



P. O. Box 77037, Dar es Salaam, TANZANIA, Tel:+2552842186, e:regionaltz@habari.co.tz
www.aviationcollegetanzania.com

REGIONAL AVIATION COLLEGE (RAC) PROSPECTUS

The College

Regional Aviation College (RAC) is an Aviation and Business Management training institution established in Tanzania in 2004. It was established to offer candidate aspiring to excel in the aviation industry and business world, tailor made world class courses that will help them acquire International recognition and break the glass ceiling.

Based at Julius Nyerere International Airport Terminal 1, we offer our courses from a first rate facility using industry rated and highly qualified staff, who bring experience and enthusiasm into the subjects they teach.

We acknowledge that there is an ever increasing demand on the output of people by the market and this makes it necessary to design courses with world standard methods. Likewise, demanding as aviation always is; we keep abreast with latest practices to make these lessons of expected value to our students. We are from this committed to getting our candidates be able to tap well into the potential within for maximum growth.

It will be our pleasure to share the experience that we have gathered thus far to help you achieve your dream in aviation and/or business.

To us the limit is not the sky as long as you remain committed and focused.

Our Vision;

To offer courses that will guide people towards world excellence in performance.

Our mission;

Is to design and conduct training programs that will enable our candidates to meet and exceed world class standards.

Our core values;

- Enthusiasm
- Professionalism

- Excellence
- Commitment.

Entry requirements.

1. We take candidates who have completed form IV and/or VI who have done well in the relevant subjects of study.
2. We also consider those who have hands on experience in operations and technical areas in the industry.
3. Candidates have to go through our college assessment test after submitting application before starting classes.
4. International students must satisfy the country immigration requirements where if possible we will help.

Awards;

Candidates will after they have successfully passed their examinations be awarded a College certificate or Diploma which is recognized by TCAA and/or NACTE as well as JP International Examinations, UK. JP International Examination is a UK registered examining body whose qualifications are recognized in many countries in the world including the UK, Australia, New Zealand, Kenya, UAE, Ireland etc. A candidate with such certificate can easily obtain employment or further studies in other countries.

Local Accreditation;

We are locally registered with TCAA for aviation courses and NACTE for Business and Technical courses.

Collaboration;

We collaborate with VETA – Dar es Salaam RVTSC in practicals classes on the core Technical Courses to tap into their wealth of workshops and other technical resources. Aircraft Maintenance students will spend time in the VETA workshops doing practicals under supervision of their instructors.

Payment of fees;

Fees are payable in Tanzania shillings for locals or equivalent in US \$ for foreigners. For short courses fees have to be paid in full after registration. For long courses fees are payable at the beginning of the year.

College Regulations;

All students must observe the College regulations ALL the time they are in the College premises. Failure to do so will lead to severe reprimand or termination.

Offenses;

It is an offense to submit false information when applying for admission. Applicants who will be discovered to have submitted forged certificates or any other false information will not be considered for admission and appropriate legal action will be taken against them.

How to Apply;

To apply to the College write a letter or submit an online application on our website (www.aviationcollege.tanzania.com) to the Principal. You will after this be contacted and requested to attend an interview or other forms of assessment. Please note that all courses have a limited number of places and some may be oversubscribed. It is advisable to apply as early as possible to secure a place in one.

Accommodation/Transport;

The College does not provide accommodation or transport. Students have to make their own arrangements for accommodation as near the College as possible.

THE COURSES WE OFFER

A. AIRCRAFT MAINTENANCE ENGINEERING (AME)

1. Course objectives

The program objective is to develop human resources for Aircraft Maintenance Engineering at international standard to meet the industrial demand nationally and regionally.

The program entails in depth knowledge and hand-on experience on aircraft, engines and operating systems.

The program follows the International Civil Aviation Organization - (ICAO) framework and recommended practices regulated by the Tanzania Civil Aviation Authority (TCAA) and falls in line with the curriculum of NACTE.

2. Course duration

Basic Certificate: 1 year

Full Certificate: 2 years

Diploma: 3 years

On Job Training: 8 weeks for each level

3. Course content**a) Fundamental modules**

- Fundamentals related to aviation sciences
- Shop fundamentals and practices
- Fundamentals of electricity, electronics and digital technology
- Use of tools, machines and equipment
- Aviation regulations
- Human performance
- Aircraft design and construction
- Power plants design and construction
- Communication.
- Entrepreneurship

b) Core modules

- Materials, hardware and processes
- Aircraft structure
- Aircraft landing gears and retraction system
- Aircraft flight controls and system
- Aircraft fuel system
- Aircraft power – electrical hydraulic and pneumatic systems
- Aircraft Environmental systems- air condition, pressurization and oxygen.
- Aircraft protection systems- Fire, Ice and
- Aircraft and power plant instrumentation
- Aircraft safety and emergency equipment and systems
- Aircraft navigation and communication equipment
- Aircraft equipment
- Power plant -piston
- Power plant- turbine
- Engine air induction, fuel and control system
- Engine Ignition and starting system
- Aircraft propellers
- Ground handling procedures and support equipment

c) Shop Projects Work

Practical projects in applicable shops and items of equipment, is an essential part of the programmer, allowing a student to develop his/her practical skills in applications.

d) Applied practical maintenance

Applied practical maintenance is **On Job Training -OJT** on flyable aircraft, engines, systems and items of equipment.

4. Recommended candidates

Direct entrants

- Advanced level Certificate of Education with a principal pass in any science subjects
- Ordinary certificate with at least two credit passes in science subjects.
- Must be able to communicate in spoken and written English

Industrial candidates

- Certificate of Education
- Job resume

International candidates: subject to equivalence verification by NECTA

5. Awards

- a) College certificate
- b) JP International Diploma
- c) TCCA License

6. Career prospects

The aviation sector is fast growing; this provides career opportunities for qualified candidates

- Airlines.
- Air Operators.
- Approved Maintenance Organizations AMO.

B. FLIGHT DISPATCH

1. Course Objective

At the end of the of the Flight Dispatch/Operations course, the graduate shall be able to prepare a flight plan and dispatch aircraft in accordance with internationally accepted aviation standards and procedures as established by international Civil Aviation Organization (ICAO)

2. Duration of the course

- a) Eight months of classroom work divided into two terms of four months each
- b) 3 months of field attachment

3. Course Contents

- (a) Aircraft General Knowledge and Principles of Flight(Aerodynamics)
- (b) Weight & Balance

- (c) Aviation Weather
- (d) Aviation Law and Air Traffic Management
- (e) Aviation Security, Emergency Planning, Dangerous Goods and Human Factors
- (f) Navigation, Flight Planning & Flight Monitoring
- (g) Communication and Radio Telephony
- (h) Applied Practical's (Field Attachment)
- (i) Basic English course
- (j) Basic computer course

4. Recommended Candidates

- i. Staff employed by Aviation Organizations without previous training and are working in the following areas:-
 - ❖ Operation Control;
 - ❖ Crew Scheduling
 - ❖ Load Control
 - ❖ Navigation
 - ❖ Route planning
 - ❖ Air traffic control
- ii. Candidate who have completed basic commercial course in;-
 - ❖ Passenger and aircraft handling
 - ❖ Cargo services
 - ❖ Load control
- iii. Form IV leavers with at least two credit passes one of which should be English.
- iv. Form VI leavers with one principal pass.

5. Awards

- (a) College certificate
- (b) JP International Diploma
- (c) On passing the necessary Examinations - TCAA License in Flight Dispatch
- (d) On registering and passing the necessary Examinations – IATA Diploma in Flight Operations

6. Career Prospects

Career opportunities for successful graduates exist in

- i. Airlines where they can be employed as Flight Dispatch Officers.
- ii. Airports where they can be employed as Operations officers.
- iii. Ground Handling Companies where they can be employed as Flight Dispatch Officers

1. Course Objective

To provide students with adequate knowledge to be able to work in an airport as well as run an airport in accordance with internationally accepted aviation standards and procedures as established by ICAO / TCAA.

To provide the candidate with adequate knowledge on the various activities that take place at the Airports and how to handle them effectively and efficiently in accordance with internationally accepted aviation standards and procedures

2. Course Duration

- (a) 8 month of classroom work
- (b) 3 month of field attachment

3. Course Contents

- a. Apron Operations
- b. Airfield operations
- c. Emergency Planning
- d. Aviation Safety / Security.
- e. Scheduled Performance
- f. Aviation Communication
- g. Weight and Balance
- h. Dangerous goods Handling
- i. Traffic Management
- j. Flight monitoring Aviation indoctrination
- k. Aviation weather
- l. Air traffic management
- m. Dangerous Goods handling
- n. Human factors
- o. Basic English course
- p. Basic computer course

1. Educational tours

- Dar es Salaam International Airport - Tanzania
- Kilimanjaro International Airport -Tanzania
- Meteorological Headquarters

2. Career prospects

Career opportunities for successful graduates of this course exist with Airport Operators, Ground Handling Companies, Airlines, TCAA.

3. Recommended Candidates:-

- Students who have completed other basic aviation courses.
- Staff employed by aviation organizations with no previous experience.
- Form IV leavers with at least two credit passes one of which should be English.
- Form VI leavers with one principal pass.

4. Awards

- College certificate
- JP International Diploma
- IATA Certificate on registering for their Examination on a separate arrangement.

D. AIR CARGO OPERATIONS

1. Course Objectives

- Facilitate and coordinate the efficient flow of cargo in the aviation industry
- Perform all operations at international air cargo rates and charges, documentation, booking in the cargo terminal in the airports
- Advise exporters and importers on cargo issues
- Perform the calculation of the air cargo rates and charges documentations booking and cargo packing

2. Duration of the course

- 8 months of classroom work with two terms of four months each
- 3 months of field attachment

3. Course Content

- Industry Registrations
- IATA cargo Agent
- World geography
- Aircraft characteristics
- Handling facilities
- Cargo acceptance
- Cargo booking procedure
- Cargo Automation
- Air cargo rating
- Air Bill

4. Recommended candidates

- Staff employed by aviation organizations with no previous training in the following:-
 - Cargo services

- ii) Handling company offices
- iii) Load and ramp control
- b) Form IV leavers with three credit passes one of which should be English
- c) Form VI leavers with at least one principal pass

5. Course Award

- a) College certificate
- b) JP International Diploma
- c) IATA Certificate on registering for their Examination on a separate arrangement.

6. Career Prospects

Career opportunities for successful graduates of this course exist in ground handling companies, airports and airlines which specialize in cargo transportation

E. DANGEROUS GOODS REGULATIONS

1. Course Objective

This course aims to provide the student with some knowledge of the need for safe and fast transportation of articles and substance having hazardous properties. Such materials if not properly handled could affect the passenger, crew or the aircraft itself.

2. Duration of the course

- a) 6 months of two terms with each of three months of classroom work
- b) 2 months of field attachment

3. Course contents

- a) Contents of the IATA dangerous goods regulations
- b) Dangerous goods division and identification
- c) Packing requirements
- d) Marking and labeling
- e) Documentation
- f) Radioactive materials
- g) State and operator variations
- h) Checking procedures
- i) Excepted Quantities

4. Recommended Candidates

- (a) Form IV leavers with three credit passes one of which should be English
- (b) Form VI leavers with at least one principal pass

5. Award

- a) College certificate
- b) JP International Diploma
- c) IATA Certificate on registering for their Examination on a separate arrangement.

6. Career Prospects

Career opportunities for successful graduates of this course exist in ground Handling companies, Airports and Airlines which specialize in cargo transportation

F. AIR FARES & TICKETING

1. Course Objective

To enable the candidates issue and re-issue tickets pre- paid tickets advances and issue miscellaneous charges and charge commissions.

2. Duration of the course

- a) 6 months of classroom work
- b) 2 months of field attachment

3. Course contents

- a) World Geography – IATA areas
- b) Flight Schedule – interpreting airline timetables
- c) Galileo computer reservation system
- d) Travel formalities
- e) Sales and customer relations
- f) Constructing air itineraries
- g) Calculating Air fares
- h) Issuing travel documents
- i) Advise clients on international airfares and issue tickets
- j) Who is a travel agent

4. Recommended Candidates

Form IV leaves with at least two credit passes one of which should be English

5. Awards

- College certificate
- JP International Diploma
- IATA Certificate on registering for their Examination on a separate arrangement.

6. Career prospects

Career opportunities for successful graduates of this course exist in the airlines and travel agents

G. PASSENGER AND AIRCRAFT HANDLING COURSE

1. Course Objective

To provide candidates with knowledge of passenger handling at the passenger terminal in flight and aircraft handling at the ramp apron

2. Duration of the course

- (a) 8 months of classroom work divided into two terms of four months each.
- (b) 3 months of field attachment

3. Course Content

- (a) Airport formalities
- (b) The check-ins
- (c) Aviation communication
- (d) Passenger services
- (e) Weight and balance(load sheet)
- (f) Ramp control and operations procedures
- (g) Emergency and after procedure
- (h) Basic English course
- (i) Basic computer course

4. Recommended candidates

- (a) The course can be taken by those who have no basic training in aviation but have worked in any field in the aviation industry.
- (b) Form IV leavers with two credit passes one of which should be English
- (c) Form VI leavers with any principal pass.

5. Course Award

- a) College certificate
- b) JP International Diploma
- c) IATA Certificate on registering for their Examination on a separate arrangement.

6. Career Prospects

Career opportunities for successful graduates of this course exist in the Airlines and all Aircraft ground landing companies/Agents

H. CABIN CREW

1. Course Objective

To provide candidates with knowledge on how to carry out flight cabin safety, customer care and entertainment duties. To provide knowledge on how to assist people in demanding and stressful flight situations as well as help the cockpit crew with cabin administration duties.

2. Duration of the course

- (c) 6 months of classroom work divided into two terms of three months each.
- (d) 2 months of field attachment

3. Course Content

- a. Introduction : City codes, Airport codes, Airline Codes
- b. Travel formalities and cabin crew duties
- c. Inflight services standards and procedures (Meal plans)
- d. Customer service
- e. Special passenger categories
- f. First Aid procedures
- g. Geography in travel planning
- h. Air transport essentials
- i. Airport formalities
- j. Aviation communication
- k. Passenger services
- l. Immigration procedures
- m. Customer Care
- n. Etiquette
- o. Flight Emergency procedure
- p. Basic English course
- q. Basic computer course

4. Recommended candidates

- (a) The course can be taken by those who have no basic training in aviation but have worked in any field in the aviation industry.
- (b) Form IV leavers with two credit passes one of which should be English
- (c) Form VI leavers with any principal pass.

5. Course Award

- a) A College Certificate
- b) TCAA License on passing the necessary examinations.

6. Career Prospects

Career opportunities for successful graduates of this course exist in the Airlines and all Aircraft ground landing companies/Agents

I. TRAVEL AND TOURISM (FOUNDATION LEVEL)

1. Course Objectives

At the end of this course the student should be able to:-

- a) Give information, advice and guidance on any tourists
- b) Perform the duties and roles in a car rental and hire organization
- c) Construct fares based on any city of the world
- d) Carry out tour costing itinerary planning present the quotation to the clients and do the invoicing

2. Duration of the course

- a) 6 months of classroom work divided into two terms of three months each
- b) 2 months of field attachment

3. Course Content

- (a) Business environment and tourism industry
- (b) Geography in travel planning part
- (c) Travel formation of passengers
- (d) Land transport car and compass
- (e) Hotels
- (f) Water transport fees
- (g) Tour packages
- (h) Air transport essentials
- (i) Air fare and ticketing
- (j) Customer Care
- (k) Technology in the travel industry
- (l) Basic English course
- (m) Basic computer course

4. Recommended Candidates

- (a) Form IV leavers with three credits passes one of which should be in English
- (b) Form VI leavers with at least one principal pass

5. Course Award

- a) A College certificate
- b) JP International Diploma

c) Standard IATA certificate on doing the required examinations

6. Career opportunities

Career opportunities for successful graduates of this course exist with Tour companies, Travel Agents, the hospitality industry as a whole.

J. TRAVEL AND TOURISM (CONSULTANT COURSE)

1. Course Objectives

This course aims to provide the students with some knowledge of schedule airline and their services, fare structures, airline marketing, aircrafts and city codes, baggage allowance, package holiday, travel registration administration of finances services security and foreign exchange

2. Duration of the course

- a) 8 months of classroom work divided into two terms of four months each
- b) 2 months of field attachment

3. Course contents

- a) Geography in travel planning
- b) Land transport railways
- c) Land transport bus and coach
- d) Accommodation
- e) Water transport cruises and private charters
- f) How to design tour package
- g) Air fare and ticketing
- h) Immigration Law and regulations
- i) Selling skills
- j) Customer care
- k) Communication skills

4. Recommended Candidates

- (a) Form IV leavers with three credit passes one of which should be in English
- (b) Form VI leavers with at least one principal pass.

5. Course Award

- a) A College certificate
- b) JP International Diploma
- c) IATA Diploma on doing the required examinations

6. Career Opportunities

Career opportunities for successful candidate exist at Airports, Airlines, Travel agents, Tour companies.

K. CERTIFICATE IN BUSINESS MANAGEMENT

1. Course Objective

Whether you're already working in a business and have your eye on a management position, or you're looking to enter this rewarding field, this Business Management qualification will demonstrate to employers that you're serious about a career in management, and increase your employment and advancement potential accordingly

The objective of the course is to provide candidates with knowledge of business administration so that they can be good business managers and what it entails to be successful in business.

2. Duration of the course

(e) 12 months of classroom work divided into three terms of four months each.

3. Course Content

- a) Introduction to Leadership
- b) Understanding Communication in the Workplace
- c) Solving Problems and Making Decisions
- d) Managing Customer Service
- e) Developing Yourself and Others
- f) Managing Projects
- g) Managing Health and Safety
- h) Working with Costs and Budgets
- i) Marketing for Managers
- j) Understanding Change in the Workplace
- k) Planning Change in the Workplace
- l) Achieving Objectives in Time Management

4. Recommended candidates

- a) Form IV leavers with two credit passes one of which should be English
- b) Form VI leavers with any principal pass.

5. Course Award

- c) A College Certificate
- d) JP International Diploma

6. Career Prospects

Career opportunities for successful graduates of this course exist all business companies.

L. CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

1. Course Objective

This course is aimed at individuals with an interest in developing their knowledge and understanding of Human Resource issues. This could be either through a role as an individual working in Human Resources (HR), for those who wish to work in professions where HR is related to the sphere of work, or as a means to build on an existing knowledge base in its own right. The aim of this online course in Human Resources is to enable learners to acquire a thorough grounding in the principal subjects underlying the practice of Human Resources Management (HRM).

2. Duration of the course

(f) 12 months of classroom work divided into three terms of four months each.

3. Course Content

- a. Introduction to Human Resource Management (HRM)
- b. The modern HRM environment
- c. The contract of employment
- d. Contents of the contract of employment
- e. Termination of the contract of employment
- f. Discrimination in Employment
- g. Trades Union and Industrial Conflict
- h. Motivational techniques
- i. Key human resource processes
- j. Corporate Social Responsibility and Business Ethics
- k. Basic English course
- l. Basic computer course

4. Recommended candidates

- a) Form IV leavers with two credit passes one of which should be English
- b) Form VI leavers with any principal pass.

5. Course Award

- e) A College Certificate
- f) JP International Diploma.

6. Career Prospects

Career opportunities for successful graduates of this course exist with all employers.

M. CUSTOMER CARE AND PUBLIC RELATIONS

a) Course Objective

To provide students with knowledge, skills and correct attitudes to deal with diverse modern and continuously selective customer.

b) Duration of the course

The course will consist of 6 month of classroom work.

c) Course contents

- a) Customer public Relations Basics
- b) Skill for success
- c) Self help skills
- d) Business communications
- e) Enhancing customer relations
- f) Etiquette greetings, speaking and dressing
- g) Organizational control
- h) Customer Services for the 21st century
- i) Basic Computer course
- j) Etiquette
- k) Basics English course

d) Recommended Candidates

Form IV leavers with at least three credit passes one of which should be English Form VI leavers with at least one principal pass

e) Award

- a) A college certificate
- b) JP International Diploma

f) Career prospects

Career opportunities for successful graduates of this course exist in Hotels, Airlines and all companies dealing with customers.

N. TOUR GUIDING AND ADMINISTRATION

1. Course Objective

This course aim to provide the students with some knowledge on geography concepts as they relate to Tour Guiding and Administration, Identify major world destinations and touristic attractions, identify advice customer and plan a journey and identity key steps in tourism customer care

2. Duration of the course

- a) 4 months of classroom work divided into two terms of two months each
- b) 2 months of field attachment

3. Course Contents

- a) Tourism theory
- b) Tourism circuits
- c) History and social anthropology
- d) Geography in Travel planning
- e) Land transport bus and coach
- f) Hotel accommodation classification
- g) Tour package and costing
- h) Law and regulations
- i) Customer care
- j) Basic English course
- k) Basic computer course

4. Recommended Candidates

- (a) Form IV leavers with three credit passes one of which must be English
- (b) Form VI leavers with at least one principal pass.

5. Course Award

- (a) A College certificate
- (b) JP International Diploma

6. Career opportunities

Career opportunities for successful graduates of this course exist in the tour companies' tour guides and the hospitality industry as a whole.

O. PROFESSIONAL CERTIFICATE IN CLEARING AND FREIGHT FORWARDING

1. Course Objective

To provide students with knowledge and skills on ways to manage and handle incoming and outgoing consignments.

2. Duration of the course

The course will consist of 6 month of classroom work.

3. Course content

- i. Introduction to Shipping
- ii. Clearing and Forwarding Terminology
- iii. The Freight Forwarding Business
- iv. Transport Modes
- v. Shipping Role Players
- vi. Vessel and Cargo Types
- vii. Goods Classification and Duties
- viii. International Customs and Shipping Documents
- ix. International Trade Law and Sales Contracts
- x. Incoterms
- xi. International Payments
- xii. Forwarding Operations
- xiii. Office Practice
- xiv. Clearing & Forwarding
- xv. Customs Declaration
- xvi. Cargo Storage & Containerizing
- xvii. Dissertation Shipping Practice
- xviii. Economics of Sea Transport & International Trade
- xix. Marine Insurance & Law

4. Recommended Candidates

Form IV leavers with at least three credit passes one of which should be English Form VI leavers with at least one principal pass

5. Award

- c) A college certificate
- d) JP International Diploma

6. Career prospects

Career opportunities for successful graduates of this course exist in Clearing and Forwarding companies, Ground handling companies, Sea Ports, Transport vessels operators.