9.4   POST-ASSESSMENT

After the completion of the on-site visit, ICAO will take the following steps:

- Invoice the TRAINAIR *PLUS* Candidate for the travel and living expenses of the on-site assessment mission.

- Issue a report on the findings of the assessment. The assessment report will indicate one of the three conclusions:

  1. The TRAINAIR *PLUS* Candidate does not meet the minimum requirements of the TPAG. ICAO will inform the Candidate that major issues were identified during the assessment and that major corrective actions should be implemented. The unsuccessful organization can re-apply for TRAINAIR *PLUS* membership once they provide evidence that major corrective actions identified during the first assessment have been taken. When re-applying the organization will go through the full assessment process again.

  2. The TRAINAIR *PLUS* Candidate meets all minimum requirements of the TPAG but not all. ICAO will inform the Candidate that it has been accepted as a TRAINAIR *PLUS* Associate member on a conditional basis. ICAO will indicate the corrective actions that the Candidate should implement. The Candidate should provide evidence that these corrective actions have been implemented within a delay agreed upon between ICAO and the Candidate. Another on-site visit may be required. Associated travel and living expenses will be invoiced to the Candidate. ICAO will then assess whether corrective actions implemented ensure that the TPAG requirements are met. If so, and upon receipt of the annual membership fees, ICAO will notify the Candidate that it is now a TRAINAIR *PLUS* Associate Member.

  3. The TRAINAIR *PLUS* Candidate meets all requirements of the TPAG. In this case, and upon receipt of the annual membership fees, ICAO will notify the Candidate that it is now a TRAINAIR *PLUS* Associate Member.

10   STP DEVELOPMENT

In order to achieve TRAINAIR *PLUS* Full membership, organizations have to qualify first for TRAINAIR *PLUS* Associate membership, and then develop Standardized Training Packages (STPs) in accordance with the "Training Development Guidelines (TDG)".

Therefore, full members have to establish and maintain a Course Development Unit (CDU). This means that they have to maintain the appropriate number of qualified and active course developers to ensure they meet membership requirements. Fees will apply to attend the workshop, and TRAINAIR *PLUS* Full Members should plan their budget accordingly.

The Training Development Guidelines (TDG) describes in detail the methodology to develop STPs. By applying this methodology, members ensure that all STPs meet the same requirements, thereby ensuring a harmonized standard of high quality. Only STPs that meet the TDG requirements will be available in the sharing network.

Essentially, the TDG requires that members provide three phase reports during the development of an STP:

- Report 1: Analysis
- Report 2: Development and implementation
- Report 3: Evaluation

These reports will be analyzed by an ICAO designated TRAINAIR *PLUS* evaluator to ensure that the STP meets the TDG requirements. Feedback will be provided to the CDU including corrective actions in a timely manner. Fees will apply.

The development of a first STP can be challenging. TRAINAIR *PLUS* associate members new to the programme may require the support of a TRAINAIR *PLUS* expert to assist their CDU in completing the development of a first STP. ICAO strongly recommends this approach. TRAINAIR *PLUS* Full Members requiring such support should plan their budget accordingly.

10.1   STP TECHNICAL BACKSTOPPING

Upon request by a TRAINAIR *PLUS* Member, ICAO will coordinate subject matter co- technical backstopping for an STP under development with the appropriate ICAO section. This service may incur various charges. ICAO will provide an estimate of any cost involved in providing such service.

11   STP SHARING RULES

11.1   STANDARDS

Only STPs that conform to the TRAINAIR *PLUS* Training Development Guideline (TDG) requirements shall be included in the STP sharing system. The updating of STPs shall remain the responsibility of the originator. However, the organization delivering an STP course is responsible for the currency of the STP.

11.2   PROCESS

Only TRAINAIR *PLUS* members have access to the sharing system.

Members wishing to use STPs included in the sharing pool must do so in writing to AST. This request must be signed by the focal point identified by the Member (refer to section 5 of this document).

11.3   MASTER COPIES

STPs shall remain the property of the organization that developed it. The originating organization shall retain a master hard and soft copy.

To facilitate sharing, adaptation, translation and revision of STPs, the electronic versions shall conform to TRAINAIR *PLUS* file format standards as contained in the STP Assembly Guideline.

11.4   RECORDING

ICAO shall maintain records of all available STPs and keep members updated on STPs that are planned, in progress and completed.

A soft copy of each new STP must be made available to ICAO free of charge, for recording and reference purposes.