



Professional Short Programmes

EXCELLENCE IN AVIATION
EDUCATION, TRAINING & CONSULTANCY

www.cias.ie



Aircraft Leasing & Project Management Programme

Duration: Part- Time over 14 weekends

This programme has been developed by CIAS with expertise sourced within the Aviation Leasing Sector. Ireland can be described as the 'birthplace' of aircraft leasing and currently *half of all commercial aircraft worth over €80billion in assets* is managed from Ireland, via 9 of the world's top 10 leasing companies.

Who is this programme intended for?

The programme is intended for people who wish to work as Technical Representatives in the Leasing Sector (or may already have some experience within the Sector), or for those who may be working for companies who have to interact with this Sector and want to have a better understanding of how it operates.

Likely participants will have a good technical knowledge of the industry and very often will be B1 or B2 Licensed Aircraft Maintenance Engineers or may be people with good experience in; Technical Records, Planning, Materials or MRO Management.

If you have any questions whether your current qualifications, licenses or work experience are relevant for this course, contact us and we will discuss your options directly.

Programme Assessment

At the end of the programme there will be a College Ireland examination including assignment completion and a certificate will be awarded.

Programme Delivery

The course is delivered by industry experts from the leasing sector and the Irish Aviation Industry.

All courses run by CIAS are delivered by industry experts. We understand that in order to progress your career you need the most up to date and relevant information on a practical level. Our experts will guide you through the course with hands on tasks and class interaction.

Programme schedule and stage topics covered

Stage 1

- Fundamentals of Project Management
- The Business of Aircraft Leasing - Part A
- Managing the Maintenance contract – Part A
- Air legislation – Part A , Review, Part M, FAA Requirements, Ferry Flights

Stage 2

- Aviation policy
- The Business of Aircraft leasing – Part B
- The Business of Aircraft Leasing – Exam Tutorial
- Registration and Cape Town Convention
- Managing the Maintenance contract – Part B
- Maintenance Programmes and Technical Records Administration – Part A

Stage 3

- Communications module
- Managing the contract (negotiation and conflict resolution)
- Air legislation (approval of modifications and repairs)
- Air Legislation – Exam Tutorial
- Maintenance Programmes and Technical Records Administration – Part B
- Maintenance Programmes and Technical Records Administration – Exam Tutorial

(module samples subject to minor change)



Airline & Airport Security Awareness Programme

Security is a concern for everyone in the industry, affecting virtually all areas of operation. Whether you work with passengers, cargo or at a security checkpoint, you have a role in keeping the industry safe.

This course introduces you to the security measures and regulations you need to know to work responsibly in the industry. It also provides examples of practices you can apply in your workplace to identify and prevent potential security threats.

Overview & Learning Objectives:

- Introduction
- Legislation
- The need for legislation
- Who is responsible for Security
- Access Control
- Passenger Profiling
- Disruptive Passengers
- Bombs
- Security Checks
- Contingency Plans
- Test
- Your role as a future security professional in the overall aviation security framework
- The types of threats to consider in a security risk assessment
- Steps for enforcing security in your work areas
- The role of human factors in maintaining security

Key topics:

- Current threats to the aviation industry
- Aviation security regulations and the international organisations behind them
- Airport access control for people and vehicles
- Passenger, baggage, cargo, mail and catering security basics
- Common airport and in-flight security measures for responding to threats

Programme Delivery:

The course is delivered by Qualified & Recognised Industry experts from the Irish & International Aviation Industry.

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Health & Safety, Human Factors and Wellness Programme

(Delivered to Aviation, Logistics & Transport, and Emergency Services Sector)

Recently Approved by The Road Safety Authority (RSA)

SUMMARY

This 3 Day Programme can serve either as an Introduction or "Refresher" Training Module in any of the three sectors listed.

The programme is also ran as an evening programme over 8 weeks (1 eve per week.)

Where all participants come from a single employer, that Company's Safety Statement, Policies , Procedures and Structure will form the basis of the Health & Safety Element.

Where the participants come from a number of employments then the Health & Safety will be generic in approach covering Legislation, Role of The Safety Manager and Representatives etc. This element will be delivered by a H&S Consultant with many years of experience in the area.

The Human Factors Module will cover the most common causal factors of Human Error in a safety critical environment and steps required to reduce risk. The 12 causal factors referred to are:

- Lack of communication
- Complacency
- Lack of Knowledge
- Distractions
- Lack of Teamwork
- Fatigue
- Lack of Resources
- Pressure
- Lack of Assertiveness
- Stress
- Lack of Awareness
- Norms

This element will be delivered by an aviation professional with many years of domestic and international experience in the Industry.

The Health & Wellness element covers Life-Style, Diet, Exercise, and Health Awareness. Delivered by a Health Care Professional with many years experience in the area this element compliments the other areas of the programme and is a perfect fit. Recommendations on life -style adjustment are part of this delivery. An Optional Assessment Methodology is a Health and Fitness Programme over 6 weeks with Assessment and Evaluation at the start and completion of the programme.

WHO SHOULD TAKE THIS PROGRAMME ?

The programme is appropriate to ANYBODY in the aviation or related sectors regardless of experience, role or seniority.



Course Structure, Cost & Assessment:

- This is a 3 day course which can be delivered in a single block or with a gap between modules.
- The course cost is €400 per student with a minimum of 10 students. A maximum of 15 per class will be accepted
- The course may run with less than 6 students however the cost per student will increase pro rata.
- Assessment will be assignment based or marked participation in the Health & Fitness Programme indicated above.
- The evening programme rate is €1,200 per person over 8 weeks.

Additional Notes:

- The Health & Safety / Human Factors Programme was delivered by College Ireland Aviation Services at the request of Dublin Bus in 2015.
- A programme with the same content and delivery team was completed for Bus Eireann in 2014. This programme was accepted by The RSA (Road Safety Authority) as meeting the requirements of a CPD Programme at that time.

The Delivery Team :

The Course Designers and Lecturing panel are:

Mr. Brian Joyce - Course Leader :

- MA HRM & Employee Relations,
- Post Grad. Education & Training
- Post Grad. Partnership and Conflict Resolution
- Air Traffic Control Instructors Qualification
- BA, BCL
- 30 Years + Experience in Air Traffic Control and International Aviation
- 20 Years + Experience as Associate Faculty Lecturer and Course Designer and at Levels 6-9.

Mr. Harry Galvin: President Health & Safety Society

- 40 Years + Industry and Training Experience

Ms. Ann Farrell: Health & Wellness Officer

- CIE Group.



Programme Content:

The programme is a three day programme covering the following areas:

Health & Safety:

- The Key Issues
- Legislation
- Roles and Responsibilities
- Company Policies and Statement.
- Delivered by Mr. Harry Galvin

Human Factors:

Identifying "The Twelve Key Causal Factors of Human Error In The Workplace" including:

- Fatigue
- Poor Communication
- Lack of Teamwork
- Lack of Training
- Complacency

Health & Life-style:

- Exercise
- Diet
- Work/ Life Balance

CERTIFICATION:

The programme has been approved by The Road Safety Authority and is Aviation Industry recognised.

Price Includes: Lectures; Course Materials; Assessments; Tutor support; Room Hire*; Certificates.

**Where Finuas or an Individual company provide room hire a fee may be negotiated. College Ireland Aviation Services will have the final decision on venue.*



Health & Safety in the Workplace Programme

Overview:

The goals of Occupational Health & Safety programs involve fostering a safe and healthy work environment. Health & Safety can be important for moral, legal, and financial reasons which can reduce employee injury and illness related costs, including medical care, sick leave and disability benefit costs.

Maintenance and promotion of workers' health and working capacity aims to improve the working environment, develop work organizations and working cultures to support health and safety at work and in doing so also promotes a positive social climate and smooth operation which can enhance productivity.

Who is this programme intended for?

This programme is aimed at everyone working in a multi person environment. In particular team leaders and front line managers who are responsible for promoting good practice in the workplace.

Modules include:

- Health and Safety Legislation
- Responsibilities
- Reporting Accidents
- Emergency Response
- Fire
- First Aid
- Security
- Manual Handling
- Test

Programme Duration

This programme will be delivered over 4 days.

Programme Accreditation

At the end of the programme a certificate will be awarded.

Programme Delivery

The course is delivered by industry experts from the human resource management sector. All courses run by CIAS are delivered by industry experts. We understand that in order to progress your career you need the most up to date and relevant information on a practical level. Our experts will guide you through the course with hands on tasks and class interaction.

Programme Cost: The cost is €795.00



Airline & Airport Security Awareness Programme

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Introduction to Airport Design & Operations:

Duration: 10 DAYS / 60 HRS

(For corporate training each module can be delivered as separate training units/timewise)

Overview & Learning Objectives:

Explore the principles of terminal design, manage capacity, and support your terminal operations through infrastructure design. Upon completing this course you will be able to:

- Participate actively in planning and optimisation projects
- Improve how you integrate user and technical infrastructure requirements
- Identify terminal capacity and Level of Service (LOS)
- Identify opportunities for infrastructure improvements that can increase passenger convenience and revenue

Module 1- Understanding the Airport

- **Overview of the Air Transport System**
 - The Importance of the Air Transportation Industry
 - The Need for Air Transportation
 - The Providers of Air Transportation Services
 - History of Aviation and Airports
 - Technological Advancements–Overview
 - Protection of Environment
 - Statistics and Forecasts
- **Airport Definition, Function, Customers and Partners**
 - What is an Airport?
 - On-Site Airport Customers
 - Off-Site Associated Partners
- **Airport Management and Operation**
 - Ownership and Operation
 - Airport Management as a career
- **The Need for Standardisation**
 - Why Standardise?
- **The Airport Business and its Economic Impact**
 - The Airport Business
 - The Economic Impact of Airports
- **Airport Master Planning**
 - Why Plan
 - How to Plan?
 - Land Use Compatibility
 - The Planning Process
 - Public Consultation
 - How to Use the Master Plan

Module 2—The Airport as an Operational System

- The Airport as an Operational System
- The Airside
- Physical Components of the Airside
- Service Components of Airside
- Operational Procedures of Airside
- The Terminal Area
- Physical Components of Terminal
- Types of Passengers
- Processing of Passengers, Luggage, and Freight
- Different Types of Terminal
- Operational Procedures of Terminal
- The Landside
- Physical Components of Landside
- Processes
- Operational Procedures of Landside
- Airport Certification
- Obligations of the Aerodrome Operator
- The Need for Certification
- The Aerodrome Certification Regulatory System
- The Aerodrome Certification Concept
- The Aerodrome Certifications Process
- The Aerodrome Manual
- The Overall Airport Operation
- Airport Operational System

Module 3—Security

- Security
- Civil Aviation Security
- Introduction to Civil Aviation Security
- The International Framework
- The National Framework
- Airport Security
- Airport Security Programme
- Airport Security Authority
- Airport Civil Aviation Security Committee
- Preventative Measures
- Response to Acts of Unlawful Interference
- Off-site Associated Partners
- Security Vs. Facilitation
- Training and Awareness
- Training Requirements
- Aircraft Operator's Security Program
- Programme
- Control of Operator's Premises and Materials
- Control of Access to Parked Aircraft
- Testing, Inspection & Audit
- Items Subject to Testing, Inspections and Audits
- What Causes Lack of Performance?
- Consequences of Lack of Performance in a Civil Aviation Security Context
- Methods used to Test, Inspect, and Audit
- Follow up Measures

Module 4—Support Services

- Support Services
- On-Site Services
- Rescue and Fire Fighting
- External Services
- Water Supply
- Sanitary Sewage
- Electrical Power
- Surface Run-off Management
- Communications
- Natural Gas
- Solid Waste Management

Module 5—Airport Issues and Challenges

- Airport Issues and Challenges
- Security Threats
- Impacts of Security Threats and Unlawful Acts
- Evolution of Security Threats
- Detecting Dangerous People
- Screening of Checked Luggage
- Economics
- What Drives Demand for Air Transportation?
- The Airlines' Challenge
- The Airports' Challenge
- Airports Financial Results
- Capacity
- What are Capacity, Congestion, and Delay?
- Planning for Peak Demand
- Smart Solutions to Capacity Problems
- Capacity Cycles
- New Aircraft Types
- The Past—How Aircraft Technology Evolved
- Impact of the Evolution of Aircraft on Airport Facilities
- Future Aircraft Types under Construction (The Known Future)
- Future Aircraft Types (The Unknown)
- New Fuels
- Sustainable Development
- World Context
- The Aviation Context
- Sustainable Development at the Airport Level
- The Challenge of Sustainable Development

Module 6—The Future of Airports

- The Future of Airports
- Future Technology
- Airside
- Terminal
- Landside
- Airline Operations
- Ownership and Operation
- The Need for Commercialisation and Private Sector Participation
- The Future
- Many Types of Airports
- Coping with Uncertainty
- Concept of Uncertainty
- Uncertainty in the Airport World
- Airport Planning in Times of Stability
- What has Changed?
- Measures to Cope with Uncertainty
- New Planning Strategies

This programme can be modified to suit an individual organisation or training objective.

Feel free to discuss with us your bespoke training needs.



WORKPLACE SUPERVISORY MANAGEMENT PROGRAMME

This part-time programme is designed to provide front line managers, supervisors and team leaders with leadership training that supports a practical understanding of the role and function of management in the business environment. The programme is aimed at those who have been appointed to team leader or supervisory positions or anyone who is considering taking on or applying for a management position that requires supervision of staff. It is also suitable for managers who have no formal education qualification.

The students will gain valuable leadership training involving an insight into the knowledge, skill sets and attributes that successful managers require at all levels in organisations. It provides the participants with techniques that enable them to play a full role in the supervision of any project or enterprise

Module 1- Leading People

- "The Transition Curve"
- Managing Critical Relationships
- Managing in " Sub-Group Cultures"
- New Responsibilities and Perspectives
- Developing Your Leadership Style.
- Communication Strategies

Part 2:

- Discipline and Grievance Procedures / Handling
- Legislation - Equality, Working Time Act, Maternity / Paternity Entitlements, Cultural Awareness.
- Managing Performance

Part 3:

- Dispute Resolution - Local, Company and National Levels
- State Machinery- Workplace Relations Commission, Labour Court, Etc.

Negotiation & Conflict Resolution:

- Role of Line Management
- Role of Staff/ Trade Union Reps.
- Trade Union Structures
- Case Study / Role Play

Module 2 - Finance

FINANCE - Part 1

- Budget Management and Financial Planning
- Controlling Overheads
- Balance Sheets
- P/L
- Asset Replacement Schedules

FINIANCE – Part 2

- Developing A Unit Business Plan
- Inventory - Assets and Liabilities
- Developing and Managing Replacement Schedules

MODULE THREE - Leadership Styles & Communications

Part 1:

- Autocratic, Democratic , Consultative etc.
- Communications -
- Motivation

Part 2:

- Interpersonal Communications
- Presentation Skills

Part 3:

- Interviewing Skills



Fundamentals of Project Management

Our Project Management programme is designed to provide you with an understanding of project management principles and practices. You will cover how to effectively manage the different phases of a project. You will cover the project management framework of; initiation, planning, execution, control and closing.

It focuses on the management of people and teams necessary to achieve success through effective leadership. It also provides a pragmatic approach to overcoming project obstacles to continue to drive your project to completion.

This project management course has been designed to provide an end to end overview of the **Project Management** process from the initiation of a project to closing. It will provide the tools and frameworks to help an individual navigate through each phase of a project and identify issues that have the potential to jeopardise the project's objectives.

This comprehensive toolkit covers all aspects of the project management process and provides a solid foundation to any individual wishing to pursue a career in project management.

- › Introduction
- › Initiating Project Planning
- › Control and Monitoring Resources
- › Project Closure
- › Leadership – Being an effective Project Manager
- › Managing Project Teams
- › Budgeting
- › Tools and software used in Project Management

Cost Structure: €1,200

Duration : 12 sessions



Introduction to Event Management & Structures of Travel & Tourism

This Introductory programme is an introduction to event management practice and the structure of the Travel & Tourism Industry. The programme aims to provide professionals with a broad understanding of event management, specifically the event proposal, the quality assurance and the post-event evaluation. The primary goals of this course are to equip participants with the required skills to develop and product events at corporate level or other, alongside understanding the fundamental structure of the Travel & Tourism Industry.

Our Industry Lecturer/Trainer puts a strong emphasis on the delivery of practical, case based examples as well as proactive exposure to live events. The lecturers have a mix of academic and industry experience which enables us to deliver a practical focused programme. It will equip graduates with the necessary tools to allow them to manage an event from proposal to completion stage. This will include preparing an event proposal, becoming familiar with the statutory obligations required to host an event and being able to critically evaluate whether an event is successful or not.

It is necessary while understanding Best Event Management Practice, to have a basic underpinning of the Structure of Travel and Tourism and the MICE Industry.

Modules:

- The structure of Travel and Tourism. Part 1 & 2.
- The MICE Industry
- The Event concept - Planning - Proposal - Execution
- Event Operations
- Quality Assuring an Event
- Marketing an Event
- The Event Management Industry
- Legal Aspects of Event Management Practice including Safety Statements and Risk Assessment
- Evaluating an Event
- Emerging trends and technologies within Event management and the Tourism Industry.

Duration: 12 modules. Saturday.

€1,200.

Corporate Rate available for group training.

College Ireland Contact Details

- College Ireland has been providing training to the Aviation, Transport & Emergency Services Industry at home and abroad for many years and has a proven track record.
- College Ireland is an Enterprise Ireland HPSU client.
- All Lecturers hold both Academic or Training and Industry Experience and are active in Industry currently.
- Short Programmes can be tailored to provide a bespoke programme for companies or large groups.
- This brochure covers only a taster of the programmes available through College Ireland. We have many more programmes available.
- COLLEGE IRELAND can provide accredited programmes on the Higher Education framework through our education partners.
- For more information check our website www.cias.ie.

We welcome the opportunity to meet or call you to discuss your training needs or queries.

Email: office@cias.ie

Call: + 353 1 6217368 / +353 6217300

