



**International Civil Aviation Organization**

## **ELECTRONIC BULLETIN**

For information only

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### **ICAO CIVIL AVIATION TRAINING POLICY**

ICAO's role in training is to support the human resources development strategies established by Member States and the aviation community. In 2010, an ICAO Civil Aviation Training Policy was developed and disseminated to States (EC 2010/40 refers) outlining the processes for the implementation of a comprehensive training framework. ICAO aviation training activities have evolved over time and now include many different elements from endorsement of training centres and/or courses and direct delivery of training, to joint agreements with Member States, organizations, training and educational institutions. The development of technology in recent years has also led to a wider range of training, thereby increasing the possibilities of capacity building. As a result, the ICAO Civil Aviation Training Policy has been updated (Attachment) and will come into effect on 1 January 2014.

A central ICAO aviation training unit will be responsible for the planning, management and coordination of all ICAO aviation training activities ensuring the efficient, effective and harmonized implementation of the Policy and response to training needs of Member States, international and regional organizations, industry and other partners.

**Enclosure:**

ICAO Civil Aviation Training Policy  
(1 January 2014)

Issued under the authority of the Secretary General



## ICAO CIVIL AVIATION TRAINING POLICY

### Introduction

ICAO's objective in aviation training is to support the Human Resources Development strategies established by Member States and the aviation community to ensure that they have access to a sufficient number of qualified and competent personnel to operate, manage and maintain the current and future air transport system at prescribed international standards for Safety, Air Navigation Capacity and Efficiency, Security and Facilitation, Economic Development of Air Transport, and Environmental Protection.

Aviation training is considered as a support function of ICAO.

While ICAO shall encourage and advise governments and operators of training facilities, it will not be in competition with them, nor infringe upon Member States' sovereignty.

The scope of ICAO training may encompass all aviation-related areas, but will mainly focus on the development of courses in areas in which ICAO has the intellectual property, such as Global Plans, Standards and Recommended Practices (SARPs), guidance material, global safety and air navigation issues, etc., in order to assist States, aviation industry and aviation professionals implement the new changes.

Aviation training shall only be undertaken by ICAO when it is determined that it is necessary to support Member States in the implementation of ICAO SARPs, Procedures for Air Navigation Services (PANS), air transport policies and guidance and the rectification of identified deficiencies or another ICAO activity.

### Implementation

ICAO shall provide information and advice to Member States as well as to operators of training facilities and other stakeholders, and shall cooperate, partner and/or collaborate, as appropriate, with other institutions such as United Nations organizations, international and regional organizations, educational institutions and industry.

For the purposes of this document the following definitions are used:

*Training* is the acquisition of knowledge and skills provided by ICAO Bureaus, Regional Offices and/or training organizations associated with ICAO issuing a certificate of completion or a certificate of achievement with the ICAO emblem or an ICAO programme emblem.

*Recognition* is a public statement of support, an acknowledgement of compliance. An ICAO recognition is a statement of support for the methods or practices of an aviation activity or organization or its delivery of a certain type or quality of service or product that comply with specific ICAO provisions contained in Annexes to the Convention on International Civil Aviation and related guidelines.

*Standardized training courses* are specific operational or functional training courses developed by training organizations or ICAO through the TRAINAIR PLUS Programme or through the use of an Instructional Systems Design methodology.

*Targeted training activity* is a mechanism for providing awareness or education through a specific/customized training activity coordinated through ICAO.

*Instructional Systems Design* is formal process for designing training which includes analysis, design and production, and evaluation.

Other learning interventions by ICAO such as seminars, symposia and publications will continue to be delivered by ICAO but are not covered by this policy.

All ICAO aviation training activities shall be planned, managed and coordinated by an ICAO aviation training unit to ensure the efficient and effective implementation of this policy.

## **The Four Pillars**

The implementation of ICAO's aviation training policy is based on the following four pillars:

### **1. TRAINAIR PLUS Programme**

The TRAINAIR PLUS Programme encompasses aviation training on matters related to Safety and Air Navigation Capacity and Efficiency, and will evolve in due course to include training on matters related to Security and Facilitation, Economic Development of Air Transport, and Environmental Protection. The Programme will be composed of four modalities of recognition as follows:

#### *Recognized Training Organizations*

Training Organizations, upon application, shall be assessed by ICAO according to the specific requirements of the TRAINAIR PLUS Programme. Organizations compliant with such requirements shall be recognized as TRAINAIR PLUS Members.

#### *Regional Training Centres of Excellence*

In order to have the best possible consideration of regional aspects but also with the intent of saving costs, each ICAO region shall have amongst its TRAINAIR PLUS Members at least one leading Training Organization which shall be assessed by the ICAO aviation training unit according to a set of high-level criteria. Training Organizations that comply with those requirements shall be recognized as Regional Training Centres of Excellence. They shall serve as focal points on implementation of specific initiatives (such as NGAP activities, runway safety, search and rescue, etc.) and enable regional solutions towards specific long-term objectives.

#### *Training Courses*

Design and development of training courses shall be recognized by ICAO according to the ICAO Training Development Guide, Competency-based Training Methodology (Doc 9941).

#### *Trainers*

Trainers shall meet the requirements of ICAO's Instructors Training and Qualification Procedure in order to be qualified.

## **2. Recognition by ICAO of aviation training activities**

Outside of the TRAINAIR *PLUS* Programme, ICAO may recognize training activities (i.e. activity or product such as targeted training activity or ad-hoc training) and the following principles shall be applied:

- The activity represents a direct benefit and added value for international civil aviation, promotes ICAO Strategic Objectives and is consistent with global plans;
- There is a demonstration of compliance of the training activity with existing ICAO Standards, Recommended Practices and guidance material;
- The activity has been structured using an Instructional Systems Design methodology, such as TRAINAIR *PLUS* or an equivalent programme;
- There is a risk analysis and a mitigation strategy for any significant risks identified for ICAO;
- Every effort has been made to ensure that ICAO incurs no additional liability as a result;
- The demonstration of compliance is confirmed through a documented quality assessment process;
- The funding has been ensured.

The recognition of a training activity will be valid for a period determined by the ICAO aviation training unit.

The aviation training unit will have the right to withdraw a recognition from a training activity at any time should the training activity fail to respect established requirements.

All ICAO-recognized aviation training activities will be listed by the aviation training unit.

## **3. ICAO-developed aviation training activities**

ICAO may develop its own training activities to meet specific requirements or objectives, for instance related to a Technical Cooperation or Technical Assistance project.

The principles used for recognition of aviation training activities above will also apply in such cases.

## **4. Cooperation and Partnership Agreements**

Agreements for cooperation and partnership between ICAO and Member States, United Nations organizations, international and regional organizations, educational institutions and the industry shall be pursued to the extent they help to achieve the objectives of ICAO.

Cooperation and partnership agreements shall be decided upon by the Secretary General and established or pursued when it is determined that the training activity fulfils the following criteria:

- Fully complies with ICAO SARPs and policies;
- Helps to achieve the objectives of ICAO's aviation training programme;
- Complements existing ICAO aviation training activities.

### **Financial aspects**

The following financing models shall be applicable to training and recognition training activities undertaken by ICAO:

- Technical Assistance, where the financing of the activities is from the Regular Programme and/or voluntary funds;
- Technical Cooperation, where the activities are financed by the States or donors and those funds are managed by the Technical Co-operation Bureau;
- Cost recovery activities, where partial or full costs could be recovered from the activities; and
- Profit-generating activities, where surpluses will contribute to the Regular Programme Budget.

### **Intellectual property and use of the ICAO's name and emblem**

Every effort shall be made to ensure that the intellectual property of ICAO shall be protected and no harm to ICAO's reputation shall result from aviation training activities provided by a third party using the ICAO name or emblem.

The use of the ICAO's name and emblem shall be in full conformity with the policies and procedures concerning its use.

### **Publication**

All relevant information related to ICAO's aviation training activities shall be published in a dedicated area of ICAO's website, as well as under each Strategic Objective.

### **Applicability**

The ICAO Civil Aviation Training Policy is applicable to all aviation training activities provided by ICAO's Bureaus, Regional Offices, training organizations that are members of the TRAINAIR *PLUS* Programme, and/or training organizations issuing a certificate of completion or a certificate of achievement with an ICAO emblem or special ICAO programme emblem.

### **Entry into force**

The ICAO Civil Aviation Training Policy enters into force on 1 January 2014 and replaces the version of 2010 (EB 2010/4 of 28 September 2010 refers).

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