

## SkyTrack – Corporate Training & Sponsored Admission Process

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### *Tailored Aviation Training Solutions for Employers & Institutions*

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SkyTrack is the dedicated corporate and sponsored admissions pathway for training delivered by Takeoff Aviation Academy. It is designed for government agencies, airlines, ANSPs, CAA regulators, airport authorities, and other professional clients engaging in workforce training and development.

#### **Step 1: Corporate Training Enquiry or Proposal Request**

- Visit the Corporate Training Page: <https://takeoffgroup.co.uk> or email [atm.training@toaa.aero](mailto:atm.training@toaa.aero)
- Provide basic information:
  - Organisation name and country
  - Desired course(s), duration, preferred start dates
  - Number of participants
  - Mode of delivery (Virtual, Online, Face-to-Face UK or Overseas)
- Alternatively, request a customised proposal for your organisation.

#### **Step 2: Receive Proposal or Quotation**

- Receive a formal Training Proposal or Quotation within 2–5 working days.
- Includes schedule, content outline, delivery method, and cost breakdown.
- Group pricing, bundled packages, and optional post-training reinforcement weeks can be included.

#### **Step 3: Booking Confirmation & Contractual Documents**

- Once the proposal is accepted:
  - A Training Agreement or MOU will be sent for signing (if applicable).
  - A Pro Forma Invoice is issued for processing payment.
- Payment methods include bank transfer, international invoice, or sponsored payment arrangements.

#### **Step 4: Submit Participant Details**

- The organisation submits a Participant Registration Sheet, including:
  - Names, roles, contact emails
  - Preferred course streams (if multiple options exist)
  - Required documents (passport, ID, qualifications – as applicable)
- Each participant receives their individual welcome pack and schedule.

#### **Step 5: Training Delivery**

- Training is delivered as agreed:
  - Virtual Live Training (Zoom/Teams/G Meet)
  - Online Self-Paced via SkySave LMS
  - In-Person in the UK or at your approved training site
- Organisations can monitor attendance, receive weekly progress reports, and arrange for employer feedback briefings.

#### **Step 6: Certification & Post-Training Support**

- Upon successful completion:
  - Each participant receives a Certificate of Completion
  - Option to request official verification letters, employer copies, and endorsement certificates
  - Post-course reports, assessment summaries, and performance insights can be shared with the employer

#### **Step 7: Evaluation & Future Planning**

- Optional Organisational Debrief & Feedback Meeting
- Opportunity to plan additional training phases or advanced-level pathways (e.g., refresher, supervisory, or regulatory training)

#### **Support & Contact**

- Email: [atm.training@toaa.aero](mailto:atm.training@toaa.aero)
- Phone/WhatsApp: Available on request
- Support with logistics, visas, and travel can be arranged for international groups