



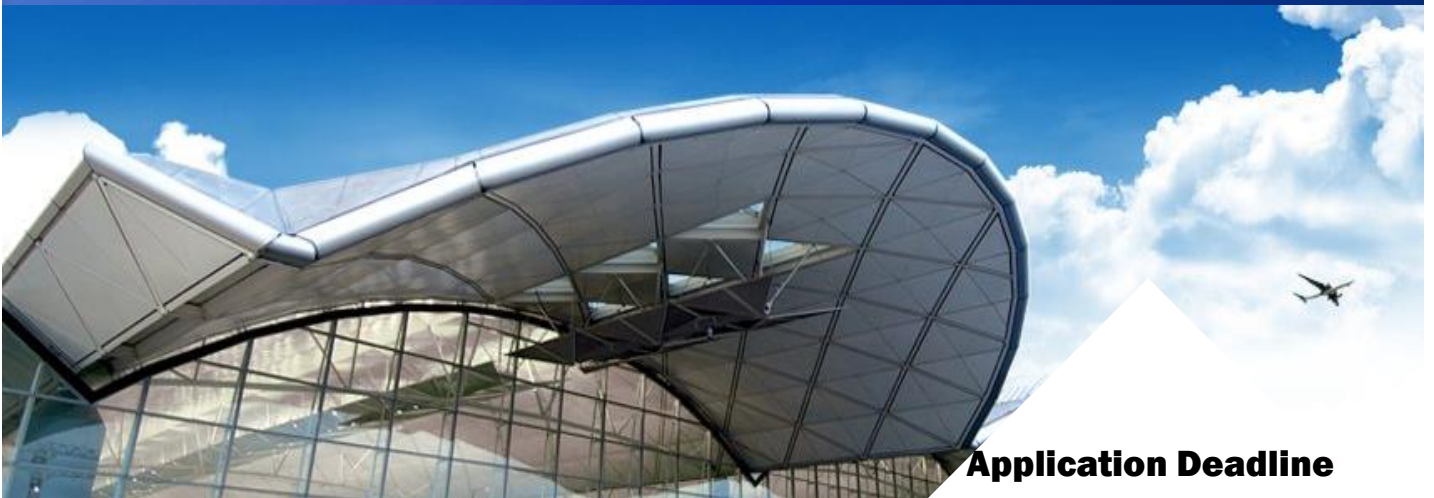
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## Aviation Programme (Level III)

# Flying High, Flying Far (Phase I)

The Hong Kong International Aviation Academy (HKIAA)  
Introduction in Aviation Operation



**Application Deadline**  
**24 Feb 2023 12:00 noon**

**Result Release**  
**28 Feb 2023**

## **Intended Learning Outcomes**

Upon completion of the programme, participants should be able to:

1. Explain the overall structures, facilities and the major terminal and ramp operations at an airport;
2. Apply aircraft loading and dispatch concepts in flight planning;
3. Describe STEM in future smart airports.



## ◆ Introduction

### Course Introduction

This course provides participants with fundamental aviation knowledge, in particular, Terminal Operations, Ramp and Airfield Operations and Smart Airport Operations through lectures, class activities and visits at the airport.

The course consists of Three phases. The selection is based on students' performance in the final assessment at the end of the programme. The tentative schedule are as below for reference.

Phase 2: May - Jun 2023 (Tentative)

Phase 3: Jul 2023 (Tentative)

## ◆ Schedule (Phase 1)

	Session	Date	Time	Venue
1	Lecture	25 Mar (Sat)	09:00am – 1:00pm	1HKIAA
2	Site Visit		2:00pm – 6:00pm	
3	Lecture	1 Apr (Sat)	09:00am – 1:00pm	
4	Site Visit		2:00pm – 6:00pm	
5	Lecture	11 Apr (Tue)	09:00am – 1:00pm	
6	Site Visit		2:00pm – 6:00pm	
7	Lecture	12 Apr (Wed)	09:00am – 1:00pm	
8	Site Visit		2:00pm – 6:00pm	

<sup>1</sup> Address: Hong Kong International Aviation Academy

9/F, HKIA Community Building, 13 Cheong Tat Road, Hong Kong International Airport



## ◆ Content of this Module

### Day 1 (25 Mar) :

- Overview of Airport and Aviation Industry
- Career Pathway in the Aviation Industry
- Site Visit

### Day 2 (1 Apr) :

- Smart Airport
- Site Visit

### Day 3 (11 Apr) :

- Basic Ramp and Airfield Operations
- Aircraft Dispatch and Weight Balance
- Site Visit

### Day 4 (12 Apr) :

- Terminal Operations
- Group Assessment Presentation
- Site Visit

## ◆ Medium of Instruction

English

## ◆ Submitted Documents

- One student's photo with white background
- HKID e-copy
- The above documents will only be used to register visitor passes for entry into the restricted area. The personal data of unsuccessful applicants will be disposed of.
- For details, please refer to the Annex I.

## ◆ Target Participants

S1 – S6 HKAGE student members in 2022/23 school year

- \* Priority will be given to S3 – S6 student members
- Class size: 50

## ◆ Screening

Please answer the screening question in the online application form.

\*The screening question is designed to help the applicant understand the course level and the course content. The question must be answered by the student applicant and it can only be attempted once. The answer cannot be changed once the application is submitted. Selection is based on students' performance in answering the question. Only students who can demonstrate motivation and the knowledge of Aviation Operation in the screening question can be enrolled in the programme

## ◆ Certificate

E-Certificate will be awarded to participants who have:

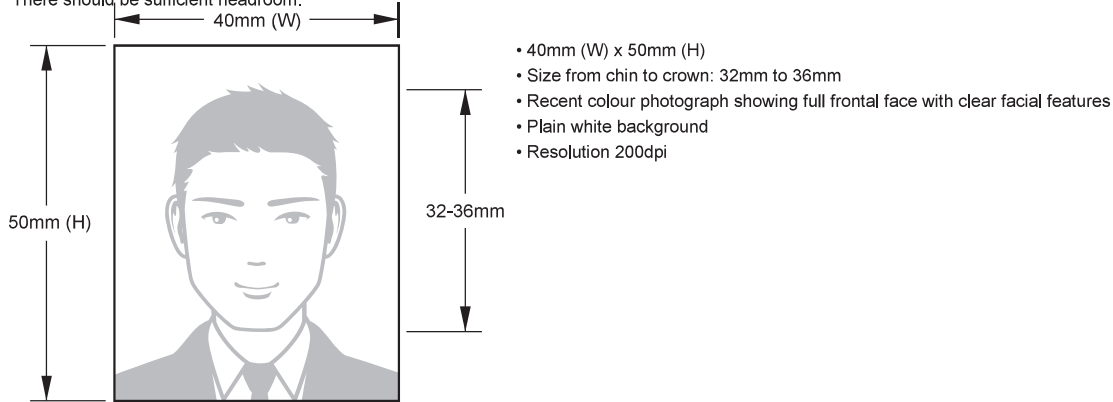
- Fulfilled 80% attendance of the programme; AND
- Completed all the assignments with satisfactory performance

**ESCORTING REQUIREMENTS FOR HOLDER OF VISITOR PASS**

1. Individual issued with a Visitor Pass ("Pass") will only be allowed access into Airport Restricted Area when escorted by a holder of an Airport Permit with escort authority – 'E' endorsement ('Escorter'). The escort requirement is to safeguard against security and safety risks that could otherwise arise.
2. Escorting duties may, if required, be transferred to another Airport Permit holder with 'E' endorsement within the same Sponsoring Organization.
3. The Escorter shall be responsible for the actions and safety of the Pass holders under his / her escort and accompanying them at all times whilst in the Airport Restricted Area. Therefore, the Escorter must remain with the Pass holders at all times. Under no circumstances shall a Pass holder be left alone unattended.
4. An Escorter who carries out his/her escort duty must make sure that:
  - A Pass holder is kept within authorized areas which are the same as that of the Escorter.
  - A Pass holder wears and clearly displays their Pass at all times.
  - A Pass which is no longer required or has expired must be returned to the Permit Office forthwith.
  - A Pass is used only by the person to whom he / she is issued and that no improper use alteration or defacement of the Pass shall be allowed.
5. Failure to comply with the above requirements may result in the suspension / removal of the escort authority from the Escorter or suspension / cancellation of the Airport Permit of the Escorter. Legal action may also be considered by the Police.

**PHOTO REQUIREMENTS**

1. The photograph should show your full frontal face with clear facial features.
2. The photograph should have a plain white background.
3. The size of the photograph must be 40mm (width) X 50mm (height). The size from chin to crown for the person in the photograph should be 32mm to 36mm. There should be sufficient headroom.



4. When you take the photo, please do not wear head dress, and avoid heavy make-up and overly dark or overly light-coloured clothing.
5. The photograph will not be accepted if the applicant in the photograph is:
  - Not centred
  - Wearing a frame across eyes
  - With hair across eyes or eyebrows
  - Seen with flash reflection on face/glasses
  - With shadow
  - Too light
  - Too dark
6. Your photograph will be personalised on the Visitor Pass by laser printing. The quality of the image that appears on your Visitor Pass will depend on the quality and colour of the original photograph you furnish.
7. Please do not fold, staple the photograph, or attach the photograph to the application form by paper clip. Otherwise, the photograph will become unsuitable for Visitor Pass personalisation.
8. Please write the name of applicant on the back of the photograph.
9. An application with a substandard photograph will not be processed and will be returned to the applicant.

**COMPLIANCE WITH THE PERSONAL DATA (PRIVACY) ORDINANCE ("PD(P)O")**

1. The Sponsoring Organisation shall:
  - a) inform the Applicant the purpose of the application;
  - b) explain to the Applicant the reasons for collecting the personal data required in the application form for Visitor Pass;
  - c) verify the identity of each Applicant before making the application;
  - d) ensure that the personal data obtained in respect of each Applicant are true and accurate and allow each Applicant to request for access to and correction of his/her personal data; and
  - e) obtain the express consent of each Applicant such that his/her personal data can be used and transferred to the Authority and its appointed security agent, Aviation Security Company Limited, for the purpose of applying for Visitor Pass.

Under the law, the Sponsoring Organisation is also a data processor of the Authority. The Authority is required by law to take measures to protect the above-mentioned personal data ("Personal Data") that will be collected, handled and processed by the Sponsoring Organisation. As such, the Sponsoring Organisation further agrees and confirms to provide to the Authority the following undertaking:  
The Sponsoring Organisation shall take all necessary measures and actions to protect the Personal Data which it may collect, handle or process including without limitation:

  - (a) not to collect Personal Data which is unnecessary or excessive for the purpose of application of Visitor Pass (the "Purpose");
  - (b) not to use, disclose or transfer the Personal Data for any purpose other than the Purpose;
  - (c) to ensure that the Personal Data are protected against unauthorized or accidental access, processing, erasure, loss or use;
  - (d) to ensure that the Personal Data and any copy thereof (in whatever format) shall be timely returned to the Authority, destroyed or deleted in accordance with the instructions of the Authority when such Personal Data are no longer necessary for the Purpose for which they are used;
  - (e) not to sub-contract any of the Sponsoring Organisation's collection, handling or processing of the Personal Data relating to the Purpose without the Authority's prior written consent and if consent is granted, it will be subject to such conditions as the Authority may impose, including without limitation that the Sponsoring Organisation shall impose the same obligations in relation to protection of the Personal Data on the sub-contractor and that notwithstanding the sub-contract, the Sponsoring Organisation shall remain fully liable to the Authority for fulfilment of its obligations;
  - (f) to immediately report to the Authority if there is any sign of abnormalities or if there is any incident of security breach (e.g. unauthorised disclosure or loss of Personal Data) and to submit a written report to the Authority within 7 days thereafter with full details thereof;
  - (g) to establish and implement appropriate privacy policy, procedures and effective security measures for personal data protection;
  - (h) to provide sufficient training to its employees in respect of personal data protection;
  - (i) to provide such information and assistance to the Authority as it may reasonably require in order that the Authority can (i) inspect, monitor and audit the compliance by the Sponsoring Organisation of its obligations in respect of its role as a Sponsoring Organisation in relation to the Purpose and (ii) perform any activity which is necessary or required for compliance with the PD(P)O; and
  - (j) to ensure that the Sponsoring Organisation's employees and agents involved will take all necessary measures and actions to protect the Personal Data.

The Sponsoring Organisation is reminded to duly comply with all relevant requirements of the PD(P)O. Further, the Sponsoring Organisation shall indemnify the Authority in full from and against all losses, liabilities, costs, claims, actions and demands as a result of the Sponsoring Organisation's breach of any of its obligations under this "Compliance with the Personal Data (Privacy) Ordinance ("PD(P)O")" section.