

Instructions for presenter of Total Aviation Quality (TAQ) Ltd. power-point presentation on Noise Abatement

- This document is provided for the purpose of presenting the required noise abatement to aviation organisations who qualify under the Aircare™ program to present this training “in house” to relevant staff.

- The CD has a number of documents including:
 - a. Instructions for presenter of Noise Course
 - b. AIRCARE™ Noise Abatement Code of Practice Edition 2
 - c. HAI Fly Neighbourly Guide
 - d. HAI Noise Abatement Training Programme
 - e. Noise Abatement Training Presentation
 - f. Noise Training Presentation Text
 - g. Noise Abatement Assessment

Please note that for the HAI Noise Abatement Training Programme there are three options to see this material. You can use the one on this CD if your computer will handle it or you can use the separate CD supplied or you can download it from the HAI website www.rotor.com

It is recommended that the trainer PRINTS the Training Presentation Text and uses those notes to support and explain each slide through the show.

- To present the course the presenter will require a facility with:
 - room for seating for attendees
 - Ability to darken the room for effective power-point viewing,
 - Laptop, data projector (min 2000 lumens) and quality speakers
 - Projector screen or clean wall for projection
 - Logon access to internet (not essential, but allows the playing of some video clips)

- This Power-point and associated notes has been developed by Total Aviation Quality Ltd. It is intended that material will be updated from time to time.

- Text highlighted in bold is intended as informative for the presenter and not intended to be presented verbatim.

- Text highlighted in italics indicates the wording or context is the subject of a question in the written assessment and presenters should make sure these points are appropriately emphasised.

- This package is a reproduction of the original training presented by John Fogden of TAQ. There is a real risk that a re-presentation of this material by someone other than the author will result in an inconsistent transfer of information. To mitigate this, the appointed presenter must dedicate a reasonable amount of preparation time before presenting the course 'live.' It is highly recommended this should involve:

- Overall familiarisation of the full presentation before hand
- Familiarisation of both the Aircare Code of Practice document and the HAI Fly Neighbourly handbook with specific attention to the Blade Vortex Interaction (BVI) slap-zone chart on pages 5 – 6, so that this can be adequately explained to attendees
- A dry run through the ppt. to gauge the time it takes (approx 2.5 hrs)
 - A great deal of benefit can be derived from general discussion. Without losing focus on the subject or the time available participants should be encouraged to pipe-up throughout the session with input, experiences and opinions.
- A dry run through the DVD to gauge the time it takes (approx 1hr)
 - Also allows the presenter to enter a personal log-in and familiarise with the workings of the inter-active mechanisms.
- Assessment of the overall time commitment (approx 3.5 hrs plus .20 - .30 mins for written questionnaire) so as proper time is allocated and the session is not required to be cut short.
 - Plan appropriate session breaks dependant on what time of the day it is run (e.g. over morning/afternoon tea or lunchtime)
- The purpose of the Assessment / Questionnaire paper is to prove that attendees have sat through the full presentation.
 - Questions are drawn from content from the beginning of the session through to the end.
 - Questions are not written to be tricky or difficult – Just to prove attendance, therefore candidates should not be permitted to wander in and out of the session to attend to other duties.
 - Presenter should ensure papers are completed by individuals and not by general chat and open conversation / consensus or discussion. However it is not a “University Entrance” exam and a certain amount of “quiet collusion” can be

tolerated. When the assessments are completed post them to: Aviation NZ, Po
Box 2096, Wellington 6140