

CAA-Accredited Online Training Courses

Information Sheet



ABOUT THE COURSES

How do I purchase a Course?

Simply order the appropriate course from Labeline's website or by contacting our sales office (sales@labeline.com / [0870 850 5051](tel:0870 850 5051)). Labeline will provide you with your username and password for immediate access to the course.

What experience do I need to take one of these Courses?

The training is suitable for students without any previous experience. There are a number of exercises to complete as you go through the training which help to prepare you for the examination. After completing each section of the course, you are provided with a grade. We recommend you retake the section if you do not achieve a score of 80% or more, as this is the minimum grade required to pass the final examination. There is no limit to the number of times you retake each section.

What resources do I need?

- A computer with an internet connection and audio output.
- Ideally, an environment free from distractions.
- Access to a copy of the latest version of the IATA Dangerous Goods Regulations (DGR) is necessary for both the Course and the Exam.

The IATA DGR can be purchased at a discounted price if ordered at the same time as [your course](#).

Copies can be rented at £10 per day + a full price deposit per manual.

- A printed copy of the course notes. Instructions for printing are shown at the very beginning of the course.
- A calculator and a ruler.

Course Content

There is a comprehensive workbook to print off and use throughout the course. The course is laid out in a modular format with tests at the end of each module. We suggest that you also make your own notes in addition to those in the workbook; these can be taken into the examination.

How do I know if I am being successful during the Course?

You should score at least 80% on each of the exercises before you move on to the next module. There is no limit on the number of times you that you can work through the modules.

Are there any time restrictions to complete the Course?

We give you access to the online training for 12 weeks. If you are struggling to complete the training modules in this time frame, please do not hesitate to contact us. (sales@labeline.com / [0870 850 5051](tel:0870 850 5051)).

How long will it take to complete the Course?

The amount of time taken to complete the course will depend on a number of factors, including your experience and speed of working. However, as a rough guide our Category 1 and 6 courses may take between 25 and 40 hours for someone with experience. The Lithium Battery course may take around 15-20 hours for someone with experience.

We recommend that you work on the training little and often, perhaps 1- 2 hours per day. You can retake the modules as many times as you like to ensure you have a comprehensive understanding of what is required.

Course Accessibility Issues

If you are having difficulty accessing your course, please try the following:

- Use a Chrome browser.
- Avoid using multiple windows when taking the course as it will automatically stop recording your progress.
- Always close the course browser window and log out from the Learning Management System (LMS) when taking a break from the course.
- Change computer. Virus software on the specific computer can cause interruptions.
- Change network. Security settings on company servers can cause issues with the course.
- Use an incognito window. Sometimes, opening an incognito tab strips out any browser plug-ins or default settings which may interfere with the functionality of online content in the browser.



ABOUT THE EXAM

For Shipper (IATA Category 1) and Operator Acceptance Staff (IATA Category 6) training, this online training is approved by the UK Civil Aviation Authority (CAA) in accordance with CAP 483. The exams are written and provided by the UK CAA and CAP483 specifies the examination conditions. The Category 1 and Lithium Battery Courses are also approved by The IAA (Ireland). For us to comply with CAP 483, the examination must be undertaken in a classroom environment under strict conditions. This is something we fully support to maintain high standards of training.

How and when can I book an Exam?

You will need to have successfully completed the course with an 80% pass rate in the tests before you can book a place at an examination centre. When you get to this point, you will have access to the examination booking section where you can reserve your place at any one of our centres listed below.

Where can I take the Exam?

We have examination centres, hosting exams on a monthly basis:

- East Midlands Airport
- London Heathrow Airport
- Manchester
- Milton Keynes

We also have centres in Aberdeen, Exeter, London Gatwick Airport and Newcastle that we book when required.

For an additional fee, we can organise for an examination to be invigilated at your premises. Please contact us if you would like to consider this option.

What do I need to take into the Exam?

An up to date IATA DGR, photo ID in the form of either a driving licence or passport. We will provide you with a calculator and pen. The examination is considered 'open book' and therefore the candidates should have unrestricted access to the required IATA DGR.

What else can I take into the Exam?

The examination is not a test of memory, it is designed to ensure that you can navigate your way through the IATA DGR competently. Therefore, you can take in your workbook and any notes that you have made during the course.

How long is the Exam?

The examination is regulated by the UK Civil Aviation Authority. The time permitted is three hours.

Can I reschedule my Exam?

Yes, but please note that a cancellation fee of £40 will be payable if you cancel or change the examination booking less than 5 working days prior to the examination.

How quickly will I receive my results?

Papers are marked within 10 days of taking the examination. If you successfully achieved a grade of 80% or more, a certificate approved by the UK CAA will be awarded together with your CAA Student Registration Number.

Electronic feedback will be given to all candidates showing areas of development and strength.

