

<b>SKILLS FRAMEWORK FOR AIR TRANSPORT SKILLS MAP – LOAD CONTROL ASSISTANT</b>			
<b>Sector</b>	Air Transport		
<b>Sub-Sector</b>	Airport		
<b>Track</b>	Load Control Services		
<b>Occupation</b>	Load Control Associate Professional		
<b>Job Role</b>	Load Control Assistant		
<b>Job Role Description</b>	<p>The Load Control Assistant is responsible for performing calculations for the aircraft mass, balance, control and the centre of gravity for narrow-body aircraft. He/She troubleshoots issues encountered and identifies potential constraints or dangerous goods to be highlighted to the officers and supervisors during load control operations. He assists the officers and flight crew to acquire data related to flight performance and prepares the relevant paperwork. He also complies with all safety and/or security standards and reports any safety and/or security breaches.</p> <p>An Airlines' Load and Trim Certification is required of the Load Control Assistant to perform his duties. He works in shifts to accommodate round-the-clock flight arrivals and departures. He possesses good computer skills to use the software required for load control operations to process large amounts of data. The Load Control Assistant is detail-oriented and resilient to unforeseen interruptions. He has good time management and communication skills in order to work effectively with the team and carry out his duties.</p>		
<b>Critical Work Functions and Key Tasks / Performance Expectations</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>	<b>Performance Expectations (For legislated / regulated occupations)</b>
			In accordance with:
	Administer aircraft mass and balance measurements	Calculate aircraft mass, balance and control for departing narrow-body aircraft	Airlines' Load and Trim Certification
		Calculate aircraft mass centre of gravity for narrow-body aircraft	
		Apply mass centre of gravity to flight planning calculations for narrow-body aircraft	
		Prepare load sheets using flight performance and load planning data for narrow-body aircraft	
		Troubleshoot issues encountered during load control operations	
Administer aircraft load limits and distribution plans	Identify potential constraints to load planning activities		
	Highlight load planning constraints and limitations to officers and supervisors		

		Identify dangerous goods allowed on aircraft and issue Notification to Captain (NOTOC) forms		
	Administer flight performance data calculations	Assist officers and flight crew to acquire data pertinent to flight performance		
		Support officers in calculating aircraft performance data pertaining to takeoff, descent and landing		
		Prepare performance data documentation for officers' review		
	Uphold safety and/or security standards	Interpret and follow individual safety and/or security standards in the workplace		
Identify and report breaches of safety and/or security standards in the workplace				
<b>Skills &amp; Competencies</b>	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies (Top 5)</b>	
	Accident and Incident Response Management	Level 1	Sense Making	Basic
	Aircraft Load Planning	Level 3	Digital Literacy	Basic
	Aircraft Turnaround Coordination	Level 1	Interpersonal Skills	Basic
	Aircraft Weight and Balance Calculation	Level 2	Teamwork	Basic
	Change Management	Level 1	Communication	Basic
	Dangerous Goods Management	Level 1		
	Flight Performance Data Calculation	Level 2		
	Ground Handling Services and Operations Management	Level 1		
	Hazard and Risk Control and Policy Management	Level 2		
	Human Factors Management	Level 2		
	Human-Robot Collaboration	Level 2		
	Inclement Weather Operations and Planning	Level 1		
	Innovation Management	Level 2		
International Air Transport Association Safety Audit for Ground Operations Implementation	Level 1			

	Internet of Things Application	Level 2	
	Learning and Development	Level 1	
	Load Control Documentation	Level 3	
	Process Improvement and Optimisation	Level 2	
	Stakeholder Management	Level 1	
	Technology Application	Level 1	
<b>Programme Listing</b>	For a list of Training Programmes available for the Air Transport sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/air-transport">www.skillsfuture.sg/skills-framework/air-transport</a>		

The information contained in this document serves as a guide.