ICAO Instructional Systems Design Validator Qualification Process

1. Objective

1.1   This document details the ICAO Instructional Systems Design (ISD) validator qualification process, in order to establish and maintain a roster of ICAO qualified ISD validators for the methodology validation of ICAO-recognized training packages.

1.2   The Global Aviation Training (GAT) Section is responsible for managing the qualification process of ICAO ISD validators through the TRAINAIR PLUS Electronic Management System (TPEMS).

1.3   The TRAINAIR PLUS Programme (TPP) promotes the implementation of competency-based training methodology in the development of ICAO-recognized training packages. TPP Members can select validators from the roster of ICAO qualified ISD validators for the courses they develop following the course development process in TPEMS.

2. Responsibilities

2.1   ICAO ISD validator

2.1.1   ICAO ISD validators are training experts with extensive experience in developing and validating ICAO-recognized training packages in accordance with the ICAO Doc 9941, *Training Development Guide*. Each ICAO ISD validator must have successfully completed the ICAO ISD validator qualification process and hold a valid certificate as an ICAO ISD validator.

2.1.2   ICAO ISD validators are responsible for:

a) validating the course development methodology for ICAO-recognized training packages (STPs/ITPs) developed by their training organization or other training organizations in the TPP network, in compliance with the ICAO Doc 9941, Training Development Guide;
b) providing On-the-Job Training (OJT) to course developers throughout their first course development process via TPEMS to ensure sufficient competency achievements in obtaining the ICAO Qualified Course Developer (IQCD) certificate;
c) providing refresher training on the competency-based training methodology to course developers as needed; and
d) conducting assessments of IQCDs from their training organization for continuous oversight.

2.1.3   To support training organizations' capacity-building and reduce costs associated with course development, all TPP Members are encouraged to select their eligible IQCDs to become qualified as ICAO ISD validators.

2.2   ICAO Senior ISD validator

2.2.1   ICAO senior ISD validators are selected among experienced ISD validators by GAT. They should have more than eight years' experience in the development of competency-based training courses, and have validated at least ten ICAO-recognized training packages (STPs/ITPs) autonomously through the TPEMS, with a proof of outstanding performance.

2.2.2　　　　In addition to the ISD validator's responsibilities, ICAO senior ISD validators are responsible for:

a) validating training courses to the highest standard with no direct supervision;
b) conducting assessments of validators undergoing the OJT;
c) conducting assessments of validators for continuous oversight and recurrent training; and
d) supporting GAT in the development of ICAO training programmes and tools.

3. Online application

3.1　　　　Applicants to the ICAO ISD validator qualification process must first set up a personal profile, and then complete the validator online application at https://igat.icao.int/tpems/IsdValidatorApplication

3.2　　　　Before submitting an application, applicants must meet the following requirements:

a) have successfully completed the ICAO Training Developers Course (TDC);
b) have successfully completed the development of an ICAO-recognized training package (STP/ITP) through the TPEMS and obtain a valid certificate as an IQCD;
c) have successfully completed the ICAO Validating Competency-based Training (VCT) course and pass the performance exam; and
d) 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 ISD validator. This letter is not required if the applicant selects "Not Affiliated" from the drop down menu on the webpage of the ICAO ISD validator online application.

4. Review of application

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

4.2　　　　The application will be evaluated against the ICAO ISD validator qualification requirements listed in the paragraph 3.2, by the Validator Evaluation Team (VET), which is composed of the Chief GAT, Head of Training Design and Development (TDD) Unit, and Head of Training Operations (TOP) Unit.

4.3　　　　After VET'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.

4.4　　　　Upon approval of the VET, GAT will contact the applicant to inform him/her of the next step in the ISD validator qualification process.

5. Validator On-the-Job Training (OJT)

5.1　　　　The OJT will provide applicants with the opportunity to conduct the methodology validation for an ICAO-recognized training package (STP/ITP), in compliance with the ICAO Doc 9941, Training Development Guide, under the supervision of an ICAO senior ISD validator.

5.2	An applicant must successfully complete the OJT using an ICAO-recognized training package (STP/ITP) development process through the TPEMS. The course under OJT validation can be developed by any training organization in the TPP network, and the ICAO senior ISD validator is required to be present during either the DACUM (Developing A Curriculum) session or the validation delivery, as per coordination with GAT.

5.3	The validator OJT will be undertaken at the applicant's own expense.

5.4	Following the OJT, the ICAO senior ISD validator will complete the ISD Validator OJT Appraisal Form, assessing the OJT validator's performance against the evaluation criteria.

6. Approval of ICAO ISD validators

6.1	Based on the recommendation of the ICAO senior ISD validator, GAT will process the approval for the applicant to become an ICAO ISD validator.

6.2	Upon Chief GAT's approval, the applicant will be qualified to become an ICAO ISD validator. A certificate will be issued and sent to the applicant via an auto message from the TPEMS, and the newly qualified ICAO ISD validator will be added to the roster of ICAO ISD validators.

6.3	In case of failure of the OJT, the senior ISD validator may recommend an additional OJT. This second OJT will be conducted with, and assessed by a different ICAO senior ISD validator than the first OJT, unless there is no other ICAO senior ISD validator available. No more than two OJTs may be taken by an applicant. If the applicant fails both OJTs, he/she will be instructed to take additional ISD training (e.g. attend the VCT course and pass the performance exam) and may reapply upon its completion. Proof of successful completion of additional ISD training will need to be communicated with GAT.

6.4	If the ICAO senior ISD validator considers that an applicant is not qualified to be an ISD validator, he/she should notify the applicant during the OJT debriefing. Following Chief GAT's approval, the ISD validator application will be terminated. In these circumstances, the applicant may resubmit an ISD validator application after a period of three years.

7. Validity of ICAO ISD validator qualification

7.1	The ICAO ISD validator qualification is valid for three years from the date of issuance of the certificate.

7.2	Within the validity period of three years, an ISD validator is required to complete the methodology validation of at least one ICAO-recognized training package (STP/ITP) through the TPEMS.

7.3	TPEMS records the times of rejection. Three rejections per calendar year will generate a system warning, and five rejections per calendar year will result in the suspension of the ICAO ISD validator qualification. An ICAO ISD validator on suspension will be temporarily removed from the TPEMS roster until he/she attends the VCT course and successfully passes the performance exam, at their own expense.

7.4   If a validator has not validated an ICAO-recognized training package (STP/ITP) for three years, he/she must undertake another OJT at his/her own expense and be re-evaluated by an ICAO senior ISD validator.

7.5   For the renewal of an ISD validator certificate, an auto message is sent from the TPEMS to the validator six months prior to the expiration, followed by a monthly reminder. Validators 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.

7.6   The ICAO ISD validator certificate will be renewed every three years, contingent upon the requirements of 7.2 and 7.3, and the evaluation of the ISD validator's performance during the validity period of the certificate.

7.7   ICAO ISD validators are strongly recommended to keep up-to-date with ICAO standards, procedures, ISD practices and technological developments, as well as actively participate in ICAO course development activities, including the ICAO Course Developers and Instructors Standardization (CDI/STD) meetings.