



International Civil Aviation Organization

## ELECTRONIC BULLETIN

For information only

EB 2014/73

24 December 2014

### TRAINAIR PLUS PROGRAMME UPDATE

1. The ICAO TRAINAIR PLUS Programme (TPP), which was launched in 2010, has successfully expanded into a global cooperative network of aviation training organizations and industry partners (Attachment A). TPP constitutes valuable ICAO support to its Member States and the aviation industry through the implementation of high-quality standards in civil aviation training and capacity building. Additionally, this Programme is one of the key pillars of the ICAO Civil Aviation Training Policy, which entered into force on 1 July 2014, and assists in implementing sustainable human resources development strategies, consistent with Assembly Resolution A38-12, Appendix D.
2. The objective of TPP is to ensure Member States and the industry have access to a pool of qualified professionals required to support the safe, secure, and sustainable development of air transport on a worldwide basis and in the most cost-effective manner. Two fundamental tools are used by TPP Members to achieve this objective: the use of a practical Instructional Systems Design (ISD) methodology contained in the ICAO *Training Development Guide, Competency-based Training Methodology* (Doc 9941) for the development of harmonized training packages in all civil aviation disciplines, as well as the application of a sharing system to host and deliver these packages, as indicated in Attachment C.
3. TPP, now managed by the newly established Global Aviation Training (GAT) Office, has been enhanced to better respond to the needs of its Members and to the guidance received from its Steering Committee. TPP Members are recognized as the most compliant with ICAO provisions in addressing training development and delivery. The continuity of the Programme is maintained by a self-sustaining mechanism and reward system for active training organizations that develop training packages used by other TPP Members. Moreover, ICAO has revised the Programme significantly by introducing new categories of memberships and courses, which will take effect on 1 April 2015, and by upgrading the various tools available to its Members through the TRAINAIR PLUS Electronic Management System (TPeMS), an effective and continuously available web-based suite of applications. An updated list of benefits and requirements can be found in Attachment B.
4. States are encouraged to benefit from the TPP global network and courses offered by its Members to enhance their capacity building and training plans. TPP also supports capacity building for training organizations by offering courses for the qualification of instructional teams, such as course developers, instructors, and training managers. Detailed information is available in the *TRAINAIR PLUS Operations Manual* (TPOM) accessible on the TRAINAIR PLUS website at [www.icao.int/trainairplus](http://www.icao.int/trainairplus).
5. This Electronic Bulletin (EB) supersedes EB 2010/45 dated 6 October 2010 on the TRAINAIR PLUS Programme.

#### Enclosures:

- A — TPP Description and Update
- B — TPP Membership Grid
- C — Table of ICAO-Harmonized Courses

Issued under the authority of the Secretary General

## TRAINAIR PLUS PROGRAMME DESCRIPTION AND UPDATE

### 1. MEMBERSHIP

1.1. The TRAINAIR PLUS Programme (TPP) is open to all training organizations and operators, provided they are recognized or approved by their respective governments. The network consists of the following five categories of membership:

- a) **Associate Members:** Training organizations that successfully pass an on-site assessment. To become a TRAINAIR PLUS Associate Member, new applicants must complete the online application and successfully pass the TRAINAIR PLUS on-site assessment, conducted by an ICAO-qualified Assessor, to determine compliance of the applicant with the criteria set forth in the *TRAINAIR PLUS Assessment Guidelines (TPAG)* and TRAINAIR PLUS Protocol Questionnaire, based on Annex 1 — *Personnel Licensing* to the Chicago Convention and the *ICAO Approved Training Organizations (Doc 9841)*.
- b) **Full Members:** TRAINAIR PLUS Members that develop Standardized Training Packages (STPs). Training centres that wish to improve and consolidate competency-based training within their organizations must develop an STP, including the provision of on-the-job training to their course developers, conducted by an ICAO-qualified Validator. Once the STP is validated by ICAO, the applicant will be granted TRAINAIR PLUS Full Member status.
- c) **Regional Training Centres of Excellence (RTCEs):** TRAINAIR PLUS-leading Full Members in their region that can develop ICAO courses using ICAO provisions (Annexes and guidelines). This membership category offers additional partnership with ICAO for development of ICAO Training Packages (ITPs – See Attachment C). RTCEs will be assessed by the GAT Office, according to a set of high-level criteria set forth in Electronic Bulletin EB 2014/22 dated 16 May 2014. Training organizations that comply with these requirements and others, such as regional distribution, will be recognized as RTCEs.
- d) **Corporate Members:** Industry organizations that wish to participate in the various TRAINAIR PLUS activities and have access to members of the network. As a Corporate Member, a company can contribute to the Programme by making relevant knowledge, resources or tools available on a bilateral basis or for the network, such as subject matter expertise, as well as by developing training packages, as indicated in Attachments B and C.
- e) **Affiliate Members:** Aviation operators (airlines, aerodrome operators, handling agencies, service providers, etc.) that do not operate a training centre and wish to gain access to ICAO-harmonized Training Packages, as well as obtain ICAO training expertise and assistance. Affiliate members can access a wide array of training offerings from the TRAINAIR PLUS network, such as the ability to host ICAO-recognized training packages

### 2. COURSE DEVELOPMENT METHODOLOGY

2.1 Both Assembly Resolution A38-12, Appendix D, and the ICAO Civil Aviation Training Policy require the use of an Instructional Systems Design (ISD) methodology and a competency-based approach for development of training courses in aviation. TPP supports its Members in implementing an ISD methodology to develop any of the four categories of ICAO-recognized courses, as shown in Attachment C. In addition, a specific training development methodology contained in the *ICAO Training Development Guide, Competency-based Training Methodology (Doc 9941)* must be used for the development of STPs.

### 3. **INTERNATIONAL SHARING SYSTEM**

3.1 STPs constitute the core of the TPP sharing mechanism to enhance the standardization and reduce the cost of training in technical and operational fields. TPP members can purchase and implement other members' STPs. Owners of STPs will be financially rewarded for each implementation of their STP. Since this approach is standardized among all members, an STP produced by one training organization can be used by any other organization with minor adaptations. ICAO facilitates the sharing of STPs using the TRAINAIR PLUS Electronic Management System (TPeMS).

### 4. **ICAO-RECOGNIZED COURSES**

4.1 The ICAO portfolio of training packages are either developed by ICAO, TRAINAIR PLUS Members or partners. A training package comprises training material produced in accordance with a competency-based methodology, based on ICAO Doc 9941, or an equivalent ISD methodology. Each training package contains necessary instructional materials for trainees and instructors. Attachments B and C contain details of the development, delivery, and hosting of all training packages.

4.2 Listed below are training packages that qualify for ICAO recognition:

- a) **ICAO Training Package (ITP):** A training package developed by ICAO or an RTCE, in cooperation with ICAO, to meet specific needs and objectives;
- b) **Standardized Training Package (STP):** A training package developed by ICAO, a TPP Full Member, or an Associate Member for its first STP, in accordance with ICAO Doc 9941;
- c) **Compliant Training Package (CTP):** A training package developed by a TPP Associate, Full or Corporate Member, or an RTCE and recognized by ICAO as compliant with ICAO Standards and Recommended Practices (SARPs) and guidance material; and
- d) **Partnership Training Package (PTP):** A training package developed within the framework of a cooperation and/or partnership agreement with the training arm of the Corporate Member or an industry partner. It will be established or pursued when it is determined that the training activity fulfils the following criteria:
  - 1) fully complies with ICAO SARPs and policies;
  - 2) helps to achieve the objectives of ICAO's aviation training programme;
  - 3) complements existing ICAO aviation training activities; and
  - 4) represents a significant contribution to the aviation community.

### 5. **APPLICATION TO THE TRAINAIR PLUS PROGRAMME**

5.1 Training organizations or industry partners can use the following link to complete the online application: [www.icao.int/trainairplus](http://www.icao.int/trainairplus), and all inquiries should be directed to [trainairplus@icao.int](mailto:trainairplus@icao.int).

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**ATTACHMENT B** to EB 2014/73

**TRAINAIR PLUS PROGRAMME MEMBERSHIP GRID**

	<b>AFFILIATE</b>	<b>ASSOCIATE</b>	<b>FULL</b>	<b>RTCE</b>	<b>CORPORATE</b>
<b>APPLICANTS</b>					
Government training organization		X	X	X	
Private training organization		X	X		
Aviation industry corporation					X
Operator, air navigation service provider or any other operational entity not owning or operating a training centre	X				X
<b>REQUIREMENTS</b>					
Assessment and reassessment every three years		X	X	X	
Payment of annual fee	X	X	X	X	X
Use of a Standardized Training Package (STP) at least once a year		X	X	X	
Develop an STP			X		
Develop an ICAO Training Package (ITP) per year				X	
<b>BENEFITS</b>					
Technical assistance to develop STPs		X	X	X	
Continuous access to the TRAINAIR PLUS Electronic Management System (TPeMS)	X	X	X	X	X
Support to establish a Course Developers Unit		X			
Host TRAINAIR PLUS Courses	X	X	X	X	X
Production of certificates through the TPeMS	X	X	X	X	X
Listing in the ICAO Aviation Training Directory (ATD)		X	X	X	X
Generate revenues through the selling of STPs to other TRAINAIR PLUS Programme Members			X	X	
Develop joint courses with ICAO				X	
Develop Compliant Training Packages (CTPs)		X	X	X	X
Develop Partnership Training Packages (PTPs)					X
Opportunity for its training arm to develop CTPs					X
Link to Member's website via the TRAINAIR PLUS website	X	X	X	X	X
Technical support and expertise to implement a wide array of training solutions tailored to Members' needs	X				
Preferential fees for a wide range of ICAO courses and STPs	X	X	X	X	
<b>APPLICATION/ASSESSMENT FEE (USD)</b>					
Government	N/A	\$12 000	N/A	\$10 000	N/A
Private	N/A	\$15 000	N/A	N/A	N/A
<b>REASSESSMENT FEE (USD)</b>					
Government	N/A	\$9 000	\$9 000	\$9 000	N/A
Private	N/A	\$12 000	\$12 000	\$12 000	N/A
<b>ANNUAL MEMBERSHIP FEE (USD)</b>					
Government	\$10 000	\$18 000	\$12 000	\$20 000	\$20 000
Private	\$15 000	\$20 000	\$15 000	N/A	\$20 000

TABLE OF ICAO-HARMONIZED TRAINING PACKAGES

FEATURES	TRAINING PACKAGES				
	ITP	ITP	STP	CTP	PTP
	ICAO Training Package (ITP)	ICAO Training Package developed by a Regional Training Centre of Excellence (RTCE)	Standardized Training Package (STP)	Compliant Training Package (CTP)	Partnership Training Package (PTP)
Course developed by	ICAO	RTCE	Trainair Plus Programme (TPP) Full Member (or Associate, first STP)	TPP Associate, Full, RTCE and Corporate Member	ICAO's Global Aviation Training Office (GAT) and partner
Framework of development	ICAO internal process	ICAO-RTCE MOU and Annexes	TRAINAIR PLUS Operations Manual (TPOM)	TPOM	Cooperation and/or partnership agreement
Course development methodology	ICAO Doc 9941 or equivalent	ICAO Doc 9941 or equivalent	ICAO Doc 9941	ICAO Doc 9941 or equivalent	ICAO Doc 9941 or equivalent
Source of content	ICAO Standards and Recommended Practices (SARPs), guidance material and programmes	ICAO SARPs, guidance material and programmes	STP owner material (regulations, procedures)	CTP owner course material in relation to ICAO SARPs and guidance material	Partner course material in combination with ICAO provisions
Subject Matter Experts (SMEs)	ICAO-qualified SMEs	ICAO-qualified SMEs	TPP Member SMEs	Course owner SMEs	ICAO and/or partner SMEs
Validation of the methodology	ICAO-qualified validators	ICAO-qualified validators	ICAO-qualified validators	ICAO-qualified validators	ICAO-qualified validators
Validation of course content	ICAO technical officers or qualified SMEs	ICAO technical officers or qualified SMEs	STP owner	ICAO technical officers or ICAO-qualified SMEs	ICAO technical officers or ICAO-qualified SMEs
Approval	ICAO (GAT)	ICAO (GAT)	ICAO (GAT)	ICAO (GAT)	Based on a collaborative framework with ICAO
Ownership (IP)	ICAO	ICAO and RTCEs	TPP Member	CTP owner	ICAO and partner
Delivery (includes scheduling, registration, assignment of instructors, coordination, operation, etc.)	ICAO	RTCE	Associate and Full TPP Members using the TRAINAIR PLUS Electronic Management System (TPeMS)	CTP owner	Based on a collaborative framework with ICAO
Course evaluation	ICAO	RTCE	STP owner	CTP owner	Based on a collaborative framework with ICAO
Course sharing	Bilateral agreements	Bilateral agreements	Shared between Associate and Full TPP Members	Not shared	Not shared
Logos on certificates	ICAO emblem with TPP logo	ICAO TPP logo and RTCE logo	ICAO TPP logo and logo of STP owner	ICAO TPP logo and logo of CTP owner	ICAO TPP logo and logo of the partner
Fees for course purchase	Determined by ICAO	Collaboration framework with ICAO	Based on TPP STP library matrix	Not applicable	Not applicable
Fees per participant	Determined by ICAO	Based on a collaborative framework with ICAO	Determined by STP owner or purchaser	Determined by CTP owner	Based on a collaborative framework with ICAO
Revenue sharing mechanism	ICAO internal process	Based on a collaborative framework with ICAO (25/75)	Based on TPP STP library matrix	Based on a collaborative framework with ICAO	Based on a collaborative framework with ICAO