TRAINAIR *PLUS*

Operations Manual (TPOM)

Appendix 1

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International Civil Aviation Organization

APPENDIX 1

REQUIREMENTS FOR THE DEVELOPMENT AND VALIDATION OF TRAINAIR PLUS STANDARDIZED TRAINING PACKAGES

1. NUMBER OF COURSE DEVELOPERS (CDS) AND SUBJECT MATTER EXPERTS (SMES) FOR EACH STANDARDIZED TRAINING PACKAGE (STP)
2. QUALIFICATION OF CDS AND SMES
3. SCOPE OF STP
4. DURATION OF STP
5. DEVELOPMENT SCHEDULE
6. MAXIMUM NUMBER OF STPS PER VALIDATOR
7. ICAO TRAINAIR PLUS ACCEPTANCE OF STP PROPOSAL
8. TRAINING OF CDS (OJT)
9. STAGE REPORTS
10. ICAO TRAINAIR PLUS ACCEPTANCE OF STP CONTENT
11. STP VALIDATION
12. STP CERTIFICATES
13. INFORMATION EXCHANGE
14. STP EVALUATION
15. UPDATING A VALIDATED STP
16. POST-VALIDATION ACTIVITIES

REQUIREMENTS FOR THE DEVELOPMENT AND VALIDATION OF TRAINAIR PLUS STANDARDIZED TRAINING PACKAGES

1. **NUMBER OF COURSE DEVELOPERS (CDS) AND SUBJECT MATTER EXPERTS (SMES) FOR EACH STANDARDIZED TRAINING PACKAGE (STP)**

1.1   In order to ensure the full participation of CDs in the whole process of an STP development, the number of CDs for each STP development should be a minimum of two and maximum of four with at least two SMEs.

1.2   For the purpose of training CDs and the provision of on-the-job training (OJT) by a validator to ensure sufficient competency achievement by CDs in order to obtain the ICAO Qualified Course Developer (IQCD) certificate, the maximum number of CDs going through OJT is two per STP. Additional qualified CDs may contribute to the development of an STP but the maximum number of CDs is four, including those who are qualified and those going through OJT.

1.3   In exceptional circumstances, an STP could be developed by only one experienced CD or only one SME in the Course Development Unit (CDU), if it is acceptable to the validator and approved by the TRAINAIR PLUS Programme Manager.

2. **QUALIFICATION OF CDS AND SMES**

2.1   To best apply the competency-based training methodology, CDs should develop their first STP within six months after completion of the Training Developers Course (TDC).

2.2   A minimum two-day (12-hours training) condensed refresher training course, provided on-site by the validator before starting the work on the STP addressing the development process and forms, is required for CDs developing an STP six to twelve months after completion of the TDC.

2.3   A minimum five-day (30-hours training) full refresher training course, provided on-site by the validator before starting the work on the STP addressing a review of the Training Development Guide (TDG), is required for CDs developing an STP more than twelve months after completion of the TDC.

2.4   To ensure the validity of the STP content and comprehensiveness of the data provided to CDs, the SME must provide a valid curriculum vitae justifying at least three years' experience on the STP subject.

3. **SCOPE OF STP**

3.1   No duplication of STP subjects is allowed in the STPs library. When similarity is identified between STPs, the validator should assist the training organization to make

revisions, as needed, in order to differentiate STPs with less than 30% duplication of subtasks from other STPs in the library.

3.2   To facilitate the selection of STP subjects and the differentiation of STP scope, step 2, Job Analysis, of each STP, including validated and under development, can be accessed in the TRAINAIR PLUS Electronic Management System (TPeMS) by all TRAINAIR PLUS member training organizations and validators;

3.3   The STPs addressing the same scope may be developed in other languages with the approval of the TRAINAIR PLUS Programme Manager.

4.   DURATION OF STP

4.1   The duration for the first STP should be between three days (equivalent to minimum 18-hours effective training time) and two weeks (equivalent to maximum 60-hours effective training time). This is essential for OJT delivery, prior to having CDs develop additional STPs.

4.2   In the case where the first STP is less than three days (18-hours training), CDs will not be issued an IQCD certificate due to insufficient OJT.

4.3   For subsequent STPs, the duration could be shorter or longer. but consideration should always be devoted, during consecutive STP development activities, to the development of the competency of CDs and the enhancement of their skills.

5.   DEVELOPMENT SCHEDULE

5.1   To avoid duplication of effort, an STP proposed by a training organization shall not be developed prior to acceptance by the validator and TRAINAIR PLUS.

5.2   When a training organization decides to develop an STP, the "planned schedule" should be entered in the TPeMS and should be realistic and as close as possible to the "actual schedule".

5.3   After the completion of each stage, the "actual schedule" should be entered and should reflect the real situation of the STP development.

6.   MAXIMUM NUMBER OF STPS PER VALIDATOR

6.1   Due to workload and quality considerations, a validator should not accept to work on more than three STPs simultaneously.

6.2   In any case, a validator should not accept to work on more than five STPs simultaneously, except in the case of unforeseen circumstances duly documented and

approved by the TRAINAIR PLUS Programme Manager, for example, when an STP project is suspended.

7. ICAO TRAINAIR PLUS ACCEPTANCE OF STP PROPOSAL

7.1   The STP proposal should be entered in the TPeMS by the training organization, reviewed by the validator, and submitted by the validator for ICAO TRAINAIR PLUS acceptance.

7.2   TRAINAIR PLUS acceptance is based on the STP subject not having duplication within the STPs library. If this is the case, an STP number will be assigned.

7.3   Due to insufficient information, the STP proposal will be rejected by TRAINAIR PLUS and revision is required before resubmission.

7.4   When similarity is identified between STPs, the validator should assist the training organization to make revisions, as needed, in order to differentiate STPs with less than 30% duplication of subtasks from other STPs in the library.

8. TRAINING OF CDS (OJT)

8.1   For the first STP development, each CD is required to have on-site OJT for the entire process, with a physical face-to-face for step 2, Job Analysis, and step 4, Design of Curriculum.

8.2   For subsequent STP development, additional OJT may be required depending on the performance evaluation of CDs by the validator.

8.3   The validator will recommend the issuance of IQCD certificates only to those CDs who successfully completed their OJT.

8.4   For all STPs development, the validator is required to be present during the validation delivery and ensure that the validation report is implemented before submitting the STP content.

8.5   For long STPs, the validator may attend only during the last week of the validation delivery, if the training organization has at least one experienced CD who is able to lead the STP development and report to the validator.

9. STAGE REPORTS

9.1   After the completion of each stage, a stage report should be prepared by the training organization and provided to the validator for review, comments, and final approval.

9.2   After approving the final version of each stage report, the validator should upload it to the TPeMS stage by stage, with a copy to the training organization.

9.3   There is only one file to be uploaded at each stage, a report template for each of the three stages can be downloaded from the TPeMS.

10. ICAO TRAINAIR PLUS ACCEPTANCE OF STP CONTENT

10.1   The STP content should be uploaded by the training organization, reviewed by the validator, and submitted by the validator for ICAO TRAINAIR PLUS acceptance.

10.2   The STP content consists of several folders, as follows: STP forms, Instructor Guide, Trainee Material, Audio-Visual Aids, and On-the-Job Guidance Material as required. ICAO Reference Material Identification should be indicated if applicable.

10.3   TRAINAIR PLUS acceptance is based on the completeness and consistency of the STP content. The STP content will be stored in the TPeMS STPs library automatically.

10.4   Due to incomplete or inconsistent information in the STP content, the STP content will be rejected by TRAINAIR PLUS and revision is required before resubmission.

10.5   When similarity is identified between STPs, the Validator should assist the training organization to make revisions, as needed, in order to differentiate STPs with less than 30% duplication of subtasks from other STPs in the library.

11. STP VALIDATION

11.1   The STP validation should be conducted by the TRAINAIR PLUS validator through the whole process of the STP development, while the ICAO TRAINAIR PLUS Programme is responsible for the quality assurance of all STP development.

11.2   All TRAINAIR PLUS validators are required to attend the ICAO Course Developers and Instructors Standardization (CDI/STD) meeting every two years in order to remain current.

11.3   The TPeMS will record the STP rejection history. Repetitive/frequent STP/STPs rejection will generate a system warning up until the loss of the TRAINAIR PLUS validator qualification.

12. STP CERTIFICATES

12.1   After the successful completion of a validated STP, the official certificate is generated, via the TPeMS, with a unique identifier. The training organizations could issue the hard-copy certificate by printing it out.

12.2   No other type of STP certificate is recognized by ICAO TRAINAIR PLUS.

12.3   TRAINAIR PLUS member training organizations should ensure their training manuals clearly identify the process of issuing the STP certificates.

13. INFORMATION EXCHANGE

13.1   After a training organization joins the TRAINAIR PLUS Programme, a focal point is officially nominated by the director of the training organization to be responsible for the information exchange between ICAO TRAINAIR PLUS and the training organization.

13.2   All the information exchange between TRAINAIR PLUS and the training organization should be routed via the focal point of the training organization.

13.3   On specific STP development, the validator should work with CDs directly in order to provide sufficient and effective OJT to CDs.

14. STP EVALUATION

14.1   For STP implementation, the focal point of the training organization should be responsible for conducting the STP evaluation and for submitting the evaluation information to TRAINAIR PLUS, via the TPeMS, one week after the completion of the STP.

15. UPDATING A VALIDATED STP

15.1   The originating training organization of the STP must ensure the STP content corresponds exactly to the requirements of the job and keep it up to date.

15.2   Updating a validated STP could be undertaken by requesting TRAINAIR PLUS, via the TPeMS, to upload the STP update report containing the revised content.

15.3   Should major revisions be needed with regard to STP objectives, target population, job analysis or design of modules, revalidation is required before STP implementation.

16. POST-VALIDATION ACTIVITIES

16.1   ICAO encourages validators to follow up with the training organizations on STP implementation, STP evaluation, selection of other STPs from the TPeMS STPs library, proposal of subsequent STP development, etc.

TRAINAIR *PLUS* STP Development Process
via TRAINAIR *PLUS* Electronic Management System (TPeMS)
(The 1st STP developed by TRAINAIR *PLUS* Associate Member to become Full Member)

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TRAINAIR *PLUS*

| STP Proposal Entered by Training Organization | STP Number Assigned by TRAINAIR *PLUS* | STP Stage One Analysis | STP Stage Two Design and Production | STP Stage Three Evaluation | Finalized STP | Validated STP |

TRAINAIR PLUS — Associate

Enter STP Proposal in TPeMS → Select Expert/Validator in TPeMS

Accept & Submit STP Proposal — Yes → TRAINAIR PLUS Acceptance — Yes → Prepare Stage 1 Report
 No
 No

STOP

Approve & Submit Stage 1 Report — Yes → Prepare Stage 2 Report
 No

Approve & Submit Stage 2 Report — Yes → Prepare Stage 3 Report
 No

Approve & Submit Stage 3 Report — Yes → Upload STP Content to TPeMS
 No

Approve & Submit STP Content — Yes → TRAINAIR PLUS Acceptance — Yes → TRAINAIR PLUS Member
 No
 No

STOP

Legend:
- Training Organization
- TRAINAIR PLUS Validator
- ICAO TRAINAIR PLUS