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CIVIL AVIATION ACT,
(CAP. 80)

RULES

(Made under sections 66(1)(j) and 31(1)(o))

THE CIVIL AVIATION (TRAINING CENTRE) MANAGEMENT AND OPERATIONS RULES,
2021

ARRANGEMENT OF RULES

Rule Title

PART I
PRELIMINARY PROVISIONS

1. Citation.
2. Interpretation.

PART II
THE CIVIL AVIATION TRAINING CENTRE

3. Establishment of Centre.
4. Objectives of Centre.
5. Functions of Centre.
6. Powers of Centre.

PART III
ADVISORY BOARD

7. Advisory Board.
8. Tenure of Appointment.
9. Functions of Advisory Board.
10. Remuneration of members of Advisory Board.

PART IV
ADMINISTRATION OF THE CENTRE

11. Principal of Centre.
12. Duties and responsibilities of Principal
13. Termination of Principal.
14. Departments and committees of Centre
15. Management personnel .
16. Other staff of Centre.

PART V
MISCELLANEOUS PROVISIONS

17. Financial provision of Centre.
18. Gender balance principle to be observed .
19. Test of religion, race, ethnicity and disability.
20. Provision of suitable environment for teaching and learning.
21. By-laws.

SCHEDULE

CIVIL AVIATION ACT,
(CAP. 80)

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(Made under sections 66(1)(j) and 31(1)(o))

THE CIVIL AVIATION (TRAINING CENTRE) MANAGEMENT AND OPERATIONS RULES,
2021

PART I
PRELIMINARY PROVISIONS

- Citation 1. These Rules may be cited as the Civil Aviation (Training Centre) Management and Operations Rules, 2021.
- Interpretation. 2. In these Rules, unless the context otherwise requires-
- Cap.80 “Act” means the Civil Aviation Act;
 “Academic Staff” means staff engaged by the Centre for the purpose of teaching;
 “Admission Officer” means a person who is in charge of admitting students;
 “Advisory Board” means the Board established under rule 7;
 “Authority” means the Civil Aviation Authority established under section 24 of the Act;
 “Centre” means the Civil Aviation Training Centre recognised as such under these Rules;
 “Chief Instructor” means the most senior instructor who is in-charge of training in the department;
 “Committees” means Committees of the Centre established under rule 14;
 “Director General” means the Director General appointed under section 33 of the Act;
 “Fabrication of result” means a student’s or candidate’s claim deceitfully to have carried out tests, research, experiments or observations as part of

- his assessed work, or presentation fabricated results arising from the same with the object of gaining an unfair advantage;
- “Head of training” means a person responsible for managing, designing, developing, coordinating and conducting all training programs at the Centre;
- “Instructor” means a person responsible for instructing, or teaching practical skills and shall have the same meaning with the word technical teacher;
- “Members” means members of CATC Advisory Board appointed under rule 7.
- “Principal” means the principal of the Centre established under rule 12; and
- “Plagiarism” means a situation where by a candidate for an award of the University appropriates the writings or results of another person, whatever the medium (text, written or electronic; computer programs; data sets; visual images, whether still or moving) and dishonestly presents these as his own;

PART II

THE CIVIL AVIATION TRAINING CENTRE

Establishment
of Centre.

3. There shall continue to exist under the Authority, the Civil Aviation Training Centre herein also referred in its acronym “CATC”.

Objectives of
Centre.

4. The objectives of the Centre shall be to-
- (a) ensure that the requirements of qualified and competent aviation professionals are adequately met in aviation industry;
 - (b) maintain competent and self-motivated aviation trainers or instructors; and
 - (c) support personnel so as to create and maintain a Centre of excellence in aviation training capable of meeting internal and external training needs.

Functions of
Centre

5. The functions of the Centre shall be to—
- (a) train professionals in the aviation industry;
 - (b) provide adequate and up to date training facilities;
 - (c) assist in the preservation, transmission, dissemination and enhancement of knowledge in the field of aviation;
 - (d) create a sense of public responsibility for aviation and to promote respect for learning and pursuit of truth;
 - (e) prepare students to work with stakeholders worldwide in the aviation industry for the purpose of better development and strengthening of economy;
 - (f) conduct examinations, grant certificates and other awards of the Centre;
 - (g) affiliate with other institutions;
 - (h) develop training courses;
 - (i) develop and maintain Quality Manual and Training and Procedure Manual;
 - (j) initiate and conduct basic and applied research in the fields of aviation and to promote the integration of the research with training and aviation service providers;
 - (k) mainstream gender issues and equal opportunities in all Institution's programmes and activities to enhance equity and productivity;
 - (l) develop and maintain the aviation library;
 - (m) provide consultancy services in aviation industry;
 - (n) provide for the social welfare of students, instructors and other staff; and
 - (o) perform any other function conferred upon the Centre by the Authority.

Powers of
Centre

- 6.-(1) The powers of the Centre shall be to-
- (a) offer Diplomas, Certificates and other awards in its name to persons in respect of courses of

study provided by the Centre and approved by relevant authorities;

- (b) deprive any person of certificates or awards granted to them on “good cause; and
- (c) do all such other acts and things whether incidental to the powers aforesaid or not as may be requisite in furtherance of the functions of the Centre.

(2) For purposes of this rule “good cause” means conclusive evidence on cheating in examination, plagiarism and fabrication of examination results.

PART III ADVISORY BOARD

Advisory Board

7. There is established an Advisory Board of the Centre whose members shall be appointed by the Director General as follows—

- (a) a Chairman, with at least fifteen years’ experience in aviation industry;
- (b) five other members of whom—
 - (i) three shall be representatives of aviation professional with at least ten years’ experience in aviation industry;
 - (ii) one shall be a senior representative of a ministry responsible for education;
 - (iii) one shall be a senior academic staff representing technical institutions of similar nature; and
- (c) the principal shall be the secretary of the advisory body.

Tenure of
Appointment

8.-(1) The tenure of service of members shall be as follows—

- (a) the Chairman, member representing ministry responsible for education and two members from amongst representatives of aviation professionals shall serve for a term of five years and shall be eligible for reappointment for one further term;

- (b) one member representing the aviation professionals, member representing technical institutions of similar nature as well as the senior academic staff representing the Centre, shall serve for a term of four years and shall be eligible for reappointment for one further term; and
- (c) the member representing student's organization shall serve for a term of one year.
- (2) The Authority shall, in appointing members, have regards to-
 - (a) the academic qualification requirement of a member which shall, except for a member representing student's organization, be at least bachelor's degree; and
 - (b) gender balance consideration.
- (3) The provisions of the Schedule shall have effect as to the termination of members, proceedings of the Advisory Board and other matters in relation to the Advisory Board.

Functions of
Advisory
Board.

- 9.-(1) The functions of the Advisory Board shall be to-
- (a) advise the Director General on-
 - (i) matters pertaining to the growth and sustainability of the Centre;
 - (ii) revenue and capital expenditure budgets of the Centre for effective discharge of its functions;
 - (iii) the plan for the transformation of Centre, revised mission, business model and functions of Centre;
 - (b) chart the strategic direction of the Centre to a full-fledged sustainable Centre of excellence to support the human capital needs;
 - (c) guide the Centre to meet the challenges of aviation industry and enhance its contribution in human resource development;
 - (d) identify new growth areas and expand the

- Centre 's programme design;
 - (e) ensure financial sustainability of the Centre and monitor its financial performance; and
 - (f) recommend approval of the Centre's annual budgets and reports for onwards submission to the Director General.
- (2) Notwithstanding the provisions of subrule (1), the Director General may give directives to the Advisory Board of such nature as he may deem necessary.

Remuneration
of members of
Advisory
Board.

10. Members shall be entitled to such remuneration, fees or allowances as the Authority, may, upon the recommendation of the Board, prescribe from time to time.

PART IV ADMINISTRATION OF THE CENTRE

Principal of
Centre.

11.-(1) There shall be a Principal of the Centre who shall be appointed by the Authority from the list of qualified persons following a competitive recruitment process.

(2) A person shall not be eligible for appointment as Principal unless that person -

- (a) holds a Master Degree in Education or Aviation related fields, Management, Business Administration, Marketing or its equivalents from a recognized University;
- (b) has experience of a senior post in aviation industry of at least seven years and received training in instructional techniques;
- (c) is registered as a technical teacher by National Accreditation Council for Technical Education (NACTE).

(3) The Principal shall hold office for a term of five years and may be eligible for re-appointment for another one further term.

(4) The terms and conditions of service of the Principal shall be as determined by the Authority.

(5) The Principal shall be the chief executive

officer of the Centre and shall not-

- (a) engage in any other paid employment;
- (b) hold any management or leadership position elsewhere; or
- (c) hold any other interest,

that is likely to place him in a position of conflict of interest or impose undue influence on the Centre or its employees in discharging its functions.

(6) The Principal shall be the secretary to the Advisory Board.

Duties and
responsibilities
of Principal

12.-(1) The general duty of the Principal shall be to manage the Centre and ensure provision of quality and effective training services in compliance to national and international standards.

(2) Without prejudice to the generality of subrule (1), the Principal shall-

- (a) advise Director General on day to day operations of the Centre;
- (b) develop annual budget and ensure effective utilization of allocated resources;
- (c) determine training requirements of Centre's personnel;
- (d) prepare and submit monthly training reports as appropriate;
- (e) develop courses, curricula and explore new courses according to customer needs;
- (f) ensure Centre compliance with the prescribed national and international training standards;
- (g) marketing of programs offered by the Centre globally; and
- (h) perform any other related duties as may be assigned by Director General.

Termination of
Principal

13.-(1) The Authority may terminate the appointment of the Principal where the Principal-

- (a) is convicted of criminal offence and sentenced to imprisonment;
- (b) is convicted on an offence involving dishonest or fraud;

- (c) is incapacitated by prolonged physical or mental illness; or
- (d) fails to comply with provision of these Rules.
- (2) The Principal may at any time, resign his office by notice in writing to the Director General.

Departments
and committees
of Centre

14.-(1) For purposes of better implementation and function, the Centre shall consist of such departments and committees as the Advisory Board, with approval of the Director General, may establish.

(2) The management of the department and committees of the Centre shall be appointed by the Director General upon recommendation of the Advisory Board.

(3) The powers of the committees shall be as determined by the Advisory Board.

(4) The scheme of service for management of the Centre shall be as approved by relevant authority.

Management
personnel

15. Without prejudice to rule 14(2), the management of the of Centre shall include-

(a) the administration staff, comprising of, among others, the-

- (i) Principal;
- (ii) Administrative Officer;
- (iii) Senior Accounting Officer;
- (iv) Procurement officer;
- (v) Librarian;
- (vi) ICT officer; and
- (vii) Public relation officer;

(b) the academic staff, comprising of, among others, the-

- (i) Principal;
- (ii) Chief Instructors;
- (iii) Head of Training;
- (iv) Registrar;
- (v) Quality Manager; and
- (vi) Instructors.

Other staff of
Centre

16.-(1) The Director General may, on such terms

and conditions as he may deem necessary, recruit or otherwise transfer from the Authority or any other public institution such other number of staff to the Centre.

(2) The qualification of the staff of the Centre shall be as prescribed in the Scheme of service, Training and Procedures Manual, or any other governmental directives.

PART V MISCELLANEOUS PROVISIONS

Financial
provision of
Centre

17. The provisions of Part XV of the Act relating to financial provisions shall have effect to the financial affairs of the Centre.

Gender balance
principle to be
observed

18. The principle of gender equality or balance shall be observed and implemented by all persons exercising powers under this rule.

Test of religion,
race,
ethnicity and
disability

19. A test of religion, race, ethnicity, sex, physical condition, disability, ideology or political belief or orientation or other similar criteria shall not be imposed upon any person in order to-

- (a) warrant admission to the Centre;
- (b) hold any office within the Centre;
- (c) graduate at the Centre; or
- (d) hold or enjoy any advantage or privilege offered by the Centre.

Provision of
suitable
environment for
teaching and
learning

20. The Centre shall provide-

- (a) academic facilities including library services and equipment for the academic programmes and the manner in which they are to be maintained; and
- (b) a structural, physical and technological environment as well as equipment, facilities and amenities suitable for the respective appropriate requirements of both male and female staff and students for the academic and other needs of staff and students who have

physical disabilities and/or are otherwise vulnerable requiring special teaching/learning aids including hearing, sight and movement aids.

By-laws

21. The Director General may, with the approval of the Authority and such other responsible authority, make by-laws for-

- (a) prescribing awards which may be offered or granted by the Centre;
- (b) prescribe the conditions which may be satisfied before the grant to an award;
- (c) prescribing the manner in which awards may be granted;
- (d) regulating the conduct of examination;
- (e) prescribing instructions courses to be provided by the Centre;
- (f) fixing the duration and number of academic terms;
- (g) fixing fees or other charges for the services rendered by the Centre;
- (h) governing discipline and disciplinary proceedings against students of the Centre; and
- (i) prescribing anything which the Director General may deem appropriate for the better carrying out of the academic affairs of the Centre

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SCHEDULE
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(Made under rule 9(3))

PROVISIONS RELATING TO THE ADVISORY BOARD

Termination of member	1.-(1) A member shall hold office for a specified period and shall be eligible for re-appointment unless he sooner dies, resigns or is removed from the office. (2) Notwithstanding sub-paragraph (1), a member may resign at any time by giving a notice in writing to the appointing authority and from date specified in the notice or, if no date is so specified in the notice or from the date or the receipt of the notice by the appointing authority, he shall cease to be a member. (3) A person who is a member by virtue of his holding some other office shall cease to be a member upon his ceasing to hold the office virtue of which he is a member.
Power of Chairman	2.-(1) The Chairman shall preside at all meetings of the Advisory Board. (2) In absence of the Chairman at any meeting, the members present may, from amongst their number elect a temporary Chairman who shall preside the meeting.
Meetings	3.-(1) The Advisory Board shall meet quarterly and at such additional times as may be necessary or expedient for the transaction of business under these Rules. (2) The Chairman or in his absence, the temporary Chairman may upon application in writing by at least five members, convene a special meeting of the Advisory Board at any time. (3) The Advisory Board may co-opt any person whose presence is in its opinion desirable to attend and participate in the deliberation of the meeting of the Board.
Quorum.	4.-(1) Four members shall constitute a quorum. (2) A decision of a majority of the members present and voting shall be deemed to be a decision of the Advisory Board. (3) In case of an equality of votes the Chairman shall have a casting vote in addition to his deliberative vote.
Decision by circulation of papers	5. Notwithstanding the foregoing provisions of this schedule decisions may, on matters of urgency, be made by the Advisory Board without meeting, by circulation of papers among the members and the expression in writing of the majority of the members.
Minutes of meeting	6. Minutes of each meeting shall be kept in the form and manner as the Advisory Board may determine and shall be confirmed by the Advisory Board at the next meeting and signed by the Chairman of the meeting.

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| Proceedings
not to be
invalidated by
irregularity | 7. An act or proceedings of the advisory Board shall not be invalid by reason of any defect or irregularity in the appointment of any member or by reason that any person who purported bonafide to act as a member at the time of the act or proceeding was in fact disqualified or not entitled to act as a member. |
| Absence from
meetings | 8. The Advisory Board shall, where any member is absent from three Consecutive meetings without sufficient cause, advise the appointing authority of the fact and the appointing authority may terminate the appointment of the member and appoint another member in his place. |
| Advisory
Board to
regulate its
own
proceedings | 9. Subject to the provisions of this Schedule, the Advisory Board shall have power to regulate its own proceedings. |

Dar es Salaam,
15th January, 2021

HAMZA S. JOHARI
Director General