



**SCAA**

Seychelles Civil Aviation Authority

**AVIATION CADET  
PROGRAMME**

## INTRODUCTION

One of the key focus areas highlighted in SCAA's Strategic Plan 2007 – 2012 is SCAA's limited number of professionals in the field of aviation, restricting capacity building and succession planning. This was further emphasized in the Gap Analysis following the ICAO Universal Audit Programme of August 2006 where SCAA's limited success in its attempts to recruit and retain, train and remunerate its professionals was given weight and identified as a national problem.

Five recommendations were made with respect to Manpower Planning, Recruitment and Retention, Remuneration and Training. Three such recommendations applied to Seychelles at national level, counseling development and implementation of a National Human Resources Plan to ensure the availability of qualified human resources to meet the current and projected needs of the air transport industry, bearing in mind the migration trends.

Recommendations applicable directly to SCAA were:

- a) SCAA should recruit and train a sufficient number of young persons each year in all aviation related fields to meet its national needs. Consideration should be given to the number of persons that would be leaving to join other countries.
- b) The SCAA Board should take due cognizance of the specific nature of the aviation industry in its consideration for approval of the SCAA staff remuneration to enable it to attract, recruit and retain the appropriately qualified and experienced personnel.

SCAA recognises the urgent need to address these deficiencies in order to achieve the desired level of capacity, knowledge-base and competencies of its work force, thus ensuring succession planning and sustainability.

SCAA has come up with a broad plan to tackle these issues and is counting on the support of Government and industry stakeholders. As part of this plan, SCAA is proposing **the creation of an Aviation Cadet Programme** detailed in this document.

# The Aviation Cadet Programme

The programme proposes the identification /recruitment of six candidates with at least an average C grade in three Advance - level science subjects and/or Maths, to undergo an accelerated aviation training programme with the aim of placing them in the different functional areas at SCAA. This will also contribute towards ensuring long term succession planning.

Candidates identified will be a mix of internal candidates and A-level school graduates of year 2009. They will undergo six months of induction /rotation with the different Divisions after which placement into the specific area they are best suited for, taking into consideration individual interest, will take place. They will then be integrated into the OJT programme of that Division.

The candidates shall then be given the opportunity to follow a BSC in Civil Aviation Management with the aim of broadening their civil aviation knowledge base.

## Selection of Candidates

Advertising for candidates will be carried out internally as well as in collaboration with the A-level School of studies. Candidates will submit an application letter with their CVs. Candidates will be interviewed and screened by an internal recruitment board to be appointed by the CEO. A combination of three internal candidates and three external candidates will be selected.

## Proposed Training Programme

### 1) Induction Training:

- 6 months induction in the different SCAA Division distributed as follows:
  - ANS: 5 weeks
  - AM: 8 weeks
  - FS: 3 weeks
  - HR: 1 week
  - Finance: 1 week
  - E&TS: 2 weeks
  - TIS: 2 weeks
  - AvSec: 2 weeks
  - SR: 1 week
  
- In-house lectures (to be defined)

A report from the appointed Mentor(s) of each division and one from the Cadet will be produced at the end of the induction period to help assess the level of interest, attitude and aptitude.

## 2) Integration into the OJT programme of the Division:

After the induction programme, the candidates will be integrated into the OJT programme of the Division they have been placed in.

### Core Training

- Bachelor in Aviation Management (BAvMan (SAA))

The candidates will pursue their studies on a long distance basis alongside their day to day routines. Block course (classroom lectures) will be held at the Singapore Aviation Academy (SAA) in Singapore, (normally scheduled in April/May semester one, September/October semester two and December/January semester three). Each candidate will have the opportunity to attend two block course per year for the duration of the course.

### Specialized Training (specific to functional area selected)

- Diploma /Degree in Fire Engineering and Management
- Air Traffic Controller courses
- Degree in Engineering field
- Diploma /Degree in Human Resources Management
- ACCA /Degree in Finance
- Diploma / Degree in Airport Management

### **Mentors**

At least two mentors shall be identified from each Division. The mentors will undergo a session to prepare them for mentorship. They will then have to prepare and submit for approval a structured induction programme for their Division

### **Contract Agreement**

SCAA will enter into a contract agreement with each candidate, defining roles and responsibilities of the parties, apprenticeship scheme and training, including failure to make it through initial training.

### **Proposed Schedule For Year 1 – attached.**

Proposed launching of the project to A-Level school: – September 2009

Internal advertising shall also start in September 2009

Interviews / Selection shall take place in Feb – Mar 2010

Induction training: Mar – Aug 2010

OJT in selected Division: Sept – Feb 2011

## Salary Scheme

Internal candidates will continue on current salary plus allowance of SR 1,500 as incentive to join the programme. This allowance will be integrated into their salary after successful completion of the Degree in Civil Aviation Management. Salaries will be aligned with that of the graduate cadre, if less. Further salary progression will occur as /when promoted into a higher post.

External candidates will be paid an allowance of SR 3,500 during the first 6 months. This will thereafter increase to SR 4025 or the entry point of the identified field, whichever is more.

## Estimated Direct Costs

	Cost (SR) per candidate	Total Cost (SR)
Remuneration per annum		180,000
Functional Area Training (x3) Bachelor in any Field	400,000	1,200,000
Bachelor in Aviation Management – Long distance (x6)	300, 000	1,800,000

## SCHEDULE FOR YEAR 1

	Sept09	Oct 09	Nov09	Dec09	Jan10	Feb10	Mar10	Apr10	May10	Jun10	Jul10	Aug10	Sep10	Oct10	Nov10
<b>In-Service Candidates</b>															
Launching of Programme	■														
Interviews / Selection			■	■	■										
Induction						■	■	■	■	■	■				
Start of BavMAN											■				
<b>External Candidates</b>															
Launching of Programme	■														
Interviews / Selection			■	■	■	■									
Induction							■	■	■	■	■	■			
Start of BavMAN															■

Start of BavMan for external candidates: November 2010/Feb 2011 (tentative)

OJT in selected Division /Functional Area: Sept – Feb 2011.