



ICAO Instructor Qualification Process

1. Objective and scope

1.1 This document details the ICAO instructor qualification process, in order to establish and maintain a roster of ICAO instructors for the delivery of ICAO training packages (ITPs), developed by ICAO or Regional Training Centres of Excellence (RTCEs), in collaboration with ICAO.

1.2 For every ITP, the Training Design and Development Unit (TDD) of the Global Aviation Training (GAT) Office is responsible to develop, maintain and manage the qualification process of instructors. It will therefore provide qualified instructors for the TRAINAIR PLUS Programme (TPP) to select when managing the delivery of ITP courses.

2. Definition

2.1 Instructor

2.1.1 Each ICAO Instructor must have successfully completed the ICAO instructor qualification process with a valid ICAO instructor certificate.

2.1.2 Instructors are responsible for:

- a) coordinating with the host training organization concerning training facilities, administrative support, logistics, accommodation, etc.;
- b) organizing a coordination meeting before the commencement of the course;
- c) preparing for the course delivery;
- d) delivering the course by following the course schedule and module plans;
- e) administering tests and conducting trainees' evaluation; and
- f) conducting course evaluation and providing training report to the TPP Manager.

2.2 Lead instructor

2.2.1 In the event an ITP is delivered by more than one instructor, one of the instructors will be assigned by the TPP Manager as the lead instructor, based on their experience and training record, as well as ICAO's training programme needs.

2.2.2 As the team leader for the delivery of an ITP, a lead instructor is responsible for:

- a) setting up the training schedule and administrative coordination with other instructors and the host training organization;
- b) organizing a coordination meeting before the commencement of the course;
- c) providing assignments, guidance and supervision to other instructors to ensure the quality of instruction meets training objectives, in addition to preparing for the course delivery;
- d) delivering the course by following the course schedule and module plans;
- e) administering tests and conducting trainees' evaluations; and
- f) conducting course evaluation and providing the training report to the TPP Manager.

2.3 Senior instructor

2.3.1 Senior instructors are selected by the TPP Manager among experienced instructors for a specific ITP. They should have extensive experience in training, knowledge of instructional methodologies and training strategies, and at least three years of experience in the delivery of this specific ITP.

2.3.2 In addition to instructor's responsibilities, senior instructors are responsible for:

- a) delivering a course to the highest standard with no direct supervision;
- b) providing guidance to instructional staff to ensure the highest standard of delivery is achieved;
- c) conducting assessments of prospective instructors during the Instructor Preparation and Briefing (IPB) and On-the-Job Training (OJT);
- d) conducting assessments of instructors for continuous oversight and recurrent training; and
- e) supporting the GAT Office and ICAO Programme Managers in the development and delivery of ICAO training programmes.

2.3.3 In exceptional circumstances, the instructor of a new ITP may be recognized as a senior instructor within three years of delivery of the ITP, based on their expertise and training experience.

3. Establishment of the instructor qualification requirements

3.1 One month before the validation delivery of a new ITP, TDD shall establish the appropriate instructor qualification requirements in coordination with the Subject Matter Expert (SME) and the responsible ICAO Bureau/Section.

3.2 Once the instructor qualification requirements for an ITP are established, it will be integrated in the ICAO instructor online application.

3.3 When an ITP is lacking instructors for course delivery, TPP, TDD and the Training Assessments and Consulting Unit (TAC) will work together to identify potential applicants and encourage them to submit their online application.

4. Online application

4.1 Applicants to the ICAO instructor qualification process must first set up a personal profile, and then complete the instructor online application at <https://www4.icao.int/tpems/InstructorApplication>.

4.2 Detailed instructor qualification requirements for each ITP are described in separate appendices. Before submitting an application, applicants must meet the following requirements:

- a) have successfully completed the course that an applicant wishes to be qualified as an instructor;
- b) have successfully completed the ICAO Training Instructors Course (TIC), or any equivalent Instructional Techniques course that leads to the achievement of the performance criteria contained in the ICAO Instructor Competency Framework; and
- c) have excellent reading, writing, listening and speaking skills in one of the ICAO languages (Arabic, Chinese, English, French, Russian or Spanish) used for the delivery of the specific course, ability to communicate in English is desirable;

- d) be an SME in the desired field of instruction;
- e) have extensive knowledge of the Convention on International Civil Aviation (Chicago Convention), ICAO Standards and Recommended Practices (SARPs) and associated guidance material related to the desired field of instruction;
- f) have at least three years of active experience, at the operational level, in the subject to be taught, with ICAO, a Civil Aviation Authority, air operator, aerodrome operator, air navigation service provider or similar aviation-related organization;
- g) specific qualification requirements for the delivery of an ITP; and
- h) applicants working for a TPP Member must obtain a letter from their employer to nominate the applicant to be an ICAO instructor. This letter is not required in the event that the applicant is the Director of the TPP Member.

5. Review of application

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

5.2 The GAT Office will review the application against the instructor qualification requirements for the ITP applied to.

5.3 The application will then be evaluated by the Instructor Evaluation Team (IET), in order to ensure that the applicant's experience and technical background comply with the instructor qualification requirements. IET is composed of Chief GAT, TDD Manager and a representative from the responsible ICAO Bureau/Section.

5.4 The GAT Office will notify the applicant if he/she does not meet the qualification requirements, and if additional information should be provided.

5.5 Upon approval of IET, the GAT Office will inform the applicant and provide him/her with information related to the instructor training.

6. Instructor Training

6.1 The instructor training consists of two phases: the IPB and OJT. The need for an IPB in advance of OJT is determined by IET, based on the applicants' background experience and complexity of the ITP subject matter. The instructor training will be undertaken at the applicant's own expense.

6.2 Instructor Preparation and Briefing (IPB)

6.2.1 The IPB will be conducted by a senior instructor and provides applicants with practical training during a simulated training course, remotely via teleconference or face-to-face depending on the particular case.

6.2.2 Following the IPB, the senior instructor will complete the IPB Appraisal Form, evaluating the IPB applicant's knowledge, skills and attitude against those contained in the ICAO Instructor Competency Framework, and the applicant's knowledge of the ITP course content.

6.2.3 In case of failure, one retake of the IPB may be considered by Chief GAT, only if recommended by the TDD Manager and senior instructor who conducted the IPB.

6.2.4 After successful completion of the IPB, the GAT Office will notify the applicant and provide him/her with the information to undergo the OJT.

6.3 On-the-Job Training (OJT)

6.3.1 The OJT will also be conducted by a senior instructor and provides applicants with the opportunity to deliver, at minimum, 50 per cent of the ITP course content in a real training session.

6.3.2 Following the OJT, the senior instructor will complete the Instructor OJT Appraisal Form, evaluating the OJT applicant's performance against the ICAO Instructor Competency Framework, and the applicant's knowledge of the ITP course content.

6.4 Senior instructors who will provide IPB and/or OJT to applicants must be exemplary in their course delivery. They are assigned by the TDD Manager, in cooperation with the TPP Manager, based on various considerations, such as their experience, performance evaluations, training records, language, location, etc.

7. Approval of ICAO instructors

7.1 Based on the recommendation of the senior instructor, the TDD Manager will process the approval for the applicant to be an ICAO instructor.

7.2 Should Chief GAT confirm that the applicant is qualified to be an ICAO instructor for a specific ITP, an ICAO instructor certificate signed by Chief GAT will be issued accordingly, and the newly qualified instructor will be added to the roster of ICAO instructors for the specific ITP and specific language(s).

7.3 Should Chief GAT determine that the applicant requires additional OJT, he/she will be given the opportunity to conduct a second OJT course. This second OJT course will be conducted with, and assessed by, a different senior instructor than the first OJT course, unless there is no other senior instructor available for this specific ITP. No more than two OJT courses may be delivered by an applicant. If the applicant fails both OJT courses, he/she will be instructed to take additional training and may reapply upon its completion. Proof of successful completion of additional training will need to be communicated to the GAT Office.

7.4 Should Chief GAT determine that the applicant should not be used as an ICAO instructor, he/she will be notified in writing and no further opportunities to conduct an OJT course will be offered for this ITP for a period of three years.

8. Approval of ICAO senior instructors through validation delivery of a new ITP

8.1 For a new ITP, the instructor in charge of the validation delivery will be the senior instructor of the specific ITP and prepare future applicants to become ICAO instructors, as required.

8.2 The instructor in charge of the validation delivery may be recognized as a senior instructor provided that:

- a) he/she has completed the online application, and this application has been approved by the IET;
- b) he/she has contributed to the ITP development as an SME listed in the TRAINAIR PLUS Electronic Management System (TPEMS); and
- c) he/she has at least three years of experience in training delivery.

8.3 Upon approval by the IET, the GAT Office will notify the applicant if he/she meets the instructor qualification requirements.

8.4 Upon successful completion of the validation delivery, the TDD Manager will confirm that the applicant is qualified as an ICAO Instructor of a specific ITP, and issue the ICAO instructor certificate signed by Chief GAT.

8.5 In exceptional circumstances, the senior instructor for the validation delivery may not be the SME who develops the ITP. This will need to be coordinated between the GAT Office and RTCE, and approved by Chief GAT.

8.6 The course validation delivery may, in exceptional circumstances, be used to provide OJT to one applicant.

9. Validity of ICAO instructor qualification

9.1 The ICAO Instructor qualification is valid for three years from the date of issuance of the certificate.

9.2 Within the validity period of three years, an Instructor is required to deliver the course a minimum of two times, with at least one of the course deliveries in the last 18 consecutive months before the expiry date.

9.3 For each course delivery, an instructor is expected to deliver at least 50 per cent of the course content in order to maintain instructor qualification, except for a senior instructor providing OJT to two instructor candidates in one training session. When an instructor teaches only certain module(s) or session(s) in his/her specialized area which is less than 50 per cent of the course content, he/she is considered a “guest instructor” and this course delivery will not count toward the renewal of the instructor certificate.

9.4 If an instructor has not delivered the course that he/she is qualified to deliver, as required in 9.2 and 9.3, he/she must undertake another OJT at his/her own expense and be re-evaluated by an ICAO senior instructor.

9.5 The ICAO instructor certificate will be renewed every three years, contingent upon the requirements of 9.2 and 9.3, and the evaluation of the instructor’s performance during the validity period of the certificate. ICAO instructors are strongly encouraged to keep up-to-date with standards, procedures, practices, technological developments in their field of expertise, in addition to instructional techniques, in order to maintain their competencies as specified by the ICAO Instructor Competency Framework.

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