



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

DISCUSSION PAPER

AIM/TF/08 — DP/03
11/07/25

Eighth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/8)

México City, Mexico, 8 to 11 July 2025

**Agenda Item 7: Sub-groups Progress in Breakout Working Sessions:
7.3 AIM Training Curriculum and Competency**

UPDATE TO THE INITIAL AND APPROVED WP: TRAINING CURRICULUM FOR AIM PERSONNEL

(Presented by Ad hoc Group 3 AIM Training Curriculum and Competency)

EXECUTIVE SUMMARY

This Working Paper provides an update to the AIM Training Curriculum and Competency area addressed during the AIM/TF/7 held in 2024 (30 July – 02 August) regarding the Working Paper number 8 (AIM/TF/6), namely the AIM 2.0 Training Requirements Official Documentation, in order to be able to present to the upcoming NACC and GREPECAS meetings 2025.

Strategic Objectives:

- Air Navigation Capacity and Efficiency

References

- AIM/TF/4 — WP/06
- AIM/TF/6 — WP/08
- AIM/TF/7 — WP/11
- AIM/TF's Action Plan
- Annex 15
- Doc 8126 – AIS Manual
- Doc 10066 – PANS-AIM
- ICAO TRAINAIR Plus AIM Curriculum
- AIM Training Manual Draft
- Doc 10052 TRAINAIR PLUS Operations Manual (TPOM)

1. Introduction

1.1 During the ICAO/NACC WG AIM/TF/7 (2025) Ad hoc group 5 (AIM Training Curriculum and Competency) conducted follow-up review of the approved Training curriculum for AIM personnel and discussed possible actions to achieve approval of the Training Curriculum by TRAINAIR PLUS.

1.2 The assigned task was to review WP/08 (2023) and WP/11 (2024), update where necessary and make recommendations.

2. Discussions

2.1 Members unanimously agreed that uniformity/standardisation of the training curriculum for AIM personnel is critical to ICAO's strategic objective 2 (Air Navigation Capacity and Efficiency).

2.2 Further it was agreed that standardisation in training curriculum will create uniformity and facilitate consistent operation, output (products and services), quality and processes.

2.3 Members of the subgroup also discussed further breakdown of the listed topics for each module of the AIM Training outlined in WP/08 (2023).

2.4 The training curriculum modules state 1 – 4 weeks duration, one week is believed to be inadequate and unattainable.

2.5 Upgrading of the academic requirements for AIM staff was considered as it is believed and experienced that personnel with higher academic levels are better to train, grasp the complexed AIM knowledge skills/abilities and attitude quicker. Additionally, they are usually more capable to efficiently and proficiently execute tasks under solo-watch duties, under stressful situations (for e.g. emergencies) and situations that are not routine.

2.6 The steps to be taken in the process of having the AIM training syllabus approved and/or training package developed collaboratively and then certified by TRAINAIR PLUS were also discussed (**see Appendix A**).

2.7 Also deliberated were subject matter required to be added to the AIM training syllabus; the importance of English Language Proficiency amongst AIM personnel; as well as the credentialization of AIM personnel (**see Appendices B through E in relation to the topics in 2.7**).

3. Recommendations

3.1 It is recommended by the Ad hoc group 5 (AIM Training Curriculum and Competency) that the training curriculum be updated to include the following:

- a) Aviation Basic Phraseology,
- b) Aviation date and time,
- c) WGS-84,
- d) The six (6) elements of the Global Reporting Format (for inclusion of SNOWTAM),
- e) Information technology/data management (in preparation for the digital age).
- f) SWIM (System-Wide Information Management)
- g) Search and Rescue

3.2 Further review of the training curriculum outline be carried out and a breakdown of each general topic be executed, for additional assistance to States.

3.3 It is recommended that the duration for Module 1 be changed to 3 – 4 weeks.

3.4 Further discussions regarding the upgrading of the AIM Academic Qualifications of AIM personnel should continue.

3.5 The pass rate to range between 70% and 80% for both classroom and OJT, as determined by the state.

3.6 For clarity it is recommended that an overview/explanatory paragraph for each subject area be added under the training curriculum outline.

3.7 Further development of the KSAs (Knowledge, Skills/Abilities and Attitude) as well as Language Proficiency for AIM personnel, which is also a part of the TRAINAIR Plus process.

3.8 Regarding the creation of training package(s), the following recommendations were proffered by Ad hoc group 5:

- a) That assistance/guidance be sought from the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG), in having the syllabus approved.
- b) Discussions take place with ICAO TRAINAIR PLUS regarding the creation, certification and offering of training package to achieve uniformity/standardisation in AIM Training Curriculum.
- c) That AIM Subject Matter Experts (SMEs) from the region be intimately involved in the creation of such training package(s).

4. Conclusion

4.1 Based on the Ad hoc group 5 discussions during the break out session, along with consultation with ICAO AIM/TF Rapporteur Ms. Natasha Leonora-Belefanti and ICAO NACC RO/AIM, Ms. Maily Plana, it has been determined that the most feasible action would be to seek assistance/guidance from the NAM/CAR Civil Aviation Training Centers Working Group (NAM/CAR/CATC/WG), in order to achieve approval of the AIM Training syllabus.

APPENDIX A

TRAINAIR PLUS SUBMISSION REQUIREMENTS AND OBSERVATIONS.

1. Introduction

- 1.1 In 2013, the 38th Session of the ICAO Assembly adopted Assembly Resolution A38-12, Appendix D, to address the scope of ICAO training activities.
- 1.2 The Assembly mandated ICAO to assist Member States in achieving and maintaining competency of aviation personnel through ICAO training programmes.
- 1.3 In line with this Assembly Resolution, the ICAO Civil Aviation Training Policy was subsequently endorsed by the Council during the fourth meeting of its 202nd Session (202/4) with the objective of supporting human resources development of Member States to ensure they have access to a sufficient number of qualified and competent personnel.
- 1.4 This timeline of events led to the development of ICAO Global Aviation Training (GAT).

2. Justification for AIM Training Syllabus

- 2.1 Competent personnel are essential to establish, manage and operate safe air transportation systems, and the International Civil Aviation Organization (ICAO) is committed to supporting Member States in implementing high-quality standards in civil aviation training.
- 2.2 This high standard of operation is required throughout civil aviation and is especially needed within AIM departments which are the bedrock for the development of ATM and the maturity of aviation operations towards the System Wide Information Management (SWIM) environment.
- 2.3 While ICAO encourages and advises governments and operators of training facilities, it is not in competition with them, nor infringes upon Member activities (i.e. activity or product, such as targeted or ad hoc training) based on the following principles;
 - a) the activity represents a direct benefit and added value for international civil aviation, promotes the ICAO Strategic Objectives and is consistent with global plans;
 - b) there is a demonstration of compliance of the training activity with existing ICAO SARPs and guidance material;
 - c) the activity has been structured using an ISD methodology, such as TRAINAIR PLUS or an equivalent methodology;
 - d) there is a risk analysis and mitigation strategy for any significant risks identified for relevant ICAO programmes;
 - e) every effort has been made to ensure ICAO incurs no additional liability as a result;
 - f) the demonstration of compliance is confirmed through a documented quality assessment process; and
 - g) the funding has been ensured.
- 2.4 ICAO has the right to withdraw recognition from a training activity at any time should the training activity fail to respect established requirements.

3. Types of Membership Offered by TRAINAIR plus

- a) Associate Member- Training Organizations
- b) Full Membership- STPs Development
- c) Regional Training Centre of Excellence Membership
- d) Corporate Membership- Aviation Institutions and Industry Organizations.

4. ICAO Recognised Training Packages

4.1 ICAO Training Package developed by ICAO (ITP)

An ITP is a competency-based training course developed by ICAO focusing on the implementation of ICAO SARPs and guidance material, available to be delivered by any TPP Member.

4.2 ICAO Training Package developed by a TPP Member (M-ITP)

An M-ITP is a competency-based training course developed by a TPP Member focusing on the implementation of ICAO SARPs and guidance material. M-ITPs are developed by the Course Development Unit (CDU) of a TPP Member under the supervision of both an ICAO approved Instructional System Design (ISD) validator and ICAO approved Subject Matter Experts (SMEs). M-ITPs are available to be delivered by the network of TPP Members.

4.3 Partnership Training Package (PTP)

A PTP is a training or educational programme in aviation developed within the framework of a partnership agreement with a Corporate Partner or an industry partner. This package will be established or pursued when it is determined that the training activity fulfils the following criteria:

- a) complies with ICAO SARPs and policies;
- b) helps achieve the objectives of ICAO's aviation training programmes;
- c) complements existing ICAO aviation training activities; and
- d) represents a significant contribution to the aviation community.

4.4 Standardized Training Package (STP)

An STP is a competency-based training course developed by a TPP Member focusing on operational practices, using national regulations and procedures, and/or industry requirements. STPs are developed by the CDU of a TPP Member under the supervision of an ICAO approved ISD validator

5. Membership Suitable for the NACC AIM WG From Those Listed

- 5.1 The Standardised Training Package does not appear to be appropriate for what ICAO AIMs to achieve.
- 5.2 The most appropriate membership of those listed suitable for the NACC/WG would be the ICAO training Corporate Partner. This partnership is specifically addressed to universities, regional and international aviation-oriented organizations, (public institutions and aviation agencies), that wish to develop and deliver ICAO training.
- 5.3 However, the remaining options should be further assessed and additional information gathered, for clarity before a definitive decision is made.

6. Determining Steps to be Taken for ICAO's TRAINAIR Plus to Approval the AIM Training Syllabus

- a) Identify the type of membership to be sought by the ICAO NACC Working Group.
- b) Determine whether assistance should be sought from the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG),
- c) Determine if Membership should be sought independently as a Corporate Member and if this membership type is suitable to the NACC Working Group.

7. Possible/Potential Issue Identified

7.1 TRAINAIR PLUS Programme Membership is open to different organizations in the aviation industry, such as government and private training institutions from Civil Aviation Authority (CAA) and operators among others. However, only training organizations conducting aviation training are eligible to join.

8. Application to TRAINAIR PLUS

8.1 Potential Members wishing to join TPP should follow the online application process by visiting the Global Aviation Training website at www.icao.int/training and clicking on "Applying to the TPP" button under the TRAINAIR PLUS tab in the menu bar.

8.2 Application Information

8.3 Important information to all applicants.

8.4 Prior to submitting the application, you are required to:

- a) Download and review the TRAINAIR PLUS Operations Manual (TPOM)
- b) Complete and sign the Application Cover Letter
- c) Download and review the Terms and Conditions

8.5 The application cover letter can be uploaded in the corresponding step of the online application form.

APPENDIX B
PROPOSED AIM TRAINING SYLLABUS (AIM/TF 4/WP/06)

The following is the summarized interpretation of the Approved (by the AIM/TF) **Training Module Curriculum**:

a) BASIC TRAINING ALL AIM STAFF – MODULE 1

- Duration: 1 – 4 weeks (excluding exam period).
- Progress tests are recommended at the end of each subject and an exam at the end of each module with a 70% pass rate.
- Briefing on the subjects in the form of basic training, in order for personnel to properly be introduced to AIM and ARO/FPL.
- Provide Basic training upon entry as an employee in the AIM and/or ARO/FPL unit. Subjects to be received are based upon the recommended list below, which include all or part of the following:
 - AVIATION LEGISLATION
 - PRINCIPLES OF AIR TRAFFIC MANAGEMENT
 - AERODROMES
 - AIRCRAFT
 - METEOROLOGY
 - NAVIGATION
 - QUALITY MANAGEMENT SYSTEMS
 - SAFETY MANAGEMENT SYSTEMS
 - HUMAN PERFORMANCE
 - EQUIPMENT AND SYSTEMS
 - CHARTING / CARTOGRAPHY
 - AIRSPACE
 - SWIM
 - SEARCH AND RESCUE

b) SKILLED TRAINING – MODULE 2A AIS PERSONNEL

- Duration: 3 – 4 weeks theory (excluding exam period).
- OTJ between 2 to 6 weeks, depending on the employee's progress.
- Progress tests are recommended at the end of each subject and an exam at the end of each module with a pass rate of between 70% to 80%, as determined by the state.
- Specialized & Interactive training in order to properly carry out the AIM function.
- Provide skilled training upon successful completion of Module 1. Subjects to be received are based upon the recommended list below, which include all or part of the following:
 - THE AERONAUTICAL INFORMATION SERVICES
 - AERODROME AIS UNITS
 - GENERAL DATA MANAGEMENT
 - STATIC DATA
 - DYNAMIC DATA
 - PUBLICATIONS
 - CHARTING
 - AIS FUNCTIONS
 - COORDINATION

c) SKILLED TRAINING – MODULE 2B ARO / FPL PERSONNEL

- Duration: 2 – 4 weeks theory (excluding exam period).
- OTJ between 2 to 4 weeks, depending on the employee's progress.
- Progress tests are recommended at the end of each subject and an exam at the end of each module with a 70% pass rate.
- Specialized & Interactive training in order to properly carry out the AIM function.
- Provide skilled training upon successful completion of Module 1. Subjects to be received are based upon the recommended list below, which include all or part of the following:
 - THE AERONAUTICAL INFORMATION SERVICES
 - ARO and AERODROME AIS UNITS
 - DYNAMIC DATA
 - CHARTING / CARTOGRAPHY
 - ARO FUNCTIONS
 - COORDINATION

d) CONVERSION TRAINING – AIM STAFF

- Duration: depends on training given by vendor, related to the implemented new/changed/updated system or application
- May/can include or excluding exams
- May include OTJ
- Specialized & Interactive training in order to properly carry out the AIM function.

e) REFRESHER TRAINING AIM STAFF

- A refresher course is a training/workshop course in which the employees improve their knowledge or skills and learn about new developments that are relevant and/or related to the functions they carry out.
- Duration: 1 – 2 weeks theory (no exams/assessment required).
- Annual or at least every two years.
- Based on an analyses carried out on the employee by the State/Unit in order to inquire which needed subjects are to be refreshed in, and in addition conversion training refreshing with regards to the carried-out tasks and functionalities.
- Interactive workshop/training in order to properly carry out the AIM and/or ARO / FPL function.
- Recommendation is at an interval of 2 to 3 years.

Note: Both modules 2A and 2B can be combined, depending on the setup of the State's AIM and/or ARO/FPL unit!

APPENDIX C

AIM TRAINING CURRICULUM

*Definition of the Credit training Level (columns D) of Module Sheets.***Level**

The level contained in this column, relates directly to a defined taxonomy for classifying training objectives. The level is always associated with an action verb contained within the corpus.

There are five levels. The levels are defined as follows:

Level 0	Requires a simple level of awareness
Level 1	A basic knowledge of the subject. It is the ability to remember essential points, to memorise data and retrieve it.
Level 2	The ability to understand and to discuss the subject matter intelligently in order to represent and act upon certain objects and events.
Level 3	A thorough knowledge of the subject and the ability to apply it with accuracy. The ability to make use of the repertoire of knowledge to develop plans and activate them.
Level 4	The ability to establish a line of action within a unit of known applications following the correct chronology and the adequate method to resolve a problem situation. This involves the integration of known applications in a familiar situation.
Level 5	The ability to analyse new situations in order to elaborate and apply one or other relevant strategy to solve a complex problem. The defining feature is that the situation is qualitatively different to those previous met, requiring judgement and evaluation of options.

Module 1	All AIM staff		
1. INTRODUCTION TO AIS TRAINING			
The general objective is to enable students to:			
Gain an understanding of the training programme.	4		
2. AVIATION LEGISLATION			
The general objectives are to enable students to:			
Appreciate the development and application of Aviation Legislation;	20		
Recognise the Rules of the Air and regulations governing airspace.			
3. PRINCIPLES OF AIR TRAFFIC MANAGEMENT			
The general objectives are to enable students to:			
Understand the basic operational procedures used by the air traffic control service in providing separation to aircraft;	25		
Be aware of the necessity for ATC to apply these procedures to ensure a safe and expeditious service to airspace users.			

4. AERODROMES			
The general objectives are to enable students to:			
Be familiar with the layout of an aerodrome;	30		
Describe aerodrome marking and lighting systems.			
5 AIRCRAFT			
The general objectives are to enable students to:			
Understand the basic principles of the theory of flight;	25		
Be familiar with factors affecting aircraft performance.			

6 METEOROLOGY			
The general objectives are to enable students to:			
Understand the basics of meteorology;	25		
Appreciate how meteorological phenomena affect airline operations and aircraft performance.			
7. NAVIGATION			
The general objective is to enable students to:			
Understand the basic principles of navigation and air navigation systems.	25		
8. QUALITY MANAGEMENT SYSTEMS			
The general objectives are to enable students to:			
Understand the basic principles of quality management systems;			
Being aware of the importance of quality management systems in air navigation services;	10		
Describe the company's quality management system;			
Apply pre-defined AIS processes within the quality management system.			
9. SAFETY MANAGEMENT SYSTEMS			
The general objectives are to enable students to:			
Understand the basic principles of safety management systems;	10		
Describe the impact of safety management systems to AIS/AIM.			
10. HUMAN PERFORMANCE			
The general objective is to enable students to:			
Appreciate the factors that affect personal performance;	20		
Appreciate the factors that affect team performance.			
11. EQUIPMENT AND SYSTEMS			
The general objectives are to enable students to:			
Recognise the equipment and systems that are in general use in ANS;			
Appreciate how this equipment and systems contribute to safe and efficient ANS;	10		
Use computer and other equipment required for AIS functions.			
Total hours	204		

Calculation of the duration of the course									
ARO /FPL									
Module 1	204								
Module 2	143								
Total	347								
347 Hours = 58 days = 15 Weeks									
AIS									
Module 1	204								
Module 2	242								
Total	446								
446 Hours = 75 days = 19 Weeks									
An accelerated course is Possible: Basic 5 weeks, Module 2A 10 weeks and Module 2B 7 weeks									

Module 2	FPL / ARO Officer	AIS Officer	
1. THE AERONAUTICAL INFORMATION SERVICES The general objectives are to enable students to: Appreciate how the aeronautical information services function; Explain (and exercise) how information is collected and distributed	20	40	
2. ARO and AERODROME AIS UNITS The general objectives are to enable students to: Understand the function of the Air Traffic Services Reporting Office (ARO); Understand the function of the Aerodrome AIS Unit; Recognise the information required by pilots prior to a flight	25	25	
3. GENERAL DATA MANAGEMENT The general objectives are to enable students to: Receive and process incoming data; Determine the method of publication; Distribute data for further processing.	15	30	
4. STATIC DATA The general objectives are to enable students to: Describe and explain the purpose, function and significance of static data; Store static data in a database; Provide required static data for other databases.	15	30	

5. DYNAMIC DATA The general objectives are to enable students to: <input type="checkbox"/> Describe and explain the purpose, function and significance of dynamic data; <input type="checkbox"/> Prepare, distribute and store outgoing dynamic data; <input type="checkbox"/> Receive process and store incoming dynamic data.	20	30	
6. PUBLICATIONS The general objectives are to enable students to: <input type="checkbox"/> Describe and explain the processes and procedures for the preparation of aeronautical publications; <input type="checkbox"/> Process incoming data for publication; <input type="checkbox"/> Prepare, distribute and store publications	10	30	
7. CHARTING The general objectives are to enable students to: <input type="checkbox"/> Describe and explain the purpose, function and significance of charting; <input type="checkbox"/> Process incoming data for charting; <input type="checkbox"/> Prepare, distribute and store charts	6	25	
8. ARO FUNCTIONS The general objectives are to enable students to: <input type="checkbox"/> Receive, verify and process incoming data; <input type="checkbox"/> Prepare and conduct an appropriate and complete briefing	20	20	
9. COORDINATION The general objectives are to enable students to: <input type="checkbox"/> Identify when co-ordination has to be performed; <input type="checkbox"/> Conduct coordination in an appropriate manner.	12	12	
Total hours	143	242	

APPENDIX D

CREDENTIALIZATION OF AIM OFFICERS

An Aeronautical Information Management (AIM) Officer credentialization would outline the qualifications, privileges, and responsibilities of an individual authorized to provide aeronautical information. This credentialization would ensure that officers are knowledgeable and competent in handling vital flight information, contributing to the safety, regularity, and efficiency of air navigation.

The following is a draft certification, incorporating key elements based on ICAO guidelines and best practices:

This form is designed in accordance with the standards and recommended practices (SARPs) outlined in ICAO Annex 1 – Personnel Licensing, specifically for the licensing of Aerodrome Flight Information Service Officers (AFISOs).

Aeronautical Information Management Officer Credentialization Form

SECTION 1: APPLICANT DETAILS

Full Name:	
Date of Birth:	
Nationality:	
Residential Address:	
Phone Number:	
Email Address:	
Passport/ID Number:	
Certification Number (if renewing):	

SECTION 2: APPLICATION TYPE

Initial Certification Renewal Revalidation Amendment

Effective Date Requested: _____

SECTION 3: MEDICAL CERTIFICATE

Class of Medical:	
Medical Certificate Number:	
Date of Issue:	
Expiry Date:	
Medical Examiner Name:	

SECTION 4: TRAINING & QUALIFICATIONS

Name of Training Provider:	
Course Completed:	
Course Dates:	
Total Training Hours:	
Assessment Outcome:	

SECTION 5: ENGLISH LANGUAGE PROFICIENCY

English Language Proficiency (ELP) For AIM Personnel: PUB NOTAM AIS/ARO

Date of Assessment: _____ Assessor Name: _____

SECTION 6: PROFESSIONAL DEVELOPMENT

- Cross Training
- Specialized Training
- Refresher Training

SECTION 6: DECLARATION BY APPLICANT

I declare that the information provided is true and correct to the best of my knowledge. I understand that any false declaration may result in refusal, suspension, or cancellation of my credential.


Signature: _____

Date: _____

SECTION 7: FOR OFFICIAL USE ONLY

Application Received Date:	
Documents Verified:	
Approved By:	
License Issued Date:	
License Expiry Date:	
Remarks:	

I) República de Guatemala
Republic of Guatemala



VIII) Dirección General de Aeronáutica Civil
Civil Aeronautical General Direction

V) Nombre Name
SILVIA JEANETH HERRERA MELENDEZ


I) Licencia ESPECIALISTA AIS
AIS SPECIALIST License

II) No. de Licencia License Number **246**


VI) Dirección Address
RESIDENCIALES LLANO ALTO 3 CASA W-28 ZONA 6 VILLA NUEVA.

VA) Fecha de Nacimiento Date of Birth **06-02-1976**


VI) Nacionalidad Nationality **GUATEMALTECA**




Francis Arturo Argueta Aguirre
Director General



(I) Director General, XI) Sello



VII) Firma del Titular, Signature



APPENDIX E

English Language Proficiency (ELP) For AIM Personnel

ICAO Annex 15 (3.6.5) states that all aeronautical information intended for international use must be published in English. ICAO mandates ELP testing for pilots and ATCOs, requiring Level 4+ proficiency based on 6 criteria: Pronunciation, Structure, Vocabulary, Fluency, Comprehension and Interaction.

While AIM is not yet included in the formal testing framework, the need is critical. The AIM Task Force has already defined 4 essential skills for AIM roles:

- Oral expression
- Oral comprehension
- Reading comprehension
- Written expression

This framework can be used as a baseline to test AIM personnel pending ICAO guidance.

In the event that States have already established an English proficiency standard that is level 4 and above then evidence of this must be kept in training records and must be available for audit purposes.

Similar that the ICAO Language Proficiency Rating Scale (Annex 1, Attachment A), the following English descriptors for the Aeronautical Information Services consists of six different levels used for making judgements of performance. The levels are accompanied by six different band of descriptors which make their interpretation clear.

ENGLISH DESCRIPTORS FOR THE AERONAUTICAL INFORMATION SERVICES

	Level	Comprehension		Oral expression		Writing
		Auditive Comprehension	Reading Comprehension	Oral Interaction	Oral expression	Written expression
PUBLICATIONS	BASIC	Understand Quotes about Topics of personnel or professional interest, with the possible Use of clarification Strategies.	Understand simple texts on everyday and/or work-related topics, with the help of reference materials.	Exchange information on daily and/or work matters in a simple way, using clarification strategies if necessary.	Explain, with simple structures, the personal and / or work reality, although sometimes clarification strategies may be needed.	Translate and/or write texts on technical topics and/or topics of professional interest, with the help of reference materials.
	STANDARD	Fully understand the main ideas when the speech is clear, whenever everyday matters and/or matters of professional interest are discussed.	Understand texts on everyday and/or work-related topics without the aid of reference materials. Knowing how to find specific information in simple writings, fundamental-work-related minds.	Exchange in a simple, direct and autonomous way, the information on daily and / or work matters.	Explain, with more complex structures, the personal and / or work reality with ease and fluency.	Translate and/or write texts on technical topics and/or topics of professional interest autonomously.

	Level	Comprehension		Oral expression		Writing
		Comprehension auditive	Comprehension Reading	Oral interaction	Oral expression	Written expression
AIM: AIS & ARO	B A S I C R E Q U I R E D	Fully understand the main ideas when the speech is clear, whenever everyday matters and/or matters of professional interest are discussed, although clarification strategies may sometimes be needed.	Understand the vocabulary included in forms and spreadsheets necessary to perform the job properly, with the help of reference materials.	Simply exchange information on day-to-day and/or work-related matters, using the correct grammatical structures and classification strategies if necessary.	Explain, in simple terms, the personal and / or work reality. Respond concisely to any questions or requests made in the workplace. Clarification strategies may sometimes be needed.	Know how to complete forms and forms necessary to properly perform the job. Compose short, simple notes on work needs, with the help of reference materials.
	S U P E R I O R L E V E L	Fully understand the main ideas when the speech is clear, as long as everyday matters and/or matters of professional interest are discussed.	Understand the vocabulary included in forms and spreadsheets necessary to successfully perform the job.	Exchange information on day-to-day and/or work-related matters, using grammatical structures correctly.	Explain personal and/or work reality. Respond concisely to any questions or requests made in the workplace.	Be able to complete forms and templates necessary to properly perform the job. Compose notes regarding work needs.

	Level	Comprehension		Oral expression		Writing
		Comprehension auditive	Comprehension Reading	Oral interaction	Oral expression	Written expression
NOTAM	B A S I C R E Q U I R E D	Understand phrases and vocabulary on topics related to daily life and / or work, although sometimes clarification strategies may be needed.	Understand very short and simple texts on topics of personal and/or work interest, with the support of reference materials.	Exchange information on daily and/or work matters in a simple way, using clarification strategies if necessary.	Explain, with simple structures, the personal and / or work reality, although sometimes clarification strategies may be needed.	Compose notes and short and simple messages related to the work. Complete forms and documents related to work activity, with the help of reference materials.
	S U P E R I O R L E V E L	Understand phrases and vocabulary on topics of personal and/or work interest.	Understand moderately complex texts on topics of personal and/or work interest without the help of reference materials.	Exchange in a simple, direct and autonomous way information on daily and / or work matters.	Explain, with more complex structures, the personal and / or work reality with relative ease and fluency.	Compose and/or translate notes and messages related to the work. Know how to fill out forms and documents related to work activity.