

Internship Project Form

COMPANY DETAILS	
Organisation Name:	Air Safety Support International
Organisation Description:	British Overseas Territories Civil Aviation Regulator
Website Address:	www.airsafety.aero

PROJECT DETAILS	
Projects take place between June – August each year and take place over 3 months.	
Proposed Project Title:	Operating Systems Management, Upgrade and Transition.
Project Summary:	<p>To support Air Safety Support International (ASSI) Civil Aviation Inspectors by acting as a team member, be back up for pre and post audit activities for the oversight of air operators, maintenance organisations, and airports in the UK Overseas Territories (OTs) where ASSI is responsible for direct regulation.</p> <p>To review entity submissions and providing feedback to the relevant Inspector or surveyor. The Intern will also undertake administrative duties in support of the Inspector/surveyor or Manager, to include:</p> <p>Assisting in the delivery of the ASSI SharePoint (SPO) project, taking minutes at some team meetings, supporting the follow up on audit findings and Mandatory Occurrence Reports (MORs), supporting the provision of updates on team projects.</p>
Which of the following areas best describe your internship opportunity?	<input type="checkbox"/> Management Consulting <input type="checkbox"/> Strategic Management <input type="checkbox"/> Marketing <input type="checkbox"/> Business Development <input type="checkbox"/> Finance and Accounting <input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Entrepreneurship <input checked="" type="checkbox"/> Managing Operations <input type="checkbox"/> Supply Chain Management <input type="checkbox"/> Human Resource Management <input type="checkbox"/> Sustainability <input type="checkbox"/> Other (please specify) [Subject]
Main objective(s) of Internship:	To develop skills and experience in the workplace. Applying a fresh approach to problems and resolving them to the benefit of ASSI.
Key Tasks:	Daily tasks are being a valued contributor in support of the Inspectors and Surveyors. The Intern will be involved with Project work, enforcement work (at the Crawley end) and day to day regulatory duties working with the lead regulator. Research tasks could include SPO transition, making the transition and ensuring its upkeep, landing page etc. And helping Turks & Caicos Civil Aviation

	Authority (TCICAA) advance with their use of Centrik (a safety data base currently utilised by ASSI).
Required Deliverables:	Oversight support to Inspectors/Surveyors Transition to SPO Support to TCICAA in developing Centrik
Skills / Knowledge:	Be working towards an engineering /science degree. Ability to communicate verbally and in writing to a high technical standard while maintaining the ability to make complex information easy to understand · Attributes will include integrity, impartiality, tact, good understanding of human nature, communication skills, problem solving, decision making, critical thinking, teamwork (collaboration).
Location of Office:	Crawley, West Sussex, United Kingdom
Mode of Internship:	<input checked="" type="checkbox"/> Hybrid
Total project payment per student:	Hourly Rate of Pay = £11 Hours per week = 35