# „Management of Aviation Enterprise " Refresher Training

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| Time of Training | Autumn 2017 |
| Place of Training | Tallinn |
| Schedule for Training | Separately |
| Teaching Methods | Lecture, group work, individual reading |
| Language of Instruction | Lectures – Estonian language, study materials – English language |
| Instructor(s) | Kert Kotkas, Allan Nõmmik, Katrin Klimson, Anti Tappel, Signe Vanker, Tanel Kulbas, Andres Lainoja, Meelis Koovit, Peeter Pajula |
| Base of course syllabus | Aviation Management curriculum (*Registered in EHIS, code 2284*) |
| Volume of Training | Compulsory module „Basics of Aviation" 16 academic hours and one elective speciality module 14 academic hours. In sum academic hours |
| Curriculum group | Transport Services |
| Price of Training | Basics of Aviation compulsory module 400 €, every speciality module 200 € (group discounts: 3-6 participants from one enterprise 10%, 7-9 participants 15%, over 10 participants 20%) |
| Target Group | Specialists from different aviation related organizations |
| Size of Training Group | 10-15 participants |
| Aim of Training | 1. The aim of the Basics of Aviation module is to provide the learners with the basics of the operating principles of aviation industry; |
| | 2. The aim of the Air Traffic Services Organisation and Operations module is to give the participants an overview and basic knowledge about air traffic services organisation and operations together with the ability to find additional topic related material; |
| | 3. The aim of the Organisation of Airport Operations module is to give an overview of the activities performed at an airport such as the management of the facility and the organization, planning of development and businesses activities at airports; |
| | 4. The aim of the Airline Management module is to advance the participant's knowledge of the field of airline operations/management; |
| | 5. The aim of the MRO Management module is to give indepth overview of MRO business and its main principles. |
| Topics of Training | 1. **Basics of Aviation module topics** (18 h): |

- Air law (4 h);
- Management system: principles of safety and quality management (4 h);
- Flight planning (4 h);
- Economics of air transport (4 h);
- Environmental protection (2 h).

*SPECIALISATION MODULES:*

2. **Air Traffic Services Organisation and Operations module topics** (14 h):

- The structure and objectives of air navigation services and an overview of international and national basic regulatory

documentation;

- The structure and objectives of air traffic services and air traffic management;
- Measurement of levels;
- Airspace related terminology, airspace structure and airspace management;
- Navigation equipment and air traffic control equipment;
- Handling and use of aeronautical information;
- Provision of air traffic services, cooperation between different units: aerodrome control, approach control, area control and aerodrome flight information service;
- Supervision and certification of air navigation service providers;
- Non-standard situations and investigation procedures

3. **Organisation of Airport Operations module topics** (14 h):
- Introduction of airport operations, different approaches to airport management, operational functions of the airport;
- Airport strategic planning;
- Planning ground access;
- Terminal capacity management;
- Airport infrastructure – international requirements;
- Certification regulations and procedures;
- Airport Marketing;
- Airport security, facilitation and security;
- The future of airports, economic trends, technical developments

4. **Airline Management module topics** (14 h):
- Introduction of airline management;
- Interlining and alliances;
- Fleet planning;
- Network planning;
- Pricing and revenue management;
- Marketing and branding;
- Distribution and sales;
- Air Operator Certificate (AOC);
- Manuals, logs and records;
- Flight safety and quality documents system;
- Flight time limitations.

5. **MRO Management module topics** (14 h):
- Introduction – Maintenance, Repair and Overhaul (MRO) market and current trends in the sector;
- Introduction to the regulation;
- MRO architecture – Base/line/outstations, positions, roles;
- Typical modes of MRO contracting; Annual contracts; Blanket orders; Systems contracts; Procurement cards;
- Managing communication between involved parties – CAMO, Pilots, Mechanics, Suppliers, DOA etc;
- Leveraging electronic commerce to improve MRO; Online catalogues; planning systems, task card systems etc;
- Continuously running an effective Part-145 approval.

| Learning outcomes | The course participant having passed the course has acquired an overview of the topics of compulsory and selected speciality module(s) |

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| | as well as understands the principles of aviation company management and is aware of its the influential factors. Course participant is able to search and find independently additional materials on covered topics |
| Study materials | Available in Moodle e-learning environment (moodle.eava.ee) |
| Requirements for Passing the Training | Participation in contact lectures and elaboration of e-leraning materials. If the course participant prefers the certificate, which proves passing the course (tunnistus), a positive test result must be achieved. Multiple-choice test is in Moodle e-learning environment and consist of 40 questions. It is required to answer correctly at least 70% of questions to pass the test. It is allowed to take the test up to 3 times.
If the course participant prefers the certificate of attendance (tõend), it is not required to pass the test |
| Certificate | Eesti Lennuakadeemia Certificate of Attendance (tõend) or Certificate, which proves passing the course (tunnistus) |
| Registration and Additional Information | The course participants will follow the compulsory Basics of Aviation module (2 days) and select the speciality module (2 days) in addition. It is possible to follow more than one speciality module
Registration and additional information from Karine Mandel, karine.mandel@eava.ee, +372 7 448 121 |