Eighth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/8)
Mexico City, Mexico, 8 to 11 July 2025

Agenda Item 6:   **AIM & SWIM implementation Roadmap. Tracking Website of the NAM/CAR Regions**

TTCAA AIM Implementation of Competency-based Training and Evaluation

(Presented by Trinidad and Tobago)

EXECUTIVE SUMMARY
This Information Paper presents the actions of Trinidad and Tobago Civil Aviation Authority (TTCAA) AIM Department for the updating of its AIS/AIM training plans to be compliant with ICAO's recommendation for Competency-based Training and Assessment (CBTA) methodology. The AIM Department training plans will be sequentially converted to Competency-based Training and Assessment (CBTA) methodology in-line with the schedule for the specific training. The approach considers: the schedule of the specific training, the training resources available and the constraints in the implementation of the training.

Strategic Objectives:	• Safety • Air Navigation Capacity and Efficiency
References:	• Annex 15 – Aeronautical Information Services, • Document 9868 – Procedure for Air Navigation Services -Training, • Document 9991 - Manual on Aeronautical Information Services Training, • Document 9991 - Training Development Guide, Competency-based Training Methodology.

1.   Introduction

1.1   The Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868) contain the principles and procedures for the design and implementation of a competency-based training and assessment (CBTA) methodology. It describes an ICAO adapted competency framework intended to support the development and implementation of competency-based training and assessment for aviation professionals. PANS-TRG generally addresses competency-based training and assessment programmes that stakeholders may choose to implement. The Manual on Aeronautical Information Services Training (Edition 1) was issued in 2023 and it guides the conversion of established training programmes to a CBTA approach.

1.2   Amendment 43 to Annex 15 was issued in April 2024, became applicable on 28 November 2024 and referred to competency-based training and assessment (CBTA) methodology. The CBTA methodology amendment ensures that the CBTA methodology is followed in accordance with the Procedures for Air Navigation Services — Aeronautical Information Management (PANS-AIM, Doc 10066), the Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868) and the Manual on Aeronautical Information Services Training (Doc 9991). Annex 15 section 3.6 recommends that the training methodology should follow the CBTA methodology.

1.3   As part of the Trinidad and Tobago Civil Aviation Authority's (TTCAA) Aeronautical Information Management (AIM) Quality Management System (QMS), it is imperative that AIM technical personnel demonstrate competence in the tasks they perform. In alignment with the QMS, AIM management ensures that tasks are executed by personnel who possess the requisite Knowledge, Skills, and Attitudes (KSAs) to uphold the organization's safety responsibilities.

1.4   To support this objective, organizations are tasked with establishing a CBTA framework tailored to their specific environment and requirements. In this regard, the TTCAA AIM Department has initiated plans to transition its existing Refresher and Recurrent Training programs, to the CBTA methodology.

2.   Discussion

2.1   Historically, the AIM Department prepared for internal training by developing its proposed trainers. Prospective trainers were trained as On-the-Job-Training-Instructors (OJTIs) before being assigned to the conduct of training.

2.2   The initiative to implement CBTA methodology has placed a challenge on the AIM Department resource capacity. The AIM Department needs to determine the resources required to proceed with an internal training course development and whether or not the required resources are available. The human resource requirement is the main constraint in developing a CBTA compliant course. Course development requires officers from multi-specialities including: Course Developers and Subject Matter.

2.3   To be more effective in its training development and conduct, the AIM Department has expanded the number of available trained and certified OJTIs. The OJTI developmental process includes:

    a) Identification of prospective OJTIs.
    b) Attendance at approved instructional training courses,
    c) Exposure to AIM internal training courses,
    d) Coaching by an experienced certified OJTI,
    e) Undergoing an OJTI certification assessment.

2.4   The AIM Department is upgrading the competency of its training officers to adopt the CBTA methodology. The AIM Department has trained officers for CBTA methodology and plans to increase the number of CBTA trained officers available. The trained officers will systematically convert AIM training courses to CBTA methodology as the specific training is planned. The AIM Department takes

approximately three (3) months to develop a course to the point where it is ready for delivery. Training officers have converted two (2) AIM internal training courses to be CBTA methodology compliant.

2.5   The development and conduct of AIM training are accomplished by technical officers temporarily reassigned from their specific responsibilities to 'training duties'. The reassignment of technical persons and the need to maintain staff shift minimums, can constrain the AIM Operations Unit's capacity to manage planned and unplanned events. The conduct of an AIM internal training course can take weeks to complete due to the limited number of officers who can be released from operational duty.

3.   Conclusion

3.1   The AIM Department conducts internal Refresher and Recurrent training courses to ensure that it has the required competent staff.

3.2   The meeting is invited to note that to be compliant with the Annex 15 recommendation for CBTA methodology, the AIM Department has:

   a) Expanded its training human resource base by developing new OJTIs,
   b) Expanded its training capability by training its staff to be able to develop training courses which are CBTA methodology compliant, and
   c) Is sequentially converting its training courses to CBTA methodology, as the courses are due.

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