



ICAO Instructor Qualification Process

1. Objective

1.1 This document details the ICAO instructor qualification process, in order to establish and maintain a roster of ICAO qualified instructors for the delivery of ICAO training packages (ITPs), developed by ICAO or TRAINAIR PLUS Programme (TPP) Members in collaboration with ICAO.

1.2 The Global Aviation Training (GAT) Section is responsible for managing the qualification process of ICAO instructors through the TRAINAIR PLUS Electronic Management System (TPEMS), in coordination with ICAO Bureaus.

1.3 TPP Members can select instructors from the roster of ICAO qualified instructors to teach ITPs when they request to host training sessions in TPEMS.

2. Responsibilities

2.1 Instructor

2.1.1 Each ICAO Instructor must have successfully completed the ICAO instructor qualification process and hold 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 in accordance with the course schedule and module plans;
- e) administering tests;
- f) performing trainees' assessments;
- g) conducting course evaluation; and
- h) completing training report in TPEMS as soon as the training session has finished.

2.2 Lead instructor

2.2.1 In the case an ITP is delivered by more than one instructor, one of the instructors will be assigned by the Head of Training Operations (TOP) Unit 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, in addition to the instructor's responsibilities, a lead instructor is also responsible for:

- a) setting up the training schedule and administrative coordination with other instructors and the host training organization; and
- b) providing assignments, guidance and supervision to other instructors to ensure the quality of instruction meets training objectives.



2.3 Senior instructor

2.3.1 Senior instructors are selected among experienced instructors for a specific ITP and are approved by the Chief GAT. They should have deep knowledge of instructional techniques, extensive experience in conducting training, and at least three years of experience in the delivery of the specific ITP, with a proof of outstanding performance.

2.3.2 In addition to the 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 GAT 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 instructional experience.

3. Establishment of the instructor qualification requirements for new ITPs

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

3.2 When an ITP development process is completed through the TPEMS, and the instructor qualification requirements for this ITP are established, this new course will be added to the ICAO instructor online application.

3.3 When an ITP is lacking instructors for course delivery, TOP, TDD and the Training Assessment and Consultancy (TAC) Unit 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://igat.icao.int/tpems/InstructorApplication>

4.2 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 competencies contained in the ICAO Adapted Instructor Competency Model;



- 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, and the ability to communicate in English;
- d) 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 training area of the subject course;
- e) be an SME in the training area of the subject course;
- f) have at least three years of active experience with ICAO, a Civil Aviation Authority, air operator, aerodrome operator, air navigation service provider or similar aviation-related organization, at the operational level in the subject to be taught;
- g) specific qualification requirements for the delivery of an ITP; and
- h) applicants working for a TPP Member must obtain a letter of recommendation from their employer to nominate him/her to be qualified as an ICAO instructor. This letter is not required if the applicant selects “Not Affiliated” from the drop down menu on the webpage of the ICAO instructor online application.

5. Review of application

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

5.2 The application will be evaluated by the Instructor Evaluation Team (IET), composed of the Chief GAT, the Head of TDD, and a representative from the responsible ICAO Bureau.

5.3 GAT reviews the application against the instructor qualification requirements for the ITP applied to to ensure its completeness and relevance, also to determine if the applicant meets the instructional requirements to teach an ITP.

5.4 The responsible Bureau representative evaluates the application to ensure that the applicant’s expertise, work experience, and technical background comply with the instructor qualification requirements for the ITP.

5.5 After IET’s review of the application, GAT will notify the applicant if he/she does not meet the qualification requirements, and if additional information needs to be provided.

5.6 Upon approval of the IET, GAT will contact the applicant to inform him/her of the next step in the instructor qualification process.

6. Instructor Training

6.1 Generic principle

6.1.1 The instructor training consists of two phases: the IPB and OJT. The need for an IPB in advance of OJT is determined by the IET, based on the applicant’s 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 it provides the applicant 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 applicant's competencies against those contained in the ICAO Adapted Instructor Competency Model, and the applicant's knowledge of the ITP course content.

6.2.3 In case of failure of the IPB, the senior instructor may recommend an additional IPB.

6.2.4 After successful completion of the IPB, GAT will notify the applicant and provide him/her with 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 it provides the applicant 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 applicant's competencies against those contained in the ICAO Adapted Instructor Competency Model, and the applicant's knowledge of the ITP course content.

7. Approval of ICAO instructors

7.1 Based on the recommendation of the senior instructor, GAT will process the approval for the applicant to become an ICAO instructor.

7.2 Upon Chief GAT's approval, the applicant will be qualified to become an ICAO instructor for a specific ITP, in a specific language. An ICAO instructor certificate will be issued and sent to the applicant via an auto message from the TPEMS.

7.3 In case of failure of the OJT, the senior instructor may recommend an additional OJT. This second OJT session will be conducted with, and assessed by, a different senior instructor than the first OJT session, unless there is no other senior instructor available for this specific ITP. No more than two OJT sessions may be delivered per applicant. If the applicant fails both OJT sessions, he/she will be requested to gain more experience in the subject matter prior to resubmission of the instructor application.

7.4 If the senior instructor considers that an applicant is not qualified to be an instructor for a specific ITP, he/she should notify the applicant during the OJT debriefing. Following Chief GAT's approval, the instructor application will be terminated. In these circumstances, the applicant may resubmit an instructor application for this ITP after 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 instructors who have successfully conducted the validation delivery will be qualified as the senior instructors of the specific ITP and will supervise prospective applicants in becoming ICAO instructors, as required.

8.2 The instructors who have successfully conducted the validation delivery may be recognized as senior instructors, provided that he/she:

- a) meets the instructor qualification requirements for the specific ITP;
- b) has completed the online application;
- c) has contributed to the ITP development as an SME listed in the TPEMS; and
- d) has at least three years of experience in delivering training courses.

8.3 Upon completion of the development of a new ITP in the TPEMS, GAT will inform the instructors who have conducted the validation delivery to submit their instructor online applications.

8.4 Upon receipt of the applications, GAT will review and process them accordingly. If the applicant meets the instructor qualification requirements for a specific ITP, an ICAO instructor certificate will be issued and sent to the applicant via an auto message from the TPEMS. No OJT is required for instructors in charge of the validation delivery.

8.5 In exceptional circumstances, instructors conducting the validation delivery may not be the SMEs who participated in the ITP development. This will need to be coordinated between GAT, TPP Member, and the responsible Bureau, and approved by Chief GAT.

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 instructor candidate(s) 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 towards the renewal of the instructor certificate.

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



9.5 For the renewal of an instructor certificate, an auto message is sent from the TPEMS to the instructor six months prior to the expiration, followed by a monthly reminder. Instructors are required to initiate a certificate renewal request and update their personal profile in TPEMS, either from the link provided in the auto message, or alternatively from the pending tasks on their TPEMS dashboard.

9.6 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.

9.7 ICAO instructors are strongly recommended to keep up-to-date with standards, procedures, practices and technological developments in their field of expertise, in addition to instructional techniques, in order to maintain their competencies as specified by the ICAO Adapted Instructor Competency Model.