

## ATTACHMENT A

### ICAO COMPETENCY BASED TRAINING (CBT) WORKSHOP FOR ATCO AND ATSEP PERSONNEL

#### DRAFT AGENDA

##### Objective

Introduce the Competency-based training (CBT) concept for Air Traffic Controllers (ATCO) and Air Traffic Safety Electronics Personnel (ATSEP) and provide guidance for its implementation, as outlined in the fourth amendment to Doc 9868 - *Procedures for Air Navigation Services — Training* (PANS-TRG) and associated training manuals to be published later in 2016.

##### Target Audience

- Personnel from training centers, Air Navigation Service Providers (ANSPs) and Civil Aviation Authorities responsible for the management of ATSEP and ATCO training
- Civil Aviation Authority personnel responsible for the management of ATCO and ATSEP regulation, auditing and oversight of training
- Civil Aviation Authority personnel responsible for conducting audits and oversight of ATSEP and ATCO training
- ATSEPs/ATCOs, Course Developers, Instructors and Assessors
- Training managers, regulators, and other personnel involved in the delivery of ATSEP and ATCO training

##### Workshop outline

The workshop will run over three days (28 to 30 November 2016). The first day of the workshop is common to both ATCOs and ATSEP. For the second day and the morning of the third day, ATCOs and ATSEP will attend separate sessions. The two groups will rejoin for a common session on the afternoon of the third day, the tentative programme is detailed below:

## TENTATIVE PROGRAMME

Monday 28 November		Tuesday 29 November				Wednesday 30 November			
0830 0900	Registration	0900 0915	<i>ATCO Workshop:</i> • Introduction • Review of day 1	0900 0930	<i>ATSEP Workshop:</i> • Introduction • Review of day 1	0900 1100	<i>CBT</i> Instruction/Assessing Exercise	0900 1000	<i>ATSEP</i> • Conversion training • Exercises – Perform conversion training
0900 0915	Opening Ceremony								
0915 1015	Introduction to Workshop	0915 1030	CBT competencies	0930 1030	Doc 10057 – <i>Training Manual/Questions</i>			1000 1100	• Developmental training
1015 1030	<i>Coffee Break</i>	1030 1045	<i>Coffee Break</i>	1030 1045	<i>Coffee Break</i>	1100 1115	<i>Coffee Break</i>		
1030 1050	NGAP overview	1045 1200	CBT Training manual	1045 1130	Examples of developing CBT plan	1115 1230	Review and wrap-up	1115 1230	Review and wrap-up
11:20 11:50	Competency-Based Training (CBT)	1200 1300	CBT developing an Adapted Competency Model	1130 1300	Exercise: • Develop performance criteria				
11:50 12:45	Introduction to PANS TRG document Question Session								
1245 1345	<i>Lunch Break</i>	1300 1400	<i>Lunch Break</i>	1300 1400	<i>Lunch Break</i>	1230 1330	<i>Lunch Break</i>		
1345 1535	General exercise (Cont.)	1400 1500	CBT Developing an Adapted Competency Model (Cont.)	1400 1500	Exercise (Cont.)	1330 1445	<i>(ATSEP and ATCO combined)</i>  Key points and recommendations to take home		
1535 1550	<i>Coffee Break</i>	1500 1515	<i>Coffee Break</i>	1500 1515	<i>Coffee Break</i>	1445 1500	<i>Coffee Break</i>		
1550 1645	Question and Answer (Q&S)	1515 1615	CBT Instruction and assessing	1515 1545	• Unsuccessful Progression/Questions	1500 1530	Final review		
				1545 1615	• Continuation Training	1530 1600	Closure		