



## ICAO Instructional Systems Design (ISD) Validator Qualification Process

### 1. Objective and scope

1.1 The TRAINAIR PLUS Programme (TPP) promotes the implementation of competency-based training methodology in the development of ICAO-recognized training packages: Standardized Training Package (STP), Compliant Training Package (CTP) and ICAO Training Package (ITP). As a result, to ensure collaboration among TPP Members, ICAO ISD validators are encouraged to validate training courses developed not only by their training organization, but also other TPP Members.

1.2 To enhance civil aviation training centres' (CATCs) capacity-building and reduce the cost of course development, the Global Aviation Training (GAT) Office established the qualification process for ICAO ISD validators. This document details the qualification process to establish and maintain a roster of ICAO ISD validators for the methodology validation of ICAO-recognized training packages (STP/CTP/ITP).

1.3 Validators, who validate the ICAO-recognized training packages (STP/CTP/ITP), should hold a valid certificate as ICAO ISD validator.

### 2. Definition

#### 2.1 ICAO ISD validator

2.1.1 ICAO ISD validators are able to conduct validations for the development and implementation of competency-based training (STP/CTP/ITP) in their training organization and in the TPP network.

2.1.2 ICAO ISD validators are responsible for:

- a) validating the course development methodology for the ICAO-recognized training packages (STP/CTP/ITP) developed by their training organization or other training organizations in the TPP network, in compliance with the ICAO *Training Development Guide, Competency-based Training Methodology* (Doc 9941);
- b) providing On-the-Job Training (OJT) to course developers throughout their first STP development process to ensure sufficient competency achievements in obtaining the ICAO Qualified Course Developer (IQCD) certificate;
- c) providing refresher training on the *Training Development Guide* (TDG) methodology to course developers as needed; and
- d) conducting assessments of IQCDs from their training organization for continuous oversight.

2.1.3 Regional Training Centres of Excellence (RTCEs) are required to train and maintain a minimum of one ICAO ISD validator.

2.1.4 All TPP Full Members are greatly encouraged to train their eligible course developers to be qualified as ICAO ISD validators.

#### 2.2 ICAO senior ISD validator

2.2.1 ICAO senior ISD validators are selected among experienced ISD validators by the Training Design and Development Manager. They should have extensive experience in the development of competency-based training courses, and have validated at least three ICAO-recognized training packages (STP/CTP/ITP) autonomously with a successful review of their validation performance.

2.2.2 In addition to ISD validator responsibilities, ICAO senior ISD validators are responsible for:

- a) validating training courses to the highest standard with no direct supervision;
- b) conducting assessments of validators undergoing the OJT;
- c) conducting assessments of validators for continuous oversight and recurrent training; and
- d) supporting the GAT Office in the development of ICAO training programmes.

### **3. Online application**

3.1 Applicants to the ICAO ISD validator qualification process must first set up a personal profile, and then complete the validator online application at:

<https://www4.icao.int/tpems/ISDValidatorApplication>.

3.2 Before submitting an application to be qualified as an ICAO ISD validator, applicants must meet the following requirements:

- a) have successfully completed the ICAO Training Developers Course (TDC);
- b) have successfully completed the development of an STP and obtain an ICAO Qualified Course Developer (IQCD) certificate;
- c) have successfully completed the ICAO Validating Competency-based Training (VCT) course and pass the performance exam; and
- d) applicants working for a TPP Member must obtain a letter of recommendation from their employer to nominate the applicant to be qualified as an ICAO ISD validator.

### **4. Review of application**

4.1 Applications will be processed by the GAT Office in the order in which they arrive.

4.2 The GAT Office will review the application respectively against the ICAO ISD validator qualification requirements.

4.3 The GAT Office will notify the applicant if he/she does not meet the qualification requirements, or if additional information is required.

4.4 The application will then be evaluated by the Validator Evaluation Team (VET), which is composed of the Chief GAT, TPP Manager and TDD Manager.

4.5 Upon approval of VET, the GAT Office will inform the applicant and provide him/her with information related to the validator OJT.

### **5. Validator On-the-Job Training (OJT)**

5.1 The OJT will provide applicants with the opportunity to conduct the methodology validation for an ICAO-recognized training package (ITP/STP/CTP), in compliance with the ICAO Doc 9941 under the supervision of an ICAO senior ISD validator.

5.2 An applicant must successfully complete the OJT using an ICAO-recognized training package (STP/CTP/ITP) development process through TPEMS. The course under OJT validation can be developed by any training organization in the TPP network, and the ICAO senior ISD validator is required to be present during either the DACUM (Developing A Curriculum) session or the validation delivery, as per coordination with GAT.

5.3 The validator OJT will be undertaken at the applicant's own expense.

5.4 Following the OJT, the ICAO senior ISD validator will complete the Validator OJT Appraisal Form, assessing the OJT validator's performance against the evaluation criteria.

## **6. Approval of ICAO ISD validators**

6.1 Based on the recommendation of the ICAO senior ISD validator, the TDD Manager will process the approval for the applicant to be an ICAO ISD validator.

6.2 Should Chief GAT confirm that the applicant is qualified to be an ICAO ISD validator, a certificate signed by Chief GAT will be issued accordingly, and the newly qualified ICAO ISD validator will be added to the roster of ICAO ISD validators in the TPEMS.

6.3 Should Chief GAT determine that the applicant requires additional OJT, they will be given the opportunity to conduct a second OJT. This second OJT will be conducted with, and assessed by a different ICAO senior ISD validator than the first OJT, unless there is no other ICAO senior ISD validator available. No more than two OJTs may be taken by an applicant. If the applicant fails both OJTs, they will be instructed to take additional ISD training and may reapply upon its completion. Proof of successful completion of additional ISD training will need to be communicated to the GAT Office.

6.4 Should Chief GAT determine that the applicant should not be used as an ICAO ISD validator, they will be notified in writing and no further opportunities of OJT will be offered for a period of three years.

## **7. Validity of ICAO ISD validator qualification**

7.1 The ICAO ISD validator qualification is valid for three years from the date of issuance of the certificate.

7.2 A validator is expected to keep their currency through the validation of at least one ICAO-recognized training package (STP/CTP/ITP) every three years.

7.3 The TPEMS will record the course rejection history. Frequent course rejections will generate a system warning which could result in the loss of the ICAO ISD validator qualification.

7.4 If a validator has not validated an ICAO-recognized training package (STP/CTP/ITP) for three years, he/she must undertake another OJT at his/her own expense and be re-evaluated by an ICAO senior ISD validator.

7.5 The ICAO ISD validator certificate will be renewed every three years, upon the evaluation of the validator's performance during the validity period of the certificate. ICAO ISD validators are strongly recommended to keep up-to-date with ICAO standards, procedures, ISD practices, and technological developments by participating in the ICAO Course Developers and Instructors Standardization (CDI/STD) meetings.

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