

2023

*CCAA Foundational Training  
Program (FTP) Course Catalogue*





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### Foundational Training Program: Required Courses

Courses are all delivered through eLearning.

#### Aircraft Engines and Propulsion Systems: 20-hours

The Aircraft Engines and Propulsion Systems training module is designed to provide technicians with a solid understanding of aircraft powerplants. This training covers a range of topics, including the types and principles of aircraft engines, engine maintenance and inspection procedures, engine systems and controls, engine performance monitoring, troubleshooting and diagnostics, and propulsion systems. By completing this training, future technicians will gain the foundational knowledge and skills necessary to effectively maintain, diagnose, and troubleshoot aircraft engines, contributing to the safety and reliability of aircraft operations.



#### Aircraft Hardware: 2-hours

The Aircraft Hardware training module provides technicians with essential knowledge and practical skills related to aircraft hardware components. This foundational course covers topics such as fasteners, rivets, connectors, electrical hardware, brackets, hinges, mounts, structural hardware, and corrosion prevention and treatment. By completing this training, participants will be equipped to identify, inspect, maintain, and replace aircraft hardware components safely and professionally, ensuring the structural integrity, safety, and airworthiness of aircraft at a basic level.

#### Aircraft Structures: 20-hours

The Aircraft Structures training module provides future technicians with comprehensive knowledge and skills related to aircraft structural maintenance. This foundational course covers topics such as aircraft structural components, inspection techniques, repair and maintenance procedures, fatigue and stress analysis, structural integrity management, and composite structures. By completing this training, participants will be sufficiently proficient in conducting general visual inspections, identifying structural issues, and performing necessary repairs, ensuring the structural integrity and airworthiness of the aircraft.

#### Careers in Aviation and Aerospace: Time TBD

The Careers in Aviation and Aerospace course provides a comprehensive introduction to the diverse career fields of aviation and aerospace. This exploratory style course covers a wide variety of career opportunities where participants are invited to explore aviation and aerospace in the current state, and to examine what opportunities may be available to them in the future. The participant will gain a broad understanding of the industry, its key sectors, and future trends, preparing them for further exploration and potential career paths within the dynamic world of aviation and aerospace.



### Canadian Aviation Regulations (CARs) - Performing Work in a Shop: 6-hours

This stream is intended for individuals performing maintenance activities primarily on aeronautical components in an approved maintenance organization. This course details the applicable CARs specific to the roles and responsibilities of individuals performing maintenance activities primarily on aeronautical components in an approved maintenance organization. Understanding the regulations and the applicability to the work being performed is a key characteristic of a technician. This course provides the foundational learning needed for individuals starting their career, and a thorough refresher for those individuals already advanced in their career as a technician. For other CAR streams, see the online catalogue.

### Health & Safety for Aircraft Technicians: 6-hours

This course focuses on Workplace Hazards Recognition and Control; Personal Protective Equipment (PPE), Fall Protection Fundamentals, Environmental and Situational Safety including Hangar Safety, Safety Management System (SMS), Hazardous Materials, Airside and Hangar Safety Hazards. The course is specifically designed for the Aircraft Technicians' work environment.

### Human Factors: 6-hours

CCAA's Human Factors Training has been completely updated to reflect the latest science and learning strategies. Upon completion of this course, participants will have an in-depth understanding of the relationship between human factors and safety management. With a final exam, successful students receive a certificate of achievement valid for 3 years.

### Introduction to Analytical Thinking & Trouble Shooting: 10-hours

Aircraft maintenance includes scheduled and unscheduled maintenance. Scheduled maintenance includes the combined actions taken to reduce or eliminate failure and to prolong the life of the aircraft, aircraft systems and components. Unscheduled maintenance includes the process of troubleshooting an aircraft, aircraft systems and/or a failed component resulting in a resolution. As an Aircraft Maintenance Technician (AMT) you will spend considerable time troubleshooting throughout your career. The skill of locating system defects through a logical process is an important asset and requires critical and logical thinking. This course will help AMTs to develop and enhance logical and critical thinking by focusing on reasoning skills that enables more efficient and effective trouble shooting.



### Introduction to Business and Technical Writing (eLearning): 2-hours

With written communication, whether by letter, email, memo, technical instructions, or social media, it is important to use an approach consistent with your intended audience. The more removed the receiver is from you, the greater your correspondence will reflect on your professionalism and the impression you make. Accuracy and interpretation are also critical components of effective correspondence; it is preferable that all correspondence be typed to avoid any misinterpretation of handwriting and to provide a professional appearance.



## Manuals and Documentation: 1-hour

This course covers key topics on the hierarchy of documentation and what information is contained within the documents, such as Original Equipment Manufacturer (OEM) documentation, and understanding of Air Transportation Association (ATA). The learner will review how to fill out documentation accurately, and how to select applicable information from within those documents. This course reviews how to navigate the vast world of aviation and aerospace documentation and aims to make it a less daunting process for the technician.



## Precision Measurement and Interpreting Drawings: 1-hour

The Precision Measurement and Interpreting Drawings course focuses on developing the skills of professionals in the aviation industry to ensure accurate measurements and interpretation of engineering drawings. Topics covered include precision measurement techniques, proper usage of measurement tools,

interpretation of technical drawings, geometric dimensioning and tolerancing (GD&T), inspection and quality control, and best practices for precision measurement. By completing this course, professionals will acquire the expertise necessary to maintain accuracy and adherence to specifications in aviation engineering processes, contributing to the overall quality and safety of aircraft components.

## The Basics of Hand and Power Tools: 2-hours

The Basics of Hand and Power Tools course provides technicians with the knowledge and skills necessary for the proper selection, handling, and maintenance of tools used in aircraft maintenance. Participants will learn about various hand tools, power tools, precision measurement tools, and specialized equipment utilized in aviation maintenance tasks. The course emphasizes safety practices, tool control, and the prevention of Foreign Object Debris/Damage (FOD). By completing this course, technicians will enhance their ability to work efficiently and safely with tools and equipment, ensuring the accuracy and reliability of maintenance operations in the aviation industry.



## Theory of Flight: 20-hours

The Theory of Flight course covers a wide range of topics related to aircraft performance. Participants will learn about the composition of the atmosphere, fixed-wing theory of flight, pressure gas laws, lift equation, aspect ratio calculation, aircraft controls, high-speed flight, aircraft design and structure, rotary-wing flight control, autorotation, and weight and balance considerations for both fixed-wing and rotary-wing aircraft. This course provides crucial understanding of the principles and factors influencing flight, allowing participants to enhance their knowledge of aircraft operations, performance optimization, and safety.

## WHMIS 2015: 2-hours

The Workplace Hazardous Materials Information System (WHMIS) 2015 course updates training to the revised standard for hazardous materials in Canada, designed to align with the GHS (Globally Harmonized System). This online course covers new WHMIS 2015 regulations. It consists of interactive training modules, including these key components: hazard identification, product classification, labelling, safety data sheets and workplace education and training.







### Foundational Training Program: Electives

Courses are all delivered through eLearning.

#### Air Operations: 1-hour

Are you ready to take your aviation knowledge to new heights? Look no further! Our course is designed to empower you with essential skills and insights into the world of aviation, ensuring you're prepared for a successful career in this dynamic industry. Learn how to read and write positions with precision, crucial for safely navigating the skies. Gain in-depth knowledge of the Canadian Airspace Structure, ensuring you're always on the right path. Explore the division of Flight Information Services, ensuring you have access to crucial data when you need it most. Summarize the differences between Terminal Control Areas, Low-Level Airways, Control Area Extensions, Control Zones, and Transition Areas, enhancing your situational awareness. Master the art of reading and writing positions using latitudes and longitudes, a fundamental skill for safe and precise aviation. Get a deep understanding of the Canadian Airspace Structure, ensuring you can navigate with confidence in any situation. Demystify Flight Level, Altitude, Elevation, and Height, and choose the perfect cruising altitude like a pro. Learn why Airspace Classifications matter and understand the unique requirements for each classification.

#### Aircraft Materials: 2-hours

The Aircraft Materials training module provides future technicians with a comprehensive understanding of the various materials used in aircraft construction. This foundational course covers topics such as metals and alloys, composite materials, non-metallic materials, material identification and testing, and material handling and safety. By completing this training, technicians will gain the foundational knowledge and skills necessary to identify, handle, and maintain aircraft materials effectively, contributing to the safety, reliability, and airworthiness of aircraft operations. This training will also provide skills required to handle materials appropriately for cleaning and repair.

#### Avionics Training: Fundamental skills for aircraft electronic and electrical systems: 60-hours

The role of the Aircraft Maintenance Technician (AMT) is changing in part due to the rapid changes in technology. Day-to-day activities of AMTs now also require significant expertise in avionics.

This course provides AMTs with a clear understanding of avionics to expand their abilities and competency in the following areas: Basic Electronics (a review), Basic Digital Computer Systems and Software Avionics, Specialized Skills, Communications Systems, Navigation Systems, Indicating and Recording Systems, Auto Flight System, Integrated Modular Avionics Systems, Central Maintenance and Information Systems, Cabin Systems



## Basic Electrical Components: 1-hour

In this course we'll look at the basic electrical components you will need to know as well as the safety protocols and procedures required to work with these components. The course covers circuit control devices such as manual, automatic, and multi-contact switches. We will delve into the importance and procedures to maintain switches, recognize when a switch needs to be replaced and how to replace it. The participant will learn to identify circuits and fuses and follow the steps to safely replace them. The importance of resistance will be discussed, and the participant will learn to identify, select, check, remove, and replace resistors.



## Basics of Aviation Physics: 2-hours

The Basics of Aviation Physics course focuses on enhancing the mathematical and scientific skills of individuals entering the aviation industry. Topics covered include basic mathematical operations, fractions, units and measurements, forces and motion, principles of flight, aerodynamics and fluid mechanics, and weather and meteorology. By completing this course, participants will develop a foundation in mathematical techniques, including fractions, and gain an understanding of key physics principles relevant to aviation. This training equips individuals with the necessary skills to perform accurate calculations and apply scientific principles in aviation operations.

## Cabin Interiors: 2-hours

The Cabin Interiors course focuses on creating attractive and comfortable cabin environments that enhance the passenger experience. Participants will learn about cabin interior design principles, repair of furnishings, materials, color schemes, and lighting design. The course emphasizes the importance of maintaining aesthetically pleasing cabins that align with the airline's brand while prioritizing passenger comfort and safety. By completing this course, participants will gain the skills to design inviting, visually appealing cabin repair schemes, and spaces that enhance the overall passenger experience.

## Dangerous Goods: 2-hours

The Dangerous Goods Handling and Safety course focuses on training participants in the proper handling, storage, and transportation of hazardous materials in the aviation industry. Participants will learn about the classification and identification of dangerous goods, packaging requirements, documentation, labeling, and emergency response procedures. The course emphasizes compliance with regulations and best practices to ensure the safe handling of dangerous goods. By completing this course, participants will gain the knowledge and skills necessary to handle dangerous goods safely, mitigate risks, and ensure regulatory compliance.

## Essential Skills: Numeracy: 3-hours

Performing calculations quickly and accurately is a critical skill for Aircraft Maintenance Technicians. The Numeracy course focuses on understanding and applying foundational mathematical skills like conversions between imperial and metric units, fractions to decimals.



## Essential Skills: Document Use: 1-hour

This course will provide the participant with strategies for searching information within documents. The participant will practice reading tables, lists, schematics, and assembly drawings. There is a focus on interpretation of the relevant information within the documentation and how to extract the important information from the document.

## Essential Skills: Reading: 1-hour

This course provides the participant with basic knowledge on how to read documents related to the aviation and aerospace industry. Participants will learn the basic principles of building a strong vocabulary and apply reading techniques to effectively interpret various documentation and information.



## Generation and Storage of Electricity: 1-hour

Participants of this course will learn about batteries, generators, and alternators. After completion of the course participants will be confident in identifying the differences between primary cell and secondary cell batteries, explaining various battery types, their use, and general maintenance required for nickel-cadmium batteries. This course will compare and contrast different types of voltage regulators and inverters, and cover the basic operation and construction of alternators, and functions.

## Hoists and Lifts: 1-hour

This engaging three-part course explores hoists and lifts used for various applications in aviation and aerospace. The participant will be introduced to multiple types of hoists, lifts, and their application. As with all equipment, it is important that safety comes first. The course will guide the learner through tooling and operations to keep them safe from harm and prevent product damage.

## Marshalling Signals: 1-hour

This interactive course provides the learner with explanations for the reasons marshalling signals are used, explains the importance of recognizing marshalling signals as it applies to their own role, and provides identification of specific marshalling signals. Within this course video illustrations are provided to allow the learner to view firsthand what signals should be, and how they are to be used. On completion of the course the learner will also be able to list common pitfalls to be aware of when it comes to aircraft marshalling

## Radio Communications: 1-hour

The Radio Communications course focuses on developing effective communication skills for professionals in the aviation industry. Topics covered include radio procedures, phraseology, protocols, air traffic control communications, non-towered airports, and flight service communications. By completing this course, participants will acquire the knowledge and skills necessary to communicate clearly and efficiently using



radio systems in various aviation contexts. This training aims to enhance safety, coordination, and effective communication among aviation professionals, contributing to the overall efficiency of aviation operations.

### Weight and Balance: 1-hour

The Weight and Balance course focuses on ensuring proper reporting of weight distribution changes and proper balancing in the aircraft for stability and safety. Participants will learn about weight and balance terminology, load planning and distribution, documentation procedures, and safety considerations. The course also covers weight and balance amendments and addendums to industry regulations, ensuring compliance with the latest guidelines. By completing this course, technicians will acquire the skills needed to perform accurate weight and balance calculations and adhere to safety practices, contributing to the overall stability and safety of aircraft operations.





## Foundational Training Program: Virtual Electives

Courses are delivered through two 2-hour virtual (video call) sessions.

These soft skill courses cover both human skills and business skills at a foundational level. They are designed to bring understanding to all level of learners. Module numbers are recommended order, but it is not necessary to follow this order, or to complete all the modules.

### Business Skills

#### Mod. 1 Introduction to Business and Technical Writing

\*Also available in eLearning

With written communication, whether by letter, email, memo, technical instructions, or social media, it is important to use an approach consistent with your intended audience. The more removed the receiver is from you, the greater your correspondence will reflect on your professionalism and the impression you make. Accuracy and interpretation are also critical components of effective correspondence; it is preferable that all correspondence be typed to avoid any misinterpretation of handwriting and to provide a professional appearance.



#### Mod. 2 Critical and Creative Thinking

Critical thinking and creative thinking are skills that are valued in every organization. In this module, you will define and consider the similarities between both and consider how they can be used to troubleshoot problems.

#### Mod. 3 Problem Solving and Decision Making

Understanding how to make effective decisions is an important application and career-developing skill in today's business environment. This module

addresses problem-solving and decision-making. It looks at various models of decision-making, including a rational choice model that provides a structured approach to problem-solving.

#### Mod. 4 Managing Time and Stress

Managing your time effectively is not just about doing more, it is about increasing personal and job-related productivity, enhancing the quality of your work with less stress, and attaining a sense of personal satisfaction and accomplishment. This module considers some foundation time management strategies to help you achieve those outcomes.

#### Mod. 5 & 6 Optimal Service Delivery & Customer Relations

The Optimal Service Delivery & Customer Relations course focuses on equipping professionals in the aviation industry with the skills needed to provide excellent service and build strong customer relationships. Topics covered include customer-centricity, effective communication, customer needs assessment, problem-solving, service recovery, and cultural sensitivity. By completing this course, participants will enhance their ability to deliver exceptional service, handle customer concerns, and exceed customer expectations. This training aims to foster a customer-centric culture and contribute to the success of aviation organizations in providing an outstanding customer experience.



## Mod. 7 Performance Improvement

The Performance Improvement course focuses on enhancing efficiency and effectiveness in aviation operations. Participants will learn key principles and methodologies for performance improvement, including process analysis and mapping, data analysis and performance metrics, root cause analysis and problem solving, continuous improvement and Lean principles, and performance tracking and evaluation. By completing this course, new entrants professionals will be equipped to identify areas for improvement, implement solutions, and foster a culture of continuous improvement, ultimately contributing to the success and competitiveness of aviation organizations.

### Human Skills

#### Mod. 1 Communicating for Results

Effective Communication is a key success factor in organizations today. This module looks at the communication process and how to overcome barriers to good communication.

#### Mod. 2 Making Teamwork Work

Whether working in a technical, office, or production environment, specific skills are required to help both the organization and individuals achieve success. Understanding how a team is formed and the challenges to overcome is key to leading an effective team.



#### Mod. 3 Adapting to Change

Change in today's workplace is a reality. Organizational leaders and employees alike must understand what change is, why it needs to happen, and what can be done to successfully manage it.

#### Mod. 4 Managing Conflict

Conflicts are realities in life and in many workplaces. Workplace conflict can lead to stressful situations that need to be managed to prevent errors, distractions and mitigate the potential for stress. This module considers the nature and causes of conflict and examines ways to respond to or resolve them. This module also discusses mentor-mentee relationships and introduces an approach to conflict resolution.

#### Mod. 5 Emotional Intelligence and Self-Management

Emotional Intelligence is increasingly regarded as a key to personal and professional success, and as being more important than IQ. Some of the most successful people today are those who are regarded as having a high level of emotional competence, whatever their IQ. With a growing emphasis on soft skills, engaging successfully with others, both inside and outside the workplace, is a skill employers look for and encourage. In this module, we look at defining emotional intelligence and exploring the benefits of its application in the workplace.



### Mod. 6 Working Across Generations

At no time in history have so many different generations with such different views, values, and approaches been asked to work together. This module explores generational characteristics, behaviours, and motivational differences, with the objective of discovering the opportunities and addressing potential challenges in multi-generational workplace environments.

### Mod. 7 Working and Interacting with Different People

Just as we each have our own unique appearance, skills, and talents, we all have our own unique ways of doing things and relating to others; we all have our own pattern of behaviours. This module examines four different personality types and strategies for increasing your effectiveness and reducing your frustrations when working with others.



### Foundational Training Program: Electives: *COMING SOON!*

Courses are all delivered through eLearning.



#### Airside Worker: TBD

The Airside Worker training module provides individuals with essential knowledge and skills for safe operations within the airside environment of the aviation industry. This comprehensive course covers topics such as airside operations, safety and hazard management, aircraft marshalling and radio communication, ramp operations and ground handling, aircraft movement and taxiing, and airside security and

access control. By completing this training, individuals will be equipped to effectively manage airside activities, adhere to safety protocols, and contribute to the overall safety and efficiency of airside operations in the aviation industry.

#### Airport Authority Operations: TBD

This course is designed to provide a comprehensive overview of the duties and responsibilities that fixed-based operator personnel have and how it relates to the effective functions and day-to-day operations of the airport organization. Line service technicians will be able to define the duties and responsibilities of personnel and demonstrate safety protocol amongst various departments. This course provides a clear understanding of how to rely information and accurately navigate safely on the runway.





## Airport Lighting: 1- hour (TBD)

In this exciting course the learner gets a sneak peek into how airports operate safe practices using lighting. Standardized lighting is important for both the pilots and the ground crew. Have you ever wondered about all the lights and the reason behind them? This course provides the opportunity for the participant to be familiar with airport lighting, commonly used lights, runway, taxiway, heliport, and emergency lighting.



## Airport Markings, Signs, and Indicators: 1-hour (TBD)

Airport markers and markings are used as visual representation aids in aerodromes, airports, and heliports. In this course we will discuss specific airport markings, markers, signs, and indicators that allow ground transportation to effectively communicate with aircraft whether in take-off, landing or navigating on the runway. Identification of airport markings, signs, and indicators is key to the safety of all people working within an aerodrome, airport, or a heliport. Participants will learn to recognize and use these to aid them to safely navigate.

## Aviation Fuel: TBD

In Development

## Bearing Fundamentals and Inspection Procedures: TBD

The Bearing Fundamentals and Inspection Procedures course is designed for learners who have minimal experience with, and/or exposure to, working with bearings, but who are interested in learning more about them. Through three fully asynchronous, easy-to-navigate interactive modules, learners will explore the fundamentals of bearings – their definition, purpose, and function – and best practices for installing, cleaning, removing, and storing them.

## Critical and Creative Thinking: TBD

Virtual available now, eLearning available soon.

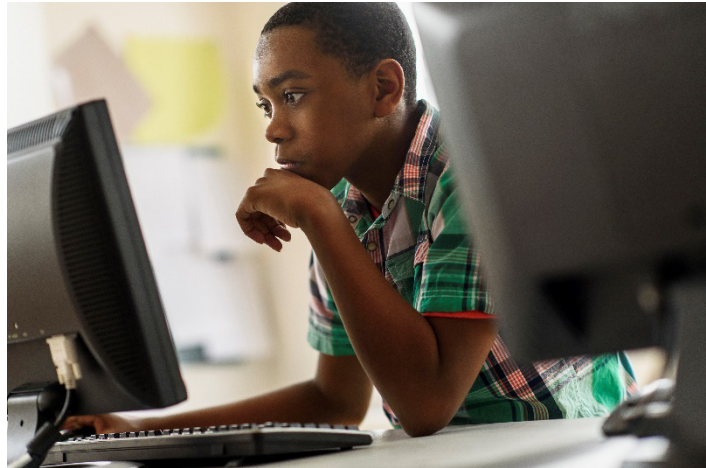
## Coaching for the OJT Mentor & Mentees: TBD

Understanding the way people learn, and what tools will be helpful to the mentee, provides the mentor the ability to tailor fit the approach used for each mentee. This course explores learning styles, learning principals, gaps in generational learning, and tools to provide to the learner while participating on Work Integrated Learning (WIL) or just being mentored. This course specifically focuses on coaching the mentor to be knowledgeable and confident in providing feedback and reaching the learning goals.



## Foreign Object Debris/Damage (F.O.D.): 1-hour (TBD)

The Civil Aviation Authority (CAA) has found that an alarmingly high percentage of Foreign Object Damage occurs due to the forgetfulness and oversight of aircraft maintenance workers. This could include tools or supplies left behind in the workspace, improperly installed parts, or neglect to clear the workspace upon job completion. Let's take a look at real-life examples of each of these. An aircraft and aerospace maintenance team's first priority is the safety of thousands of passengers. Vigilance and heightened awareness are crucial in avoiding mistakes caused by forgetfulness and oversight. In aircraft and aerospace maintenance, this is a matter of life and death. This course provides information on how to avoid making careless mistakes and ensure the safety of aircraft employees and passengers.



## Ground Operations and Servicing: TBD

This course will help you to develop a comprehensive understanding of safety protocols and procedures, ensuring the safe execution of ground operations, and servicing while minimizing hazards. As you work your way through you will master aircraft tie-down procedures for various aircraft types, ensuring they are properly secured to prevent movement or damage during servicing. You will learn the safe starting and operation procedures for reciprocating and turbine engines, including precautions, checklist use, and fire extinguishing techniques. By completing this course you will understand the purpose and procedures of engine run-up, ensuring safe pre-flight checks and acquire the skills and knowledge needed to service aircraft components such as oil, hydraulic fluids, tires, and procedures for safely servicing aircraft with fuel and oxygen, adhering to safety standards and regulations.

## Problem Solving and Decision Making

Virtual available now, eLearning available soon.

## Torque, Lockwire, and Safety Cable Fundamentals: TBD

In Development

## Tug and Tow Operations

In Development

## Winter Operations

In Development

For more information about the Foundational Training Program, courses, or other programs be sure to visit our website <https://avaerocouncil.ca>



## FTP Certificate and Badge Requirements

### Participants wishing to receive a *Foundational Training Program Theory* certificate must complete a minimum of:

- A. 120 hours of eLearning, classroom, or virtual learning with CCAA. To include:
  - a) 13 CCAA required eLearning courses, accounting for 80 training hours.
  - b) CCAA elective courses, eLearning, virtual, in-class, accounting for a minimum of 40 training hours.

The above must be completed within 12-weeks of FTP enrollment.

### Participants wishing to receive a *Foundational Training Program with Work Integrated Learning* certificate must complete a minimum of:

- A. All the FTP Theory certificate requirements (120 hours).
- B. 120 hours of company specific training through job-shadow/WIL, and/or company taught courses.
  - a) Validation of the 120 hours must be provided through an employer/employee attestation.

The above must be completed within 16-weeks of FTP enrollment.

### Enrollment Process: started on October 16, 2023

- A. Enrollment forms through the CCAA website.
- B. Each employer will be required to fill out an enrollment form.
- C. Each participant will be required to fill out an enrollment form.
- D. Information on demographics will be collected as part of our funding agreement with the government.
- E. A wage subsidy agreement will be sent to the employer.
- F. Once completed and signed forms have been received, instructions on course selection will be sent to the employer.
- G. Course selection can be made per participant using an individual form, or a spreadsheet where there are multiple enrollments from the same company.



# Foundational Training Program (FTP): Program Model

