



**REPUBLIC OF KENYA**

**COMPETENCY BASED MODULAR CURRICULUM FOR  
AIRPORT OPERATIONS KNQF LEVEL 6**

**(CYCLE 3)**

**PROGRAMME ISCED CODE: 1015 554 A**



**TVET CDACC  
P.O. BOX 15745-00100 NAIROBI**

## AIRPORT OPERATIONS MANAGEMENT

ISCED UNIT CODE: 101555102A

TVET CDACC UNIT CODE: LOG/CU/AO/CR/01/6/MA

### Relationship to Occupational Standards

This unit addresses the Unit of Competency: **Perform Airport Operations**

**Duration of Unit:** 160 Hours

### Unit Description

This unit specifies the competencies required to perform airport operations. It involves managing airport security, managing passenger process, managing airport meteorology, managing airport cargo, managing airport telecommunication, preparing airport schedules, managing airport users and maintaining airport equipment.

### Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Manage airport security	30
2.	Manage passenger process	15
3.	Manage airport meteorology	20
4	Manage airport cargo	30
5	Manage airport telecommunication	20
6	Prepare airport schedules	15
7	Manage airport users	10
8	Maintain airport equipment	20
	Total	<b>160</b>

### Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
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<p>1. Manage Airport Security</p>	<p>1.1 Introduction to airport operations  1.2 Airport security  1.3 Meaning of terms  1.4 Airport security problems  1.5 Airport components  1.6 Airport operator's security program  1.7 Aircraft operators' security program  1.8 Security tools and equipment  1.9 Security measures/procedures  1.10 The impact of security to aviation global economy</p>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> <li>• Interviewing</li> <li>• Project and report writing</li> </ul>
<p>2. Manage Passenger Process</p>	<p>2.1 Introduction to flight dispatch  2.2 Passenger briefing process  2.3 Types of emergencies  2.4 Hazardous conditions  2.5 Emergency/evacuation procedures  2.6 Evacuation equipment</p>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> <li>• Interviewing</li> <li>• Project and report writing</li> </ul>
<p>3. Manage Airport Meteorology</p>	<p>3.1 Introduction to meteorology  3.2 Branches of meteorology  3.3 Meteorology equipment/materials  3.4 Atmosphere  3.5 Layers of the atmosphere  3.6 Atmospheric conditions  3.7 Weather patterns  3.8 Effects of weather elements  3.9 Geographical maps</p>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> <li>• Interviewing</li> <li>• Project and report writing</li> </ul>
<p>4. Manage Airport Cargo</p>	<p>4.1 Introduction to airport cargo  4.2 International commercial terms (INCOTERMS)  4.3 Types of cargo  4.4 Dangerous goods  4.5 Aircraft weight and balance  4.6 Packing/unpacking procedures  4.7 Packaging procedures</p>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> <li>• Interviewing</li> <li>• Project and report writing</li> </ul>

	<p>4.8 Loading regulations</p> <p>4.9 Special handling provisions</p> <p>4.10 Freight rates</p> <p>4.11 Loading/offloading equipment</p> <p>4.12 Loading /offloading methods</p> <p>4.13 Documentation procedures</p>	
<p>5. Manage Airport Telecommunication</p>	<p>5.1 Introduction to aviation communication</p> <p>5.2 Radio telephone language</p> <p>5.3 Communication equipment</p> <p>5.4 Messages transmission procedures</p> <p>5.5 Navigation</p> <p>5.6 Radio telephone equipment</p> <p>5.7 Radio telephone monitoring</p> <p>5.8 Airport telecommunication procedures</p>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> <li>• Interviewing</li> </ul>
<p>6. Prepare Airport Schedules</p>	<p>6.1 Meaning of terms</p> <p>6.2 Customer travel pattern</p> <p>6.3 Types of flight</p> <p>6.4 Global distribution flight schedule</p> <p>6.5 Regulations t flight schedules</p> <p>6.6 Airport concessions</p>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> <li>• Interviewing</li> <li>• Project and report writing</li> </ul>
<p>7. Manage Airport Users</p>	<p>7.1 Introduction to airport customers</p> <p>7.2 Airlines</p> <p>7.3 Passengers</p> <p>7.4 Operating partners</p> <p>7.5 Government agencies</p> <p>7.6 Airport visitors</p>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> <li>• Interviewing</li> <li>• Project and report writing</li> </ul>
<p>8. Maintain Airport Equipment</p>	<p>8.1 Airport equipment</p> <p>8.2 Equipment airport management</p> <p>8.3 Equipment safety requirement</p> <p>8.4 Equipment maintenance procedures</p> <p>8.5 Equipment storage and disposal</p>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> <li>• Interviewing</li> <li>• Project and report</li> </ul>

	8.6 Stores management 8.7 Maintenance records process	writing
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### **Suggested Methods of Delivery**

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

### **Recommended Resources**

- Refuelers
- Tugs and tractors
- Ground power units
- Buses
- Container loader
- Transporters
- Air Start Unit (ASU)
- Potable water trucks
- Lavatory service vehicles
- Catering vehicle
- Belt loaders
- Passenger boarding steps/stairs
- Pushback tugs and tractors
- De/anti-icing vehicles