

ABOUT MALAYSIAN TECHNICAL COOPERATION

PROGRAMME (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was first initiated at the First Commonwealth Heads of Government Regional Meeting (CHOGRM) for Asia Pacific Region in Sydney in February 1978. It was officially launched on 7 September 1980 at the 2nd CHOGRM in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

In line with the spirit of South-South Cooperation, Malaysia through the MTCP shares its development experiences and expertise with other developing countries.

Since its inception in 1980, more than 33,000 participants from 144 recipient's countries have benefited from the various programmes offered under the MTCP. More information at MTCP website: www.mtcp.kln.gov.my

Objectives of MTCP:

- To share development experience with other countries.
- To strengthen bilateral relations between Malaysia and other developing countries.
- To promote South-South Cooperation (SSC).
- To promote Technical Cooperation among Developing Countries.

Type of Assistance:

- Short-term specialized courses.
- Long-term courses (Scholarships).
- Technical Assistance.
- Dispatch of Experts.

ABOUT MALAYSIA AVIATION ACADEMY (MAVA)

The Malaysia Aviation Academy, under the Civil Aviation Authority of Malaysia (CAAM) is the Government agency selected to conduct Air Traffic Management (ATM) Courses under the MTCP and have been involved since 1984. Under the MTCP 2019, MAVA is offering the following Course:

ICAO 219 On-Job-Training Instructor for ATC

HOW TO APPLY

Applications should be made using the prescribed MTCP form available at :
https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course.

MTCP application forms can also be obtained at the nearest Malaysian Embassies in recipient countries.

All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or National Focal/Aid Coordinator Agency in the respective countries (the relevant ministry or agency responsible for the overall coordination of international technical assistance) and should be submitted ONLY through the diplomatic channel via Embassy of Malaysia in the respective countries. A copy of the completed application form must also be faxed or e-mailed to MAVA.

INCOMPLETE AND/OR UNENDORSED FORMS WILL NOT BE PROCESSED.

Submitted applications forms must be accompanied by the applicant's:

- Copy of Passport
- Passport size coloured photo (3.5cm x 5cm)
- Medical Report.

Closing Date: 14 JUNE 2019

NOTIFICATION

Only successful candidates will be notified

CONTACT INFORMATION

Candidates may either contact the official Malaysian Representative (Embassies / High Commissions) or MAVA as follows:

Director

Malaysia Aviation Academy,
Jalan Pekeliling 2, KL International Airport
64050, KLIA, Selangor, Malaysia
Tel : +603-87779000
Fax : +603-87871550
Email : mava@caam.gov.my

Contact Persons :

Mr. Mohd Razi Abu Samah (razi@caam.gov.my)
Ms. Nizaha Md Isa (nizaha@caam.gov.my)



MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) 2019

ICAO 219 ON-JOB-TRAINING INSTRUCTOR FOR ATC

host by



CIVIL AVIATION AUTHORITY OF MALAYSIA 19 – 30 August 2019

Venue: Malaysia Aviation Academy,
KLIA, Sepang.



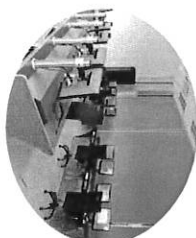
ICAO 219 On-Job-Training Instructor for ATC Course

COURSE CONTENTS

The course aims to provide the participants with basic knowledge on teaching, practical methods, principles and tools to manage the interaction with the trainees during On-the-Job Training.

The course contents are:

- Organisational Management
- Trainer as A Coach
- Instructor Attributes
- Human Factor & Behaviour
- Communication Process
- Theory Lesson Components
- Learning Environment
- Lesson Planning
- Brief-Monitor-Debrief
- Simulator Instructional Technique
- Individual Difference
- Training Objectives
- Training Management
- Abnormal & Emergency Operations
- OJT Assessment
- Writing Reports
- Question Design & Technique
- Role-Play
- Review & Evaluation



METHODOLOGY

The course will be conducted by a balanced combination of classroom lectures, discussions, role-play and field visits. Medium of instruction will be English.

PREREQUISITES

ATCO or other ATM personnel with a minimum of 5 years' operational experience.

ADDITIONAL REQUIREMENTS

- Have a good command of spoken and written English (ICAO ELP Level 4 or higher)
- Be medically fit
- Not exceed 50 years of age on closing date.

STANDARD OF ACCOMPLISHMENT

Participants shall be awarded a **Certificate of Successful Completion** by Malaysia Aviation Academy upon successfully completing the 2 weeks course.

COURSE DURATION

Course date from the 19th until 30th August 2019 (2 weeks)

OTHER INFORMATIONS

Air Fares

The Government of Malaysia shall provide excursion economy air ticket to all MTCP participants from the capital city of the MTCP recipient country to Kuala Lumpur and return air ticket from Kuala Lumpur to the capital city of the MTCP recipient country.

Accommodation and meals

Lodging will be provided for the duration of the course. In addition, participant will receive a daily allowance.

VISA and Vaccination

It is mandatory for all the MTCP participants to follow the Visa With Reference (VWR) application procedure. Wherever applicable, participants are advised to arrange for vaccination on their own prior to travel to Malaysia.

Expenditures on all visa-related fees, airport tax/airport user's charge, transit insurance, excess luggage, travel tax, transit fees, domestic passenger terminal fees, phone charges, private purchases, etc shall be borne by the participants.

Participants from yellow fever-endemic areas, including diplomatic and official passport holders are required to take a mandatory vaccination for yellow fever at least ten (10) days prior to their departure for Malaysia and to produce a Yellow Fever Vaccination Certificate at the entry point in Malaysia.

Medical and Dental Treatment

Participants should be certified medically fit in order to participate in this programme. Medical treatments are provided at Government hospitals/clinics only and the expenses will be borne by the Government of Malaysia under the MTCP. In case of an emergency, participants are eligible to be admitted to government hospitals/clinics. Dental treatments are restricted to extraction and filling only.

General Conditions of Award

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP scholarship holders and abide by the rules and regulation of the Training Institution.

The award may be terminated at any time due to unsatisfactory conducts, breach of the conditions of the award or failure to make satisfactory progress.

Participants are not allowed to bring along their spouses for the duration of the course.

REGULATIONS AND OBLIGATIONS

- To observe the course schedule;
- Not to change training subjects or extend the training period;
- Not to bring any family member;
- To return to your respective country at the end of the course according to the travel schedule;
- To fully adhere to instructions and abide by such conditions as may be stipulated by the Malaysian Government with respect to the course;
- To observe the rules and regulations of the training institution;
- To refrain from engaging in political activities or any form of employment for profit and gain;
- To discontinue the course, should you fall seriously ill and are unable to continue the training;
- To discontinue the course should you commit any illegal or immoral activity;
- To observe rules and regulations at the place of accommodation and not to change accommodation designated by the training institution.

