ROYAL CANADIAN AIR CADETS

PROFICIENCY LEVEL FOUR

INSTRUCTIONAL GUIDE

SECTION 1

EO C460.01 – DESCRIBE AERODROME OPERATIONS CAREER OPPORTUNITIES

Total Time: 30 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-804/PG-001, *Proficiency Level Four Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

PRE-LESSON ASSIGNMENT

Nil.

APPROACH

An in-class activity was chosen for TP 1 as it is an interactive way to provoke thought and stimulate interest among cadets.

A group discussion was chosen for TP 2 as it is allows the cadets to interact with their peers and share their knowledge, experiences, opinions, and feelings on aerodrome operations career opportunities.

INTRODUCTION

REVIEW

Nil.

OBJECTIVES

By the end of this lesson the cadet shall be expected to describe aerodrome operations career opportunities.

IMPORTANCE

It is important for cadets to describe aerodrome operations career opportunities as there are a wide variety of careers available in this field. An ability to describe these career opportunities is an important step in the process of preparing cadets for aviation-related careers.

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Teaching point 1 **Have the cadets brainstorm aerodrome operations career opportunities.**

Time: 10 min Method: In-Class Activity

ACTIVITY

OBJECTIVE

The objective of this activity is to have the cadets brainstorm a list of aerodrome operations career opportunities.

RESOURCES

- Flip chart paper, and
- Markers.

ACTIVITY LAYOUT

Nil.

ACTIVITY INSTRUCTIONS

1. Divide the cadets into groups of no more than three.
2. Distribute a piece of flip chart paper and a marker to each group.
3. Have each group brainstorm a list of aerodrome operations career opportunities.
4. Have each group present their list to the class.



Encourage the cadets to consider career opportunities at various types of airports (eg, private, municipal, regional, national, international).

SAFETY

Nil.

CONFIRMATION OF TEACHING POINT 1

The cadets' participation in the activity will serve as the confirmation of this TP.

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Teaching point 2 **Conduct a group discussion on aerodrome operations career opportunities.**

Time: 15 min Method: Group Discussion

BACKGROUND KNOWLEDGE



The purpose of the group discussion is to draw the following information from the group using the tips for answering / facilitating discussion and the suggested questions provided.

AERODROME OPERATIONS CAREER OPPORTUNITIES

Aerodrome Operations Careers

The career opportunities at aerodromes vary widely, depending on the type of aerodrome. At a small aerodrome, there are fewer positions available, but these positions require an extensive set of skills. Typical positions at a small aerodrome might include:

- aerodrome manager,
- equipment operator, and
- ramp attendant.

It is not uncommon at a small aerodrome for one person to be required to fulfill multiple roles (eg, the manager may also have to operate the equipment and refuel aircraft).

At a large aerodrome, there are more positions available and these positions are more specialized. Additionally, very large aerodromes can be compared to a small city. Typical positions at a large aerodrome might include:

- manager of airside operations,
- manager of groundside operations,
- personnel manager,
- cargo handler,
- refuelling specialist,
- various accounting and administrative positions,
- safety inspectors,
- terminal concession operators,
- building maintenance personnel,
- vehicle maintenance personnel, and
- electrical / mechanical maintenance personnel.

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Skills and Training Required

The skills and training required for a career in aerodrome operations will vary depending on the specific career desired and the type of aerodrome. Some of the skills and training that might be required include:

- aviation knowledge, such as:
  - principles of flight,
  - meteorology,
  - air law,
  - navigation, and
  - airmanship;
- radio communications procedures,
- equipment operation (eg, tractors, mowers, trucks, specialty vehicles),
- safety training, such as:
  - first aid,
  - hazardous material handling, and
  - safety reporting and auditing;
- knowledge of management / leadership principles,
- knowledge of marketing concepts,
- knowledge of accounting principles,
- mechanical / technical skills,
- customer service skills,
- aircraft recognition skills, and
- communication (written and verbal) skills.

Training Institutions

There are several well-known post-secondary programs in Canada that specialize in aerodrome operations.

The British Columbia Institute of Technology (BCIT) School of Transportation offers a diploma of Technical Studies in Airport Operations at its Aerospace Technology Campus in Kelowna, B.C.

Georgian College in Barrie, Ont., offers a three-year diploma in Aviation Management that includes co-operative work experience.

The University of Western Ontario, in London, Ont., offers a Bachelor of Administrative and Commercial Studies, Commercial Aviation Management Degree that combines a Commercial Pilot Licence with extensive study in business administration and aviation subjects.

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GROUP DISCUSSION



TIPS FOR ANSWERING / FACILITATING DISCUSSION:

- Establish ground rules for discussion, eg, everyone should listen respectfully; don't interrupt; only one person speaks at a time; no one's ideas should be made fun of; you can disagree with ideas but not with the person; try to understand others as much as you hope they understand you; etc.
- Sit the group in a circle, making sure all cadets can be seen by everyone else.
- Ask questions that will provoke thought; in other words avoid questions with yes or no answers.
- Manage time by ensuring the cadets stay on topic.
- Listen and respond in a way that indicates you have heard and understood the cadet. This can be done by paraphrasing their ideas.
- Give the cadets time to respond to your questions.
- Ensure every cadet has an opportunity to participate. One option is to go around the group and have each cadet answer the question with a short answer. Cadets must also have the option to pass if they wish.
- Additional questions should be prepared ahead of time.

SUGGESTED QUESTIONS:

Q1. What type of skills would the manager of a small aerodrome need?

Q2. What type of skills would the manager of a large aerodrome need?

Q3. What type of skills and training would be common to any career at any size aerodrome?

Q4. What aviation-specific knowledge would be needed to work at an aerodrome?

Q5. Why would knowledge of meteorology be important for someone working at an aerodrome?

Q6. Why would knowledge of radio communication procedures be important for someone working at an aerodrome?

Q7. Which employees at an aerodrome would need to understand accounting? Why?

Q8. Why would an airport manager need to be able to communicate using written methods of communication?

Q9. Which post-secondary training institutions offer specialized aerodrome operations programs?

Q10. Which type of university degrees would be helpful to someone looking for a career in aerodrome operations?



Other questions and answers will develop throughout the group discussion. The group discussion should not be limited to only those suggested.

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Reinforce those answers given and comments made during the group discussion, ensuring the teaching points have been covered.

CONFIRMATION OF TEACHING POINT 2

The cadets' participation in the group discussion will serve as the confirmation of this TP.

END OF LESSON CONFIRMATION

The cadets' participation in the group discussion on aerodrome operations career opportunities will serve as the confirmation of this lesson.

CONCLUSION

HOMEWORK / READING / PRACTICE

Nil.

METHOD OF EVALUATION

Nil.

CLOSING STATEMENT

A wide variety of career opportunities exist in the aerodrome operations field. Part of the process of preparing for a career in this field is to describe the career opportunities. By describing the opportunities and discussing the skills, required training, and training institutes you may be able to decide if one of these careers is the one for you.

INSTRUCTOR NOTES / REMARKS

If available, a guest speaker from the field of aerodrome operations may be used for this lesson.

REFERENCES

C3-309 Avjobs.com. (2009). *Aviation career overviews*. Retrieved February 9, 2009, from http://www.avjobs.com/careers/index.asp

C3-313 Canadian Airports Council. (2009). *Post secondary programs*. Retrieved February 9, 2009, from http://www.cacairports.ca/english/careers/post_secondary_programs.php

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