



L3HARRIS™
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TRAINING POLICY AND MISSION STATEMENT

L3 CTS AIRLINE AND ACADEMY TRAINING LTD POLICY AND MISSION STATEMENT

The L3 CTS Airline and Academy Training Ltd Policy and Mission Statement is issued by the Accountable Manager and details the mission of the training arms to provide safe, professional and up to date learning for all its trainees using best practice. This document provides an overview of the training aims and policies and, where necessary, more detailed information on each of the courses can be found in either the individual Operations Manuals or in specific course Training Manuals.

COURSE AIMS

The aim of the various company programmes is to train ab-initio and experienced pilots up to the level of proficiency necessary for them to obtain a Multi-Engine Commercial Pilots Licence with Instrument Rating, a first Type Rating or other professional courses for experienced crews and we do this by:

- > Ensuring that Flight Safety has the highest priority;
- > Providing a safe and inclusive environment for all trainees;
- > Fostering the spirit of learning and personal achievement;
- > Enabling all trainees to take personal responsibility for their own training;
- > Creating a non-discriminatory and mutually respectful working and learning environment, whether cultural, environmental or social;
- > Nurturing a professional approach to life and work environments

TRAINING PROGRAMMES

L3 CTS Airline and Academy Training Ltd operates multiple programmes for multiple airlines under multiple global regulatory authorities and, although each programme may differ in its content, the stated course aims apply to each one equally. Details of the syllabus for each of the courses is contained within its specific Training Manual, a copy of which is available to all trainees via the internal intranet system.

INSTRUCTIONAL METHODS

All L3 CTS Airline and Academy Training Ltd instructors are highly trained in their specific fields and follow detailed syllabuses. Instructors are encouraged where possible to use a facilitation method as well as direct classroom instruction, and they receive ongoing training and checking to ensure that they maintain the highest standards of instruction to maintain our training effectiveness. We continue to innovate and develop our material and methods in line with global best practice to ensure we remain at the forefront of aviation training. Details of this recurrent training are contained in each of the organisations Operations Manuals which are available to view on the company intranet site.

TRAINEE PROGRESS

All trainees, irrespective of the course, are regularly monitored for their development through internal progress tests, tutorials, interactive lessons and assessments. We acknowledge that the courses can be very intensive and therefore we have a Learning Development Manager whose role it is to support trainees' educational needs and to provide pastoral support. Personal improvement plans are created for those trainees who may need extra help to achieve their goals.

ATTENDANCE

All trainees are monitored for their attendance on each of the courses. The courses are full-time and usually residential, and no allowances are given within the training syllabuses to take additional leave other than that which is built into some course footprints. Trainees should not take on any other employment whilst attending the various courses.

PASTORAL CARE

The welfare of our trainees is very important to us and arrangements are in place to provide pastoral care support those trainees who require it. Trainees may undergo training in different locations and are made aware of individual course/ location-specific arrangements on arrival by means of printed documentation and/or briefings.