

## COURSE REVIEW PROCESS – USER GUIDE

### 1. General

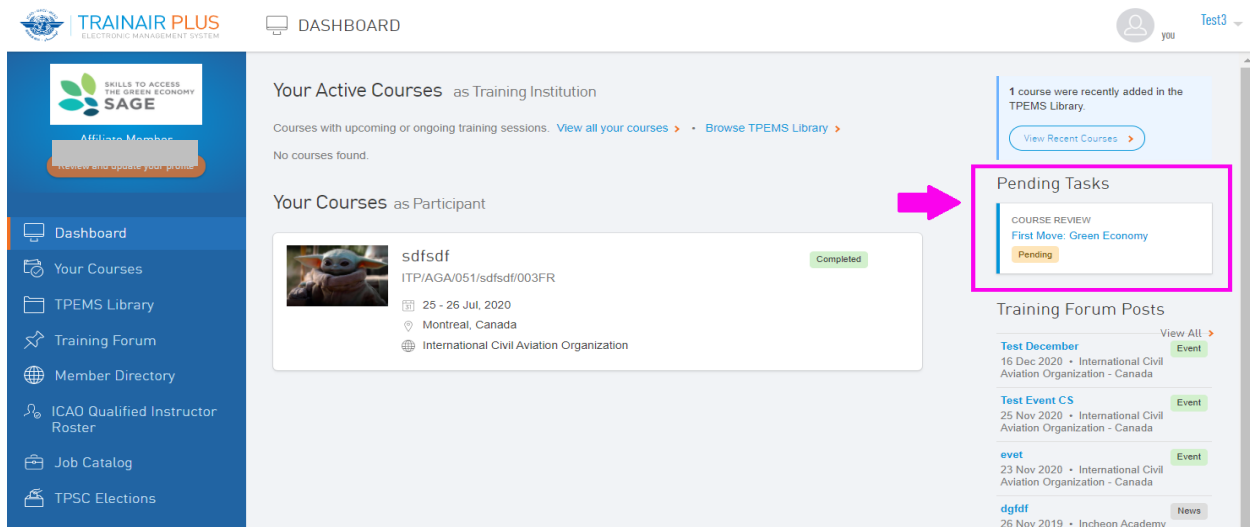
In accordance with the TRAINAIR PLUS Operations Manual (TPOM), TRAINAIR PLUS Programme (TPP) Members must collect feedback on courses they developed through the course review process in the TRAINAIR PLUS Electronic Management System (TPEMS).

If a course has not been delivered, revised, or updated within three years after completing the course development or course review process, the course will be disabled in the TPEMS library and not be available for delivery.

The course review process is integrated into the TPEMS on 1 February 2021. This process will lead to the automatic generation of the course review report via the TPEMS and keep track of course revisions in the system.

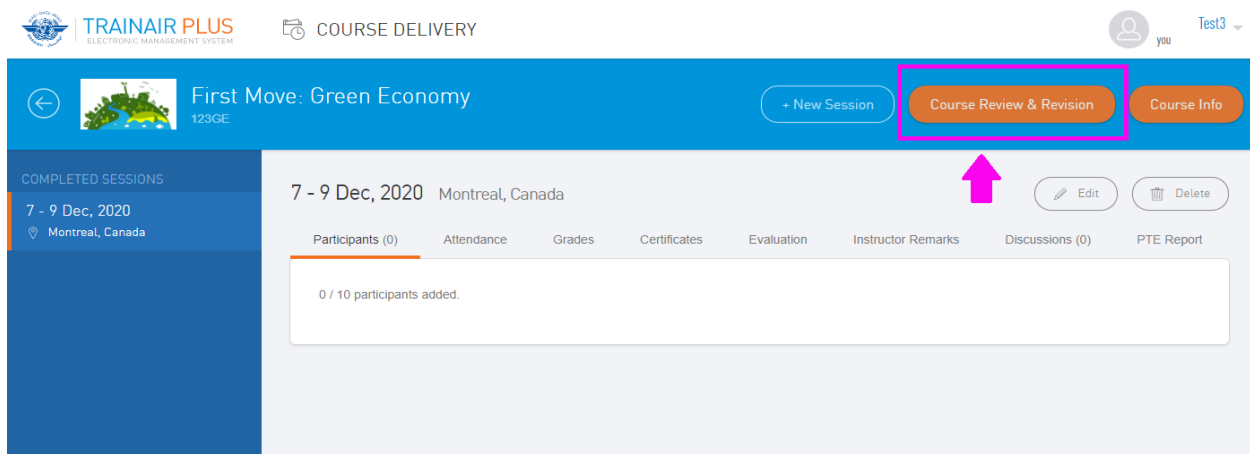
### 2. Three ways to initiate the course review process through TPEMS

- I. Under “Pending Tasks” on the dashboard. This option will display 24 months after the completion of the course development process, or 24 months after the last course review.



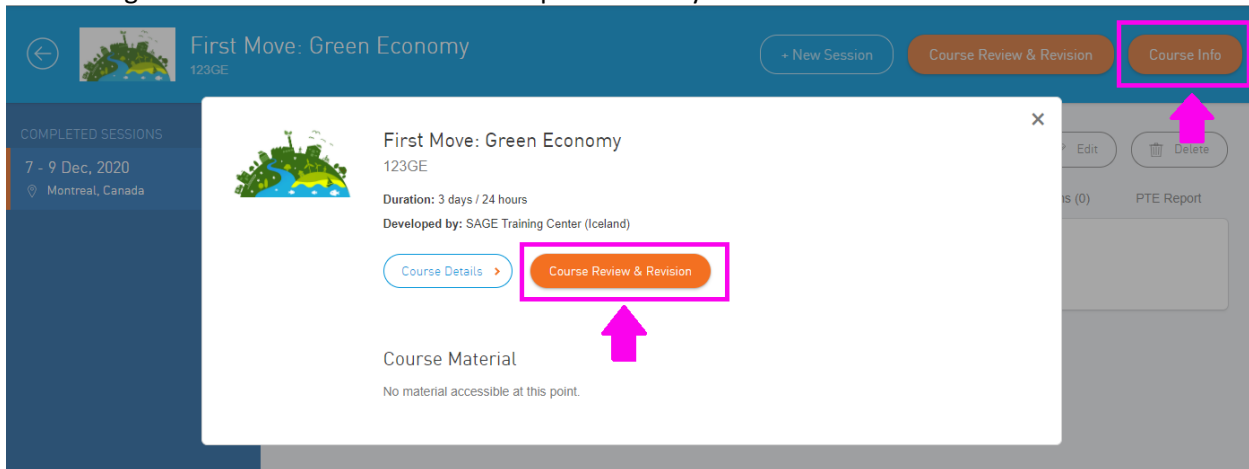
The screenshot shows the TRAINAIR PLUS DASHBOARD interface. The user is logged in as 'you' (Test3). The main content area is titled 'Your Active Courses as Training Institution' and shows 'No courses found.' Below this is 'Your Courses as Participant' with a completed course card for 'sdfsdf' (ITP/AGA/051/sdfsdf/003FR) from 25-26 Jul, 2020. On the right sidebar, the 'Pending Tasks' section is highlighted with a pink box and a pink arrow points to it. It contains a 'COURSE REVIEW' task for 'First Move: Green Economy' with a 'Pending' status. Below this are 'Training Forum Posts' including 'Test December', 'Test Event CS', 'evet', and 'dgfdf'.

- II. Through the course page. This option will display 24 months after the completion of the course development process, or 24 months after the last course review.



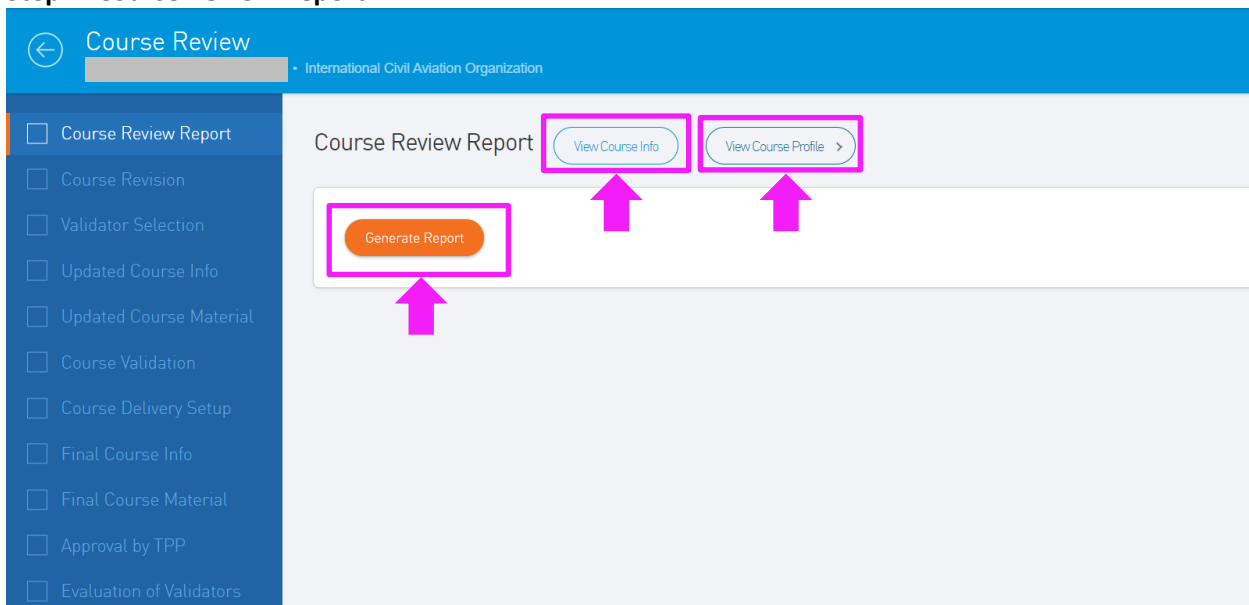
The screenshot shows the TRAINAIR PLUS COURSE DELIVERY page for the course 'First Move: Green Economy' (123GE). The page has a blue header with navigation buttons: '+ New Session', 'Course Review & Revision' (highlighted with a pink box and a pink arrow), and 'Course Info'. Below the header, the session details are '7 - 9 Dec, 2020' in 'Montreal, Canada'. There are buttons for 'Edit' and 'Delete'. A table with columns 'Participants (0)', 'Attendance', 'Grades', 'Certificates', 'Evaluation', 'Instructor Remarks', 'Discussions (0)', and 'PTE Report' is shown. Below the table, it says '0 / 10 participants added.'

III. Through the “Course Info” button. This option is always available.



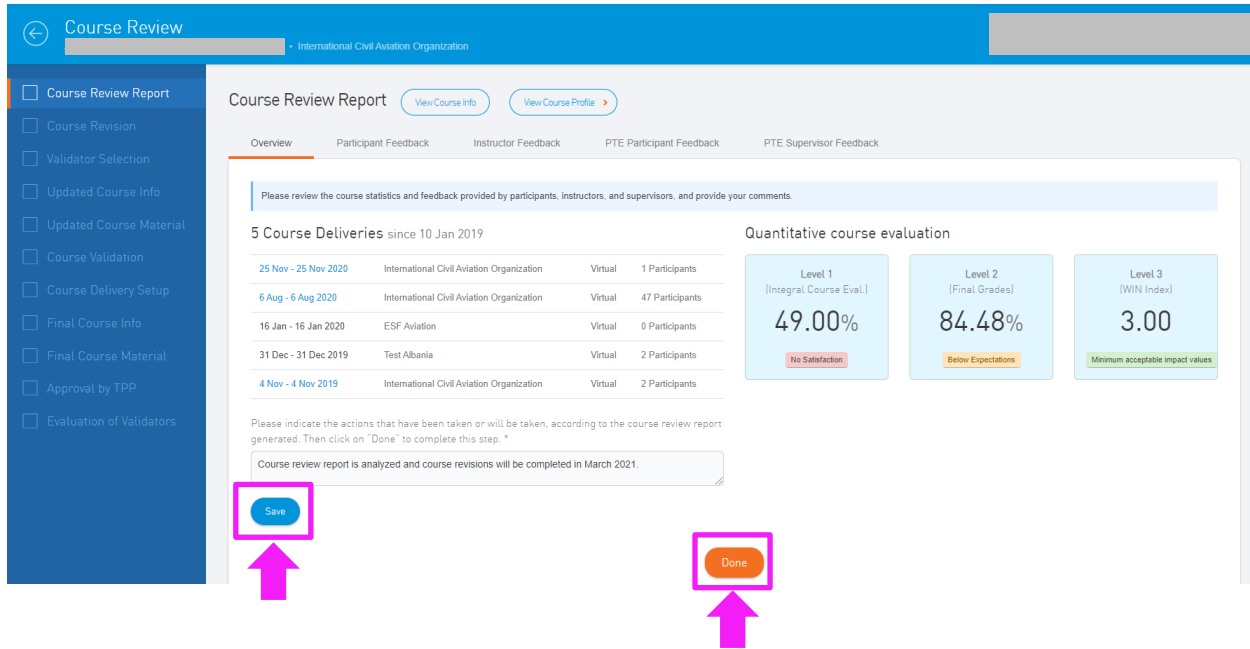
### 3. Course review process steps (once initiated)

#### Step 1: Course Review Report



TPP Members can click on the “Generate Report” button to generate a course review report, based on the course deliveries and course evaluation data in the TPEMS.

The “View Course info” and “View Course Profile” buttons provide TPP Members quick access to the course material and course profile.



The course review report is composed of:

- Course deliveries
- Quantitative course evaluation, which include:
  - level 1 evaluation

<b>Fails to meet expectations</b>	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Below 60%	60% - 79.99%	80% - 90%	Above 90%

- level 2 evaluation

<b>Fails to meet expectations</b>	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Below 60%	60% - 79.99%	80% - 90%	Above 90%

- level 3 evaluation (if applicable)

IMPACT RANGES				
UNACCEPTABLE IMPACT RANGE		ACCEPTABLE IMPACT RANGE		
Very Low Impact values	Low Impact values	Minimum acceptable Impact values	High impact values	Optimal Impact values
0 - 2.49	2.5 - 2.99	3.0 - 3.49	3.5 - 3.99	4.0 - 5.0

- Qualitative course evaluation, which include:
  - participant feedback
  - instructor feedback
  - PTE participant feedback (if applicable)
  - PTE supervisor feedback (if applicable)

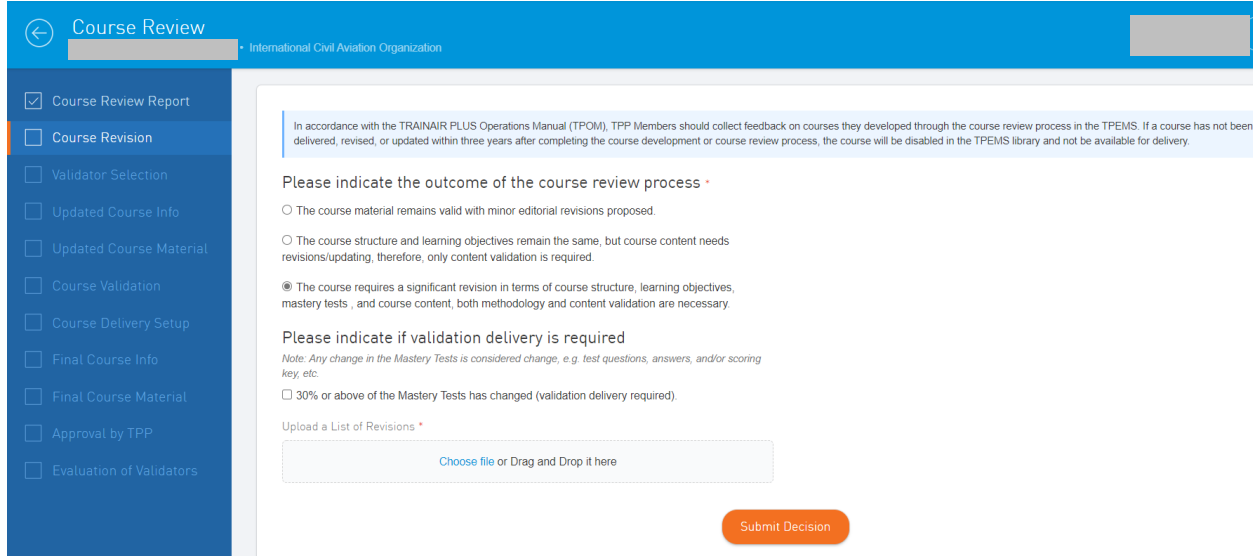
- Overall comments\*

*Note: Please indicate actions that have been taken, or will be taken, according to the course review report generated, "Save" the comments and then click on "Done" to complete this step.*

Course review reminders will be sent to the TPP Member 24, 30, and 35 months after the completion of the course development or the last course review process, requesting that the course review process is completed before the deadline.

A notification will be sent to the TPP Member 36 months after the completion of the course development or the last course review process. This notification will state that the course is disabled in the TPEMS library and coordination with GAT is required to reactivate the course.

## Step 2: Course Revision



Course Review

International Civil Aviation Organization

- Course Review Report
- Course Revision
- Validator Selection
- Updated Course Info
- Updated Course Material
- Course Validation
- Course Delivery Setup
- Final Course Info
- Final Course Material
- Approval by TPP
- Evaluation of Validators

In accordance with the TRAINAIR PLUS Operations Manual (TPOM), TPP Members should collect feedback on courses they developed through the course review process in the TPEMS. If a course has not been delivered, revised, or updated within three years after completing the course development or course review process, the course will be disabled in the TPEMS library and not be available for delivery.

Please indicate the outcome of the course review process \*

The course material remains valid with minor editorial revisions proposed.

The course structure and learning objectives remain the same, but course content needs revisions/updating, therefore, only content validation is required.

The course requires a significant revision in terms of course structure, learning objectives, mastery tests, and course content, both methodology and content validation are necessary.

Please indicate if validation delivery is required

*Note: Any change in the Mastery Tests is considered change, e.g. test questions, answers, and/or scoring key, etc.*

30% or above of the Mastery Tests has changed (validation delivery required).

Upload a List of Revisions \*

Choose file or Drag and Drop it here

Submit Decision

Based on the course review report, TPP Members are required to indicate the outcome of course review from the three options provided:

- The course material remains valid with minor editorial revisions proposed.**
- The course structure and learning objectives remain the same, but course content needs revisions/updating, therefore, only content validation is required.**
- The course requires a significant revision in terms of course structure, learning objectives, mastery tests, and course content, both methodology and content validation are necessary.**

If option 3 is selected, please indicate if a validation delivery is required.

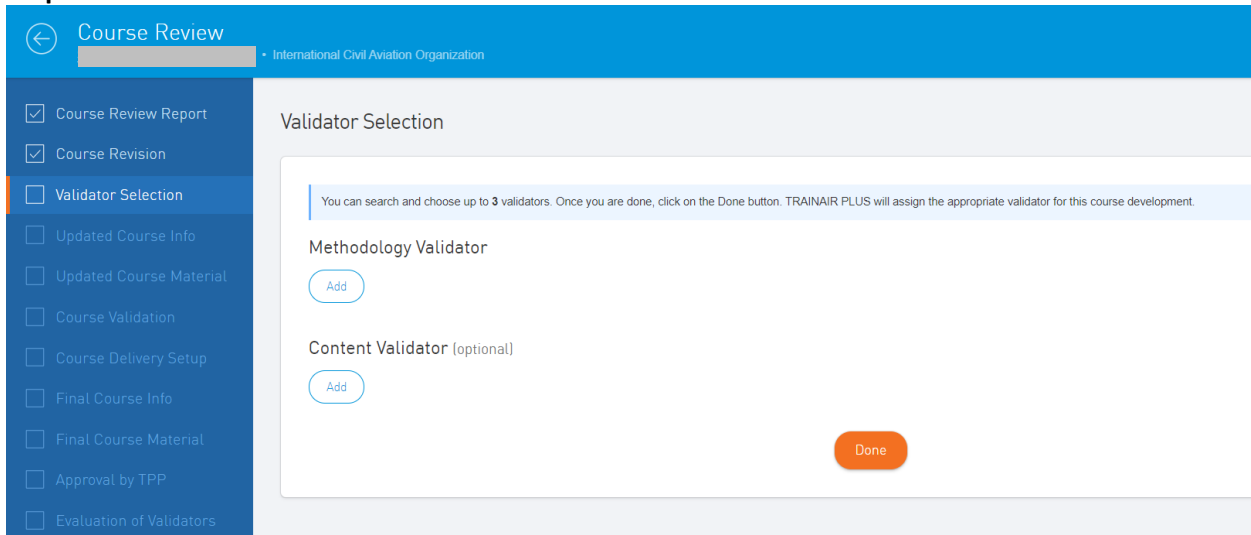
- Validation delivery is required, given 30% or above of the Mastery Tests is changed.**
- Validation delivery is not required, given less than 30% of the Mastery Tests is changed.**

*Note: Any change in the Mastery Tests is considered change, e.g. test questions, answers, and/or scoring key, etc.*

Additionally, **a list of revisions** must be uploaded into the TPEMS, before clicking on “Submit Decision”.

Depending on the options selected, the associated steps must be followed.

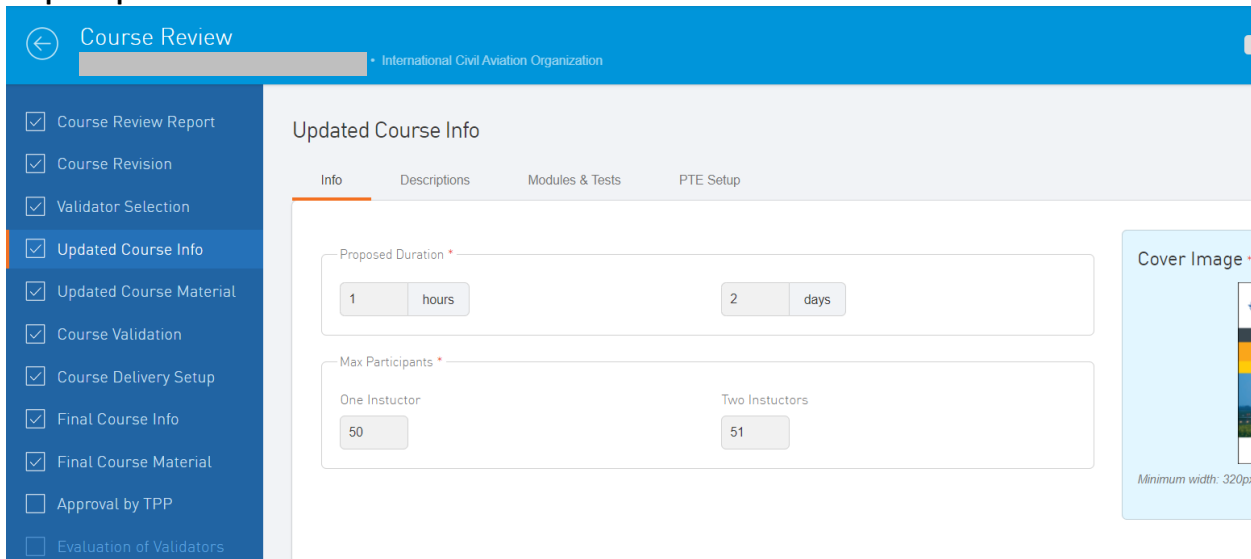
### Step 3: Validator Selection



The screenshot shows the 'Validator Selection' interface. On the left is a navigation menu with the following items: Course Review Report (checked), Course Revision (checked), Validator Selection (highlighted), Updated Course Info, Updated Course Material, Course Validation, Course Delivery Setup, Final Course Info, Final Course Material, Approval by TPP, and Evaluation of Validators. The main content area is titled 'Validator Selection' and contains a blue header with a back arrow and 'Course Review' text. Below this is a grey box with the text: 'You can search and choose up to 3 validators. Once you are done, click on the Done button. TRAINAIR PLUS will assign the appropriate validator for this course development.' Underneath are two sections: 'Methodology Validator' with an 'Add' button, and 'Content Validator (optional)' with an 'Add' button. At the bottom right of the main content area is an orange 'Done' button.

If methodology and/or content validation is required, TPP Members can select a methodology validator from the TPEMS validator roster, and select the contract option. GAT will manage the selection of a content validator, if required, and subsequently hire the content validator through an ICAO contract.

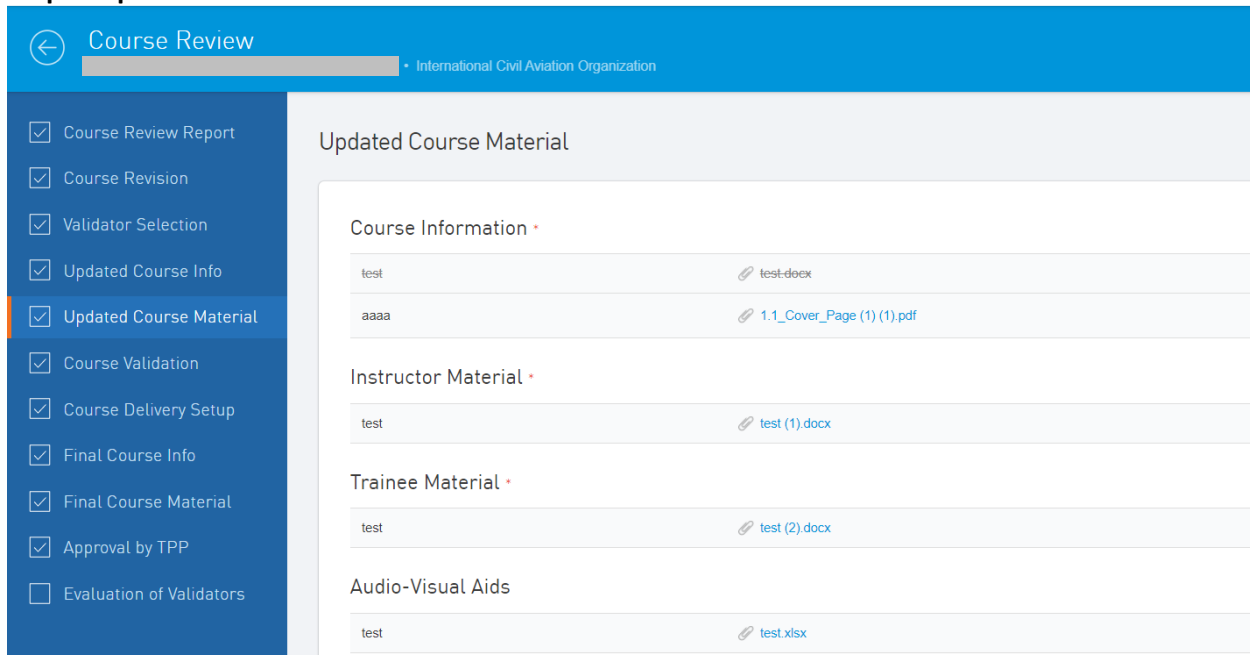
### Step 4: Updated Course Info



The screenshot shows the 'Updated Course Info' interface. The left navigation menu is identical to Step 3, but 'Updated Course Info' is now checked and highlighted. The main content area is titled 'Updated Course Info' and has four tabs: Info (selected), Descriptions, Modules & Tests, and PTE Setup. The 'Info' tab contains two main sections. The first is 'Proposed Duration \*' with two input fields: '1 hours' and '2 days'. The second is 'Max Participants \*' with two input fields: '50' under 'One Instructor' and '51' under 'Two Instructors'. On the right side, there is a 'Cover Image \*' section with a vertical image strip and the text 'Minimum width: 320px'.

In this step, TPP Members are able to update the course info in the TPEMS.

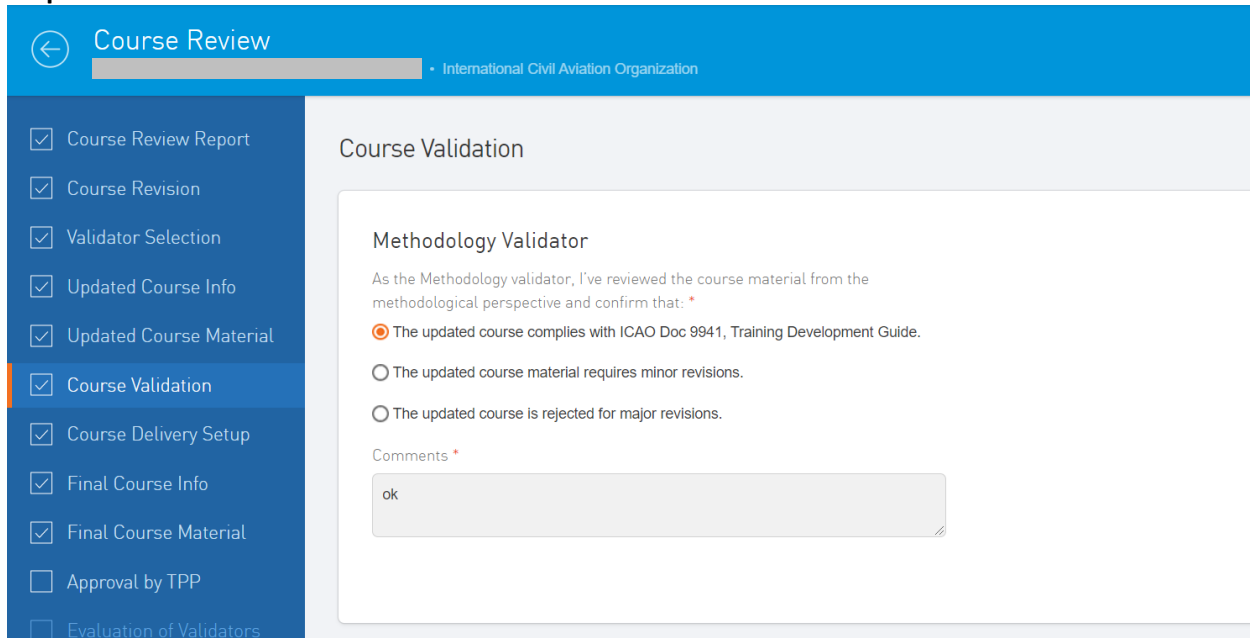
### Step 5: Updated Course Material



The screenshot shows a web interface for 'Course Review' with a breadcrumb trail 'International Civil Aviation Organization'. A left-hand navigation menu lists various steps, with 'Updated Course Material' selected. The main content area is titled 'Updated Course Material' and contains four sections: 'Course Information', 'Instructor Material', 'Trainee Material', and 'Audio-Visual Aids'. Each section contains a table with a 'test' entry and a file icon with a name like 'test.docx' or '1.1\_Cover\_Page (1) (1).pdf'.

In this step, TPP Members are able to upload the updated course material into the TPEMS.

### Step 6: Course Validation



The screenshot shows the 'Course Validation' step in the 'Course Review' process. The left-hand navigation menu has 'Course Validation' selected. The main content area is titled 'Course Validation' and features a 'Methodology Validator' section. It includes a text prompt: 'As the Methodology validator, I've reviewed the course material from the methodological perspective and confirm that:'. Below this are three radio button options: the first is selected and reads 'The updated course complies with ICAO Doc 9941, Training Development Guide.', the second is 'The updated course material requires minor revisions.', and the third is 'The updated course is rejected for major revisions.'. There is also a 'Comments' field with a text input containing the word 'ok'.

When the updated course material is uploaded into the TPEMS, the methodology and/or the content validator selected in the system will receive a notification. They can then review the course material and add comments within the TPEMS.

Based on the validator's comments, the process will either move forward to the next step, or set back to the previous step for the TPP Member to make revisions on the course material, as required.



### Step 7: Course Delivery Setup

Course Review

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- Course Delivery Setup**
- Final Course Info
- Final Course Material
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- Evaluation of Validators

#### Course Delivery Setup

##### Validation Delivery Training Session

From \*  To \*

[Go to Training Session >](#)

This step is applicable when the “validation delivery is required” option is selected in Step 2: Course Revision.

### Step 8: Final Course Info

Course Review

- Course Review Report
- Course Revision
- Validator Selection
- Updated Course Info
- Updated Course Material
- Course Validation
- Course Delivery Setup
- Final Course Info**
- Final Course Material
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#### Final Course Info

Info | Descriptions | Modules & Tests | PTE Setup

Proposed Duration \*

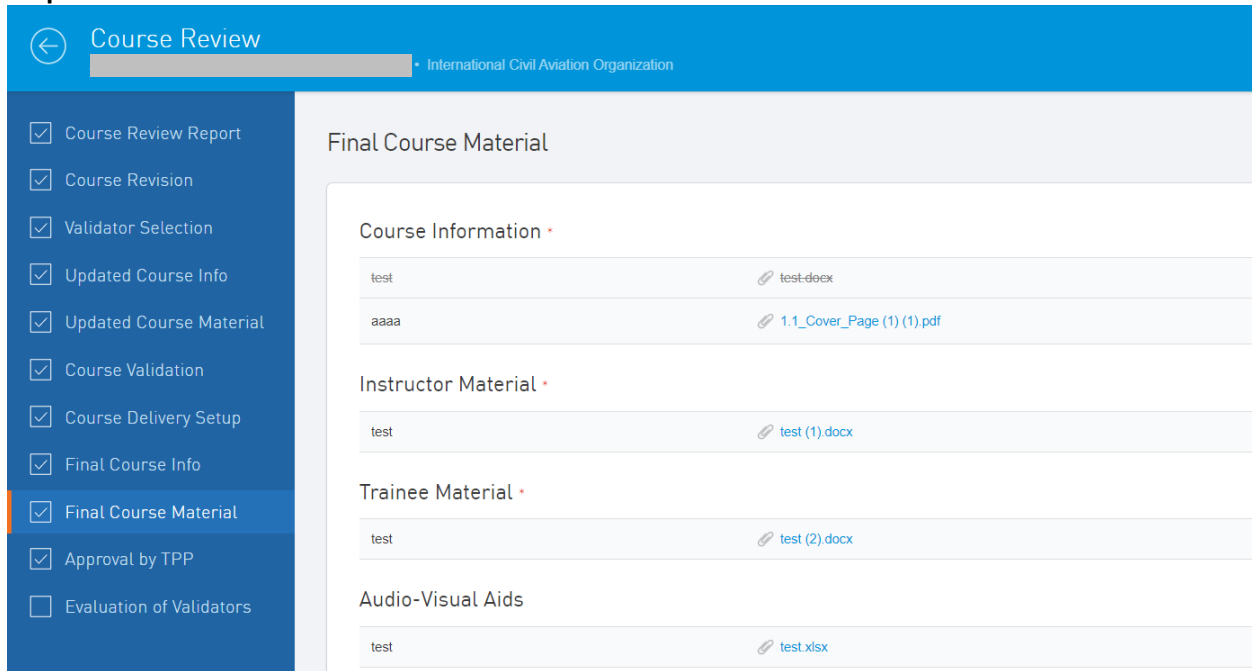
hours  days

Max Participants \*

One Instructor:  Two Instructors:

In this step, TPP Members are able to update the course info in the TPEMS after the validation delivery.

### Step 9: Final Course Material



The screenshot shows the 'Final Course Material' step in the course review process. The left sidebar contains a list of steps with checkboxes: Course Review Report, Course Revision, Validator Selection, Updated Course Info, Updated Course Material, Course Validation, Course Delivery Setup, Final Course Info, Final Course Material (highlighted), Approval by TPP, and Evaluation of Validators. The main content area is titled 'Final Course Material' and contains four sections: Course Information, Instructor Material, Trainee Material, and Audio-Visual Aids. Each section has a table with two columns: a text input field and a file upload icon with a filename.

Course Information	
test	test.docx
aaaa	1.1_Cover_Page (1) (1).pdf

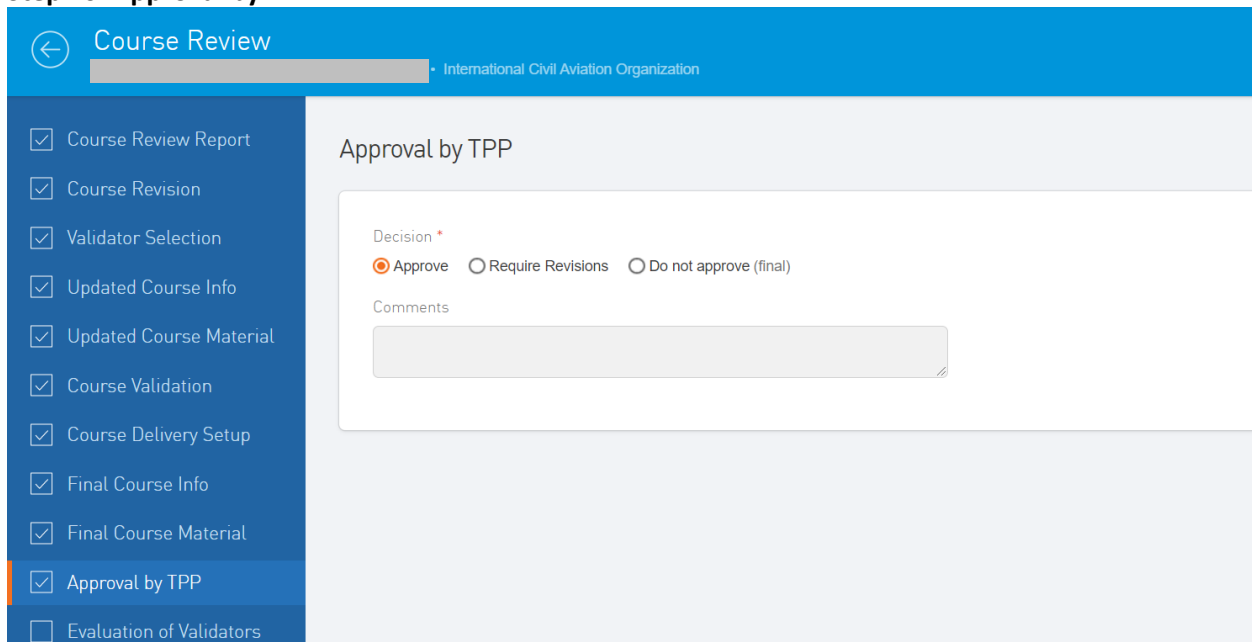
Instructor Material	
test	test (1).docx

Trainee Material	
test	test (2).docx

Audio-Visual Aids	
test	test.xlsx

TPP Members are able to upload the final course material in the TPEMS, after finalizing the course material based on the feedback from the validation delivery.

### Step 10: Approval by TPP



The screenshot shows the 'Approval by TPP' step in the course review process. The left sidebar contains a list of steps with checkboxes: Course Review Report, Course Revision, Validator Selection, Updated Course Info, Updated Course Material, Course Validation, Course Delivery Setup, Final Course Info, Final Course Material, Approval by TPP (highlighted), and Evaluation of Validators. The main content area is titled 'Approval by TPP' and contains a 'Decision' section with three radio buttons: 'Approve' (selected), 'Require Revisions', and 'Do not approve (final)'. Below the radio buttons is a 'Comments' section with a text input field.

After conducting a quality assurance check, GAT chooses one of the following options:

**Approve**

*Note: the date of approval will be recorded in the TPEMS and it will trigger another 3-year cycle of the course review process.*

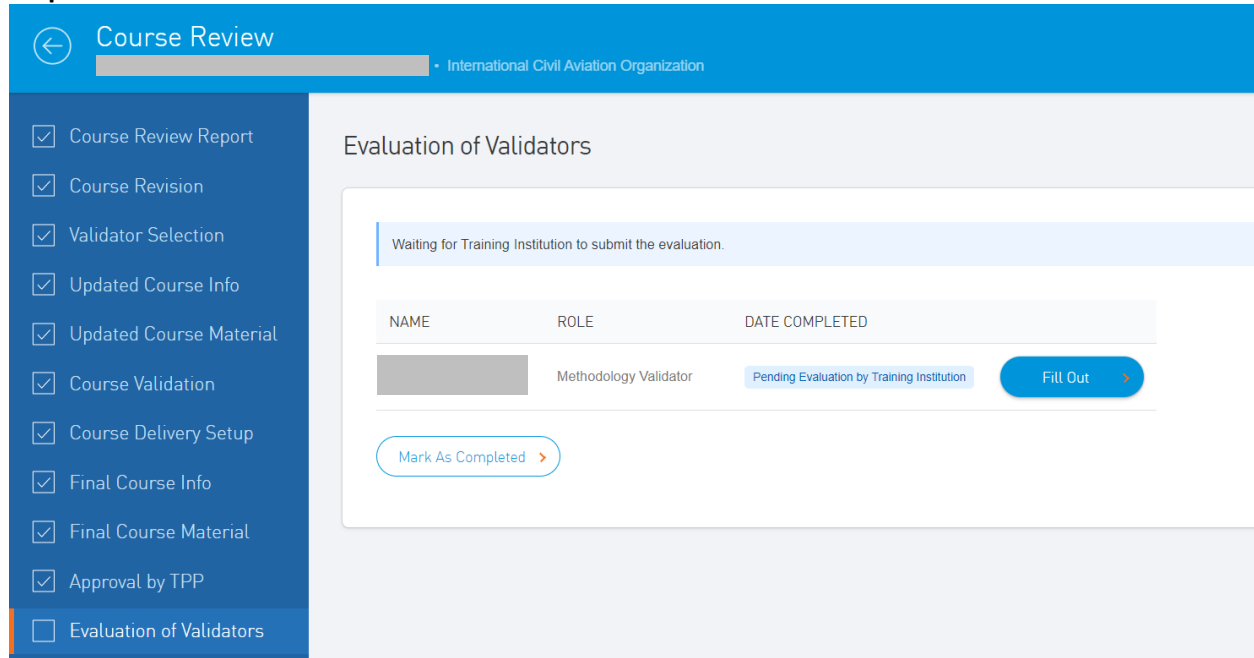
**Requires Revisions**

*Note: the TPP Member must re-upload the updated course material and the rejection will be recorded in the TPEMS for the validator.*

**Do not approve (final)**

*Note: it will close the current course review process, and this course will be disabled in the TPEMS library unless the TPP Member initiates the course review process again. The rejection will be recorded in the TPEMS for the validator.*

**Step 11: Evaluation of Validators**



Course Review

International Civil Aviation Organization

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### Evaluation of Validators

Waiting for Training Institution to submit the evaluation.

NAME	ROLE	DATE COMPLETED
[REDACTED]	Methodology Validator	Pending Evaluation by Training Institution

Fill Out

Mark As Completed

The TPP Member or GAT is responsible for evaluating the validator’s performance, depending on the type of contract (through TPP member or ICAO). Evaluation results will be taken into consideration when engagement of the validator is required for future course development/review process.