

AVIATION SECURITY APPLICATION FOR RECOGNITION OF COMPETENCE



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink

This form should be used by an individual or organisation seeking to be approved to deliver training via the Recognition of Competence route, and to be issued a Recognition of Competence Number (RoC). Please use the checklist in section 6 to ensure you have all the required documentation, as incomplete applications will be subject to delay.

| | |
|---|-----------------|
| 1. APPLICATION REQUIREMENT | |
| I wish to apply for Recognition of Competence for an Individual | an Organisation |

| | |
|---|----------------------------|
| 2. INDIVIDUAL/ORGANISATION DETAILS | |
| Name: | |
| Company: | |
| Contact email: | |
| Alternate email: | |
| Telephone: | Alternate telephone: |

| | |
|---|--|
| 3. BACKGROUND CHECK DECLARATION* | |
| <p><i>*If you are applying for approval for your organisation, you must provide a Background Check Declaration for each Instructor who will be delivering training under the organisation's approval. Please use form 'Annex A: Background Check Declaration' for additional instructors.</i></p> <p><i>This section should be completed by an appropriate management or HR person, unless you are making a self-declaration.</i></p> <p>I hereby confirm that (print name) has successfully completed a background check on (date) in line with EU Regulation 2015/1998 and will be working as an aviation security instructor.</p> <p>Name:</p> <p>Please tick this box to verify your statement</p> <p>Company Name:</p> <p>Role in company:</p> <p>Contact telephone number:</p> <p>If you are self-employed and making a self-declaration please tick this box</p> <p><i>Please note that if you are self-certifying we will require verification from either an accountant or another Certificated Instructor to corroborate 5 years continuous employment history</i></p> | |

| | |
|---|-------------------------------------|
| 4. CERTIFICATION REQUIREMENT | |
| Please indicate below which of the DfT approved syllabuses you wish to seek approval for: | |
| Hold Baggage Reconciliation | Aircraft Search Training Package |
| Aircrew (Recurrent ONLY) | General Security Awareness Training |

| | |
|--|----------------------|
| 5. CERTIFICATED INSTRUCTOR DETAILS | |
| All applications for RoC must be associated with a DfT Certificated Instructor with a valid CIN. Please indicate below the details of the certificated instructor who will be designing your training package. | |
| Name: | |
| CIN: | Contact email: |

6. DECLARATION

Read the following criteria carefully. If all applicable criteria have been met, sign the declaration overleaf.

Part A – Criteria for RoC – Individual

1. the individual has successfully completed a background check;
2. the individual is qualified and competent in instructional techniques – in the UK this requires an Award in Education and Training (AET) at level 3 or another equivalent nationally recognised qualification. Contact the CAA for a full list of acceptable qualifications;
3. the individual works within the related part of the aviation industry;
4. the individual will be working from a training package / materials designed by a DfT certificated instructor; and,
5. the individual understands, accepts and will abide by the terms of the mandatory conditions section of the relevant syllabus.

Part B – Criteria for RoC – Organisation

1. the organisation has an established network of instructors;
2. the instructors have successfully completed a background check;
3. the instructors are qualified and competent in instructional techniques – in the UK this requires an Award in Education and Training (AET) at level 3 or another equivalent nationally recognised qualification. Contact the CAA for a full list of acceptable qualifications;
4. the instructors will be working from a training package / materials designed by a DfT certificated instructor;
5. the organisation has in place a quality assurance or audit process that ensures a consistent approach to the training delivered by all instructors;
6. the organisation will maintain a list of all instructors approved to deliver this training; and
7. the organisation understands, accepts and will abide by the terms of the mandatory conditions section of the relevant syllabus.

I declare that the conditions detailed in Part A / Part B have been met. I hereby confirm that the training I will be conducting under the UK National Aviation Security Programme (NASP) will be delivered in the UK, to persons or entities within scope of the UK NASP and that for any training to be conducted outside these parameters I will seek permission from the CAA beforehand (unless the training is conducted on behalf of the DfT).

I understand that I am required to inform the CAA as soon as possible of a) any change in my contact details (including my employer) and b) any disqualifying convictions incurred. I consent to my personal information being retained by the CAA for the purposes of being a Recognition of Competence instructor and understand that this will entail sharing this information with government partners and law enforcement agencies for the purpose of an enhanced background check, as per EU 2015/1998 11.5.1 (a) (as amended by EU 2019/103).

Please tick this box to verify your statement:

Name: Date:

6. SUBMISSION CHECKLIST

I enclose the following documentation in support of my application:

- a. Level 3 Award in Education and Training (or equivalent, for each instructor)
- b. Additional Background Check Declaration forms (if applicable, for each instructor)
- c. Verification of continuous employment history (required only if making a self-declaration in section 2)

Once complete and all relevant documentation is collated, please submit this application form along with your supporting evidence to avsec.training@avsec.caa.co.uk