

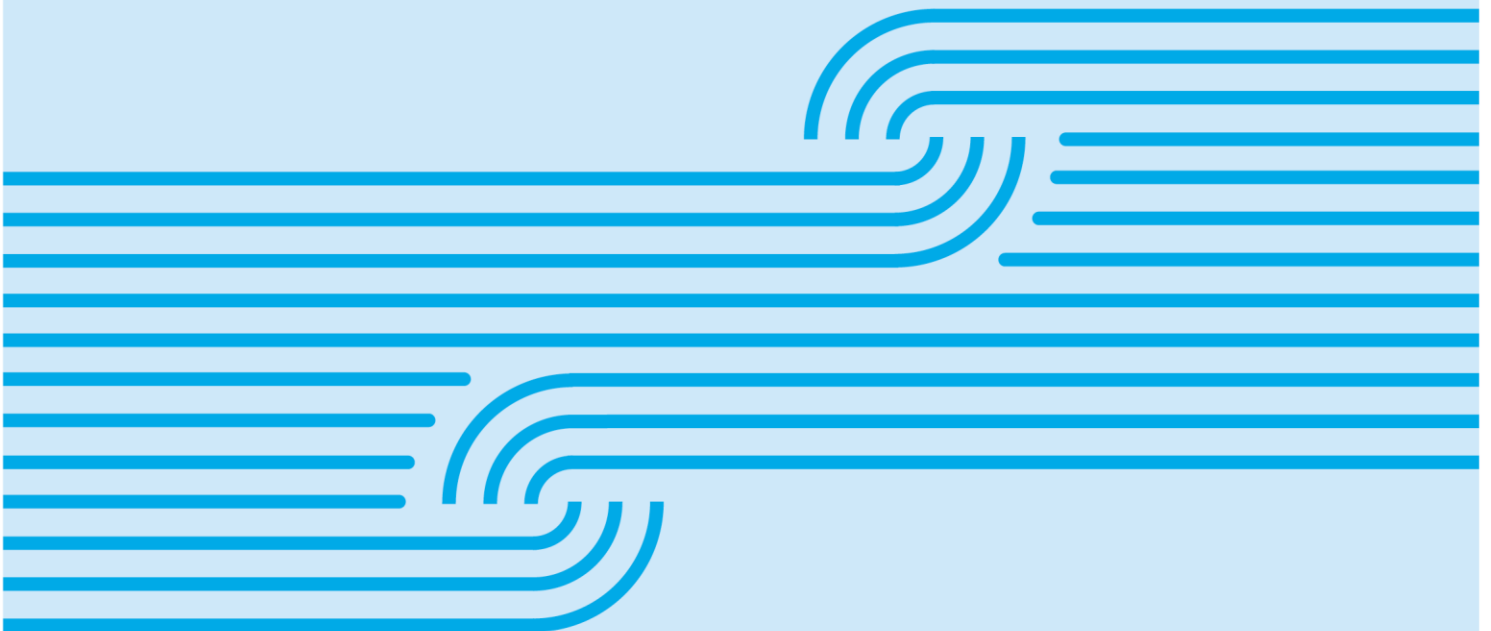


Basic Training Course

Aviation Security Officer – Candidate Overview

August 2023

This document has been created to provide a brief overview of expectations and requirements as outlined within the Basic Training Course Policy (June 2023).



Conditional Offer of Employment

To support Aviation Security Officers (ASO's) in getting the best opportunity to grow and succeed with CAA/AvSec, we have developed a comprehensive Basic Training Course (BTC) encompassing both classroom and practical aspects of duties and responsibilities of an ASO.

In light of this, if you are offered a position with us, your offer of employment will be contingent upon successful completion of the pre-employment checks and BTC requirements. A formal offer of employment, along with all relevant terms and conditions will be provided to you in writing. You are encouraged to take the time to carefully review your offer and ask us any questions you may have or seek further clarification regarding the offer or training.

Upon successful completion of all pre-employment checks and BTC requirements, your offer of employment will then be made permanent.

N.B: Failure to meet any of the BTC requirements to the satisfaction of CAA/AvSec may result in the termination of our conditional offer of employment.

Basic Training Course (BTC)

The Basic Training Course (BTC) encompasses both classroom and practical aspects of duties and responsibilities of an ASO. The BTC will cover organisational structure, essential job functions, legislation, company policies, and any additional skills necessary to succeed in the ASO role.

During the BTC and thereafter you will be expected to fulfil the following requirements:

- a) Adhere to the Authority Values and Code of Conduct;
- b) Meet the standards of the BTC; and
- c) Attain a minimum pass mark of 80% on all assignments and examinations to pass the training program, and successfully meet the following criteria:
 - Attend and actively participate in classroom and operational work experience activities,
 - Display a solid understanding of the training material and demonstrate competence in applying the knowledge to practical scenarios,
 - Successfully pass and complete written assignments and practical evaluations conducted throughout the BTC and operational training,
 - Uphold the Authorities Values and Code of Conduct and maintain a high standard of professional conduct during the training period and thereafter throughout your employment with us.

Adherence to the Authority Values and Code of Conduct

Adherence to the Values and Code of Conduct is essential and critical to passing the BTC. It is not only a fundamental aspect of our Authority Culture, but it also stands as a pivotal factor in successfully navigating the BTC and your time in the General Operation.

Embracing these principles ensures that each individual contributes to a harmonious and ethical work environment, both within the confines of the classroom and throughout our broader operational landscape.

Upholding these standards demonstrates your commitment to professionalism, integrity, respect, collaboration, and trust, all of which are integral to our shared mission.

By sticking to these values, we not only enhance our own experiences but also contribute to a more positive and respectful community that we're all a part of.

Further information regarding our Values can be found on our website - [Strategic framework and our values | aviation.govt.nz](#)

Training Programme

Our tailored and comprehensive BTC consists of two 15-day blocks of training.

- It is important to be punctual, prepared, and respectful for each training day.
- If you are absent for any part of the course, responsibility is placed on you to obtain relevant notes from any modules missed, including any assignments.
- If you are absent for more than 1.5 days during the BTC, you may be deferred to a future course. Absence due to illness may require a medical certificate.
- You may be required to travel to other Stations within New Zealand as part of the BTC training. AvSec will arrange and pay for travel and accommodation requirements and provide a meal allowance.

12-week programme		Location	General Hours
	Part 1 – 15-day classroom learning	Local Station	Monday-Friday 0800hrs to 1630hrs
	Operational work experience	Local Station	Two shifts per week, between 0400hrs to 2100hrs
	Part 2 – 15-day classroom learning	AKL, WLG or CHC	Monday-Friday 0800hrs to 1630hrs
	Post-BTC on-the-job training	Local Station	As rostered, between 0400hrs to 2100hrs.

At the end of the course, you will be expected to:

- Understand the role of an ASO and our organisational structure,
- Have an awareness of threats to civil aviation,
- Possess a good working knowledge of your statutory obligations to assist in protecting the airport against acts of unlawful interference,
- Contribute to the safety and security of the airport environment, air travellers, public, and airport workers,
- Understand where the Authority fits into the global picture in respect of our obligations to the International Civil Aviation Organisation (ICAO),
- Have been assessed and passed as competent in core practical screening competencies,
- Have achieved Level 5 on X-ray Cabin Baggage Tutor (XRT).

It is mandatory for all ASO's to obtain NZQA Level 4 National Certificate Airport Operations (Strand Aviation Security). Successful completion of the BTC and 12-months operational experience will provide eligibility to obtain this qualification.

Our training team are experienced professionals who will guide and support you throughout the process. If you have any questions or concerns, please do not hesitate to discuss these with your Recruitment Advisor.