



ICAO

TRAINAIR *PLUS*™

International Civil Aviation Organization

**ICAO TRAINAIR *PLUS*
Training Developers Course
Course Profile**

Air Navigation Bureau

Hosted by The TRAINAIR *PLUS* Programme

**ICAO Headquarters
Montreal, Canada**

28 April to 9 May 2014

1. **Background:** This course is prepared by the TRAINAIR PLUS Programme of the ICAO Global Aviation Training Office and offered to the aviation community at TRAINAIR *PLUS* Centres.
2. **Language of Instruction:** English (course material in French, Mandarin and Spanish will be available)
3. **Duration:** 2 weeks
4. **Dates:** 28 April to 9 May 2014
5. **Venue:** ICAO Headquarters
6. **Number of Instructors:** 2 Instructors
7. **Number of participants:** 20 (maximum)
8. **Attendance fee:** \$1500 US per participant

9. **Purpose of the Course:**

1. The TDC is the core training activity of the TRAINAIR *PLUS* Programme. It is the main tool to consolidate the implementation of the Programme among Civil Aviation Training Centres (CATCs), with the creation of a team of updated and well trained professionals as course developers to work in Course Development Units.
2. The course provides professionals with advanced techniques for applying the Instructional Systems Development methodology (ISD) under the TRAINAIR *PLUS* Programme. This is a complete instructional development workshop with a focus on the practical aspects of developing training and educational programmes.
3. The course will train civil aviation course developers to design and develop Standardized Training Packages (STPs) based on TRAINAIR *PLUS* competency-based training standards by either upgrading existing conventional courses developed by the CATC to become an TP STP or creating a new TP STP.

10. **Training Objectives:**

1. After having successfully completed the course, the trainees will be able to identify the TRAINAIR *PLUS* training development methodological standards to:
 - a. Analyse training needs and choose strategies
 - b. Analyse jobs and target populations
 - c. Determine training objectives
 - d. Sequence objectives and group them into modules
 - e. Prepare and validate tests
 - f. Design modules
 - g. Produce and validate training material
 - h. Assist in On the Job Training planning and monitoring

11. Target Population:

1. Experienced civil aviation training instructors and aviation professionals who are dedicated to the implementation of competency-based training programmes and development of courses with international standards.
2. Training managers, supervisors and professionals who want to increase their productivity as developers of training and educational programs.

12. Pre-requisites and Qualification Requirements

1. University degree or equivalent qualifications and experience in one or more civil aviation fields or in Human Resources Development and Training.
2. Qualification as an instructor with at least 5 years of practical experience or equivalent aviation professional field experience.
3. Experience in the preparation of a wide range of training aids and their effective incorporation into a training programme. (Desirable)
4. Computer skills using contemporary software programmes.
5. Good oral and written command of the language of instruction.

13. Course Content (Agenda)

0. Course Introduction
1. Preliminary Analysis
2. Job Analysis
3. Population Analysis
4. Design of Curriculum
5. Design of Modules
6. Production and Developmental Testing
7. Validation

14. Documentation for Trainees

1. ICAO Document 9941: *Training Development Guide, A Competency-based Training Methodology* (2011)
2. Course material in a USB key. All TDC participants must have access to a computer or a laptop during the delivery of the course in order to access the relevant course material.

15. Instructor

1. Principal instructor: ICAO TRAINAIR *PLUS* Accredited Instructor

Attachment A: Course Schedule**Attachment A: Course Schedule**

	Day 1	Day 2	Day 3	Day 4	Day 5
AM	Opening Ceremony Course Introduction	Preliminary Analysis	Job Analysis	Job Analysis	Design of Curriculum
PM	Preliminary Analysis	Job Analysis	Job Analysis	Population Analysis	Design of Curriculum
	Day 6	Day 7	Day 8	Day 9	Day 10
AM	Design of Curriculum	Design of Modules	Design of Modules	Production and Developmental Testing	Course Summary
PM	Design of Curriculum	Design of Modules	Design of Modules	Evaluation	Closing Ceremony Certificates