ICAO

TRAINAIR PLUS™

Doc 10052

TRAINAIR PLUS OPERATIONS MANUAL (TPOM)

2016 | Third Edition

International Civil Aviation Organization

Approved by and published under the authority of the Secretary General

ICAO

TRAINAIR PLUS™

Doc 10052

TRAINAIR PLUS **OPERATIONS MANUAL** (TPOM)

2016 | Third Edition

International Civil Aviation Organization

Approved by and published under the authority of the Secretary General

Published in separate English, Arabic, Chinese, French, Russian,
and Spanish editions by the

INTERNATIONAL CIVIL AVIATION ORGANIZATION
999 Robert-Bourassa Boulevard, Montréal, Québec, Canada H3C 5H7

For ordering information and for a complete listing of sales agents and
booksellers, please go to the ICAO website at www.icao.int

Third Edition, 2016

NOT FOR SALE

Doc 10052, TRAINAIR PLUS Operations Manual (TPOM)
Order Number: 10052

© ICAO 2016

All rights reserved. No part of this publication may be reproduced,
stored in a retrieval system or transmitted in any form or
by any means, without prior permission in writing from the
International Civil Aviation Organization.

TABLE OF CONTENTS

1 INTRODUCTION AND DEFINITIONS 6

1.1 Purpose of the Manual 8
1.2 Related Manuals 9
1.3 Definitions and Terminology 9
1.4 Acronyms 11

2 ESTABLISHMENT AND MANAGEMENT OF PROGRAMME 14

2.1 Training Policy 16
2.2 ICAO Global Aviation Training (GAT) Office 19
2.3 TRAINAIR PLUS Steering Committee (TPSC) 21
2.4 TRAINAIR PLUS electronic Management System (TPeMS) 21
2.5 Programme Objectives 22
2.6 Programme Principles 23
2.7 Programme Expansion 24
2.8 Categories of Membership 24
2.9 Course Development Methodology 25
2.10 ICAO-recognized Courses 26
2.11 International Sharing System 26
2.12 Application to the TRAINAIR PLUS Programme (TPP) 26
2.13 The ICAO Aviation Training Directory (ATD) 27
2.14 Supporting Next Generation of Aviation Professionals (NGAP) 27

3 TRAINAIR PLUS PROGRAMME (TPP) MEMBERSHIP 28

3.1 General Benefits of Membership 30
3.2 Membership Requirements and Benefits Grid 31
3.3 Membership Requirements 32
3.4 TRAINAIR PLUS Certificates and Logos 36
3.5 TRAINAIR PLUS Logo Usage Guidelines 37
3.6 Language of Communication 40

4 THE MEMBERSHIP PROCESS 42

4.1 General 44
4.2 Objectives of the Assessment and Reassessment 44
4.3 Assessments Outside of the TRAINAIR PLUS Programme (TPP) 45
4.4 Assessment Scope and Criteria 45
4.5 Assessment Process 46
4.6 Membership Process Flowcharts 49

4.7 Follow-up Assessments and Renewal 50
4.8 Suspension and Revocation 50

5 STANDARDIZED TRAINING PACKAGES (STPs) 52

5.1 STP Development by a CATC 54
5.2 Training Development Guide, Competency-based Training Methodology (Doc 9941) 54
5.3 STP Development Process 54
5.4 Training of Course Developers 56
5.5 Scope of the STP 58
5.6 Duration of the STP 58
5.7 Development Schedule 58
5.8 ICAO TRAINAIR PLUS Acceptance of STP Proposal 59
5.9 Stage Reports 59
5.10 ICAO TRAINAIR PLUS Acceptance of STP Content 59
5.11 STP Validation 60
5.12 STP Certificates 60
5.13 Information Exchange 60
5.14 STP Evaluation 60
5.15 Updating a Validated STP 61
5.16 Post-Validation Activities 61
5.17 Implementation 61
5.18 Adaptation and Translation 62
5.19 STP Assembly Instructions 62
5.20 Process for Issuing a TRAINAIR PLUS ICAO Qualified Course Developer (TP-IQCD) Certificate 69
5.21 Management of the Web-based TRAINAIR PLUS Library 70
5.22 Exchange of STPs 71
5.23 Maximum Number of STPs per Validator 72

6 GUIDELINES FOR ICAO TRAINING PACKAGES (ITPs) DEVELOPMENT AND VALIDATION 74

6.1 Definition 76
6.2 Objectives 76
6.3 Scope 76
6.4 Language 77
6.5 Responsibilities 77
6.6 Process 77
6.7 Criteria 78
6.8 Fees 78
6.9 Ownership 79
6.10 Entitlement 79
6.11 Validity 80
6.12 Follow-Up Assessment 80

7 GUIDELINES FOR COMPLIANT TRAINING PACKAGES (CTPs) RECOGNITION 82

7.1 Definition 84
7.2 Objectives 84
7.3 Scope 85
7.4 Language 85
7.5 Responsibilities 85
7.6 Process 86
7.7 Criteria 86
7.8 Fees 87
7.9 Ownership 88
7.10 Entitlement 88
7.11 Validity 88
7.12 Follow-Up Assessment 88

8 COMPETENCY-BASED COURSES FOR CATC CORE TRAINING STAFF 90

8.1 TRAINAIR PLUS Training Developers Course (TDC) 92
8.2 TRAINAIR PLUS Training Instructors Course (TIC) 93
8.3 TRAINAIR PLUS Training Managers Course (TMC) 95

9 TRAINAIR PLUS INTERNATIONAL MEETINGS 96

9.1 TRAINAIR PLUS Global Symposium 98
9.2 TRAINAIR PLUS Regional Conferences 99
9.3 ICAO Course Developer and Instructor Standardization Meetings (ICAO CDI/STDs) 101

10 SUMMARY OF FEES 104

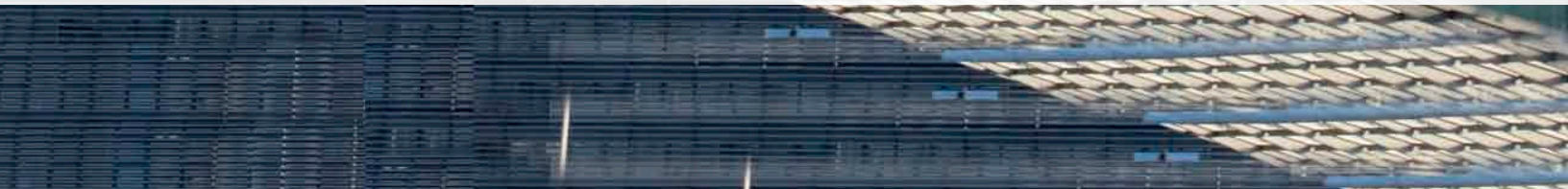
10.1 Application and Annual Membership Fees 106
10.2 Validation Fees of a Standardized Training Package (STP) 107
10.3 Validation Fees of an ICAO Training Package (ITP) 107
10.4 Validation Fees of a Compliant Training Package (CTP) 108
10.5 Fees for TRAINAIR PLUS Capacity Building Courses 109
10.6 Standardized Training Package (STP) Cost Matrix 109
10.7 Payment Deadlines 111

APPENDIX: INSTRUCTIONAL SYSTEMS DESIGN UNIT (ISDU) App-1

1

INTRODUCTION AND DEFINITIONS

1.1 Purpose of the Manual **8**
1.2 Related Manuals **9**
1.3 Definitions and Terminology **9**
1.4 Acronyms **11**



1.1 PURPOSE OF THE MANUAL

1.1.1 Competent personnel are essential to establish, manage and operate safe air transportation systems. Training of aviation professionals plays a critical role in achieving safety objectives, and ICAO is committed to supporting Member States in implementing high-quality standards in civil aviation training. As outlined in the ICAO *Civil Aviation Training Policy*, the TRAINAIR PLUS Programme (TPP) is a key element in ICAO's strategy to achieve this goal. The TPP provides its Members with support for new and existing Civil Aviation Training Centres (CATCs) through the provision of technical expertise and quality oversight. The result is a cooperative network of ICAO TRAINAIR PLUS Centres that develop and share high-quality, standardized aviation training materials for the benefit of all TPP Members.

1.1.2 The *TRAINAIR PLUS Operations Manual* (TPOM) (Doc 10052) is published primarily to provide Member States, CATCs and Members of the TPP information on the operation of the Programme. This manual sets forth the objectives and principles of the TPP and details the rules and requirements related to TPP Membership, the assessment process, and the development, validation and sharing of Standardized Training Packages (STPs) and other ICAO-harmonized Training Packages. It also addresses the administration and oversight of the TPP, including competency requirements for various training professional levels, information processes and quality assurance.

1.1.3 The rules and operations of the TPP, as set forth in this manual, supersede any rules and principles that may have been applicable to the former TRAINAIR Programme.

1.2 RELATED MANUALS

1.2.1 The *Training Development Guide, Competency-based Training Methodology* (Doc 9941) provides a methodology for competency-based training. It serves as a guide to the development of training material in a consistent and systematic manner and also sets forth training development standards, making it practical for course material to be shared between participating TRAINAIR PLUS Members.

1.2.2 The *Manual on the Approval of Training Organizations* (Doc 9841) provides information and guidance to licensing authorities and CATCs on the implementation of Annex 1 — *Personnel Licensing* to the *Convention on International Civil Aviation* (hereafter referred to as the Chicago Convention) and other Annex Standards related to the approval of CATCs. It describes the process through which approval is granted to a CATC, the contents of an application proposal to become an approved CATC, and the quality assurance system needed to maintain approval.

1.2.3 *The Procedures for Air Navigation Services — Training* (Doc 9868) contains material that provides for the uniform implementation of the training required for pilot licenses and ratings found in Annex 1 to the Chicago Convention. This document is complementary to the Standards and Recommended Practices (SARPs) contained in Annex 1 and specifies, in greater detail than in the SARPs, the actual procedures to be applied by CATCs in providing training for aeronautical personnel.

1.3 DEFINITIONS AND TERMINOLOGY

When the following terms are used in this manual or other related TRAINAIR PLUS documentation, they have the following meaning:

Assessor: A training specialist who is approved by the Manager of the ICAO Global Aviation Training (GAT) Office as having the required competencies to conduct TRAINAIR PLUS assessment missions of Members and Membership applicants.

Compliant Training Package (CTP): A training package that complies with ICAO Standards and Recommended Practices (SARPs) and guidance material. It is presented as a fully documented and tested comprehensive package that reflects:

- the current technological and operational requirements specific to a particular training topic;
- ICAO SARPs, Annexes to the Chicago Convention and guidance material; and
- ICAO training objectives, and complements existing ICAO training and makes a significant contribution to aviation capacity building.

Course Developer: A training specialist who has completed a TRAINAIR PLUS Training Developers Course (TDC) and has the proven competencies to carry out TRAINAIR PLUS

procedures for preparing a training package. Further details are available in the *Training Development Guide, Competency-based Training Methodology* (Doc 9941).

Expert Validator: Also referred to as an expert, an expert validator provides specialized expertise in the development of a Standardized Training Package (STP) to the Course Development Unit (CDU) of a Civil Aviation Training Centre (CATC).

ICAO Training Package (ITP): A training package produced by ICAO or a Regional Training Centre of Excellence (RTCE) in accordance with the *Training Development Guide, Competency-based Training Methodology* (Doc 9941) or an equivalent Instructional Systems Design (ISD) methodology.

Partnership Training Package (PTP): Training material produced in partnership with ICAO and the training arm of a Corporate Member, industry partner or educational institution in accordance with the *Training Development Guide, Competency-based Training Methodology* (Doc 9941).

Standardized Training Package (STP): A training package produced in accordance with the *Training Development Guide, Competency-based Training Methodology* (Doc 9941).

ICAO Qualified Instructor: A Subject Matter Expert (SME) and training specialist who has successfully completed the ICAO instructor qualification procedure for a given course.

1.4 ACRONYMS

ANB	Air Navigation Bureau
ATD	Aviation Training Directory
CAA	Civil Aviation Authority
CAP	Corrective Action Plan
CATC	Civil Aviation Training Centre
CDU	Course Development Unit
CTP	Compliant Training Package
DSA	Daily Subsistence Allowance
EX	Exercises
GAT	Global Aviation Training
ICAO	International Civil Aviation Organization
ICAO CDI/STD	ICAO Course Developer and Instructor Standardization Meeting
IQCD	ICAO Qualified Course Developer
ISD	Instructional Systems Design
ISDU	Instructional Systems Design Unit
ITP	ICAO Training Package
JA	Job Aid
MT	Mastery Test
MoU	Memorandum of Understanding
MP	Module Plans
NGAP	Next Generation of Aviation Professionals
OJT	On-the-job Training
PANS	Procedures for Air Navigation Services
PPT	PowerPoint Presentation
PQ	Protocol Question
PT	Progress Test
PTP	Partnership Training Package
QMS	Quality Management System
RTCE	Regional Training Centre of Excellence

SARPs	Standards and Recommended Practices
SME	Subject Matter Expert
STP	Standardized Training Package
TAC	Training Assessment and Consultancy Unit
TDC	Training Developers Course
TDD	Training Design and Development Unit
TIC	Training Instructors Course
TM	Trainee Manual
TMC	Training Managers Course
TPeMS	TRAINAIR PLUS electronic Management System
TP-IQCD	TRAINAIR PLUS ICAO Qualified Course Developer
TPOM	TRAINAIR PLUS Operations Manual
TPP	TRAINAIR PLUS Programme
TPSC	TRAINAIR PLUS Steering Committee

3

TRAINAIR PLUS PROGRAMME (TPP) MEMBERSHIP

3.1 General Benefits of Membership **30**
3.2 Membership Requirements and Benefits Grid **31**
3.3 Membership Requirements **32**
3.4 TRAINAIR PLUS Certificates and Logos **36**
3.5 TRAINAIR PLUS Logo Usage Guidelines **37**
3.6 Language of Communication **40**

3.1 GENERAL BENEFITS OF MEMBERSHIP

3.1.1 Members of the TRAINAIR PLUS Programme (TPP) enjoy the benefits of being part of an established international cooperative network of CATCs. Through the international sharing network, Members have access to the all STPs prepared by other Members, and can import and adapt STPs to meet their local conditions.

3.1.2 Through the TPP, Members can progressively upgrade their curriculum by applying the TRAINAIR PLUS course development methodology and accessing a pool of validated STPs.

3.1.3 The TPP provides a forum that supports cooperation among Member States and a Programme for Members to exchange training best practices. Members are expected to participate in all TRAINAIR PLUS events as well as other relevant ICAO activities.

3.1.4 Full and Associate Members and RTCEs may use the TRAINAIR PLUS and ICAO logos on their publications and letterheads. However, TRAINAIR PLUS and ICAO logos should not be used on course certificates for courses that are not ICAO recognized. A certificate will be issued electronically by ICAO to the Member for each course participant for all TRAINAIR PLUS courses, and courses using STPs and ITPs. A reference code will allow the tracking and reporting of all training activities.

3.2 MEMBERSHIP REQUIREMENTS AND BENEFITS GRID

3.2.1 The following grid summarizes the requirements and benefits for each TPP category of Membership:

TRAINAIR PLUS Programme (TPP) Membership grid

	AFFILIATE	ASSOCIATE	FULL	RTCE	CORPORATE
APPLICANTS					
Government training organization		●	●	●	
Private training organization		●	●		
Aviation industry corporation					●
Operator, air navigation service provider or any other operational entity not owning or operating a training centre	●				●
REQUIREMENTS					
Assessment and reassessment every three years		●	●	●	
Payment of annual fee	●	●	●	●	●
Use of an STP at least once a year		●	●	●	
Develop one STP			●		
Develop one ITP per year				●	
BENEFITS					
Technical assistance to develop STPs		●	●	●	
Continuous access to TPeMS	●	●	●	●	●
Support to establish a CDU		●			
Host TRAINAIR PLUS courses	●	●	●	●	●
Production of certificates through the TPeMS	●	●	●	●	●
Listing in the ICAO ATD		●	●	●	●
Generate revenues through the selling of STPs to other TPP Members			●	●	
Develop joint courses with ICAO				●	
Develop CTPs		●	●	●	●
Develop PTPs					●
Opportunity for its training arm to develop CTPs					●
Link to Members' websites via the TRAINAIR PLUS website	●	●	●	●	●
Technical support and expertise to implement a wide array of training solutions tailored to Members' needs	●				
Preferential fees for a wide range of ICAO courses and STPs	●	●	●	●	

3.3 MEMBERSHIP REQUIREMENTS

International Civil Aviation Organization
TRAINAIR PLUS ASSOCIATE

This Certificate attests that the

Name of Centre

State

has successfully met the membership requirements to become a
TRAINAIR PLUS Associate

TRAINAIR PLUS

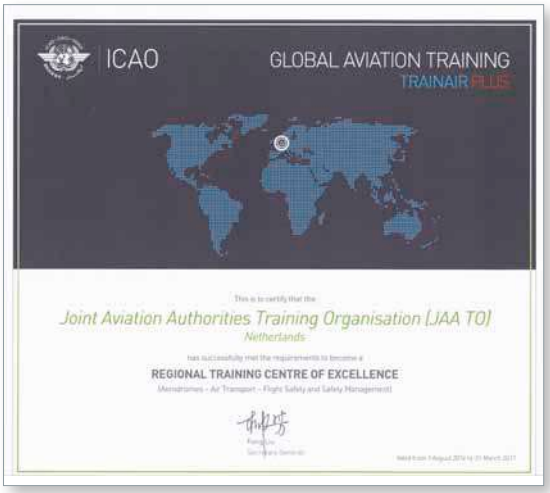
Diego Martinez
TRAINAIR PLUS Manager

3.3.1 In order to qualify as an **Associate Member**, a CATC shall:

- agree in writing to abide by the rules of the Programme as described in this manual;
- undergo a successful TRAINAIR PLUS assessment and implement fully the CAP to the satisfaction of ICAO;
- designate a focal point for all TRAINAIR PLUS activities;
- participate, on a regular basis, in TPP regional and global activities;
- use at least one STP per year;
- agree to follow-up assessments every three years from the date of the last on-site assessment; and
- pay the TRAINAIR PLUS Associate Membership fees.

3.3.2 In order to qualify as a **Full Member**, a CATC shall:

- establish and maintain a CDU with at least two active trained course developers who have successfully completed the TDC;
- develop a first STP;
- produce at least one validated STP every three years;
- consistently update the STPs it has originated;
- participate, on a regular basis, in TPP regional and global activities (e.g. ICAO TRAINAIR PLUS Global Symposium, Regional Conferences, Steering Committee Meetings, etc.); and
- pay the TRAINAIR PLUS Full Membership fee.



3.3.3 An **RTCE** will be selected based on successful demonstration of its compliance with all of the following criteria, as determined solely by ICAO:

- be a current Full Member of the TPP;
- have an established CATC with at least five years of experience in managing and delivering training activities;
- be a leader in training in the requested ICAO authorized area(s);
- have no open observation or recommendation from the last assessment;
- have an established CDU with at least two ICAO-qualified course developers;
- make available at least one senior course developer (having developed a minimum of three competency-based courses) to validate training courses developed by the CATC;
- make available at least one senior instructor to conduct training and oversight of the instructional team;
- provide access to Subject Matter Experts (SMEs) in at least one of the following authorized technical areas (aerodromes, air navigation, air transport, environment, flight safety and safety management, or security and facilitation);
- conduct courses in at least one of ICAO's six official languages;
- have a training administration and customer management system;
- have the ability and make a commitment to develop at least one competency-based course per year (minimum 30 hours of actual training time) in partnership with ICAO and based on training needs identified by ICAO;
- satisfy ICAO requirements for the volume of training delivered at the facilities of the CATC (measured in a student's X number of days in a course and ratio of national and international students);

- make available facilities for training foreign students, including accommodations, amenities, issuing of visas, etc.;
- satisfy ICAO requirements for clean, well-maintained, state-of-the-art facilities, including sufficient well-equipped classrooms, Wi-Fi, reliable high-speed Internet connectivity, etc.; and
- satisfy ICAO requirements for suitable, up-to-date training devices and equipment for the technical area in which they wish to be considered.

3.3.4 In order to qualify as a **Corporate Member**, an organization shall:

- agree in writing to abide by the rules of the Programme as described in this manual;
- contribute to the Programme by making available, on a bilateral basis, relevant resources such as non-STP courses;
- develop CTPs and/or PTPs;
- designate a focal point for all TRAINAIR PLUS activities;
- participate, on a regular basis, in TPP regional and global activities; and
- pay the TRAINAIR PLUS Corporate Membership fees.

3.3.5 In order to qualify as an **Affiliate Member**, an aviation operator (airline, aerodrome operator, handling agency, service provider, etc.) that does not operate a CATC and wishes to gain access to ICAO-harmonized Training Packages, as well as obtain ICAO training expertise and assistance shall:

- agree in writing to abide by the rules of the Programme as described in this manual;
- designate a focal point for all TRAINAIR PLUS activities;
- pay the TRAINAIR PLUS Affiliate Membership fees; and
- participate, on a regular basis, in TPP regional and global activities.

3.3.6 A CATC is considered a **Full** or **Associate Member** only once the assessment process is completed, payment is made, and the conditions for the Membership level sought are met. An organization seeking TRAINAIR PLUS Membership cannot extend its Membership to any activity made in association with any other non-TRAINAIR PLUS organizations.

3.4 TRAINAIR PLUS CERTIFICATES AND LOGOS

3.4.1 TRAINAIR PLUS issues certificates through the TPeMS to all participants in courses held by Members using ICAO-harmonized Training Packages. Each certificate displays the ICAO TRAINAIR PLUS logo, the name of the participant, the name of the CATC and a unique identifier. The certificates are sent electronically to the CATC and must be signed by the Director of the CATC. The TRAINAIR PLUS logo can be used only on certificates attesting to the completion of an ICAO-harmonized Training Package course. The use of the TRAINAIR PLUS logo on a certificate is reserved solely for courses conducted using courses developed by TRAINAIR PLUS Members. The logo cannot be used on a certificate that is not an ICAO-harmonized Training Package.

3.5 TRAINAIR PLUS LOGO USAGE GUIDELINES

3.5.1. Identification

When referring to Membership status within the TPP, the Member should identify itself as one of the following:

- TRAINAIR PLUS Associate Member;
- TRAINAIR PLUS Full Member;
- TRAINAIR PLUS Corporate Member;
- TRAINAIR PLUS Affiliate Member; or
- RTCE.

3.5.1.1 The following logos identify the various Memberships and should be used at all times by TRAINAIR PLUS Members when displaying their membership status.

ASSOCIATE MEMBERSHIP

CORPORATE MEMBERSHIP

FULL MEMBERSHIP

AFFILIATE MEMBERSHIP

REGIONAL TRAINING CENTRE OF EXCELLENCE (RTCE)

3.5.1.2 TPP Members are encouraged to use the following identification in all their promotional and marketing documents:

- websites;
- brochures;
- flyers;
- email signatures;
- electronic signatures;
- packaging;
- door plaques; and
- other marketing/promotional material.

3.5.1.3 Logo usage on training package certificates

All certificates generated through the TPeMS must display the generic TRAINAIR PLUS logo as follows:

3.5.2 Purpose

3.5.2.1 A well-respected TRAINAIR PLUS brand image will enable Members, as well as the rest of the TRAINAIR PLUS community, to achieve the following:

- ensure immediate recognition of the training centre/organization as a Member of ICAO's cooperative network of CATCs;
- deliver the Member's messages clearly and consistently; and
- confirm the Programme's credibility.

3.5.3 Terminology

3.5.3.1 The TPP provides the Member with a Membership to an ICAO Programme. A Member must not make use of any other terminology (such as accreditation, endorsement or approval) in promotional documents to avoid jeopardizing the core values and objectives of the Programme and undermining the authority of ICAO Member States.

3.5.4 Trademark

3.5.4.1 The trademark of the TPP, which consists of the TRAINAIR PLUS name and ICAO logo, is responsible for protecting against any damaging or confusing usage.

3.5.4.2 While TPP Members are encouraged to use the TRAINAIR PLUS logo in the various contexts stipulated in 1.3, in order to fully promote the TPP and its community and activities, correct usage is paramount as the logo is an important element of the Programme's visual identity.

3.5.5 Correct use

3.5.5.1 The TRAINAIR PLUS logo should be displayed prominently and clearly to maximize its impact. A minimum clear space zone should appear around each of the four sides to allow the logo to breathe. There should be a clear space zone between the logo and other graphic elements, such as type, images, other logos and the edge of the pages to ensure the logo retains a strong presence wherever it appears. Where possible, there should be sufficient space around the logo.

3.5.5.2 The logo must always be displayed at a size large enough to read the logo. This will vary based on the resolution of the media it is being used in; however, as a general rule, the logo circle should be no smaller than 1 em [3/8"] or 36 pixels in height. The logo may be positioned on a pale colour or photographic background.

3.5.6 Incorrect use

3.5.6.1 Derivative versions of the TRAINAIR PLUS logo are not allowed, as they dilute the Programme's brand identity. As well, users should never:

- stray from the colour palette;
- switch the colours;
- use the design on similarly coloured backgrounds;
- rearrange elements of the design; or
- stretch or distort the logo.

3.6 LANGUAGE OF COMMUNICATION

3.6.1 Communication between ICAO and TRAINAIR PLUS candidates or Members should preferably be in the English language or in one of ICAO's other official languages (Arabic, Chinese, French, Russian or Spanish). It should be noted that the use of a language other than English may necessitate some delays due to translation. This requirement applies to any official document requested by ICAO during the assessment process. It is the responsibility of the CATC to translate any required documents that are not available in one of ICAO's six official languages.