
SECURITY AWARENESS TRAINING PROGRAMME REGISTRATION PROCEDURES

The Airports Authority of Trinidad and Tobago's Aviation Training Centre welcomes you to participate in our Security Awareness Training Programme (SATP). The SATP is a security orientation training programme that is mandatory for all airport personnel. As such, the following procedures are in place to facilitate registration of personnel:

1. The cost of the Security Awareness Training Programme is **TTD \$489.40** per participant;
2. The duration of the Security Awareness Training Programme is 8:30am – 2:00pm; participants are requested to be at the Training Centre at least **15 minutes** before the commencement of training;
3. Payment shall be made in advance (at least five (5) days prior to the date of training). Payments can be made at the Authority's cashier's booth located at the North Terminal, in the vicinity of the atrium area or at the South Terminal, ground floor of the Administration Building, or through direct banking transactions (wire transfer);
4. Payments can be made via the following:
 - I. Cash;
 - II. Credit or Debit Card;
 - III. Cheques (Cheques are to be made out to the *Airports Authority of Trinidad and Tobago*);
 - IV. Direct wire transfer banking (ACH). Banking information will be forwarded upon request.
5. Payments will be facilitated at the Authority's Cashier's Booths, Monday to Friday, between the hours of **8am – 4pm** at the South Terminal and **24 hours**, every day at the North Terminal respectively;
6. Proof of payment, such as a copy of the payment receipt must be forwarded to, or presented at, the Aviation Training Centre, **before** the date of training. Organizations or individuals failing to meet this requirement, may result in the respective participant(s) being denied entry to the training classroom;
7. Organizations or individuals who may require an invoice from the Airports Authority of Trinidad and Tobago to facilitate payment, can make that request through the Aviation Training Centre;
8. Upon the Aviation Training Centre receiving a copy of the payment receipt, the link to access the Security Awareness Participant Training Manual, via Dropbox, will be emailed to you. The link provides you access to the training manual, which may be downloaded and printed;

9. Participants also have the option of downloading the Security Awareness Participant Training Manual to their laptops or tablets and can walk with their devices to the training, with the manual digitally saved, for their reference in the classroom. **Participants must have a copy of the training manual either hard copy or digital copy when attending the Security Awareness Training Programme;**
 10. The Aviation Training Centre must be notified of any cancellation of attendance at least 48 HOURS IN ADVANCE;
 11. Participants who fail to attend the SATP without adhering to Point 10. above, shall be required to pay another registration fee of **TTD \$489.40** should they wish to re-register for a subsequent class;
 12. The dress code for attendance for any training activity, inclusive of the SATP, at the Aviation Training Centre, unless otherwise specified, shall be business attire;
 13. A mid-morning snack will be provided to participants and a Hot Beverage Station will also be made available for the duration of the training programme;
 14. Participants will be required to take an assessment (examination) at the end of the training programme. The SATP assessment consists of twelve (12) questions and participants are required to correctly answer no less than ten (10) questions to pass the assessment;
 15. Participants, who are not successful at passing the SATP assessment, will have the option of re-sitting the assessment by re-registering to participate in another scheduled SATP. The payment of the registration fee of **TTD \$489.40** will apply.
-

Health Measures

Kindly note, in keeping with the guidelines provided by the Ministry of Health as well as our Health and Safety Department, we have implemented the following procedures to augment our training protocols, as the health and safety of our guests and our personnel remain paramount as we conduct our training activities:

- *Participants have the option to wear face masks to assist in protecting themselves and others from contracting or spreading the Covid-19 or other viruses that may be considered contagious, when attending training at the facility;*
- *Hand sanitizer dispensers are placed throughout the Aviation Training Centre for participants/visitors who may wish to sanitize their hands;*



**AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO
AVIATION TRAINING CENTRE**



- *Participants who feel ill or who may be experiencing or exhibiting any flu like symptoms should not report for the training. Should any such feelings be experienced during the training, persons shall be required to notify the facilitator(s) who would then follow our necessary health and safety protocols.*

Regards,

Sheldon Harper

Manager,

Airports Authority of Trinidad and Tobago's

Aviation Training Centre

Mausica Road, South

Mausica

Phone: 1-868-642-4027 / 868-646-1760 (Office)

Email : sharper@tntairports.com

Training Centre Email: atcen@tntairports.com