**ATTACHMENT A – Information Sheet**

**ICAO Aviation Safety Training**

**Programme:** **TRAINAIR *PLUS***

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| **Part 1: Contact Information** | | | | | | | | |
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| Institution Name: | | |  | Street Address: | | | | |
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|  |  |  |  |  |  |  | | |
| City: |  | State / province |  | Postal Code: |  | State: | | |
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|  | | | | | | | | |
| Telephone: |  | Fax: |  | Email | | |  | Web site: |
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| Institution Status: |  |  | Year Established: |  |  | Registration #: |
| (e.g. private) |  |  |  |  |  |  |

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| Contact Name: | | |  | Title: |  |  |
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| Position Title: | | |  |  |  |  |
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| Please describe your association with the aviation industry (e.g. owned by ABC Airline) or any link you may have with the industry: | | | | | | | |
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| **Part 2: Training** |
| Briefly describe your institution’s main purpose or vocation (e.g. flight school, language training, etc.) |
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| Please list your main accreditations (e.g. AACSB – Association to Advance Collegiate Schools of Business) |
|  |

Please provide information on the following, (if applicable):

**Activity/Programme Yes No Date**

Former TRAINAIR Member

Government Safety Inspector Training

ICAO Endorsed Training Activity

AVSEC

If answered yes to any of the above, please provide the name of the courses, STPs or activities that are ICAO endorsed.

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| Number of permanent staff: |  |  | Number of permanent instructors: | | |  | |  |
|  | | | | | | | | |
| Average yearly student attendance (past 5 years): | | | |  |  | | | |
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| Which of the following best describes how you provide training? | | | | | | | | |
| * We hire permanent instructors to provide our training. | | | | | | |  | |
| * We contract with industry professionals to supplement our own instructional staff. | | | | | | |  | |
| * We contract with industry professionals to provide our training. | | | | | | |  | |
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| Which of the following best describes your instructor hiring practices? | | | | | | | | |
| * We hire education / training specialists and provide them with relevant content. | | | | | | |  | |
| * We hire industry specialists with formal instructor qualifications. | | | | | | |  | |
| * We hire industry specialists and give them instructional skills training. | | | | | | |  | |
| * Each instructor is responsible for developing / maintaining his / her qualifications. | | | | | | |  | |
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| Which standards do you follow to design, develop, lead and evaluate instruction (e.g. ICAO SARPs, national regulations, International Board of Standards for Training and Performance Instruction)? |
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| **Curriculum** |
| Please attach a description of the programmes / courses you offer (e.g. brochures, course list). |
| **Awards** |
| Please list any awards you may have received in the past 5 years for the quality of your programmes or courses (e.g. industry award for best training).  **Quality System**  Please provide the following, (if applicable): |

* Procedures Manual
* Training Quality System Manual
* Business Plan

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| **Part 3: Facilities** | | | | | | | | | | | | | | | | | | | | | | | |
| Which of the following best represents how you most commonly offer training? | | | | | | | | | | | | | | | | | | | | | | | |
| Using own facilities: |  |  | Renting or otherwise arranging access to facilities: | | | | | | | | | | | | | | | | |  | |  | |
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| **Classrooms** | | | | | | | | | | | | | | | | | | | | | | | |
| Classrooms are rooms arranged for instructor-led training. They should include all necessary furniture, lighting, ventilation, storage and other features ensuring comfortable and productive interaction over longer periods of time. | | | | | | | | | | | | | | | | | | | | | | | |
| # of classrooms available: | | | | | | | | | | | |  | | |  | | | | | | | | |
| Average classroom capacity (number of students): | | | | | | | | | | | |  | | |  | | | | | | | | |
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| Check all of the following items that are available in your classrooms: | | | | | | | | | | | | | | | | | | | | | | | |
| Whiteboard (for use with markers): | | | | |  | |  | | Chalk board | | | | | | | |  | |  | |  | | |
| Data projector: | | | | |  | |  | | Projection screen: | | | | | | | |  | |  | |  | | |
| Audio system (voice or music): | | | | |  | |  | | Internet connection for instructor: | | | | | | | |  | |  | |  | | |
| Internet connections for participants: | | | | |  | |  | | | | | | | | | | | |  | |  | | |
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| **Lecture Hall** | | | | | | | | | | | | | | | | | | | | | | | |
| A lecture hall is a large hall or amphitheatre that can accommodate larger groups, with a raised platform or stage for lecturers. | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | **Yes** | **No** | |  |  | | | | | | | | | |
| * Do you have a lecture hall? | | | | | | | | | |  |  | |  | Capacity? | | | |  | | |  | | |
| * If yes, with audio-visual presentation capabilities? | | | | | | | | | |  |  | |  | | | | | | | | | |
| * If yes, with simultaneous translation facilities? | | | | | | | | | |  |  | |  | | | | | | | | | | |
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| **Learning Laboratories** | | | | | | | | | | | | | | | | | | | | | | | |
| Learning laboratories are permanently equipped with technical equipment, furniture, safety and other features necessary for practical instruction on handling equipment, products or processes. Please check those currently available at your facilities. | | | | | | | | | | | | | | | | | | | | | | | |
| Mechanical maintenance lab | | | |  | |  | | Electronic maintenance lab | | | | | | | |  | | | | | | | |
| Computer lab | | | |  | |  | | Language lab | | | | | | | |  | | | | | | | |
| Other (please describe): | | | | | | | | | | | | | | | | | | | | | | | |

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| **Simulators** | | | | | | | | | | | |
| Please list the simulators currently available at your facilities. | | | | | | | | | | | |
| **Simulator Type** | | | | **How many?** | | | | **Capacity (e.g. seats)** | | | |
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| **Other Facilities** | | | | | | | | | | | |
| Please check all of the following that are also available at your facilities: | | | | | | | | | | | |
| Library: |  |  |  | | |  | | | | | |
| Individual study rooms: |  |  | How many? | | |  | | |  | | |
| Group (break out) work rooms: |  |  | How many? | | |  | | |  | | |
| Meeting rooms: |  |  | How many? | | |  | | |  | | |
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| Do you have a cafeteria or other facility to prepare and serve meals? | | | | | Yes | | No | | |  | |
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| If yes, what is its capacity (e.g. number of seats)? | | | | |  | |  | | | | |
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| Do you have rooms or a residence for students? | | | | | Yes | | No | | |  | |
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| If yes, how many students can be accommodated? | | | | |  | | |  | | | |
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| Please describe any other facilities you have available that are particularly relevant. | | | | | | | | | | | |
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