



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office
WORKING PAPER

NAM/CAR/CATC/WG/3 — WP/06
06/10/16

**Third NAM/CAR Civil Aviation Training Centres Working Group Meeting
(NAM/CAR/CATC/WG/3)**

ICAO NACC Regional Office, Mexico City, Mexico, 19 to 20 October 2016

Agenda Item 4

**NAM/CAR Regional Civil Aviation Training Centre (CATC) Network
4.1 Standardization of Training Packages**

STANDARDIZATION OF TRAINING PROGRAMMES

(Presented by United States)

EXECUTIVE SUMMARY	
Based on previous Civil Aviation Training Centre (CATC) working group (WG) activities, members have cooperated in the identification of criteria to be used in the standardization of training programmes. This paper provides a proposed methodology for consideration.	
Action:	Recommended actions are provided in Paragraph 3.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• ***

1. Introduction

1.1 In 2014, the CATC/WG/2 adopted the following Conclusion: “That the NAM/CAR/CATC/WG Chairman identify the criteria and basis to be used in the standardization of training programmes and provide a report to the NAM/CAR/CATC/WG/3 Meeting”, to support the validation of new civil aviation professions and deter the development of non-harmonized training programmes within the NAM/CAR region.

1.2 In collaboration with other CATC/WG members, the United States presents a proposed methodology to be used in the standardization of training programmes for consideration.

2. Discussion

2.1 Some of the benefits of a standardized training program include: increased confidence, expertise, knowledge, and productivity. A standardized program would help instill and develop these essential attributes in employees which in turn should lead to a more professional and knowledgeable workforce.

2.2 Standard minimum requirements for training programs:

- 1) The program must ensure that individuals are capable of performing assigned tasks.
- 2) Each individual should have training based on the tasks associated with the person's job position.
- 3) The training program should address:
 - a. Indoctrination (initial and recurrent) training for new and existing employees covering the regulations, operations, policies, and procedures.
 - b. Initial technical requirements for new and existing employees taking on new tasks to ensure appropriate technical skills training are provided.
 - c. Recurrent technical training for specific tasks or functions to ensure currency in existing or added capabilities.
 - d. Specialized technical training or advanced training requirements for specific tasks or functions to ensure all employees remain capable of performing assigned tasks.
 - e. Remedial technical training requirements to correct demonstrated lack of skill or knowledge deficiencies.
- 4) Requirements for ensuring that each employee is being trained or is capable of performing the assignment:
 - a. Clear responsibility and authority. A position responsible for the different aspects of the training program.
 - b. Written procedures. Policies and procedures written in its training manual or program document.
 - c. Measure of effectiveness. Method of determining whether the employee is capable of performing assigned tasks.
 - d. Controls in place. Adequate procedural controls to ensure that all applicable elements of the training program are carried out in specific situations.
 - e. Identify and describe the interface between the training program and the individuals responsible for task assignments.
 - f. Written procedures establishing the record retention period.

— 3 —

- g. Manual identified with applicable contact information such as company name, address, certificate number, telephone, fax, email, etc.
- h. Control system includes a distribution list identifying a particular manual to a person or location.
- i. An adequate revision system to allow an easy determination of currency.
- j. Procedure for submitting revisions for approval.
- k. Provisions for initial and recurrent training.
- l. Individual training requirements identified and documented.

3. Suggested Action

3.1 The meeting is invited to review and approve the proposed methodology for the standardization of training programs listed in paragraph 2.2.

— END —