

**59<sup>th</sup> CONFERENCE OF  
DIRECTORS GENERAL OF CIVIL AVIATION  
ASIA AND PACIFIC REGIONS**

*Cebu, Philippines  
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**AGENDA ITEM 3: AVIATION SAFETY**

**THE DEVELOPMENT OF THE ON-THE-JOB TRAINING  
INSTRUCTOR (OJTI) COURSE**

(Presented by Philippines)

**INFORMATION PAPER**

**SUMMARY**

The Civil Aviation Training Center – Manila of the Civil Aviation Authority of the Philippines aims at developing the On-the-Job Training Instructor (OJTI) course. The course will provide competencies for instructors and operational supervisors in order to properly implement on-the-job training which is included in the competency-based training programmes being delivered by CATC.

## **THE DEVELOPMENT OF THE ON-THE-JOB TRAINING INSTRUCTOR (OJTI) COURSE**

### **1. INTRODUCTION**

1.1 The Civil Aviation Training Center – Manila, the training arm of the Civil Aviation Authority of the Philippines, continually delivers competency-based training programmes for Communication Navigation Surveillance System Officers (CNSSO), Air Traffic Management Officers (ATMO), and Airfield Lighting and Power Technicians (ALPT).

1.2 These competency-based training programmes include on-the-job training to ensure that consistent performance at the required level of competence is achieved and the performance in the operational environment shall be at a level that is appropriate to the exercise of duty. The performance of the on-the-job training requires the supervision of an authorized On-the-Job Training Instructor (OJTI) in the area for which the assessment shall be issued.

1.3 The CATC has recognized the need for the development of an OJTI course for instructors and operational supervisors in order for them to properly perform OJTI duties and responsibilities while trainees undergo on-the-job training.

1.4

### **2. DISCUSSION**

2.1 The OJTI Course development has been initiated by the head of the Air Traffic Service Training Focus Group to ensure the currency of the competencies of the Air Traffic Controllers in all areas of Philippine Air Traffic Management System.

2.2 The CATC – Manila Training Development Division has recommended that OJTI Course that will be developed be offered also to the training programmes of CNSSOs and ALPTs.

2.3 The development of the OJTI course shall follow the ICAO course development methodology by conducting a preliminary study, job analysis and population analysis; designing the curriculum and modules; and establishing the validity and reliability of test, and the validity of the training course.

2.4 The course will provide the instructors and operational supervisors with the competencies to effectively conduct OJT programmes in accordance with ICAO Doc 9868 – PANS-Training, ICAO Doc 10097 – Training Instructors Guide, and ICAO Doc 9941 – Training Development Guide.

2.5 The CATC will also tap the Subject Matter Experts (SMEs) in the fields of Air Traffic Control, CNSSOs, and ALPTs.

2.6 After completion of the course, successful OJTI participants will be able to conduct OJT sessions, assess the trainees' performances, write a training report, and evaluate the OJT programme. The assessment and evaluation reports generated by the OJTI shall be submitted to CATC – Manila as part of the basis for the completion of the course of a trainee in a competency-based training programme, and also evaluation for course quality improvement.

2.7 Target time of the validation of this project is the first quarter of 2025.

### **3. ACTION BY THE CONFERENCE**

3.1 The Conference is invited to note the information contained in this Paper.