TRAINAIR PLUS Programme

Course Developers and Instructors Standardization (CDI/STD) Meeting

Hyderabad, India
2 to 4 July 2014

1.   INTRODUCTION

ICAO's main objective in organizing TRAINAIR PLUS Course Developers and Instructors Standardization (CDI/STD) Meetings is to promote and enhance training effectiveness and efficiency and provide a unique platform for training professionals to exchange their knowledge and skills in the areas of instructional design and delivery, as well as share best practices, discuss challenges, and identify opportunities for the improvement of training deliverables.

2.   PARTICIPANTS

The meeting was attended by seventy participants from thirteen Member States. A list of participants is located on the meeting website at http://www.icao.int/safety/TrainairPlus.

3.   ORGANIZATION

The meeting was hosted by GMR Aviation Academy and was organized into six panels, which addressed instructors competencies and the main processes of course development and training delivery. Presentations from all panels are located on the meeting website at http://www.icao.int/safety/TrainairPlus.

4.   ITEMS DISCUSSED AND CONCLUSIONS

The following is a summary of each panel's discussions and conclusions.

Panel 1: Training Needs Analysis

This panel addressed the main question of how to enhance performance effectiveness through competency-based training needs analysis. Three types of training needs analysis (organisation, task and individual) and the reason, definition and recommendations for training needs analysis were presented.

Conclusions:

1. Training organizations should consider implementing ISO10015 – Quality Management Standards as guidelines for training.

2. It is recommended to conduct training needs analysis, on a regular basis, across departments.

3. Training needs analysis should take future goals and feedback from trainees into consideration.

Panel 2: Design and Development

This panel addressed the main question of how to overcome challenges in the design and development process of competency-based training. Challenges were discussed in terms of development methodology, resource availability, course developers, Subject-Matter-Experts (SMEs), training managers and technology.

Conclusions:

1. There are no universal solutions; however we should try to mitigate the negative effect of the challenges.

2. Training solutions for course developers and SMEs are recommended in terms of recurrent training and On-the-Job Training (OJT).

3. Non-training solutions such as web-based communication channel for course developers, Motivation and incentives for SMEs are recommended.

Panel 3: Validation, Implementation and Evaluation

This panel addressed the main question of how to overcome challenges in the validation, implementation, and evaluation processes of competency-based training. The criteria for validation and challenges as well as practices within these processes were presented.

Conclusions:

1. During validation, an experimental trainee group should be selected from the target population, it is recommended that competent instructors are not involved in the course development, and revalidation is required after the course is updated.

2. A comprehensive plan and good coordination are required during implementation; the main factors affecting implementation are the instructor, budget, resources, etc.

3. All training programmes should have an evaluation plan, and the Kirkpatrick training evaluation model offers a good example in this regard.

Panel 4: Qualification of Instructors

This panel addressed the main question of how to implement the ICAO Instructor Competency Framework on a global level. The ICAO Instructor Competency Framework was presented, which specifies the functions, tasks, and performance criteria to be achieved as a competent instructor. The implementation practice in Indonesia was shared in terms of instructor selection, training and development.

Conclusions:

1. To implement the ICAO Instructor Competency Framework, we recommend consideration be given to global approval and scheduling of an instructional standards workshop on a regular basis.

2. To create a Job Task Catalogue in TPeMS for all TRAINAIR PLUS Members.

3. To coordinate with the United Nations (UN) University in Tokyo about different training programmes.

4. The civil aviation authority should develop the Stage Regulatory Framework in compliance with the requirements of ICAO.

5. To develop a standardized Assessment Protocol addressed to the Competency Framework for the qualification of instructors.

Panel 5: Best Practices in Training Delivery

This panel addressed experiences and best practices in training delivery. Six factors for evolving a functional training style, and practices such as foundation training, career progression training and advance/specialized training were presented.

Conclusions:

1. Instructors should choose the most effective training techniques by being open and willing to adopt a varying approach.

2. Instructors need to recognize the realities and adapt the trainer's style to the training needs.

3. Instructors need to participate in dedicated forums for the enhancement and timely updating of the latest training.

Panel 6: Continuous Improvement of Instructors

This panel addressed the main question of how to continuously improve the performance of instructors. The instructor-performance-improvement programme from India and the air traffic controller continuous skill-up system from Japan were presented.

Conclusions:

1. A proactive approach by Organizations/Institutes in recognizing efforts will motivate instructors to continuously improve.

2. An instructor-exchange programme will provide opportunities for the continuous improvement of instructors.

3. Points earmarked in performance appraisal for instructional duties will help to develop a career progression plan.

4. Flexibility and adaptability of instructors will benefit their continuous self-improvement.

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APPENDIX

List of Moderators and Speakers

Panel 1 – Training Needs Analysis
Moderator: **Mr. Jason Wong,** Senior Manager of Training Quality and Instructor Development, Singapore Aviation Academy (SAA), Singapore
Speakers: **Mr. Sanjay Kumar,** Course Developer, GMR Group, India

Panel 2 – Design and Development
Moderator: **Mr. Yong Ki Yi,** Deputy Director, Incheon Airport Aviation Academy (IAAA), Republic of Korea
Speakers: **Ms. Kumudini Wanniarachchi,** Course Development Officer, CATC of Sri Lanka, Sri Lanka

Panel 3 – Validation, Implementation and Evaluation
Moderator: **Ms. Jie Huang,** Training Standardization and Development Officer, Global Aviation Training (GAT) Office, ICAO
Speakers: **Mr. Saurabh Ranjan Baral,** Director of Airport Operations Department (AOD), Civil Aviation Authority of Nepal (CAAN) & TRAINAIR PLUS Course Developer, TRAINAIR Division, CAA, Nepal

Panel 4 – Qualification of Instructors
Moderator: **Mr. Diego Martinez,** TRAINAIR PLUS Programme Manager, Global Aviation Training (GAT) Office, ICAO
Speakers: **Mr. Ahmad Bahrawi,** Assistant Deputy Head for Planning, Finance and Administration, Air Transportation Human Resources Development Centre (ATHRDC), Indonesia

Panel 5 – Best Practices in Training Delivery
Moderator: **Mr. PS Nair,** CEO Corporate (Airport Sector), GMR Group, India
Speakers: **Mr. Keshava Sharma,** General Manager, Air Traffic Management department, CATC Allahabad, India

Panel 6 – Continuous Improvement of Instructors
Moderator: **Mr. Manoj Chansoria,** senior instructor, CATC Allahabad, India
Speakers: **Mr. Tetsuya Jo,** Senior Instructor, Aeronautical Safety College (ASC), Japan

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