

TCICAA INDUCTION TOPICS

The induction process is a vital part of the smooth integration of any new staff member. The following subjects have been selected to be part of an induction programme, which ensures a thorough understanding of the purpose of TCICAA and the way in which it operates.

The programme only covers foundation topics, it does not cover specific technical training for the post – this will be covered by the training needs analysis process and directly by the line Manager.

Staff Member.....

Line Manager.....

Topic	Date completed
Introduction Familiarisation with office Introduction to staff Briefing with Human Resource Manager on terms and condition of employment Explanation of induction process	
TCICAA Regulatory Environment ICAO – its role Air Safety Support International (ASSI)- its role and designation process Governor’s Responsibility for aviation Regulation(Refer to Governor briefing pack at ASSI web-site) TCICAA-Organogram - Role of the Board of Directors - Business Plans - Meet staff members and be briefed on other technical roles within TCICAA. Regulatory System - OTAR’s and OTAC’s	

Topic	Date completed
<p>Overview of ASSI web-site</p> <p>Registration for email alerts and access to exchange part of web-site</p> <p>PACMAN</p>	
<p>TCICAA Staff procedure manual</p> <p>Familiarisation with contents</p>	
<p>Job Performance Appraisal Process</p> <p>Competencies for the role</p> <p>Personal objectives</p> <p>Review & appraisal process</p>	
<p>Training</p> <p>Set date for Training needs analysis (TNA) and agreement on training plans</p> <p>Explain training policy & procedure</p>	
<p>Communications</p> <p>Website</p> <p>Overview of set Meetings and their purpose</p>	
<p>Emergency Plan</p> <p>Briefing on Airport Emergency Plans</p>	
<p>Office Systems</p> <p>IT familiarisation</p> <p>Library</p> <p>Personal Protective Equipment issue and usage</p>	

Staff Member: _____

Line Manager: _____

Date: _____