



ICAO

GLOBAL AVIATION TRAINING
TRAINAIR PLUS™

GUIDELINES FOR
TRAINAIR PLUS Programme Members
_____ for the _____
Enrolment of Trainees to
ICAO Online Courses

3 April 2020

LEARN ANYTIME.
LEARN ANYWHERE.

1. Background

ICAO Global Aviation Training (GAT) is committed to addressing the needs of aviation professionals working remotely. GAT's goal is to continue to provide greater access to training solutions that are affordable and easy to use all the time, from anywhere.

GAT is also currently expediting the development of additional online opportunities, such as virtual classroom programmes and recorded webinars, to support Members of the TRAINAIR PLUS Programme (TPP) in their continuous effort to disseminate ICAO training to the broadest audience possible. In this regard, the following collaborative framework identifies a proposed mechanism for TPP Members and GAT to collaborate in the dissemination of ICAO online courses, including guidelines for the registration of trainees.

2. Mechanism

To encourage TPP Members to promote ICAO online courses to potential national and regional trainees, this collaboration framework is proposed, including a fee-sharing mechanism. This collaboration framework is applicable to online courses developed by ICAO or in partnership with other academic institutions and industry organizations, as indicated in the attached document.

For every enrolment to an ICAO online course undertaken by a TRAINAIR PLUS Member through the TRAINAIR PLUS Electronic Management System (TPEMS), 25% of gross revenues will be retained by the TPP Member.

3. Process

Step 1: Outreach

TPP Members will reach out to National Civil Aviation Authority (NCAA), Air Navigation Service Providers (ANSPs), Airports, Operators, Universities, and any other industry organizations that may have an interest in ICAO aviation training and available ICAO online courses.

ICAO will provide TPP Members with promotional collaterals to assist with promotion for the ICAO online courses.

3. Process (continued)

Step 2: Hosting the training session in the TPeMS

Once the TPP Member has gathered candidates for ICAO online courses, the Member will log in to the TPeMS and select the appropriate function to host online courses. Please note this process is similar to hosting any classroom course.

Once the TPP Member submits the request to host an online course, the TPP Member will receive an estimated budget through the TPeMS, including the discount, for their approval.

Upon approval of the online training session by GAT, the TPP Member's focal point will be invited to register trainees manually to the training session by either adding them one by one or by importing an excel list as indicated in the TPeMS.

Step 3: Invoicing

TPP Members will invoice the requesting entity with the registration fee of the online course(s) ordered, including any group discounts if applicable (please refer to Section 5 below).

ICAO will then invoice the TPP member 75% of the amount invoiced to the requesting entity. The TPP Member will retain the remaining 25% fee.

Step 4: Registering Trainees to the ICAO online course

Once ICAO receives payment, GAT will enroll these trainees to the online course, through the ICAO Learning Management System (LMS) platform.

All registered trainees will subsequently receive an automated email with their respective login credentials allowing them to access the online course and start their online training.

Please note that participants will only be enrolled in the online course upon receipt of payment or proof of payment provided by the TPP Member.

Step 5: Course completion

After successfully completing the online course with an exam, a certificate of successful course completion will be issued by the ICAO LMS to the trainee.

4. Online Course Terms

Please note the registration terms for ICAO online courses, as follows:

- Trainees will have 3 months from the date of registration to access the ICAO online course and complete the course.
- The passing grade for the assessment(s) is 80%.
- Trainees are provided with three attempts to complete the assessment(s) successfully.

5. Group pricing discount

In addition to the fee-sharing mechanism with TPP members, ICAO is offering a group pricing discount to support industry organizations' access to affordable and user-friendly online training. The discount is indicated in the table below:

Number of Enrolments	Discount
50 – 100	10%
101 – 200	15%
201 – 500	20%
501 – 1000	25%
1001 +	30%

* Note that the applicable discount is valid for the number of participants to be enrolled simultaneously.

6. Agreement Letter to Collaborate with GAT

Should your Organization, as a TPP Member, wish to partake in this collaborative framework, kindly indicate your agreement by submitting the attached letter template to GAT. This collaboration letter should be signed by the Head of the training organization, in official letterhead, and should be addressed to:

Mr. Diego Martinez,
Chief, Global Aviation Training,
Technical Cooperation Bureau
ICAO
aviationtraining@icao.int

7. Letter template

ORGANIZATION Letterhead
Name, Address
Telephone, Fax, E-mail

Date

Mr. Diego Martinez
Chief, Global Aviation Training (GAT)
Technical Cooperation Bureau
International Civil Aviation Organization
999 Robert-Bourassa Boulevard
Montreal, Quebec H3C 5H7
CANADA

Dear Mr. Martinez,

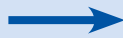
It is our pleasure to inform you that following the review of the *“Guidelines for TRAINAIR PLUS Programme Members for the Enrolment of Trainees to ICAO Online Courses, dated 3 April 2020”*, our organization **ORGANIZATION NAME** wishes to partake in the offered fee-sharing mechanism.

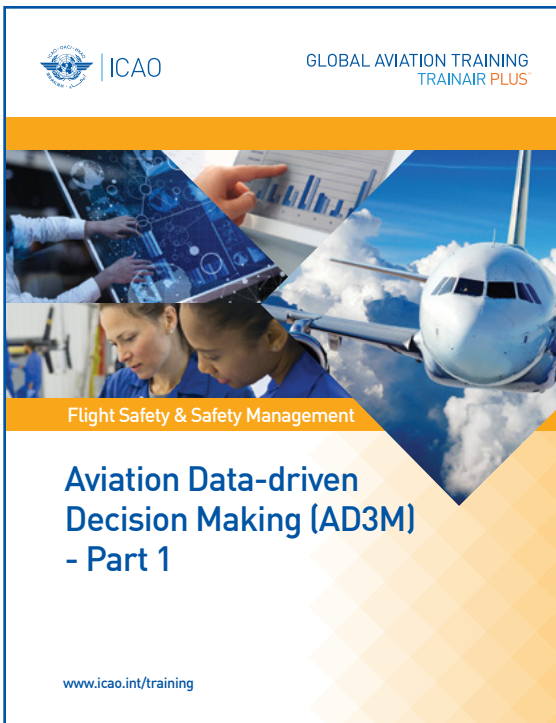
We also agree to promote these online ICAO courses to support this initiative and to increase awareness of online training, in response to the current situation.

Yours sincerely,

Signature
Name,
Director of the Centre

Click icon
to download



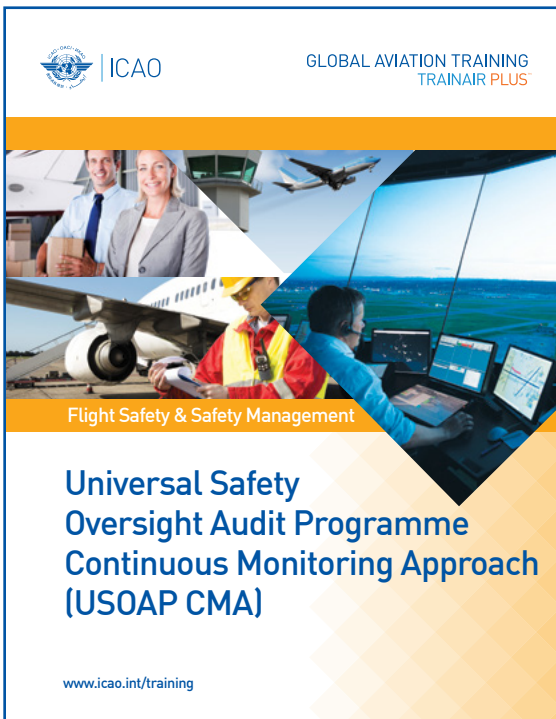


Aviation Data-driven Decision Making (AD3M) - Part 1

The Aviation Data-driven Decision Making (AD3M) online course is an excellent way to explore the fundamental concepts behind aviation data-driven decision making. You may wish to complete this online course as a stand-alone, or be eligible as a pre-requisite for the classroom delivery of the Application of Aviation Data-driven Decision Making.

This course is aimed for aviation professionals and managers from Civil Aviation Authorities (CAAs), airlines, aerodrome operators, and other service providers involved in collecting, managing, reporting or making decisions using aviation data.

Duration: 13 hrs



Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA)

This comprehensive online course assists aviation experts to prepare for Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA) activities. It highlights the essential content of the protocol questions, relating them to the associated ICAO documents, including the ICAO Annexes and associated guidance material in each audit area.

If your State is looking to qualify additional personnel, this is a good time to enroll in this course.

Duration: 50 hrs



Performance-Based Navigation (PBN) - Airspace Design

This online course provides an understanding of the application of Performance-Based Navigation (PBN) in the design of airspace. Personnel involved in airspace design need to understand the PBN concept and how it can be used to improve an existing airspace structure.

You will benefit from this course as an aviation professional currently working as: an ATS provider and regulator, ATS manager, Airline flight planning personnel from operational control centres, supervisors, safety managers, airspace planners, trainers, and inspectors who are involved in ATS airspace design and procedures both civil and military.

Duration: 5 hrs

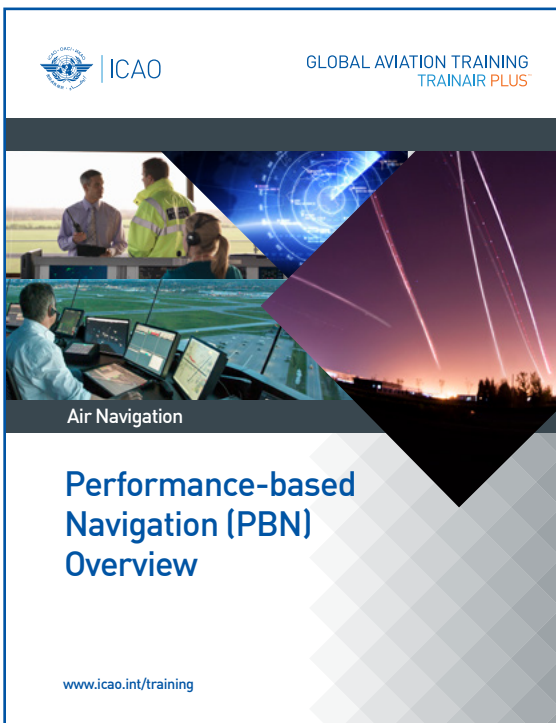


Performance-Based Navigation (PBN) Operations Approval

This online course provides an overall understanding of the Performance-Based Navigation (PBN) concept, implementation and operations approval process.

As commercial air transport operators need operational approval to fly PBN routes and procedures, this course is fundamental for Civil Aviation Authorities (CAA) and Airline personnel.

Duration: 5 hrs

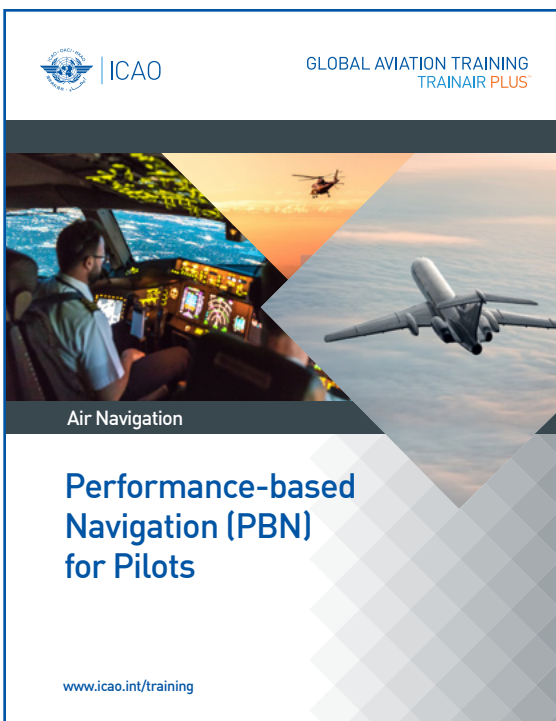


Performance-Based Navigation (PBN) Overview

This online course provides a high-level overview of the Performance-Based Navigation (PBN) concept and principles. This course is a recommended pre-requisite to understanding PBN and for further PBN training.

Since PBN implementation impacts all areas (aircraft operations, regulatory approvals and authorizations, training, instrument flight procedure design, airspace design, aircraft separation, etc), understanding the PBN concept and principles becomes essential for all aviation stakeholders.

Duration: 5 hrs



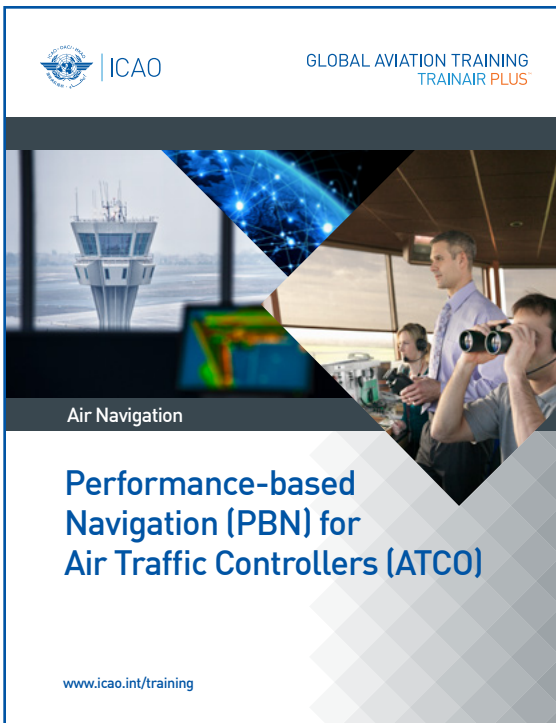
Performance-Based Navigation (PBN) for Pilots

This Performance-Based Navigation (PBN) course provides an overview of the PBN concept and principles, and provides pilots with guidance on procedures for PBN operations.

PBN is increasingly becoming the normal method of navigation and all pilots need to understand the basic concepts and operational requirements.

You will benefit from this course as an aviation professional working for an airline, or if you are a commercial or general aviation pilot.

Duration: 5 hrs

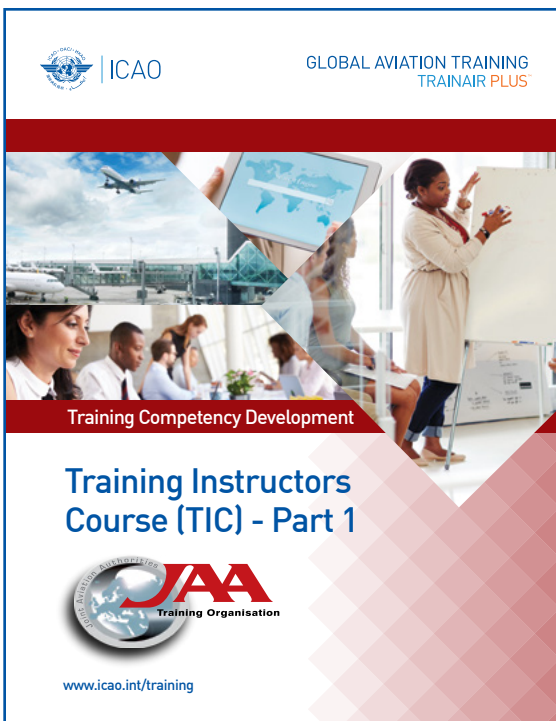


Performance-Based Navigation (PBN) for Air Traffic Controllers

This Performance-Based Navigation (PBN) course provides fundamental and most critical information necessary for Air Traffic Controllers to facilitate their understanding with respect to PBN.

You will benefit from this course as an aviation professional working for an air traffic service provider or for individual Air Traffic Controllers with guidance from the International Federation of Air Traffic Controllers Associations.

Duration: 5 hrs



Training Instructors Course (TIC) Part 1 - Instructional Competencies

This online course aims to provide participants with basic instructional skills, knowledge and techniques, as well as contemporary methods, which will enable them to prepare and be ready to deliver training courses in an efficient and effective way.

You will benefit from this course if you are a pre-service and in-service trainers with little or no formal training background. This course will also prepare you as it remains a pre-requisite to the classroom delivery of the Training Instructors Course (TIC) Part 2.

Duration: 30 hrs

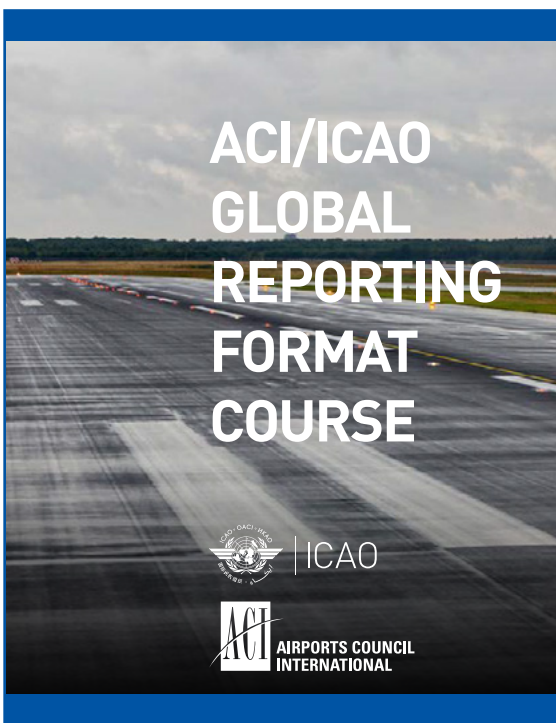


Conducting a Technical Assistance Visit to CAPSCA Member States and Airports

This online course aims to contribute to the ICAO Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA) programme by developing a critical mass of experts for the global implementation of ICAO Standards and Recommended Practices (SARPs) related to public health events and emergencies, and the WHO International Health Regulations (IHR 2005).

This online training will enable experts to become CAPSCA Technical Advisors by developing a standardised awareness and understanding of the methodology, aspects and requirements to assess and improve existing prevention infrastructure, and to propose measures to eliminate deficiencies in preparedness to Public Health emergencies.

Duration: 32 hrs



ICAO-ACI Global Reporting Format (GRF) - online course

This online course, jointly developed with Airports Council International (ACI), aims to assist airport personnel to meet the new ICAO requirements for runway surface condition assessment and reporting that come into effect in November 2020, as outlined in ICAO Circular 355, Assessment, Measurement and Reporting of Runway Surface Conditions, and ICAO Doc 10064, Aeroplane Performance Manual (APM).

You will benefit from this course if you are an Manager, Officer or Staff in Airport Operations, Airport Emergency Management, or Airport Safety Management.

Duration: 3 hrs

aviationtraining@icao.int

Introduction to the Global Reporting Format (GRF) for Runway Surface Conditions – Online Course for Aircraft Operators and Flight Crew



Introduction to the Global Reporting Format (GRF) for Runway Surface Conditions – Online Course for Aircraft Operators and Flight Crew

This online course, jointly developed by the International Air Transport Association (IATA), aims to assist flight crew to understand and use the new runway condition reporting requirements as outlined in ICAO Annex 14, Volume 1, Aerodrome Design and Operation; Doc 10064, AeroplaneS Performance Manual (APM); and Circular 355, Assessment, Measurement and Reporting of Runway Surface Conditions.

You will benefit from this course if you are a Flight crew, Airline operational staff, or Dispatcher.

Duration: 3 hrs



ICAO Online Courses

#	Course title	Language	Duration (hour)	Price (USD/per trainee)	Price for Civil Aviation Authority Personnel (USD/per trainee)
1	Aviation Fundamentals (AviFun)	English	20	150	150
2	Safety Management	English	13	500	300
3	Aviation Data-driven Decision Making (AD3M) - Part 1	English	13	500	300
4	Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA)	English	50	2,500	1,500
5	Performance-Based Navigation (PBN) - Airspace Design	English	5	200	200
6	Performance-Based Navigation (PBN) Operations Approval	English	5	200	200
7	Performance-Based Navigation (PBN) Overview	English	5	200	200
8	Performance-Based Navigation (PBN) for Pilots	English	5	200	200
9	Performance-Based Navigation (PBN) for Air Traffic Controllers	English	5	200	200
10	Training Instructors Course (TIC) Part 1 - Instructional Competencies	English	30	500	500
11	Conducting a Technical Assistance Visit to CAPSCA Member States and Airports	English	32	550	550
12	ICAO-ACI Global Reporting Format (GRF) - online course	English	3	150	150
13	Introduction to the Global Reporting Format (GRF) for Runway Surface Conditions – Online Course for Aircraft Operators and Flight Crew*	English	3	150	150

* Note: Concerning the Introduction to the Global Reporting Format (GRF) for Runway Surface Conditions – Online Course for Aircraft Operators and Flight Crew, separate group discount rates apply. For more information, please contact us.

Should you be interested

Our support team is available to provide any guidance requested.
 Please visit us at www.icao.int/onlinetraining or send us an email to aviationtraining@icao.int