



ICAO

GLOBAL AVIATION TRAINING
TRAINAIR PLUS™



How to host a training session for ICAO Training Packages (ITPs), Regional Training Centres of Excellence (RTCE) ITPs, and Compliant Training Packages (CTPs)

Using the TRAINAIR PLUS Electronic Management System (TPEMS)



How to host a training session for ICAO ITPs, RTCE ITPs, and CTPs

Step 1: Login

Login with your Username and Password at <https://www4.icao.int/TPEMS/>

Member Log In

Username/Email:

Password:

[Forgot Password?](#)

NEW: You can now log in using your email address

How to host a training session for ICAO ITPs, RTCE ITPs, and CTPs

Step 2: Deliver an ICAO Course

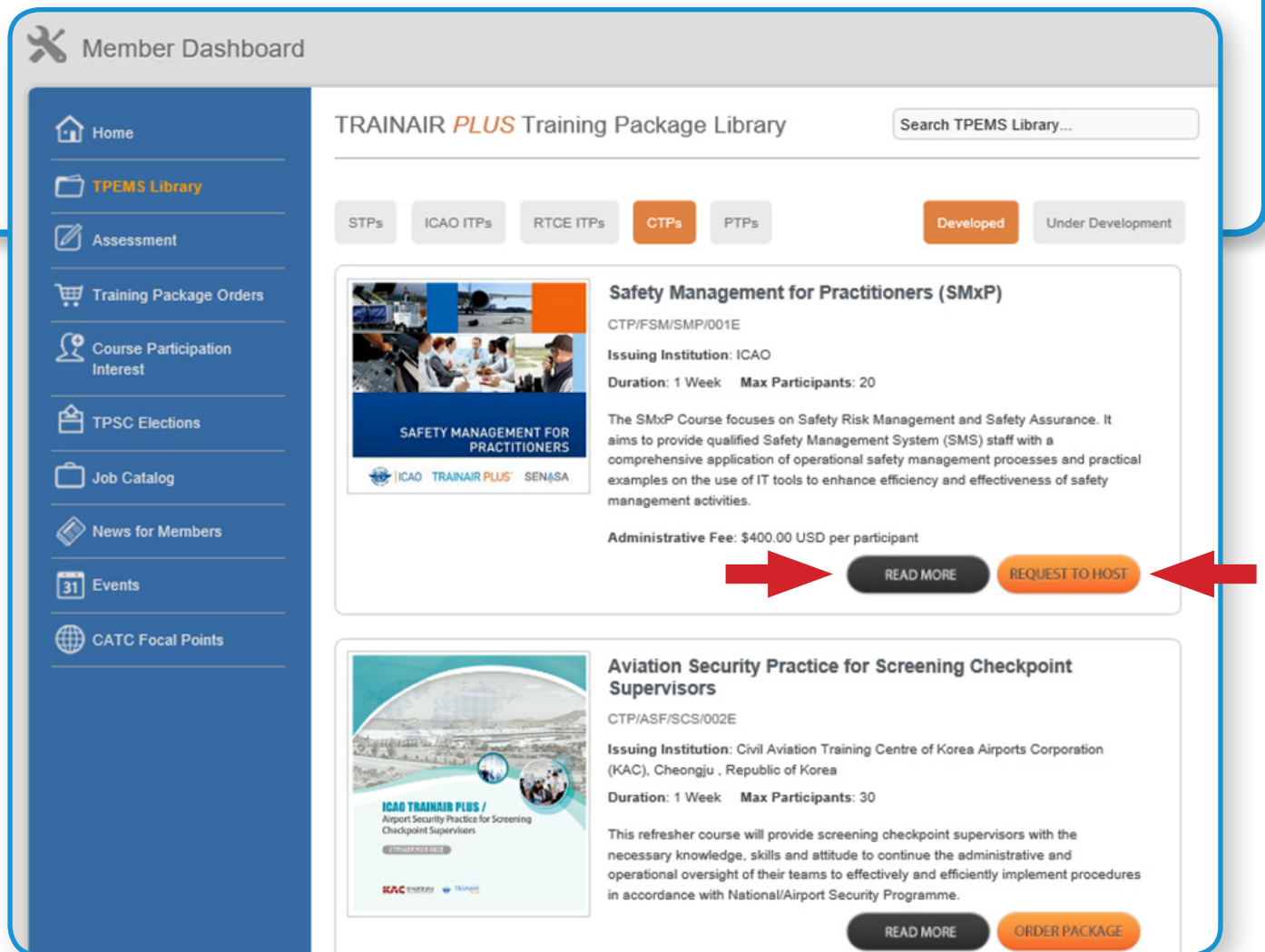
- On the **Home** page, click on “Deliver an ICAO Course”, under the **Quick Links** menu

The screenshot displays the Member Dashboard interface. On the left is a navigation sidebar with options: Home, TPEMS Library, Assessment, Training Package Orders (2), Course Participation Interest, TPSC Elections, Job Catalog, News for Members, Events, and CATC Focal Points. The main content area is titled 'Your Training Packages' and includes filters for 'Active' and 'Completed'. Two training packages are listed: 'Management Certificate in Civil Aviation' (PTP/MCCA/001E, 6 weeks, 3 sessions) and 'ECCAIRS - European Co-ordination Centre for Accident and Incident Reporting Systems (ECCAIRS) End User Course' (ITP/FSM/ECCAIRS/010E, 5 days, 1 session). On the right, the 'Quick Links' section contains: TPEMS Tools and Guidelines, TPSC Material, iSTARs Statistics, Develop a Training Package, **Deliver an ICAO Course** (highlighted with a red box and arrow), and Regional Centre of Excellence. Below this is a 'Pending Tasks' section with a yellow alert box: 'Please complete the Integral Course Evaluation Questionnaire for all completed 2019 training sessions' with a 'View Training Sessions' link. At the bottom, 'Pending participant applications' are listed, including International Air Law Course, Safety Management for Practitioners (SMxP), Training Instructors Course (TIC) Part 2, Training Developers Course (TDC), Managing Aviation Training Intelligence (MATI), Aviation Data-driven Decision Making, and Management Certificate in Civil Aviation.

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Step 3: Request to Host

- On the **TPEMS Library** page, scroll to the Training Package you wish to host.
- Click on “**READ MORE**” for more information about the course.
- Click on “**REQUEST TO HOST**”.



The screenshot displays the 'Member Dashboard' for the TRAINAIR PLUS Training Package Library. The dashboard includes a sidebar with navigation options: Home, TPEMS Library, Assessment, Training Package Orders, Course Participation Interest, TPSC Elections, Job Catalog, News for Members, Events, and CATC Focal Points. The main content area is titled 'TRAINAIR PLUS Training Package Library' and features a search bar and filter tabs for STPs, ICAO ITPs, RTCE ITPs, CTPs, and PTPs. Two course cards are visible:

- Safety Management for Practitioners (SMxP)**: CTP/FSM/SMP/001E, Issuing Institution: ICAO, Duration: 1 Week, Max Participants: 20. The course focuses on Safety Risk Management and Safety Assurance. An administrative fee of \$400.00 USD per participant is listed. Red arrows point to the 'READ MORE' and 'REQUEST TO HOST' buttons.
- Aviation Security Practice for Screening Checkpoint Supervisors**: CTP/ASF/SCS/002E, Issuing Institution: Civil Aviation Training Centre of Korea Airports Corporation (KAC), Cheongju, Republic of Korea, Duration: 1 Week, Max Participants: 30. This refresher course provides screening checkpoint supervisors with necessary knowledge, skills, and attitude. Red arrows point to the 'READ MORE' and 'ORDER PACKAGE' buttons.

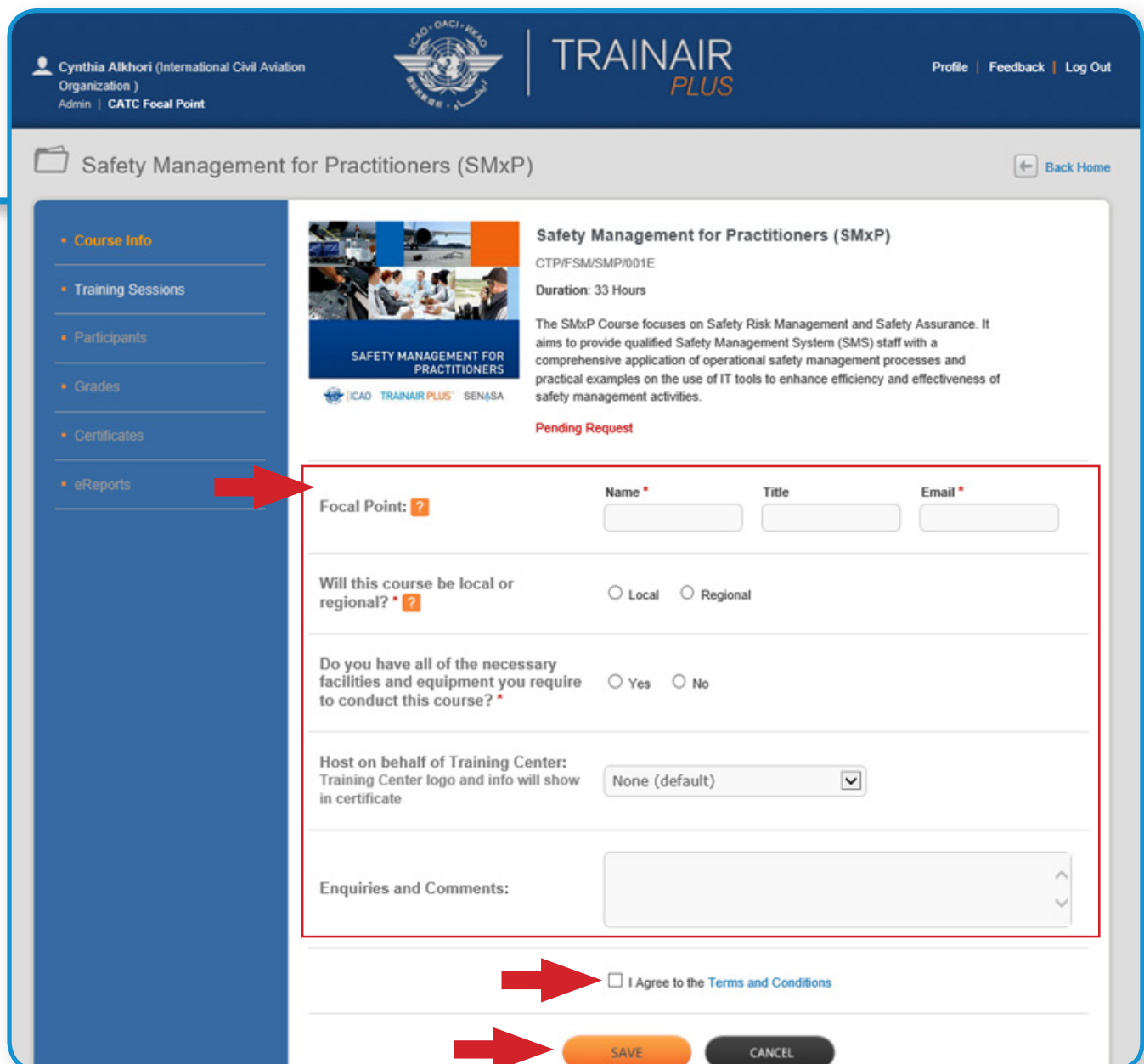
Note: The hosting process explained in this guideline is applicable to all ITPs, RTCE ITPs, and CTPs.

How to host a training session for ICAO ITPs, RTCE ITPs, and CTPs

Step 4: Course Info

On the **Course Info** page:

- Fill in the required information. All required fields (*) are mandatory.
- Review the Terms and Conditions
- Check the box “I Agree to the Terms and Conditions”.
- Click on “SAVE”.



The screenshot displays the TRAINAIR PLUS user interface. At the top, the user is identified as Cynthia Alkhori (International Civil Aviation Organization) with roles Admin and CATC Focal Point. The page title is 'Safety Management for Practitioners (SMxP)'. A sidebar on the left contains navigation links: Course Info, Training Sessions, Participants, Grades, Certificates, and eReports. The main content area shows course details for 'Safety Management for Practitioners (SMxP)' (CTP/FSM/SMP/001E) with a duration of 33 hours. A description states the course focuses on Safety Risk Management and Safety Assurance. A 'Pending Request' status is shown. A form is highlighted with a red border, containing fields for 'Focal Point' (Name, Title, Email), radio buttons for 'Will this course be local or regional?' (Local, Regional), radio buttons for 'Do you have all of the necessary facilities and equipment you require to conduct this course?' (Yes, No), a dropdown for 'Host on behalf of Training Center: Training Center logo and info will show in certificate' (None (default)), and a text area for 'Enquiries and Comments'. Below the form, there is a checkbox for 'I Agree to the Terms and Conditions' and two buttons: 'SAVE' and 'CANCEL'. Red arrows point to the 'Course Info' link in the sidebar, the 'I Agree to the Terms and Conditions' checkbox, and the 'SAVE' button.



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Step 5: Add New Training Session

- On the **Training Sessions** page, click on “ADD NEW”.

The screenshot displays the TRAINAIR PLUS user interface. At the top, the user is identified as Cynthia Alkhori (International Civil Aviation Organization) with roles Admin and CATC Focal Point. The page title is 'Safety Management for Practitioners (SMxP)'. A left-hand navigation menu includes links for Course Info, Training Sessions (highlighted), Participants, Grades, Certificates, and eReports. The main content area is titled 'Training Sessions' and contains the instruction: 'Please set up the training sessions you are planning to conduct for this course. Once ready, you will have to submit the request for approval by TRAINAIR PLUS.' Below this text is an orange 'ADD NEW' button, which is pointed to by a red arrow.

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Step 6: Edit Training Session

- Fill in the required information. All required fields (*) are mandatory.
- Select an Instructor: See Step 6.a: How to “add from Roster”.
- Click on “SAVE”.

Edit Training Session

From: * ← Session start date

To: * ← Session end date

Registration Deadline: ← Registration deadline

Objectives for hosting this course: ← City of course delivery

City: * ← City of course delivery

Country: * ← Country of course delivery

Language: *

Expected Number of Participants: *
1 - 20 participants require 1 instructor
21 - 30 participants require 2 instructors

Instructor: * ← See step 6.a for details on how to “Add from roster”

Instructor Costs: (USD)

Participant fee you have chosen to charge: * \$ USD ← Participants Fees

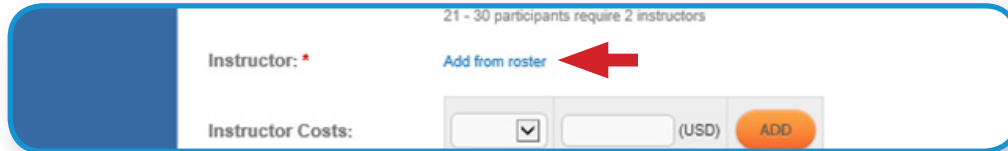
Total ICAO Administrative Fees: \$0.00
\$400.00 per participant

Cancelled:

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Step 6.a: How to “Add from roster”.

- Click on “Add from roster” to activate the “Search ICAO-Qualified Instructor Roster” window.



21 - 30 participants require 2 instructors

Instructor: * [Add from roster](#)

Instructor Costs: [Dropdown] [Input] (USD) [ADD]

- Select **Option 1** or **Option 2**.
- Select the instructor you would like to recruit.
- Click on “**Request Service**” to generate an automatic request email for the instructor to confirm availability to deliver the course.

Search ICAO-Qualified Instructor Roster

For the recruitment of an instructor, you have the following two options:

Option 1: Contract an instructor through ICAO

The recruitment of the instructor is performed under the responsibility of ICAO. Upon confirmation of her/his availability, the GAT Office will provide the instructor with relevant contractual terms and documents for her/his agreement. A quotation, followed by an invoice, covering instructor costs (including salary, daily subsistence allowance, terminal allowances and air ticket) will be provided to the host training organization. Payment of the invoice is expected within 15 business days prior to the start of the course.

Option 2: Instructor on staff

TRAINAIR PLUS Member training centre has within its staff an ICAO qualified instructor for the ITP it wishes to host. Contract through ICAO is not necessary.

To complete process, you may search and select an instructor from the list below:

| Location | Language | Subject Matter | |
|----------|----------|----------------|--------|
| Kenya | Any | Any | SEARCH |

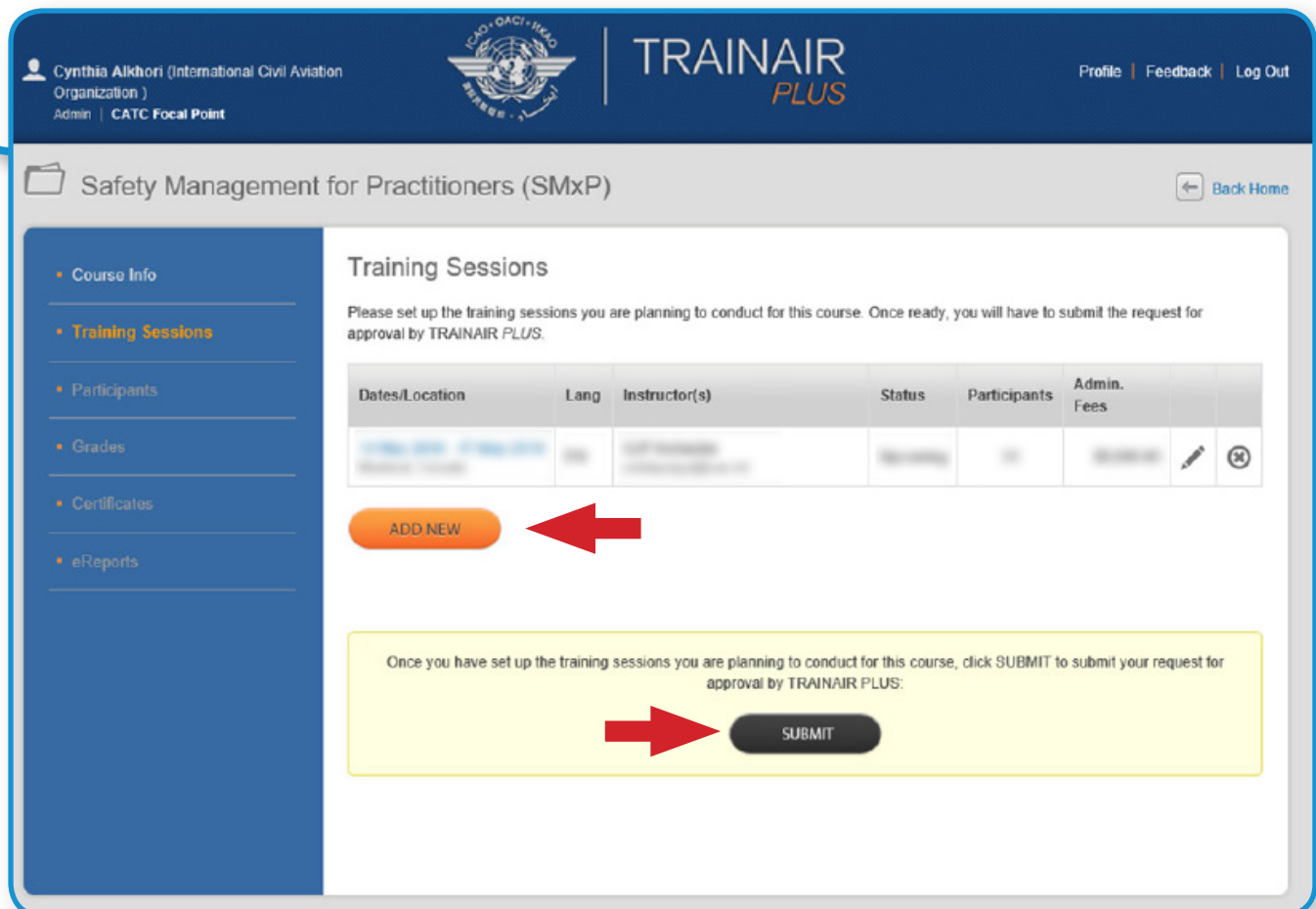
| Name/Location | Languages | Subjects | |
|-----------------------------|-----------|---------------------|-----------------|
| Kenya Mombasa Mombasa | ENGLISH | AIR TRAFFIC CONTROL | Request Service |

Note: The pop up window will close automatically after “Request Service” is complete.

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Step 7: Additional Training Session

- On the **Training Sessions** page, click on **“ADD NEW”** to add a new training session.
- Repeat steps 5 and 6 to add a new training session.
- After you’ve added the required training session(s), click on **“SUBMIT”** to send your request for approval from the TRAINAIR PLUS administrator.



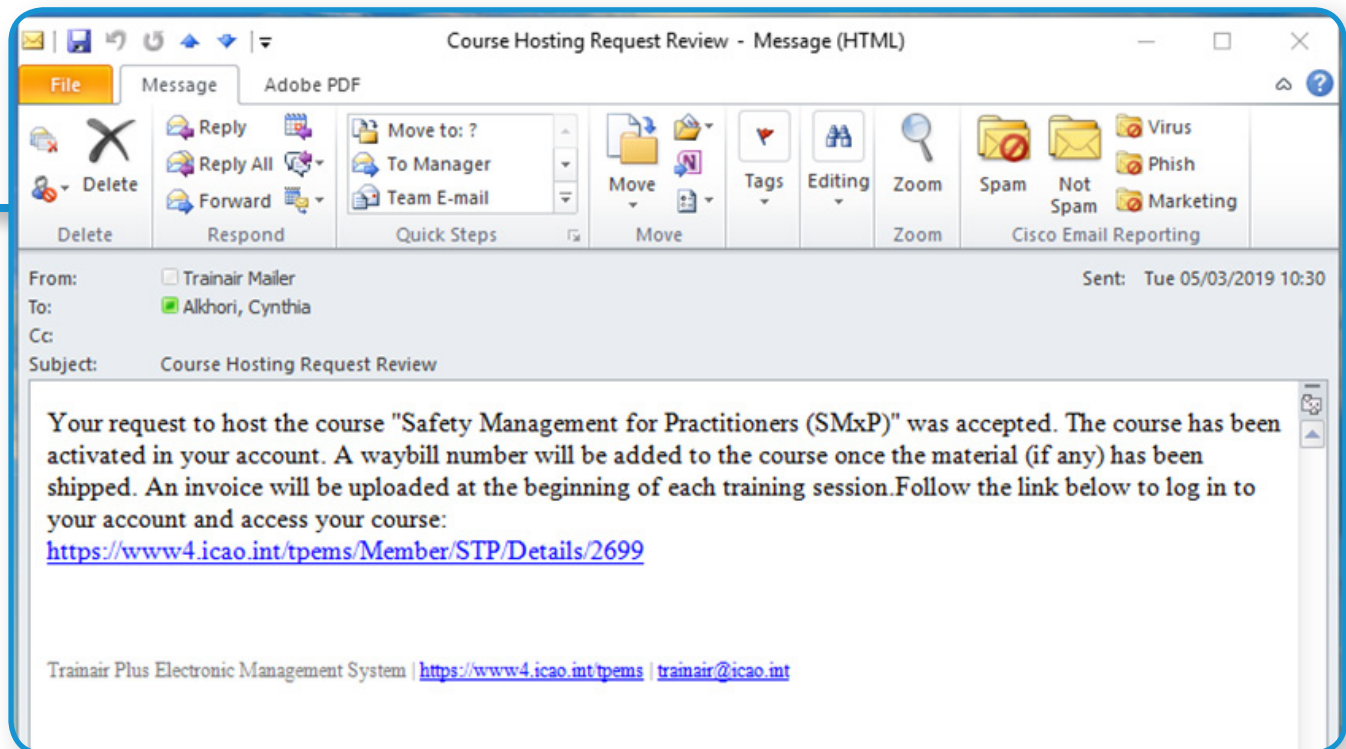
The screenshot displays the TRAINAIR PLUS user interface. At the top, the user is identified as Cynthia Alkhori (International Civil Aviation Organization) with the role of Admin | CATC Focal Point. The page title is 'Safety Management for Practitioners (SMxP)'. The main content area is titled 'Training Sessions' and contains the following text: 'Please set up the training sessions you are planning to conduct for this course. Once ready, you will have to submit the request for approval by TRAINAIR PLUS.' Below this text is a table with the following columns: Dates/Location, Lang, Instructor(s), Status, Participants, and Admin. Fees. The table contains one row of data. Below the table is an orange 'ADD NEW' button, which is highlighted with a red arrow. Below the 'ADD NEW' button is a yellow box containing the text: 'Once you have set up the training sessions you are planning to conduct for this course, click SUBMIT to submit your request for approval by TRAINAIR PLUS:'. A red arrow points to a dark grey 'SUBMIT' button within this yellow box.

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Step 8: Course Hosting Request Review

8a) Acceptance email:

- The training organization focal point will receive an email notification of acceptance, upon approval by the TRAINAIR PLUS administrator.

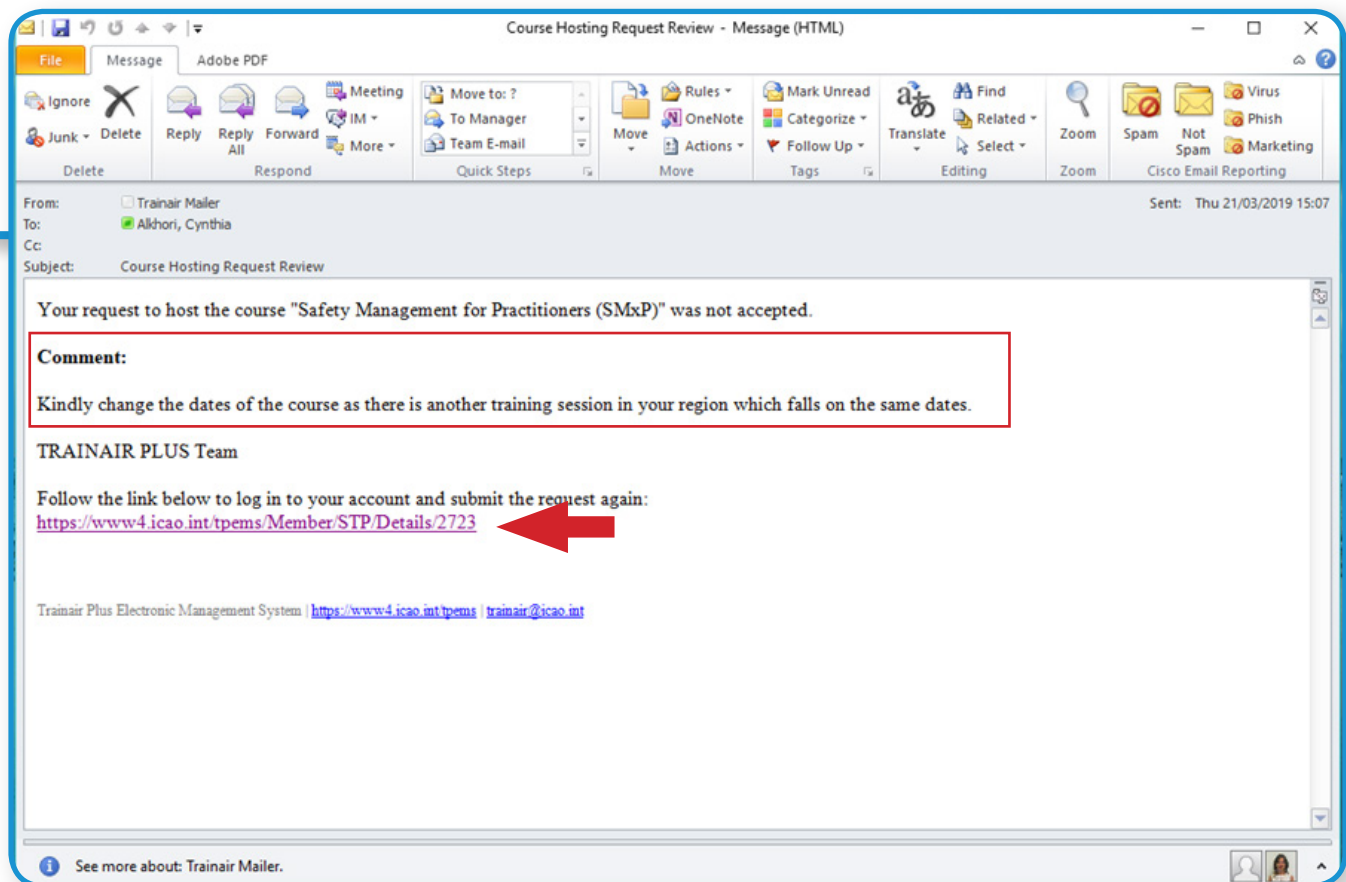


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Step 8: Course Hosting Request Review


8b) Non acceptance Email:

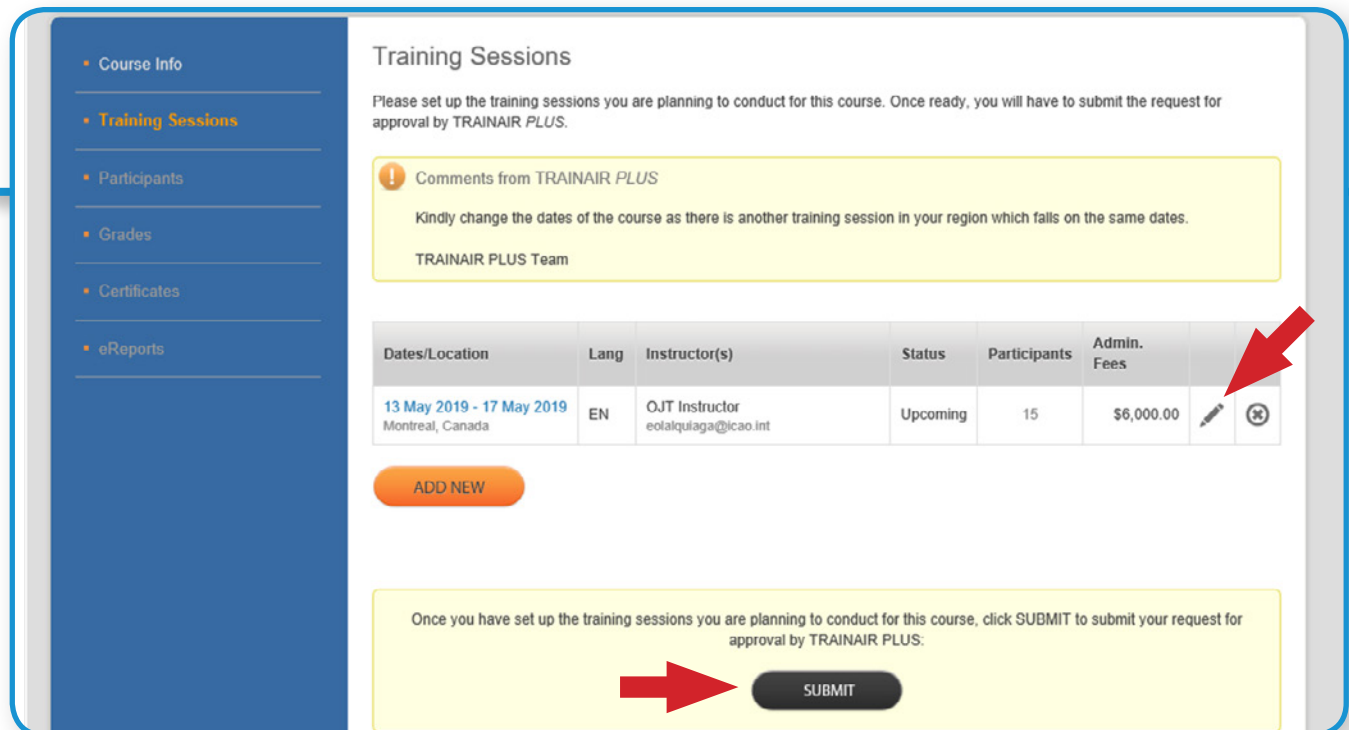
- If you receive a non-acceptance email, the reason will be explained in the “**Comment:**” section of the email.
- Click on the **hyperlink** at the bottom of the email to return to the **Training Session** page, to amend and re-submit your request.



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Step 9: Amend and re-submit Training Session request

- On the **Training Sessions** page, click on the **edit icon** () to edit the training session details (repeat Step 6 to edit).
- Click on **“SUBMIT”** to re-submit your modified request for the approval of the TRAINAIR PLUS administrator.





Training Sessions

Please set up the training sessions you are planning to conduct for this course. Once ready, you will have to submit the request for approval by TRAINAIR PLUS.

Comments from TRAINAIR PLUS

Kindly change the dates of the course as there is another training session in your region which falls on the same dates.

TRAINAIR PLUS Team

| Dates/Location | Lang | Instructor(s) | Status | Participants | Admin. Fees | |
|---|------|--|----------|--------------|-------------|---|
| 13 May 2019 - 17 May 2019 Montreal, Canada | EN | OJT Instructor eolaiquiaga@icao.int | Upcoming | 15 | \$6,000.00 |   |

ADD NEW

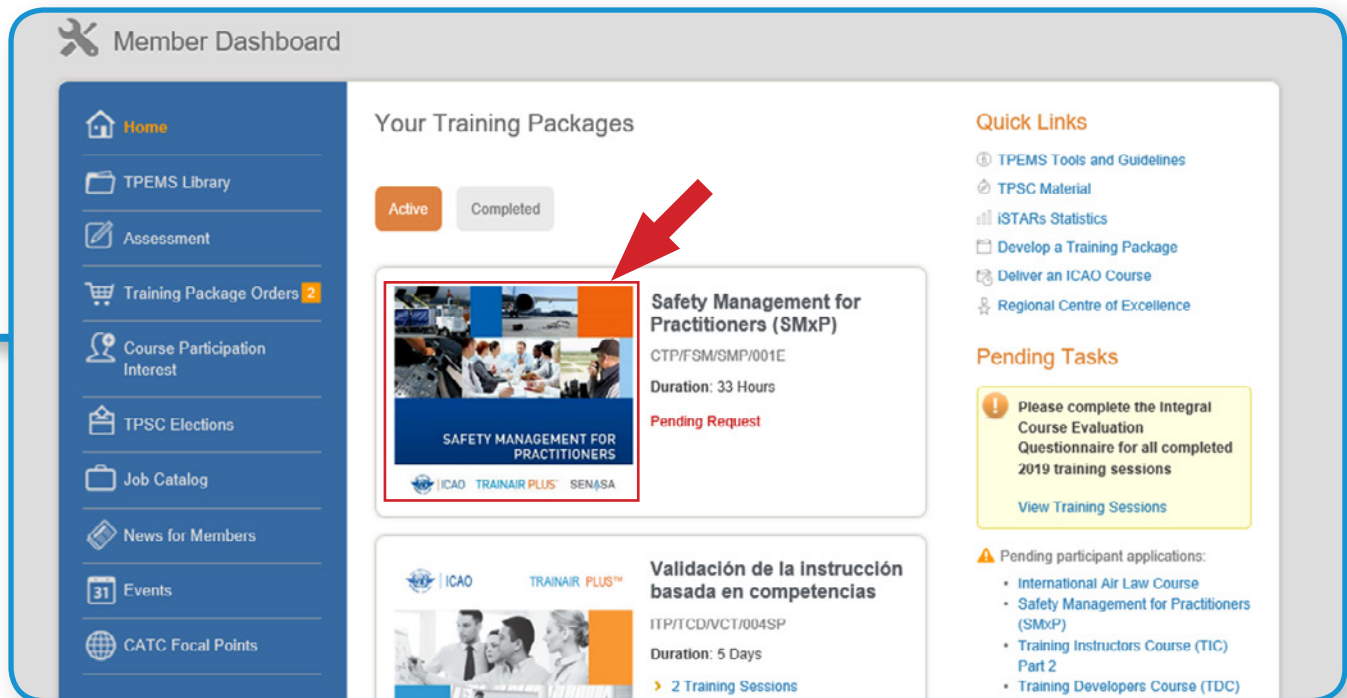
Once you have set up the training sessions you are planning to conduct for this course, click **SUBMIT** to submit your request for approval by TRAINAIR PLUS.

SUBMIT

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Step 10: View Pending Request

- On the [Home page](#), click on the **Course Icon** to view or modify a Pending Request.



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If you have any additional questions, please don't hesitate to contact us at TRAINAIR@icao.int

— END —