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AIM Training Manual (Doc 9991)

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On behalf of the IMP/AIM-WG: Training Manual Focus Group

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Requirement for a training manual

- Doc 8126 – training programs based on ICAO competency framework

3.4 PERSONNEL

3.4.1 Personnel requirements

3.4.1.1 In line with the State's requirements, an AIS provider must ensure that job descriptions, training programs, training plans and training records are developed, maintained and continuously improved based on the ICAO competency framework.



Requirement for a training manual

- Doc 8126 – training programs based on ICAO competency framework

3.4.4 Application of the AIS adapted competency framework

3.4.4.1 Within the context of the QMS, AIS management must ensure that tasks are performed only by competent personnel. There is therefore a need to identify tasks and assess the required competencies. Clear performance criteria must be established to assess the competencies while the assessment must be based on multiple observations covering a range of different conditions.

3.4.4.2 In this context, AIS management must ensure that required competencies are trained, observed and assessed consistently within the AIS organization. Each party involved in the process including the trainee, instructor, training organization, operator and regulator must have a common understanding of the AIS competency requirements.



Development of guidance

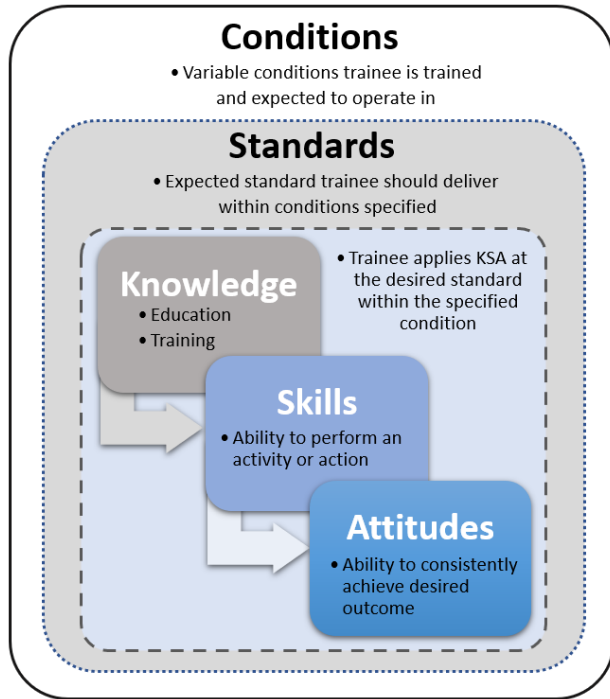
- Development of guidance material commenced in 2008
- IMP/AIM-WG tasked to continue development of manual
- CBTA concept
- Training manual guidance - implement CBTA training programmes
- ADDIE model
- Interdependent requirements - QMS and Training
- Current status of training manual



Development Methodology

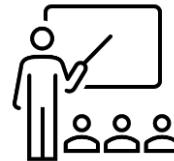
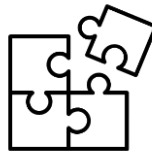
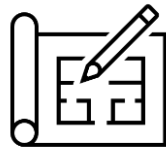
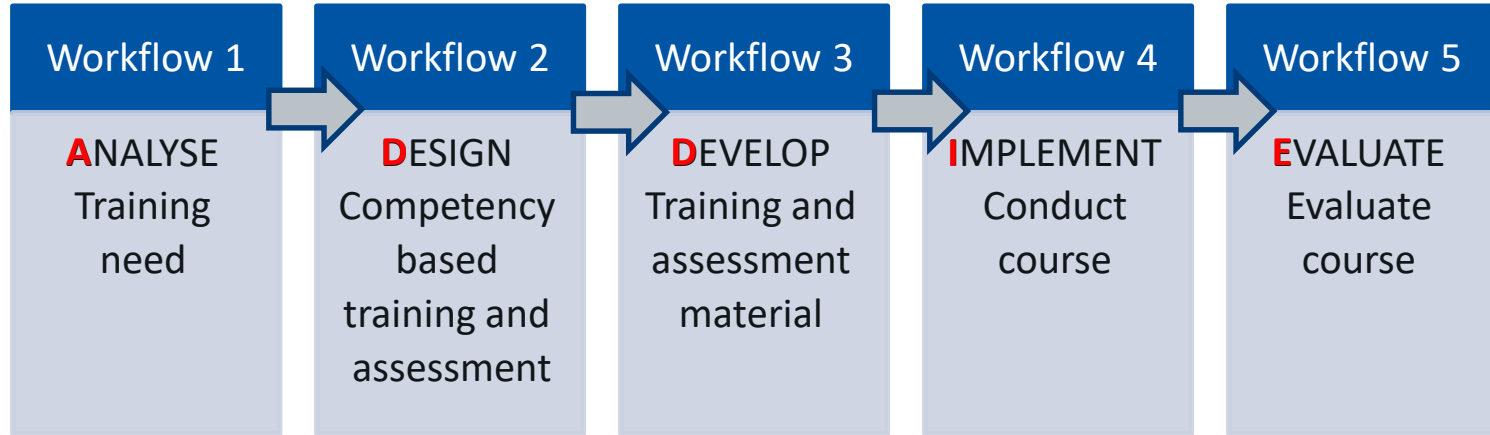
- Structure of the training manual
 - Based on guidance from PANS-TRG (Doc 9868)
 - Aligned with ATCO training manual methodology
 - Outcome-based
- Examples included
 - Training Specification
 - AIS Adapted Competency Model
 - Evidence Guide
 - Competency Checklist
 - Assessment Form
 - Example Syllabus

Development Methodology



- Competency
 - KSA within Standards and Conditions
- ICAO Framework
 - Complete list of competencies
- AIS Adapted Framework
 - Select applicable competencies
 - Assign observable behaviours
 - Determine assessment standards and conditions
- Training phases and progression
 - Initial / Functional / Specialized / Refresher

Development Methodology





Summary

- Requirements
- Development and methodology
- Examples
- Development steps

- Outcome-based
- Ongoing review required
- QMS – training processes





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Thank you for your attention