in the training context.

TEACHING OBJECTIVES
- Describe the skills of the trainer, in particular social skills and impact on learners.
- Understand the basics of communication and leadership in the context of training for adults.
- Expose the risks associated with human factors and their consequences (unsuitable behavior such as overload and errors, fatigue, being underprepared, understating essential elements of the course, etc.).

PROGRAM
- Roles and responsibilities of the trainer in terms of their social skills and impact on learners
- Communication and leadership in the training of adults
- Challenges of training to obtain certification
- Human factors in knowledge transfer (human challenges and cognitive processes at the origin of human errors)
- Risks associated with human factors and consequences in a context of training for adults
- Good practices and attitudes in terms of safety
- Key factors to ensure successful training

TYPE OF EVALUATION
Questions raised during the training course

RESOURCES PROVIDED
Course booklet

HUMAN FACTORS IN KNOWLEDGE TRANSFER - ADVANCED TRAINING

INDUSTRY

ALL SECTORS

DURATION
7 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
6 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
- For trainers: Training for trainers - Initial Training
- For assessors: Assess a training activity

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

Supplementary training...

Training for Trainers
> *Page 41*

TARGET AUDIENCE
Theory and/or practical trainers
Assessors

OPERATIONAL OBJECTIVES
- Describe the skills of the trainer and explain how their attitude can affect learners.
- Analyze risks associated with human factors in the training context.
- Adopt good practices that are conducive to learning, and optimize training courses.

TEACHING OBJECTIVES
- Teach trainees everything they need to know about human factors principles as an integral part of all training, as well as the practices to adopt to recognize and respond to risks associated with human factors in this context.
- Conduct a reflective analysis taking into account the challenges, problems and complexity of a training action in order to adopt appropriate behavior.

PROGRAM
- Skills of the trainer, in particular social skills and impact on learners
- Basics of communication and leadership in the context of training for adults
- Challenges of training and a qualifying path
- Human factors principles applied to the training context
- Risks associated with human factors and their consequences
- Facilitating practices and good attitudes in terms of safety
- Key factors to ensure successful training

TYPE OF EVALUATION
Simulated situations

RESOURCES PROVIDED
Course booklet

PRACTICAL ASSESSOR TRAINING

INDUSTRY

ALL SECTORS

DURATION
21 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES

Experience as a trainer and technical know-how in the future field to be assessed

AVAILABLE LEARNING FORMATS

- Face-to-face

TARGET AUDIENCE

Any practical assessor, supervisor or tutor from a training or maintenance organization, working freelance or for a company, and particularly in Part 147 or Part 145 environments.

OPERATIONAL OBJECTIVES

- Be able to carry out a practical check in a maintenance environment during practical training or On the Job Training.
- Effectively assess, supervise or tutor, and provide objective, positive and neutral feedback.
- Use appropriate communication rules and techniques (instructions to staff being assessed or guided) and deal with difficult situations.

TEACHING OBJECTIVES

- Acquire the knowledge and best practices required to conduct practical assessments, to supervise or to tutor.
- Describe the role and skills of an assessor, supervisor or tutor (context-specific authorization criteria).
- Design and structure an adapted assessment in order to determine the effectiveness of practical training based on predetermined objectives.

PROGRAM

- Flight safety - responsibilities of stakeholders.
- Definition of practical control conditions
- Objectives and principles of the practical assessment
- Different assessment methods
- Assessment process
- Post-assessment debriefing and review
- Requirements and responsibilities of the practical assessor
- Communication and behavior
- Simulated situations and assessment of the practical assessor

TYPE OF EVALUATION

Simulated situations

RESOURCES PROVIDED

Course booklet

THEORY EXAMINER TRAINING

INDUSTRY

ALL SECTORS

DURATION
21 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Experience as a trainer and technical know-how in the future field to be assessed

AVAILABLE LEARNING FORMATS
- Face-to-face

TARGET AUDIENCE
Any theory examiner, supervisor or tutor from a training or maintenance organization, working freelance or for a company, and particularly in Part 147 or Part 145 environments.

OPERATIONAL OBJECTIVES
- Be able to design an exam (writing rules, compliance with levels of competency).
- Effectively conduct a theory exam and provide objective, positive and neutral feedback.
- Use appropriate communication rules and techniques (instructions to staff being assessed) and deal with difficult situations.

TEACHING OBJECTIVES
- Acquire the knowledge and best practices required to conduct theory exams.
- Describe the role, responsibilities and skills of the examiner.
- Design and structure an adapted exam in order to determine the effectiveness of theory training based on predetermined objectives.

PROGRAM
- Role, responsibilities and functions of a theory examiner
- Rules for drafting and validating multiple choice questions
- Exam in the case of failure and retest
- Rules to be applied for an off-site test
- Different assessment methods
- Assessment process
- Post-assessment debriefing and review
- Communication and behavior
- Simulated situations and assessment of the practical assessor

TYPE OF EVALUATION
Simulated situations

RESOURCES PROVIDED
Course booklet

TRAINING FOR TRAINERS - INITIAL TRAINING

INDUSTRY

ALL SECTORS

DURATION
5 days

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
6

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Good knowledge and/or experience in the future field of training

AVAILABLE LEARNING FORMAT
- Face-to-face

Supplementary training...

Training for Theory Examiners
> *Page 40*

Training for Practical Assessors
> *Page 39*

Human Factors in knowledge transfer
> *Page 38*

TARGET AUDIENCE
All professionals who want to retrain to become a trainer for adults.

OPERATIONAL OBJECTIVES
- Design an educational scenario and tutorial for a training activity.
- Consider the needs of adults in training.
- Coordinate training in an interactive way using different leadership techniques.

TEACHING OBJECTIVES
- Learn the basic notions of teaching and be knowledgeable about the main aspects of a training activity.
- Learn how to manage a group, but also each person as an individual.
- Know how to create a positive and motivating vibe within the training group.

PROGRAM
- Clearly identify the characteristics of a training activity and the competencies of a trainer.
- Describe a range of teaching methods.
- Identify key components of an effective training program for adult learners.
- Describe the regulation and requirements within a training environment.
- Overcome difficult situations or problems that can occur during a training session.
- Define and write appropriate training objectives.
- Identify and create adapted training materials and a structured content to meet the training objectives.
- Select, create and use effective teaching aids and student material to support a training session.
- Use and organize an appropriate educational environment.
- Describe some ways of assessing and assess the effectiveness of training in relation to pre-determined objectives.
- Put at least one teaching method into practice.
- Practice assessment and self-assessment.

TYPE OF EVALUATION
Expositive, interrogative and active

RESOURCES PROVIDED
Course booklet

TRAINING FOR TRAINERS - CONTINUOUS TRAINING

INDUSTRY

ALL SECTORS

DURATION
7 to 14 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
6

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES

Have already followed a "Training for Trainers - Initial Training" course or have substantial experience as a trainer

AVAILABLE LEARNING FORMAT

- Face-to-face

TARGET AUDIENCE

All experienced trainers who work for a training organization, for a company or freelance.

OPERATIONAL OBJECTIVES

- Maintain their level of expertise and performance as a trainer and professional in their field.

TEACHING OBJECTIVES

- Update the knowledge of experienced trainers with regards to teaching method developments and new technologies in order to maximize the aspects of the training activity and to find solutions to solve various problems they meet in their daily work.

PROGRAM

- Identify the trainer's skills and their advancement.
- Define learning objectives and create an adapted training activity.
- Describe a range of teaching approaches, methods and techniques.
- New technologies: advantages and drawbacks
- Identify and use the methods, techniques and rules of communication and group dynamics.
- Overcome difficult situations in the classroom and identify appropriate communication techniques.
- Design and use educational materials adapted to predefined objectives.
- Describe the different assessment methods.
- Assess the effectiveness of training in relation to predetermined objectives.
- Practice assessment and self-assessment.

TYPE OF EVALUATION

Expositive, interrogative and active

RESOURCES PROVIDED

Course booklet

TRAINING FOR TRAINERS - INTRODUCTION TO TRAINING

INDUSTRY

ALL SECTORS

DURATION
7 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
None

AVAILABLE LEARNING FORMAT
- Face-to-face

TARGET AUDIENCE
Training managers or any person involved in a training environment.

OPERATIONAL OBJECTIVES
- Incorporate their professional activities in the regulatory framework and in a responsible approach in the management of a training group.

TEACHING OBJECTIVES
- Learn the basic notions of teaching
- Be aware of the main challenges of a training activity in order to maximize aspects and implement solutions to solve these problems.

PROGRAM
- Basic notions of:
  - characteristics of a training activity and trainer competences
  - communication techniques
  - training objectives and levels
  - teaching techniques
  - assessment methods
- These basic notions will enable trainees to:
  - clearly identify the characteristics of a training activity and the trainer competences
  - debate on the position and role of the trainer
  - learn about speech techniques and experience oral presentation
  - check the coherence of the structure of a training activity
  - compare and define assessment methods and practice assessment

TYPE OF EVALUATION
Expositive, interrogative and active

RESOURCES PROVIDED
Course booklet

TRAINING FOR TRAINERS - ENGLISH FOR TRAINERS

INDUSTRY

ALL SECTORS

DURATION
5/10/15 days (adjustable according to the level of English)

LANGUAGE(S)
English

MAX. NUMBER OF PARTICIPANTS
8

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
- Mastery and/or significant experience in the subject matter to be taught
- Training for trainers
- The level of English may be pre-assessed before the course.

AVAILABLE LEARNING FORMAT
- Face-to-face

Supplementary training...
Presentation English
> *Page 45*

TARGET AUDIENCE
Any trainer who is required to teach courses in English.

OPERATIONAL OBJECTIVES
- Be able to teach courses in English.
- Learn the vocabulary of training while using substantive vocabulary adapted to the subject matter.
- Understand long conversations and technical discussions.

TEACHING OBJECTIVES
- Master the key technical terms of their professional field.
- Correctly use advanced grammatical structures.
- Learn to communicate fluently and spontaneously using clear and precise language.

PROGRAM
- Decipher the symbols used for the international phonetic alphabet and reproduce the appropriate pronunciation in English.
- In English:
  - welcome, introduce oneself, one's organization or company and present the educational objectives of a training course
  - introduce your course
  - describe any type of object, the functioning of a simple or complex system, the causes and consequences of an action
  - use mathematical vocabulary
  - use linking phrases related to the chronology of a course and expressions related to digression
  - use vocabulary related to questioning, rephrasing and responding to learners
  - use vocabulary to give precise instructions and to obtain and give feedback
  - use vocabulary to describe various teaching aids
  - conclude your course

TYPE OF EVALUATION
Expositive, interrogative and active

RESOURCES PROVIDED
Course booklet

PRESENTATION ENGLISH

INDUSTRY

ALL SECTORS

DURATION
14 hours

LANGUAGE(S)
English

MAX. NUMBER OF PARTICIPANTS
8

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Sufficient level of English assessed beforehand by telephone interview.

AVAILABLE LEARNING FORMATS
- Face-to-face

TARGET AUDIENCE
Open to all/From beginner to advanced levels

OPERATIONAL OBJECTIVES
- Use appropriate vocabulary and communication techniques to capture and hold the interest and attention of the audience.
- Use appropriate questioning and response techniques.
- Deliver an effective presentation in English that is in line with the predefined objectives.

TEACHING OBJECTIVES
- Learn techniques and strategies to manage nerves.
- Identify and use individual conduct and emotional intelligence to engage with and dialog with the audience.
- Prepare and structure the subject of a presentation based on objectives defined using the correct vocabulary.

PROGRAM
Customized course according to the customer's choice depending on:
- the envisaged objective focused on the following skills:
  - written comprehension
  - written comprehension and expression
  - verbal comprehension and expression
- the vocabulary of the trainees' professional environment focused on:
  - aeronautics
  - airworthiness

TYPE OF EVALUATION
Progressive simulated situations

RESOURCES PROVIDED
Course booklet

AUDIT TECHNIQUES/INTERNAL AUDITORS

INDUSTRY

ALL SECTORS

DURATION
14 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
Minimum knowledge of the organization standards

AVAILABLE LEARNING FORMAT
- Face-to-face

TARGET AUDIENCE
Open to all and internal auditors.

OPERATIONAL OBJECTIVES
- Learn the general audit techniques used in a regulated environment.
- Use the audit techniques: audit preparation, opening and closing meetings, questioning and gathering of evidence/sampling, corrective and preventive actions, root cause analysis, audit report and continuous monitoring.
- Implement an audit action.

TEACHING OBJECTIVES
- Describe the regulatory requirements and the characteristics of a Quality System.
- Describe the audit techniques.
- Define the scope of an audit activity.

PROGRAM
- Characteristics of a normative context
- Regulatory requirements and characteristics of a Quality System
- Classifying and identifying the different types of audit
- Scope of an audit activity
- Audit techniques:
  - preparation
  - opening and closing meetings
  - questioning and gathering of evidence/sampling
  - corrective and preventive actions
  - analysis of root causes
  - audit report and continuous monitoring

TYPE OF EVALUATION
End-of-training practical assessment

RESOURCES PROVIDED
Course booklet

PART 66 & PART 147 EASA REGULATIONS

INDUSTRY

DURATION
14 hours

LANGUAGE(S)
French
English

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
None

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE
Management personnel, Instructors, Examiners, Practical Assessors.

OPERATIONAL OBJECTIVES
- Know the EASA regulatory context concerning the training and qualification of staff.
- Apply the Part 66/147 regulations and know how to implement them.
- Apply the EASA regulations pertaining to aircraft and aircraft components.

TEACHING OBJECTIVES
- Understand the Part 66 and 147 regulations.
- Understand the EASA regulations pertaining to aircraft and aircraft components.
- Understand the basic requirements of Part 147-accredited training organizations.

PROGRAM
- Describe the structure and objectives of the European Aviation Safety Agency (EASA).
- Identify the privileges of each approval of the European regulation relating to Continuing Airworthiness.
- Define the scope of organizations accredited under EASA regulations.
- Describe the Part 66 training standards and the general eligibility process for Part 66 certifying staff.
- Describe the technical requirements and roles of staff involved in a Part 147-accredited maintenance training organization.
- Describe the structure of a Maintenance Training Organization Exposition (MTOE) and its associated procedures.

Program compliant with EASA (EU) regulation no. 1321/2014 latest version

TYPE OF EVALUATION
Expositive, interrogative and active

RESOURCES PROVIDED
Course booklet

EMAR 66/ 147 REGULATIONS

INDUSTRY

DURATION
14 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8 face-to-face
6 distance learning

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
None

AVAILABLE LEARNING FORMATS
- Face-to-face
- Distance learning

TARGET AUDIENCE

Management personnel, Instructors, Examiners, Practical Assessors.

OPERATIONAL OBJECTIVES

- Explain the EMAR-XX 66 regulatory context concerning the training and qualification of staff.
- Describe the structure of the European Defence Agency (EDA) and know the details of its implementation.
- Apply the EMAR European recommendations.

TEACHING OBJECTIVES

- Acquire knowledge of the EMAR 66 and 147 regulations.
- Understand the principle of the EMAR European regulations.
- Describe the basic requirements of XX-147-accredited training organizations.

PROGRAM

- Structure and objectives of the European Defence Agency (EDA)
- Principles of the EMAR European recommendations
- Structure of the organization and of the state authority in the country concerned
- EMAR regulation of the country concerned
- Role and responsibilities of staff involved in an EMAR-XX-66 maintenance training organization
- Rights and principles of XX-66 licensing

TYPE OF EVALUATION

Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED

Course booklet

EMAR: European Military Airworthiness Requirements

ACCOUNTABLE MANAGER AND MANAGEMENT PERSONNEL OF AN ACCREDITED ORGANIZATION

INDUSTRY

DURATION
14 hours

LANGUAGE(S)
French

MAX. NUMBER OF PARTICIPANTS
8

LOCATION*
Bayonne
Colomiers
Customer on-site

** Conditions to be defined depending on the location of the trainer who will deliver the training session.*

PREREQUISITES
None

AVAILABLE LEARNING FORMATS
- Face-to-face

Supplementary training...
EMAR 66 / 147 regulations > Page 48

TARGET AUDIENCE
Accountable Manager, management personnel and supervisory staff.

OPERATIONAL OBJECTIVES
- Describe the various organizations and authorities associated with the context of aeronautical regulations.
- Identify the scope and describe the privileges of the various organizations accredited under EASA regulations.
- Gain an in-depth understanding of the obligations and expectations of an accountable manager.

TEACHING OBJECTIVES
- Describe in detail the roles and responsibilities of the accountable manager and management personnel of an accredited organization.
- Understand the scope and describe the privileges of the various organizations accredited under EASA regulations.
- Understand the relationship between the Quality Management System (QMS) and the Safety Management System (SMS).

PROGRAM
- About the ICAO
- Record of updates to the European aviation regulations.
- Overview of EASA Part OPS 1178/2011 & 965/2012 regulatory content
- Roles and responsibilities
- Part OPS management system requirements
- Overview of EASA Part 145 / Part M regulations
- General introduction to all sub-parts of Part 21
- Safety Management System and Quality System
- Measuring and classifying risks
- Introduction to the European safety risk classification system
- Managing company culture
- Implementing appropriate communication
- Managing standards

TYPE OF EVALUATION
Summative evaluation by way of a Multiple Choice Questionnaire (MCQ)

RESOURCES PROVIDED
Course booklet

ICAO: International Civil Aviation Organisation
EASA: European Aviation Safety Agency

YOUR COMMERCIAL CONTACTS

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