Annex 1 | RTP Application Form

1.0 Application

Organisation name

1.1 Applicant (Signatory)

Mr/Mrs/Ms
Last name
First name
Address
Post code
City
Country
Telephone Number *Country code / area code / tel no*
Mobile Number *Country code / area code / tel no*
Email 1
Email 2
Tax registration number (if applicable) *Please note this is mandatory for any company located in the EU*
Website

1.2 Applicant (Administration)

Mr/Mrs/Ms
Last name
First name
Telephone Number *Country code / area code / tel no*
Mobile Number *Country code / area code / tel no*
Email 1

2.0 Business description

2.1 Executive summary

Please write a summary of maximum of 2 paragraphs of your organization, including mission, vision and purpose.

2.2   Areas of expertise

Please specify the current training courses offered at your organization and attach a copy of your brochure (if available)

Air Navigation Services

Airline Business Management

Airline Operations and Quality

Airport Planning, Operations and Management

Aviation Performance and Management

Cargo

Civil Aviation Authorities

Dangerous Goods Regulations

Environment

Fares and Ticketing

Finance and Accounting

Ground Operations

Law and Regulations

Safety

Sales, Marketing and Revenue Management

Security

2.3   Courses offered

Please specify the number of training sessions and participants per course delivered in the past 3 years

Course titles	Number of participants (and number of sessions)		
	Year 0 (this year)	Year -1	Year -2

2.4   Internal participants

How many of your participants have been internal participants in the past 3 years?

2.5   Licensing

Is any type of government license required to offer training in your jurisdiction?

If yes, please list with validity date and provide a copy of the related license(s)	Validity

2.6   Endorsements

Are any of your programs endorsed by another body / association?

If yes, which ones, and by which body?

2.7   Partnerships

Are you partnering with other training entities, or planning to, such as ICAO, ACI etc?

If yes, please list them below

2.8   Scholarships

Do you offer scholarships or enjoy grants for training programs offered at your institution?

If yes, please list them below

2.9   Organizational structure

Is your training department a sub structure of a larger organization?	Yes	No

If yes, please attach your Organizational Chart

2.10   Financial report

Please attach a copy of your latest financial statements, to confirm your financial standing

2.11   SWOT analysis

Please complete a SWOT analysis for your organisation and provide supporting documentation

Strengths	**Weaknesses**

Opportunities	**Threats**

2.12   Competitors

Please list all local and regional competitors in your country or nearby countries

3.0 Partnership information

3.1 Added value of this partnership

Please elaborate your motivation and objectives to become an IATA Training Partner and describe the added value to your organization and IATA (use separate sheet if necessary)

3.2 Areas of interest

Please select the course areas you are interested in offering under the IATA Training partnership

Air Navigation Services

Airline Business Management

Airline Operations and Quality

Airport Planning, Operations and Management

Aviation Performance and Management

Cargo

Civil Aviation Authorities

Dangerous Goods Regulations

Environment

Fares and Ticketing

Finance and Accounting

Ground Operations

Law and Regulations

Safety

Sales, Marketing and Revenue Management

Security

3.3 Training projections

Plan for IATA courses	Year 1	Year 2	Year 3	Year 4
Number of IATA courses and sessions				
Number of students				

3.4 Marketing activities

How will you attract your audience and promote the IATA course(s)?

Do you have a dedicated Marketing budget to promote your training activities?

Do you have a marketing division that will be tasked to promote IATA courses?
If so, please share the contact information

Title
Name
Email
Telephone

Marketing channels

Your organization's website	Internet
Newspaper(s) (please name)	Mass mailing
Student fairs (please name)	Seasonal discounts
Magazines (please name)	Promotions

How do you plan to attract participants to your courses?

Training

4.0 Administration and logistics

4.1 Coordination

How many staff will be designated to manage inquiries, registrations, and logistics for IATA courses?

Please provide names and contact information below

Training coordinator

Mr/Mrs/Ms	
Last name	
First name	
Telephone Number *Country code / area code / tel no*	
Mobile Number *Country code / area code / tel no*	
Email 1	

Training coordinator

Mr/Mrs/Ms	
Last name	
First name	
Telephone Number *Country code / area code / tel no*	
Mobile Number *Country code / area code / tel no*	
Email 1	

Training coordinator

Mr/Mrs/Ms	
Last name	
First name	
Telephone Number *Country code / area code / tel no*	
Mobile Number *Country code / area code / tel no*	
Email 1	

4.2 Registrations

How will registrations be handled?	online	email	phone

4.3 Payments

Which payment methods will be made available to participants?	Bank transfer	Credit card	Cheque / Bank draft	Cash

4.4 Hotels & Transport

Does your organisation have:

Hotel contracts that can be offered to participants?
If so, please provide details

Transportation between the hotel and your location
If so, please provide details

4.5 Technology and infrastructure

Please list the facilities available in your Training Center (Please provide photos with your application)

Number of classrooms for course instruction, size and seating capacity

Training room facilities (projectors, flipcharts ergonomic seating adequate lighting and climate control, etc.)

Business center

Catering (canteen or lounge facilities for the use of the participants during lunch breaks)

Hotel proximity

Safety and Emergency plan

Additional information (add any relevant information to the application)

5.0   Requirements for Authorization

5.1   Minimum course delivery criteria

The RTP is required to run a minimum of 4 courses per annum to maintain the RTP status.

5.2   RTP Application Fee

The RTP shall pay:
- A one-time Application Fee of USD10,000 upon signature of the agreement
  Should the RTP run at least 4 courses out of the agreed schedule, part of the Application Fee (USD7500 for DNA countries, USD7000 for all other countries) will be deducted from the last invoice payable to IATA. In case the RTP is late or in default of payments and/or the RTP runs less that 4 courses, no deduction will be made.

5.3   Checklist and application submission

Please ensure that your application includes the following:

Completed Application Form
Copy of Government license or certificate
Copy of latest Annual Financial Report
Organization Chart
SWOT supporting documentation
Business Plan
Marketing Plan
Company brochure (if available)
Photographs of your training facilities

Once you have completed all the requested information, please send your application including all additional documentation to us through the IATA Customer Portal.

Important note

Applicants may not advertise that they conduct (or plan to conduct) IATA Training programs before they have been properly authorized and have signed an official Regional training Partner Agreement with IATA. Failure to comply may result in withdrawal of their application.

I certify that the information provided here and in any attachment hereto is true and correct.

Signature   Date