Certification of UK Aviation Security Instructors

V1

Document Outline	
Title	Certification of UK Aviation Security Instructors
Update by	Nina Smith
Internal quality assurance (IQA)	Sophie Hibbin
File Copy	G:\Regulation\011 RECRUITMENT AND TRAINING\002 INSTRUCTOR CERTIFICATION
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Date	Version	Changes made
25/07/2022	1	New document

Version 1 July 2022

certification@avsec.caa.co.uk

Contents

Acronyms and Terminology

AvSec – Aviation Security
CAA – Civil Aviation Authority
CIN – Certificated Instructor Number
CTC – Counter Terrorist Check
DfT – Department for Transport
QAF – Quality Assurance Framework
SOP – Standard Operating Procedures

Roles and entities covered in this document

Candidate Instructor - This is the individual undertaking either the initial or re-certification as a DfT Certificated Aviation Security Instructor.

Certificated Instructor – An Instructor who has successfully obtained/holds certification and has been issued with a Certificated Instructor Number.

Invigilator - This is the individual undertaking the facilitation and supervision of the theoretical assessment.

Registered Training Provider – This is a training provider registered with the CAA for the purpose of delivering aviation security training in the UK. The may also act as a test centre should they wish to do so.

Test centre - This is the training provider, who for the purpose of undertaking the theoretical assessment has registered with the CAA as a test centre, allowing them to facilitate the theoretical assessment at a location of their choice.

Relevant resources – available on the CAA website

The below documents can be found on our website:
https://www.caa.co.uk/commercial-industry/security/training/certificated-instructors/

Aviation Security Training - List of pre-approved alternative qualifications – a list of recognised qualifications mapped as equivalent (or exceeding) the requirements of the Level 3 Award in Education and Training.

List of Acceptable In-House Courses – a list of approved in house courses (which are not national qualifications) recognised to be equivalent to the Level 3 Award in Education and Training.

Aviation Security Training list of acceptable evidence for occupational competence - a list of acceptable evidence for submission as part of an application to gain a Certification Instructor Number (CIN).

Purpose of this document

This document sets out the principles and processes for the initial and re-certification of UK Department for Transport (DfT) Aviation Security Instructors.

In the UK the successful certification of an Instructor results in the issue of a unique Certificated Instructor Number (CIN), which only holds validity for training under the UK National Aviation Security programme (UK NASP). Certification is valid for a maximum of 5 years, at which point the Instructor will require re-certification should they wish to continue performing the role.

Who needs to be certificated (initial and re-certification)

Who requires a Certificated Instructor Number?

- Instructors designing aviation security training under the UK NASP, wholly or partially, for all types of training;
- Instructors delivering aviation security training under the UK NASP, wholly or partially, for all types of training;
- Instructors undertaking assessment aviation security training under the UK NASP, wholly or partially, for all types of training;
- Instructors delivering designing aviation security training under the UK NASP, for the purpose of delivery by an individual recognised as competent.

Who is not in scope for certification?

- Instructors not training under the UK NASP, including but not limited to instructors delivering other training and those training overseas[1];
- Persons who wish to use the certification solely to access the UK NASP;
- Persons who solely undertake on the job training do not require a CIN;
- NXCT test managers;
- Invigilators.

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[1] Unless given specific permission by DfT and/or CAA

Initial certification

Initial certification applies to a candidate instructor who is:

- Applying for a CIN for the first time; or
- Is applying for a new CIN following the lapsing of their old one.

Before applying, candidate instructors and their training providers should consider:

- Whether the instructor requires a CIN;
- Whether the instructor is eligible for a CIN (see page 3);
- Which certification areas are required (see page 7);
- Whether all required items of evidence are available;
- Which training provider(s) the instructor will be linked to.

Evidence required for the initial application for a CIN:

- Valid background check;
- Current and valid CTC (see page 8)[2];
- Level 3 AET or equivalent (see the CAA website);
- Evidence of occupational currency (see the CAA website);
- Confirmation from a registered training provider that the candidate instructor will be linked to them.

Re-certification

Re-certification applies to an instructor who is:

- Currently in possession of a valid CIN and is within 90 days of their expiry date.

Before applying, re-certificating instructors and their training providers should consider:

- Whether the instructor still requires a CIN;
- Whether there has been any change to their circumstances that means the instructor is no longer eligible for a CIN, inducing but not limited to no longer meeting the in scope requirements (see page 3);
- Whether the instructor continues to require the current certification categories they hold;
- Whether all required items of evidence are available;
- Whether there has been any change of which registered training provider they are linked to.

Evidence required for re-certification:

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[2] A higher level of clearance may be acceptable if it can be validated.

- Valid background check (see page 8);
- Current and valid CTC (see section page 8)[3];
- The CPD record/log for the instructor for the pre-ceding 12 months;
- The most recent quality assurance observation of either training design, delivery or assessment (dated within the last 12 months).

The process for applying for re-certification uses the same portal an application form as the initial certification process.

The role of the Training Provider

An Instructor will only be able to obtain and maintain their certification by being linked to a Registered CAA Aviation Security Training Provider.

It is the responsibility of the Training Provider to:

- Ensure that all their Instructors are correctly linked, even those used for short periods
- Ensure the required assessments are booked for instructor applying for initial and re-certification
- That they notify the CAA promptly should they need to de-link an Instructor
- Not knowingly support the use of their Instructor's CIN for purposes outside the scope of their certification
- Ensure that all their linked Instructors are subject to quality assurance as part of the Quality Assurance Framework (QAF – also see page 12)[4].

The certification process

Once the candidate instructor and their training provider have established the operational need for a CIN and that the individual is eligible, they should review the process in order to prepare the application.

1. The candidate instructor register in CAA portal to create an account. If the instructor already has an existing CAA account they will be prompted to log in at this stage.

2. The candidate instructor then completes the application form to become a Certificated Instructor, or to renew their existing certification. Existing instructors must ensure they complete the re-certification process before the expiry date of their current certification.

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[3] A higher level of clearance may be acceptable if it can be validated.
[4] Please note that an instructor may sit their assessment at a test centre which is different from their linked training provider for the purpose of the QAF.

3. As part of the application, instructors will be asked to confirm they hold the following:

- That they hold a current and valid CTC clearance[5] or that an application has been submitted (we require the reference number);

- The training provider they will be linking too (we will contact the training provider seperately to confirm the link);

- That the employer/training provider has carried out a background check. Please note that whilst it remains the responsibility of the employer/training provider to carry out the background check, the CAA will also confirm the following:
  - the ID check (this required a videocall appointment)
  - we require sight of the Criminal Record Check Certificate
  - we will carry out the ongoing review element of the enhanced background check.

- A data protection and privacy notice, confirming how the CAA will handle your personal informaton;

- Evidence of your instructional techniques qualification – this should be a certificate or verifable training record (please see the CAA website for acceptable qualifications);

- Evidence of occupational competence for initial certifications or your most recent CPD log covering the previous 12 months for re-certifications. For this aspect you are required to evidence occupational competence for thois areas you are looking to design and/or deliver training in. Please see the CAA website for more detail;

- Evidence of the last QA observation for re-certificating instrcutors only – this must be dated within the last 12 months and cover either the design, delivery or assessment of training;

- Confirmation of which categories you wish to obtain initial or re-certification for.

4. On completion of the form you must ensure you send us the documents indicated above via egress to. certification@avsec.caa.co.uk

5. Once you have complete the application form and send us the documentation, the CAA Training Team will undertake an initial check of the application. If any required evidence is missing we will contact you at this stage.

6. Once your application has been verified, you will then be able to access the theory assessment. Please see Annex A for the assessment specification.

7. Following the successful completion of your theory assessment, you application will be subject to a final check and your certification will be issued.

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[5] A higher level of clearance may be acceptable if it can be validated.

Certification categories

An instructor may apply for initial or re-certification of the below categories. Instructors should consider what training they are required to design and deliver and select their categories accordingly – categories can be added at a later date if they are required.

General Security Awareness Training (GSAT)

This category permits the design and delivery of training under the General Security Awareness Training (GSAT) training syllabus.

Ground Security

This category permits the design and delivery of training under the Ground Security Operative (GSO) and Ground Security Supervisor (GSS) training syllabuses.

Aircrew Security

This category permits the design and delivery of training under the Aircrew Security training syllabus.

Aviation Security Managers (ASM)

This category permits the design and delivery of training under the Aviation Security Managers training syllabus.

Cargo and Mail

This category permits the design and delivery of training under the Cargo and Mail (Regulated Agent and Known Consignor) training syllabuses.

In-Flight Supplies (IFS)

This category permits the design and delivery of training under the In-Flight Supplies training syllabus.

Airport Supplies

This category permits the design and delivery of training under the Airport Supplies training syllabus.

Hold Baggage Reconciliation

This category permits the design and delivery of training under the Hold Baggage Reconciliation training syllabus.

Aircraft Security

This category permits the design and delivery of training under the Aircraft Security Syllabus and Aircraft Search Package, as well as the design and delivery of the

Aircraft Search/Check and Protection modules of the Ground Security Operative and Cargo (RA) syllabuses.

Recognition of Firearms and Explosives (RFX)

This is a separate category and requires completion of a Recognition of Firearms and Explosives Instructor Course (RFXi) course instead of the completion of a CAA exam module. It is required to deliver the RFX module of any course (except Aircrew/Aircraft Security for which it is only required if writing the course material).

Counter Terrorist Check (CTC)

Instructors are required to hold current and valid national security vetting to at least CTC level. They must have been granted prior to the certification being approved (for initial application) or re-approved (for re-certifications).

If your employer/training provider is already a CTC sponsor, they must sponsor your application through their existing access to the vetting platform. This will be the case if your employer processes a larger number of clearances.

If your employer/training provider is not a sponsor, please contact the CAA Vetting Team at vetting@avsec.caa.co.uk, who will advise on the application process.

Please allow a reasonable amount of time to undertake the vetting process – this should be one of the first considerations when making an initial or re-certification application. If you hold an existing clearance that is expiring, you should apply 6 months before its expiry.

For initial candidate instructors, please note that you must be resident in the UK, and generally must have been resident for the previous 3 years to be eligible to apply for a CTC.

The Enhanced Background Check (EBC)

Instructors are required to hold a valid and current enhanced background check. Your employer/training provider will be undertaking a standard background check and some of the elements will be also checked by the CAA training team (see certification process).

All Certificated Instructors will be subject to ongoing review via the Access Pass Holder Information Distribution System (APHIDS). To facilitate this, the CAA will be collating the necessary data fields for all candidate and current DfT Certificated Instructors.

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The theory assessment

All candidate instructors applying for initial and re-certification are required to successfully pass an online multiple-choice theoretical assessment of their aviation security knowledge. The assessment is tailored based on which certification

categories the instructor had applied for. Please see Annex A for the specific learning outcomes required.

Please note:

- The assessment is closed book e.g. no reference materials, notes or devices facilitating a look up functionality may be used during the exam;
- The exam must be sat at an approved test centre, with an invigilator present, who has responsibility for conducting the exam. Instructors cannot self-invigilate;
- Each module has a 80% pass mark;
- The core module (Module 1) must be passed by all candidate instructors.
- Module 1 must be attempted first; all other modules may be taken in any order.

Attempts and debarment periods

- You will have 4 attempts at each module. An initial attempt and 3 resits, if required.
- Any module failed at the 4th attempt will incur a 60 day stand down period. After this time you can re-start the process for a further 4 attempts. Any module failed following the 8th attempt in total will incur a 12 month stand-down period before you may try again, resetting the clock to their first attempt.
- Any candidate instructors who are found to have committed malpractice shall be banned from taking any further assessments within 12 months of the date of the examination in which they were found to have committed malpractice. In addition, the CAA reserves the right to nullify assessment passes for candidates proven to have committed malpractice.
- A valid assessment result (e.g. a pass in at least module 1) has a 5 year validity, after which it must be retaken as part of the re-certification of the instructor.

Time limits

- There is no overall time limit to complete the modules from the first attempt to completion.
- Each module does have an individual time limit – please see below.

Module	Questions	Marks	Time limit/min
1	15	15	30
2	5	5	10
3	5	5	10
4	3	5	10
5	5	5	10
6	5	5	10
7	5	5	10
8	2	5	10

Test centres and Nominated Invigilators

Candidate instructors are required to sit their test in person at a UK test centre, supervised by a nominated invigilator.

Test centres:

- All registered training providers can choose to be a test centre, but are not required to do so;[6]
- If a training provider is themselves not a test centre, instructors sitting the assessment would need to attend at another test centre;
- They may use any physical location available to them, as long as it provides a suitable location for sitting an online based theoretical assessment;
- A test centre may facilitate the assessment of more than one candidate instructor at the same time, in the same location providing they have an adequate number of invigilators available to provide facilitation and supervision;
- Reasonable adjustments should be made for any candidate instructor sitting the assessment if these are required.

Invigilators:

If a registered training provider wishes to act as a test centre, they must nominate at least one Invigilator, but may nominate as many Invigilators as they wish. Invigilators must be registered with the CAA and can act for as many test centres as they wish.

Nominated invigilators may be certificated instructors themselves but this is not a mandatory requirement. The training provider should ensure that any Invigilator they nominate has suitable knowledge and skills to perform this function.

Nominated invigilators are responsible for ensuring the assessment takes place in a fair, valid and reliable way. They must keep a log of which instructors they supervised for the assessment, the location the assessment was conducted at and the date of the assessment. The log must be made available on request to the CAA or DfT.

In order to register with the CAA as a test centre, the registered training provider should notify the CAA Training Team of their intent and whom they wish to nominate as invigilator(s). They should ask each invigilator they are nominating to read and sign the Invigilator Code of Conduct (provided by CAA) and return these along with their request,

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[6] Instructor may sit their assessment at a test centre which is not their linked training provider for the purposes of the QAF

Certification – additional information

As part of the certification process, we will be asking you to confirm the following aspects to us:

- That you understand the CAA's policy on unacceptable and unreasonable behaviour – which can be reviewed here: https://www.caa.co.uk/Our-work/About-us/Unacceptable-and-unreasonable-external-behaviour/;
- That you agree with the CAA's data protection statement;
- That you have an operational need for the certification e.g. are going to use it for its intended purpose (please see page 3).

Certificated Instructor Number (CIN)

Once certificated you will be issued with a Certificated Instructor Number (CIN). This number is unique to you – we do not re-issue numbers. This number will be listed with your name on our website in order for entities and trainees to check who is currently certificated and can therefore design and deliver training.

Your CIN is linked to you and can be transferred from training provider to training provider along with your certification; however you must at all times be linked to a registered training provider as otherwise your CIN will be invalid.

After your certification has been granted - checklist

Congratulations – once granted your certification will be valid up to a maximum of 5 years. This is subject to you ensuring that you continue to hold a valid enhanced background check (EBC) and Counter Terrors Check (CTC).

Things to consider during your certification period:

- Please carefully check the dates of expiry for your EBC and CTC, as these are likely to expire before your actual certification – you will need to ensure these are renewed before expiry;
- If you hold certification for RFX, this will only be valid for a maximum of 36 months from the date you completed the training and you will need to refresh this if you wish to retain your certification;
- You are able to add additional certification categories at any point;
- You must only use your certification for its intended purpose (see page 3);
- Remember to keep your CPD up to date.

Communication with CAA and DfT

Your first point of contact for any training queries should be the CAA Aviation Security Training Team. We have three specific inboxes for your use:

Certification@avsec.caa.co.uk – this should be used for all certification queries.

Avsec.training@avsec.caa.co.uk – this can be used for all other general training queries (except the QAF).

Avsec.qa@avsec.caa.co.uk – this should be used for any queries specifically relating to the QAF.

Please do not use the personal email addresses of the Training Team for routine queries – this will incur a delay as the team operate a management system within the shared inboxes listed above.

We aim to respond to any queries within 5 working days. If you require an urgent response, please mark your query accordingly and it will be prioritised for triaging.

Updates to instructors

We will regularly be in touch with you to provide you with updates, including but not limited to regulatory changes, training updates and guidance. We will use the email address that you have provided in your application to contact you. Any material that we share with you at Official-Sensitive will be send via egress, a communication encryption service. The first time you access a message sent by egress, you will be prompted to register.

It is important that you do check all communications we send to you to confirm whether they require you to make any changes or take action.

The Quality Assurance Framework (QAF)

The QAF is our oversight mechanism for training providers. The framework is based on supporting instructors and training providers to achieve and maintain a good baseline of training quality and conduct their own internal quality assurance. The framework is mandatory for training providers registered with the CAA and includes two steps – a self-assessment stage and an external assurance visit.

Aviation security training in the UK can only be delivered by registered training providers and DfT certificated instructors must be linked at all times to a registered provider. The provider will then be responsible for including linked instructors in their internal quality assurance processes.

Some of the evidence required for certification is also required for the purpose of meeting the standards in the QAF – in particular, the quality assurance observation and the CPD record/log.

If you would like to find out more about the QAF please visit: https://www.caa.co.uk/commercial-industry/security/training/quality-assurance-framework-for-aviation-security-training/

Suspension/withdrawal of certification

An existing certification remains active as long it is actively being used, up to a maximum of 5 years. Certifications can become non-active for a number of reasons and be either suspended or withdrawn. Both suspension and withdrawal of certification mean that the instructor must not design, deliver or assess training, as their CIN will not be valid.

Suspension of Certification

Certification will be suspended for a period of up to 6 months for any of the following reasons:

- The instructor no longer meets one of the requirements for holding a CIN, including but not limited to holding a valid CTC;
- The instructor no longer requires certification and will not be requiring it in the near future;
- The instructor on re-certification fails a module/modules of the theoretical assessment;
- The instructor is no longer linked to a registered training provider.

In the above cases, certification will be suspended whilst the instructors obtains the required elements and once all requirements are met, the certification will be reinstated.

If a suspension exceeds 6 months, we may withdraw the certification – please see the section below.

Withdrawal of Certification

The withdrawal of certification will usually (but not always) follow a period of suspension, whilst and instructor confirms how they wish to proceed.

This would apply where:

- An instructor has informed us that they no longer have any need for certification and do not intend to use it again in the near future (e.g. retirement);
- An instructor has had their certification suspended and is not working towards meeting the requirements for it to be reinstated after 6 months (e.g. no link to a registered training provider);
- An instructor is no longer able to meet the certification requirements and would not be able to do so in the near future (e.g. unable to obtain a CTC);
- An instructor used their CIN intentionally for unauthorised purposes e.g., for a purpose outside its scope.

Please note that there are circumstances where the above categories do not apply, specifically in cases such as maternity/paternity leave or other absences resulting in

period on non-activity over 6 months for exceptional reasons. We would ask that the instructor/training providers inform the CAA so that your certification is not withdrawn or suspended.

Data retention

Where a CIN is withdrawn, we will retain the data you have submitted for your application for 6 months, at which point it will be deleted. Should you require any of the evidence you submitted for other purposes, please ensure you retain a copy.

Appeals Policy

1. Scope
This policy applies to any aviation security instructor currently working under, or seeking to work under the UK National Aviation Security Programme. This includes candidate instructors applying for initial certification as well as existing instructors applying for re-certification.

An appeal is a request from a candidate instructor or an existing certificated Instructor applying for initial or re-certification to revisit the CAA's certification decision, which they consider is disadvantaging them. This policy applies to certification decisions undertaken by the CAA on behalf of the DfT.

This policy sets out our commitment to candidate instructors and existing certificated instructors who wish to enquire, question or appeal against a CAA decision. CAA-Registered Training Providers may enquire and make an appeal on behalf of a candidate or certificated instructor.

1.1 Our commitment
The CAA will show transparency and fairness in our practices by allowing any instructor who feels this is not achieved, the right to appeal.

1.2 Our procedures
The CAA provides the instructor with details of how to appeal a decision. This includes:
- contact details of a designated post holder;
- the timescales for any investigation to be undertaken;
- the timescales for the outcome to be communicated;
- the process to follow if the outcome is deemed to be unfair, including the ultimate right of appeal with the CAA.

The CAA have clear, consistent and transparent procedures for CAA-Registered Training Providers to enable them to enquire about, question or appeal a certification decision.

The CAA provides information to instructors on the CAA website of the contents of this policy and related procedures. Any appeal received is recorded, documented and retained for 3 years following the resolution of the appeal.

The CAA maintains confidentiality of any instructor's information related to an appeal.

1.3 The appeal process

If an instructor wishes to appeal the decision made by the CAA after receiving their certification decision they should follow the stages below. The stages must be followed in chronological order. The instructor is responsible for initiating the appeals process at all 3 stages. A CAA-Registered Training Provider may initiate the appeal on behalf of an instructor if express permission has been given by the instructor for this to be undertaken on their behalf.

Stage 1
- An appeal must be made within 7 calendar days of receiving the ***certification decision*** by emailing certification@avsec.caa.co.uk
- A member of the CAA AvSec Training Team will acknowledge receipt of the appeal and arrange for a discussion with the instructor to take place.
- A discussion will take place within 7 calendar days of the request with the instructor and the CAA.
- A note of the discussion will be maintained by the CAA.
- If the issue is not resolved, the instructor can move to Stage 2.

Stage 2
- The instructor must confirm their intent to pursue stage 2 via email within 7 calendar days of the informal discussions to: certification@avsec.caa.co.uk
- A member of the CAA AvSec Training Team who had no involvement in stage 1 of the appeal will review the documentation.
- A response will be provided to the instructor within 7 calendar days of the appeal, setting out the outcome of the review.
- The instructor acknowledges the response. If resolved, no further action is required. If unresolved move to Stage 3.

Stage 3
If a resolution has not been found after stage 2, the instructor should highlight this in their response to the stage 2 review. They should set out the reasons for moving to stage 3 of the appeal process.

The appeal will be forwarded to the Head of the CAA AvSec Training and Human Factors Team within 14 calendar days of notification of an appeal with additional information to include:

- all the relevant documentation relating to the appellant's application;

- a note summarising the timeline of events, reason(s) for the certification decision and the factors behind the decision.

Upon receipt of an appeal, the Head of the AvSec Training and Human Factors Team will consider the appeal within 28 calendar days of the request being received by the CAA. The Head of the AvSec Training and Human Factors Team will:

- Write to the appellant to confirm that the appeal has been received and is being considered and that the original decision will remain in effect whilst an appeal is being considered;
- have had no involvement in the initial decision by the CAA;
- have access to all the material available to the CAA when making their initial decision;
- will inform the DfT that an appeal against a certification decision has been received by the CAA;
- will operate as transparently as possible and consider the decision (including scrutinising information upon which any advice relied upon was based); and the decision making process.

The Head of the AvSec Training and Human Factors Team may discuss the appeal with another Head of Department who has had no involvement in the initial decision. Any discussion with those who were involved in the decision-making process will be limited to facts about the case and the process that was applied at the time the decision was made.

The Head of the AvSec Training and Human Factors Team will make a decision based on the evidence provided. The appellant will be notified of the decision.

1. If the decision is upheld, the appellant will be provided with reasons as to why this is.
2. If the decision is overturned, the certification decision will be amended.

If the provider is unsatisfied with the decision made at Stage 3, a provider may request a review of the process undertaken in reaching the above decision by the Independent Review Panel (IRP). The IRP, which has been set up by the Department of Transport, is able to review the processes and procedures which the CAA followed in arriving at its decision. The IRP is not able to make recommendations on the merits of a case, nor on CAA or Government policy. A request for this review should be made within 14 days of concluding the previous step in the process. Please visit the link below for further information:

https://www.caa.co.uk/Our-work/Make-a-report-or-complaint/

Annex A - Assessment Specification: Learning Outcomes

This document covers the learning outcomes a DfT Certificated Instructor must be able to demonstrate with regards to the knowledge of aviation security at initial certification as well as at re-certification.

It underpins the design of the written assessment required to be passed by candidate and re-certification instructors.

The Learning Outcomes in this document are only applicable to the specific role of a DfT Certificated Instructor and it is not designed to cover any other functions under the UK NASP.

The overall **aim** is to ensure that all DfT Certificated Instructors (initial applicants and existing instructors applying for re-certification) have the required knowledge of aviation security to design, deliver and assess against aviation security requirements.

Module 1 (Core knowledge) is required to be passed by every instructor. Additional modules may be applied for depending on which UK NASP syllabuses the Instructor wished to be certificated for – please see the module matrix on page 20.

Modules

Modules	Page
Module 1 – Core Knowledge	
Module 2 – Ground	
Module 3 – Aircrew	
Module 4 – ASM	
Module 5 – Cargo and Mail	
Module 6 – In Flight Supplies	
Module 7 – Airport Supplies	
Module 8 – Aircraft Search and Protection	

Module Matrix

The table below sets out the relevant modules based on which UK NASP training syllabuses an instructor wished to apply to be certificated in.

Module / Syllabus	1	2	3	4	5	6	7	8[7]
General Security Awareness Training	X							
Ground	X	X						X
Aircrew	X		X					
Aviation Security Managers	X	X	X	X	X	X	X	X
Cargo and Mail (Regulated Agent and Known Consignor)	X				X			X
In-Flight Supplies	X					X		
Airport Supplies	X						X	
Hold Baggage Reconciliation	X							
Aircraft Security Syllabus and Aircraft Search Package	X							X

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[7] Module 8 is required for instructors wishing to become certificated to design/deliver/assess the modules for aircraft searching and protection under the Ground and Cargo (RA) syllabuses, as well as the Aircraft Security syllabus/Aircraft Search package.

Certification of UK Aviation Security Instructors

Module 1 – Instructor Core Knowledge

Unit aim: To ensure that candidate instructors are able to explain the core knowledge required by an aviation security instructor.

Learning outcome – trainees will:	Key content areas	Indication of questions/marks
1. understand the current global threat picture	- Understand the global geopolitical and security landscape and its effect on aviation - Organisations involved in making changes to threat levels - Concept of risk based regulation - Public national threat level - Explanation of definitions - Motivation - Capability - Intent - Vulnerability - Time scale - Likelihood	1 question/mark

Learning outcome – trainees will:	Key content areas	Indication of questions/marks

2. describe why civil aviation is an attractive target	• Motivation and intent
	  - Insiders
	  - Terrorists
	  - Criminals
	  - Protesters
	  - Refugees / asylum seekers
	  - Radicalised persons
	• Impact and consequence
	  - Ability to inflict mass casualties
	  - Ability to inflict damage to economy or travel
	  - Ability to disrupt scheduled air travel
	  - High profile
	  - Vulnerable due to high passenger traffic
	  - Limited risk to perpetrators
	  - Symbolic statement generating media imagery
	  - Generate public anxiety
		1 question/mark

3. explain the importance of understanding the methodology of recent attacks on aviation in the context of training	• Importance of the following for training delivery:
	  - Previous, prevented and potential attacks
	  - Aircraft (Cyber, Hijacking, Sabotage, Surface to air)
	  - Airport (Cyber, Marauding Terrorist Attack (MTA), Sabotage) in landside / airside area
	  - Attacks against off-airport targets (Cyber, MTA, Sabotage)
	  - Use of insiders
		1 question/mark

Learning outcome – trainees will:	Key content areas	Indication of questions/marks

4. explain the importance of understanding the consequences of recent attacks on aviation in the context of training	• Importance of the following for training delivery:
	  - Changes in legislation
	  - Restrictions (short/long term)
	  - Impact on the business
	  - Development of new technology
	  - Use of behavioural detection
	  - Public perception
	  - Public acceptance
		1 question/mark

5. explain the framework for aviation security governance	Organisations, their roles and hierarchy in a framework: • International Civil Aviation Organisation (ICAO) • European Civil Aviation Conference (ECAC) • European Commission (EC) • DfT (national appropriate authority) • CAA (regulator) • Regulated entities • Training providers • Other entities (Third party providers)	1 question/mark

Learning outcome – trainees will:	Key content areas	Indication of questions/marks

6. be able to explain the regulatory context of aviation security	Give context to the following elements:
	• Relevant legislation
	• ICAO Annex 17
	• ECAC Doc 30
	• Overview of the UK NASP
	   - EU baseline (as retained in UK law)
	   - UK specific (Single Consolidated Direction)
	   - Requirement for entity security programmes
		1 question/mark

7. Understand the national aviation security training programme	• Range of Syllabuses • Who can deliver training • Who is responsible for training • Certificated instructor list • Recognition of Competence	1 question/mark

Learning outcome – trainees will:	Key content areas	Indication of questions/marks

8. understand the importance of relevant communication in the role of a DfT Certificated Instructor	- Communication with:
	  - DfT
	  - CAA
	- Key communications
	  - Regulatory changes
	  - Threat changes
	  - Mandatory security incident reporting requirements
	- How to find information
	  - Website
	  - NASP
	- Security markings
	- How to contact the CAA
	  - Egress
		1 question/mark

9. recognise their responsibilities as a CIN holder	- The DfT Certificated Instructor has information that others do not have or they may be able to access areas that others cannot
	- Responsibilities of holding a CIN
	- Limitations of the CIN
	  - Overseas training
	- Personal responsibility to contribute to aviation security
	- Exploitation of
	  - knowledge
	  - access
	  - information
		1 question/mark

Learning outcome – trainees will:	Key content areas	Indication of questions/marks
10. Know the importance of identifying key security behaviours in the context of delivering training	• Be wary of people asking inappropriate questions about security measures outside the training environment • Do not discuss details of security procedures and measures in public areas or with persons without the need to know • Do not use social media to discuss security procedures • Protect all materials • Keep IT equipment, passwords, PINs, and keys secure from unauthorised access • Recognise key role staff have in contributing to the bigger security picture	1 question/mark
11. Understand how to include awareness of normal surroundings in training courses	• The importance of being aware of your surroundings • How selective attention leads to missing wider details • The principle of baselining normal behaviour • Recognising normal behaviour in the classroom • Recognise suspicious behaviour • Recognise changes in behaviour in trainees • The importance of following local procedures when dealing with suspicious behaviour	1 question/mark
12. Understand the values and behaviours of being an instructor	• Integrity • Role modelling • Appropriate engagement	1 question/mark

Learning outcome – trainees will:	Key content areas	Indication of questions/marks
13. understand what a good security culture contains	- Organisational values - Management role and commitment - Importance of Examples of good/bad security culture in the training context - Importance of motivation of staff - Human factor considerations	1 question/mark
14. Understand Security Management Systems (SeMS)	- Definition - Purpose - Benefits - Describe and explain the 10 chapters - The importance of continuous improvement / development of a SeMS.	1 question/mark
15. Understand instructor responsibilities under the Quality Assurance Framework (QAF)	- Concept of registered training providers - Linking of Certificated Instructor - Registration cycle - Phasing and scope of the QAF - Visit process - External Quality Assurers - Areas covered by the QAF	1 question/mark
		15 questions/marks total

Module 2 – Ground Security

Unit aim: To ensure the trainees have the knowledge to deliver training from the Ground Security Operative and Supervisor Syllabuses.

Learning outcome – trainees will:	Key content areas	Indication of questions/marks
1. Be able to explain the airport security environment	- Airport Security - Areas of an airport, including but not limited to the (T)CPSRA - Patrolling requirements - Access control requirements	1 question/mark
2. Be able to explain prohibited articles and concealments	- Differences in prohibited articles list for cabin, hold and airport supplies - Common concealments	1 question/mark
3. Be able to explain screening methodologies	- Purpose of screening - Available methodologies - Cabin Baggage - Hold Baggage - Airport Supplies - Selection of the most appropriate method - Screener training considerations	1 question/mark
4. Be able to explain GSO/GSS security training	- Delivering correct modules for function - Training requirements for supervisors	1 question/mark

Learning outcome – trainees will:	Key content areas	Indication of questions/marks
5. Be able to explain the role of the supervisor	- Quality assurance and monitoring - Communication - Escalation - Maintaining effective security - On job training provision - Motivation of the workforce	1 question/mark
		5 questions/marks total

Module 3 - Aircrew

Unit aim: To ensure the trainees have the knowledge to deliver training from the aircrew security syllabus.

Learning outcome – trainees will:	Key content areas	Indication of marks/questions
1. be able to explain the UK approach to aircraft searching/checking	- Regulatory difference between search and check: - When are they performed - UK approach to domestic/EU check - Exterior areas - Search requirements at transit stops and during emergency diverts - Search requirements upon discovery of suspicious item - Good aircraft search methodology - Operator's procedures	1 question/mark
2. be able to explain the UK approach to protection of aircraft	- Areas in UK airports and how they affect what protection is required: - CPRSA - SRA - Demarcated area - Crew responsibility for protection of aircraft	1 question/mark
3. be able to explain the UK approach to Hold Baggage Reconciliation	- Difference between UK and international legislation - Passenger reconciliation measures at gate - Measures applied to unaccompanied baggage - Circumstances under which unaccompanied baggage can fly without rescreening (if applied by carrier)	1 question/mark

4. be able to explain security measures at UK airports	• Measures crew will encounter and their purpose • UK specific Liquids, Aerosols and Gel (LAG) measures • Screening and protection measures applicable to crew hold bags • Access control measures applicable to crew	1 question/mark on learning outcome 4 or 6
5. be able to explain local and national requirements for inflight-security	• Flight crew compartment security door • Legislative requirements • Operative's procedures • Persons allowed to remain on flight deck within UK airspace • Least Risk Bomb Location • Aircraft Protection Officers (APOs) • Potentially Disruptive Passengers	1 question/mark

6. be able to explain the national approach to dealing with hijacking	• Concept of host nation responsibility
	• Government (multi agency) response to incidents:
	  - ATC (identification)
	  - DfT (ground contact resolution)
	  - RAF (intervention)
	  - Compliant/non-compliant aircraft
	  - Police led resolution on ground
	• Crew response to hijack
	  - Operator's procedures
		1 question/mark on learning outcome 4 or 6

		5 questions/marks total

Module 4 – Aviation Security Managers

Unit aim: To ensure the trainees have the knowledge to deliver training from the aviation security manager syllabus.

Learning outcome – trainees will:	Key content areas	Indication of marks/questions
1. Be able to explain the requirement for an entity's Security Programme	• Required elements of an entity's Security Programme: - UK NASP - Quality Assurance - Compliance - Outcome of local risk reporting - Submission to the appropriate authority - Maintenance of the Security Programme - Responsible person for maintenance - Document classification and control • Link to Standard Operating Procedures	1 question/mark
2. Be able to explain the relevance of personnel security risk assessments	• Organisational level factors in insider threat risks: - Management practices - Use of auditing functions - Protective security controls - Segregation of duties - Security culture - Adequate role based personnel based risk assessment - Pre-employment screening - Awareness of personnel risk at senior level - Corporate governance	1 question/mark

3. Understand the training requirements for aviation security managers in the UK	• Functions which require ASM training • Recurrent training options - Instructor led - CPD	3 questions/marks
		5 questions/marks total

Module 5 – Cargo and Mail

Unit aim: To ensure the trainees have the knowledge to deliver training from the Cargo and Mail (Regulated Agent) and (Known Consignor) syllabus.

Learning outcome – trainees will:	Key content areas	
1. Be able to explain the cargo and mail security regime	- Definition of cargo and mail - Definition of known consignor - Definition of regulated agent - Definition of ACC3	1 question/mark
2. Be able to explain the secure supply chain	- Acceptance checks - Dispatch checks - Other security controls - Transport requirements - Documentation - Importance of correct implementation of security controls	1 question/mark
3. Be able to explain prohibited articles and concealments	- Prohibited articles list for cargo and mail - Common concealments	1 question/mark on learning outcome 3 or 4
4. Be able to explain screening methodologies	- Purpose of screening - Available methodologies - Selection of the most appropriate method - Screener training considerations	

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Learning outcome – trainees will:	Key content areas	
5. Be able to explain cargo security training	• Delivering correct modules for function • KC training vs RA training	1 question/mark
6. Be able to explain the role of the supervisor	• Quality assurance and monitoring • Communication • Escalation • Maintaining effective security • On job training provision • Motivation of the workforce	1 question/mark on learning outcome 6 or 7
7. Be able to explain the role of the local manager	• Local manager training vs ASM training • Security programme	
		5 questions/marks total

Module 6 – In flight supplies

Unit aim: To ensure the trainees have the knowledge to deliver training from the inflight supplies syllabus.

Learning outcome – trainees will:	Key content areas	
1. Be able to explain the nature of in-flight supplies	• Definition of inflight supplies • Regulated in-flight supplies • Known suppliers • Unknown suppliers	1 question/mark
2. Be able to explain the secure supply chain for in-flight supplies	• Origin of in-flight supplies • Security controls • Transport • Documentation	1 question/mark
3. Be able to explain prohibited articles and concealments	• Prohibited articles list for in-flight supplies • Common concealments	1 question/mark
4. Be able to explain screening methodologies	• Purpose of screening • Methodologies • Screener training considerations	
5. Be able to explain in-flight supplies security training	• Delivering correct modules for function	1 question/mark

Learning outcome – trainees will:	Key content areas	
6. Be able to explain the role of the supervisor	- Quality assurance and monitoring - Communication - Escalation - Maintaining effective security - On job training provision - Motivation of the workforce	1 question/mark on learning outcome 6 or 7
7. Be able to explain the role of the local manager	- Local manager training vs ASM training - Security programme	
		5 questions/marks total

Module 7 – Airport Supplies

Unit aim: To ensure the trainees have the knowledge to deliver training from the airport supplies syllabus.

Learning outcome – trainees will:	Key content areas	
1. Be able to explain the nature of airport supplies	- Definition of airport supplies - Known suppliers - Unknown suppliers - Screening on entry to (CP)SRA	1 question/mark
2. Be able to explain the secure supply chain for airport supplies	- Origin of airport supplies - Security controls - Transport - Documentation - Bulk supplies - Screening exemptions	1 question/mark
3. Be able to explain prohibited articles and concealments	- Prohibited articles list for airport supplies - Common concealments	1 question/mark on learning outcome 3 or 4
4. Be able to explain screening methodologies	- Purpose of screening - Methodologies - Screener training considerations	
5. Be able to explain airport supplies security training	Delivering correct modules for function	1 question/mark

Learning outcome – trainees will:	Key content areas	
6. Be able to explain the role of the supervisor	• Quality assurance and monitoring • Communication • Escalation • Maintaining effective security • On job training provision • Motivation of the workforce	1 question/mark on learning outcome 6 or 7
7. Be able to explain the role of the local manager	• Local manager training vs ASM training • Security programme	
		5 questions/marks total

Module 8 – Aircraft Security

Unit aim: To ensure the trainees have the knowledge to deliver training from aircraft search and protection modules

Learning outcome – trainees will:	Key content areas	
1. be able to explain the UK approach to aircraft searching/checking	- Regulatory difference between search and check: - When are they performed - UK approach to domestic/EU check - Exterior areas - Search requirements at transit stops and during emergency diverts - Search requirements upon discovery of suspicious item - Good aircraft search methodology - Operator's procedures	4 question/mark
2. be able to explain the UK approach to protection of aircraft	- Areas in UK airports and how they affect what protection is required: - CPRSA - SRA - Demarcated area	1 question/mark
		5 questions/marks total

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