



ICAO

GLOBAL AVIATION TRAINING
TRAINAIR PLUS™



How to host your Standardized Training Package (STP)

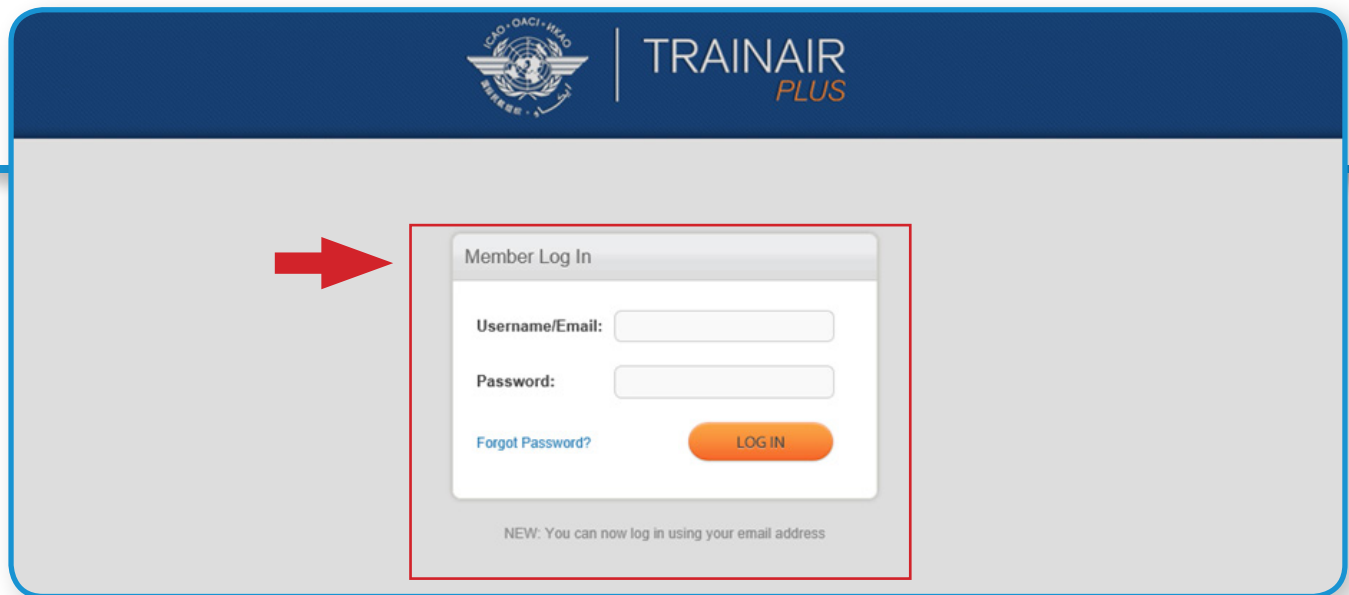
Using the
TRAINAIR PLUS Electronic
Management System (TPEMS)



How to host your Standardized Training Package (STP)

Step 1: Login

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



How to host your Standardized Training Package (STP)

Step 2: Select Your Standardized Training Package (STP)

- On the **Home** page, scroll to the STP you wish to host.
- Your STPs are indicated by a ★.
- Click on “Training Sessions”.

The screenshot displays the TRAINAIR PLUS user interface. On the left is a blue navigation sidebar with icons and text for: Home, Assessment, Develop Training Package, Training Package Orders, Deliver an ICAO Course, Regional Centre of Excellence, Job Catalog, News for Members, and CATC Focal Points. The main content area is titled "Your Training Packages" and includes a "TPEMS LIBRARY >" button. Below the title are "Active" and "Completed" filter buttons. Two training package cards are shown:

- Air Navigation Services MET Inspector ★**
159/030/CAA INS ANS/MET
Date Created: 09 Oct 2014
Duration: 30 Hours
> 4 Training Sessions
- Air Navigation Services CNS Inspector ★**
159/005/CAA INS ANS/CNS
Date Created: 19 Dec 2012
Duration: 1 Week
> 13 Training Sessions

A red arrow points to the "13 Training Sessions" link in the second card. To the right of the main content is a "Pending Tasks" section with three items:

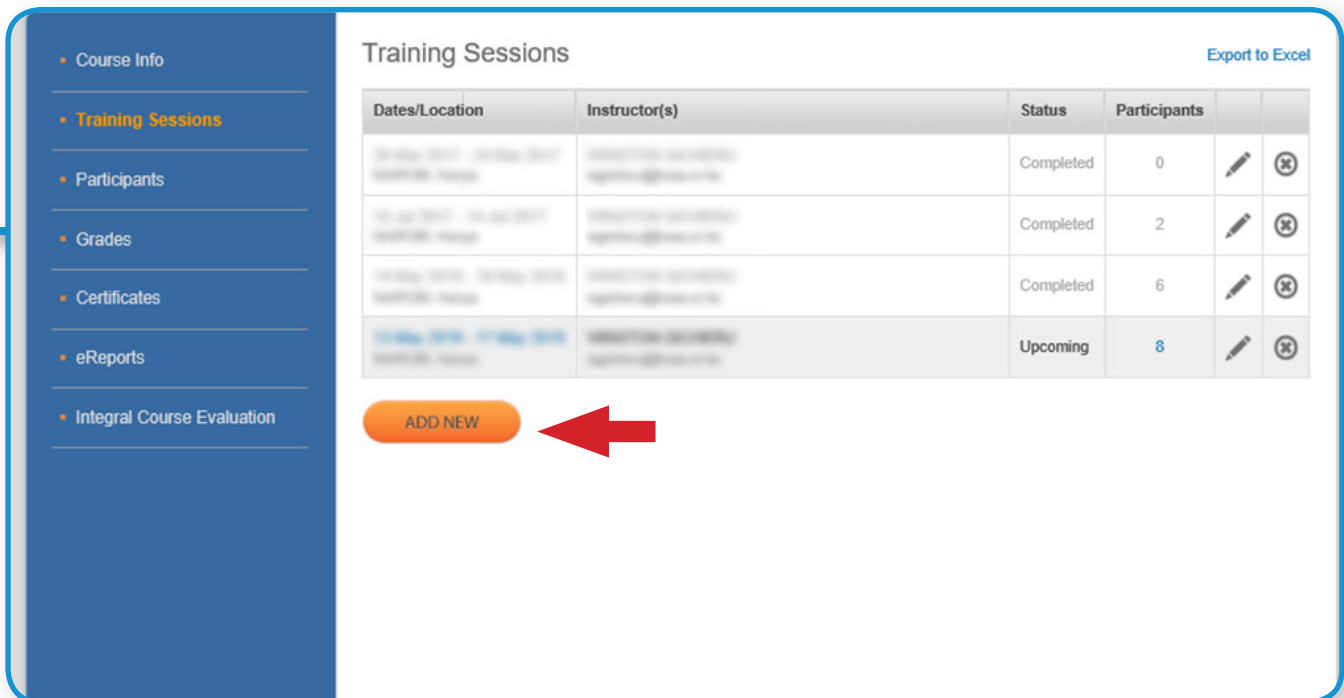
- Training Packages Under Development:
 - No Title
 - Approval of Training Organizations
- Please complete the Validator Evaluations:
 - Air Navigation Services CNS Inspector
 - Air Navigation Services ATIS Inspector
- Submit payment for the following conducted courses:
 - 214/01/ICAO TDC, 3 Oct - 14 Oct, 2016
 - ITP/FSM/GSI AIR/007E, 13 Jun - 30 Jun, 2016
- Complete your re-assessment









Below the pending tasks is a "News for Members" section titled "Recently Validated Standardized Training Package (STP) – 9 November 2016". The news text reads: "Nov 10, 2016 by TRAINAIR PLUS. Dear TRAINAIR PLUS Members, We are pleased to inform you that STP (052/141/ATC TWR EME) has succ ..."

How to host your Standardized Training Package (STP)

Step 3: Training Sessions

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



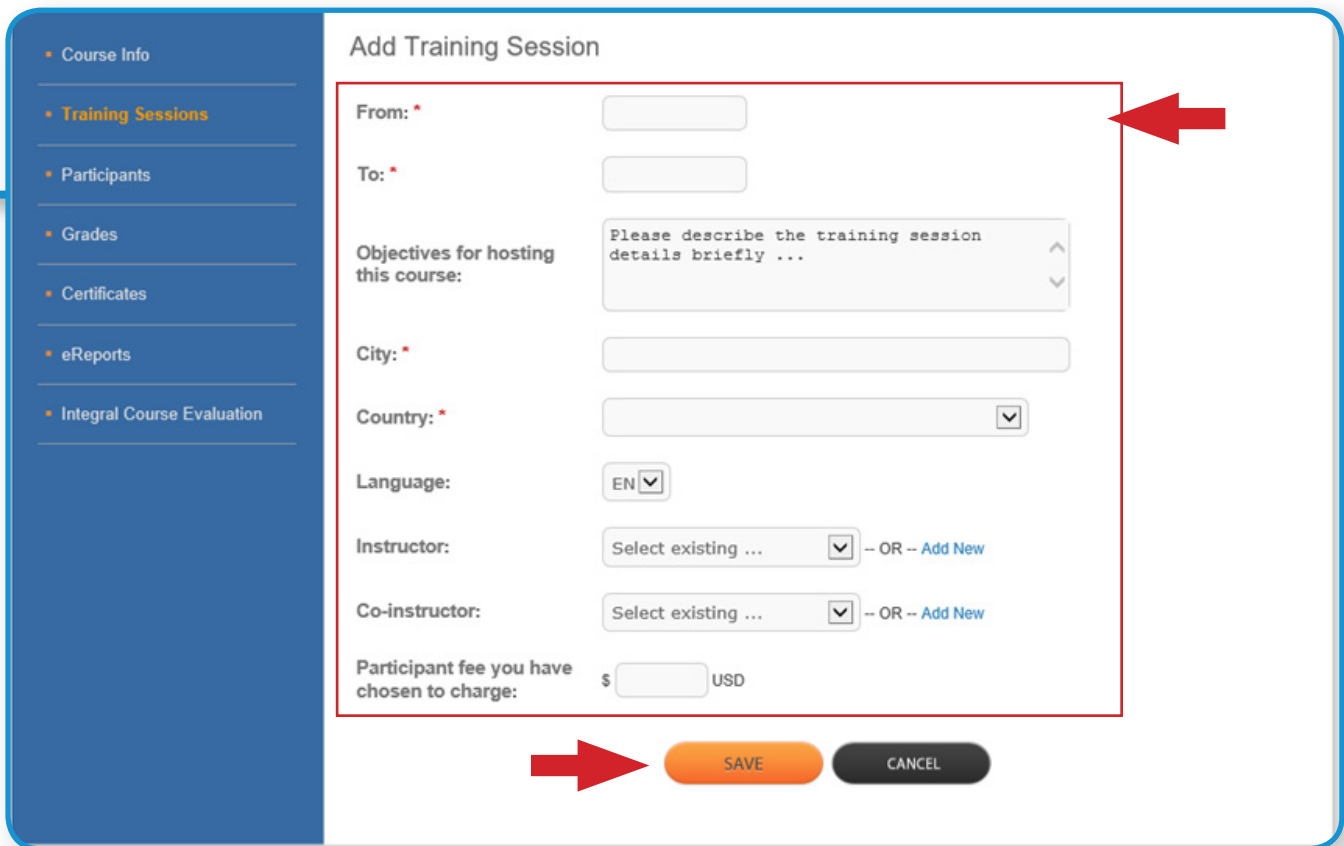
Dates/Location	Instructor(s)	Status	Participants		
10 May 2019 - 10 May 2019 MONTREUX, SWITZERLAND	ICAO TRAINAIR PLUS TRAINING OFFICER	Completed	0		
10 May 2019 - 10 May 2019 MONTREUX, SWITZERLAND	ICAO TRAINAIR PLUS TRAINING OFFICER	Completed	2		
10 May 2019 - 10 May 2019 MONTREUX, SWITZERLAND	ICAO TRAINAIR PLUS TRAINING OFFICER	Completed	6		
10 May 2019 - 10 May 2019 MONTREUX, SWITZERLAND	ICAO TRAINAIR PLUS TRAINING OFFICER	Upcoming	8		

ADD NEW ←

How to host your Standardized Training Package (STP)

Step 4: Add Training Session

- Complete the information requested.
- All required fields (*) are mandatory.
- Click on “SAVE”.



Add Training Session

From: *

To: *

Objectives for hosting this course:

City: *

Country: *

Language:

Instructor: -- OR -- [Add New](#)

Co-instructor: -- OR -- [Add New](#)

Participant fee you have chosen to charge: \$ USD

How to host your Standardized Training Package (STP)

Step 5: Participants

On the **Participants** page, complete the information as follows:

1. Use the drop down menu to **select the training session**.
2. Online Participant Application:
 - a. Use this link to promote registration. This link appears on the course calendar of the GAT website.
 - b. You can click on **“Disable”** to close the training session applications.
3. **Pending Applications**: When participant applications are received, each application will appear here.
 - a. Click on **“View Details”** to view each pending application.
 - b. When pending applications are accepted, they will automatically appear under **Registered Participants**. *See Step 6: Review Pending Applications to Accept/Reject.*
4. Manually Add a Participant:
 - a. Click on **“ADD NEW”** to manually add and register a new participant. All added participants will appear directly under the Registered Participants list. *See Step 7: Manually Register Participants.*
 - b. Click on **“Import Participants from Excel”**, to upload your own list of participants.

The screenshot shows the 'Participants' management page. On the left is a navigation menu with options: Course Info, Training Sessions, **Participants**, Grades, Certificates, eReports, and Integral Course Evaluation. The main content area is titled 'Participants' and includes the instruction: 'Complete the list of participants for the Training Session you intend to conduct.'

Callout 1 points to a dropdown menu showing '15 Sep - 19 Sep, 2019 | abu dhabi, United Arab Emirates' with a 'Max' button and 'Participants: 16 (16 seats left)'. Callout 2 points to the 'Online Participant Application' section, which includes a link 'https://www4.icao.int/tpems/ParticipantApplication/Index/3179' (callout 2a) and a 'Disable' button (callout 2b) next to the status 'New participant applications are currently: Enabled'. Callout 3 points to the 'Pending Applications' table, which has a 'View Details' link (callout 3a) for a pending application. Callout 3b points to the 'Registered Participants' table. Callout 4a points to the 'ADD NEW' button, and callout 4b points to the 'Import Participants from Excel' button.

Name	Title	Organization	Application Date	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	View Details

Name	Title	Organization	Application	Invoice
[Redacted]	[Redacted]	[Redacted]	View Details	No Invoice Uploaded

How to host your Standardized Training Package (STP)

Step 6: Review Pending Applications to Accept/Reject

1. Under **Pending Applications**, click on “**View Details**”.
2. Review application, then select “**Accept**” or “**Reject**”.
3. If you “**Accept**”, you have the option to click on “**Browse**” to upload the invoice (PDF).
4. Click on “**Submit**”. The invoice will automatically be sent to the participant in the confirmation email.

Note: If you do not upload an invoice at this stage, you may “**Submit**” and upload the invoice at a later date.

Pending Applications

[Export list to Excel file ↓](#)

Name	Title	Organization	Application Date	
John Doe	Head of Aviation Safety Training Department	ICAO	7 Jan	View Details

Participant Application Review

Qualifications

Upload your CV (optional):
PDF or Word file, Max size 2MB

N/A

Decision:



Accept



Reject

Attach invoice:

A link to the invoice will be included in the notification email to the participant (optional)

Send TPEMS log-in credentials to participant:

Allows the user to log in and view information about their registered courses (optional)



How to host your Standardized Training Package (STP)

Step 7: Manually Register Participants

1. Under the **Registered Participants** list, click on “ADD NEW”.
From Step 5, 4a.
2. Complete the **Contact Information** page with required information (*).
3. Click on “SUBMIT” to save participant information.

Registered Participants

Name	Title	Organization
Registered Participant [email address]	Lead Officer	ICAO

ADD NEW ← 4a

• Training Sessions

• **Participants**

• Grades

• Certificates

• eReports

• Integral Course Evaluation

Contact Information

Personal Title: *

First name: *

Last name: *

Email: * Please enter the participant's valid email address. Do not enter fake or other people's email address.

Telephone:

Address:

Postal Code:

City:

Country:

Employment Information

Job Title:

Organization:

Organization Type:

Supervisor's Name:

Supervisor's Job Title:

Supervisor's Email: Manager/Supervisors may be contacted for the purpose of an On-the-Job post training evaluation

Supervisor's Phone:

Login Credentials

Username:

Password:

Email credentials to Participant:

← 2

← 3

SUBMIT **CANCEL**

How to host your Standardized Training Package (STP)

Step 8: Grades

1. On the **Grades** page, select a training session using the drop down menu to view the list of registered participants.
2. Under the **“Completed Session”** column check the box next to every participant who has completed the training session.
3. Under the **“Grade”** column, assign a numerical value in percentage (%).
4. Click on **“SAVE”**.

- Course Info
- Training Sessions
- Participants
- **Grades**
- Certificates
- eReports
- Integral Course Evaluation

Grades

Please indicate which participants successfully completed the course and the grades achieved by each individual so that we can retain this information for our records.

04 Nov - 08 Nov, 2018 | abu dhabi, United Arab Emirates

Registered Participants [Export list to Excel file ↓](#)

Name	Title	Organization	Completed Session	Grade
Abdullah Alkhatib Abdullah@igad.gov.ae	Operations Inspector	Emirates	<input checked="" type="checkbox"/>	90 %
Abdullah Alkhatib Abdullah@igad.gov.ae	Health and Safety Officer	Morocco	<input checked="" type="checkbox"/>	93 %
Ali Alkhatib Ali@igad.gov.ae	Operations Inspector	Emirates	<input checked="" type="checkbox"/>	93 %
Abdullah Alkhatib Abdullah@igad.gov.ae	ATIS Inspector	Emirates Emirates	<input checked="" type="checkbox"/>	80 %
Fahad Alkhatib Fahad@igad.gov.ae	Head of Department, Operations and Maintenance	Emirates Emirates	<input checked="" type="checkbox"/>	88 %
Abdullah Alkhatib Abdullah@igad.gov.ae	Health & Safety Officer	Morocco	<input checked="" type="checkbox"/>	93 %
Abdullah Alkhatib Abdullah@igad.gov.ae	ATIS Inspector	Emirates Emirates	<input checked="" type="checkbox"/>	80 %

Participants with grade or more will receive a certificate stating that the Course was **Successfully completed**, otherwise that the participant **Attended** the Course.

How to host your Standardized Training Package (STP)

Step 9: Certificates: Generate & Download

1. On the **Certificates** page, select a training session using the drop down menu.
2. Click on **“Generate”** to automatically generate [PDF] certificates for each participant.
3. Click on the certificate number (e.i. 5716324) to download individual certificates.
4. Click on **“DOWNLOAD ZIP”** to download all certificates into a [ZIP] folder.
5. **“Error in Certificate”**
 - a. If an error is viewed or reported, enter the correction in the text box under **“Error in Certificate”**.
 - b. Click on **“Report Errors”** to submit. The TPEMS Administrator will receive an automated notification to enter the corrections.
6. Once the corrections are applied, you will receive an automatic notification. Click on **“Generate”** to produce the corrected certificates. *(See 2 above)*.

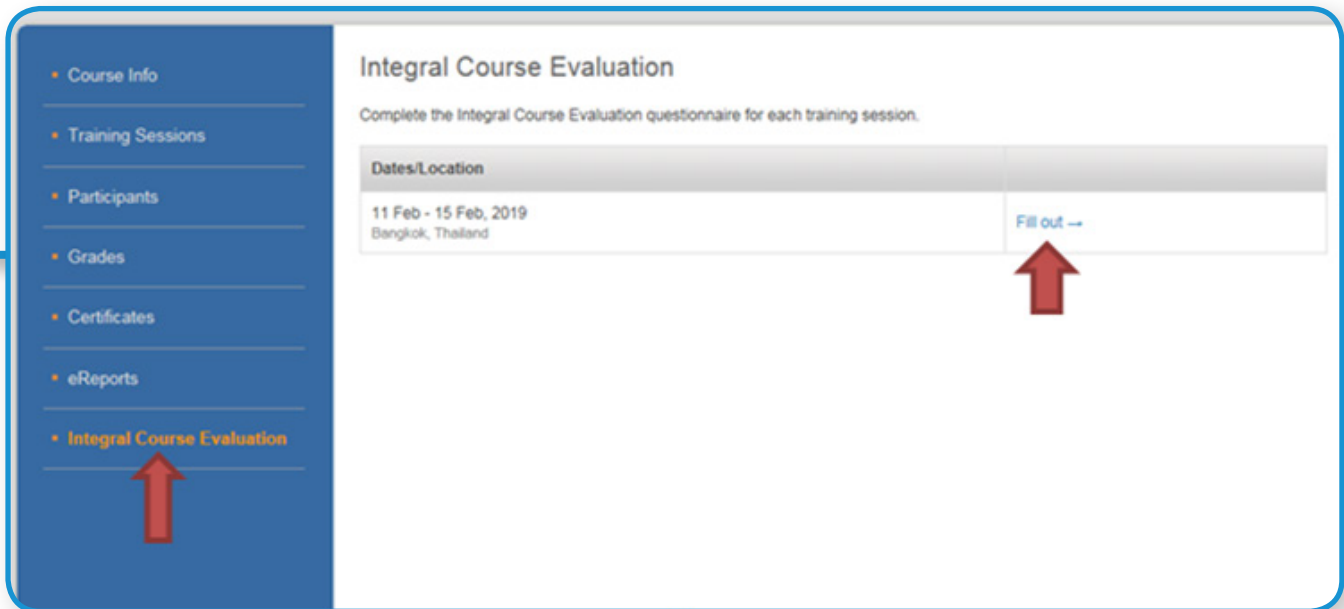
The screenshot shows the 'Certificates' page in the TRAINAIR PLUS system. A left-hand navigation menu includes 'Course Info', 'Training Sessions', 'Participants', 'Grades', 'Certificates' (highlighted), 'eReports', and 'Integral Course Evaluation'. The main content area is titled 'Certificates' and contains instructions: 'Here you can generate and download the participant certificates for the selected training sessions. Please kindly note that after the completion of a validated Training Package, the official certificate is generated via TPeMS with an unique identifier, no other type of Training Package certificate is recognized by ICAO TRAINAIR PLUS. If there are errors, please indicate the erroneous certificates and click Report Errors to report them.' Below the instructions is a dropdown menu showing '04 Nov 2018 - 08 Nov 2018 | abu dhabi, United Arab Emirates'. A table lists training sessions with columns for Name, Title, Organization, Grade, Certificate, and Error in Certificate. At the bottom are three buttons: 'GENERATE', 'DOWNLOAD ZIP', and 'REPORT ERRORS'. Red arrows with numbers 1 through 5b point to specific elements: 1 points to the dropdown menu; 2 points to the 'GENERATE' button; 3 points to a certificate number in the table; 4 points to the 'DOWNLOAD ZIP' button; 5a points to the 'Error in Certificate' text box; and 5b points to the 'REPORT ERRORS' button.

Name	Title	Organization	Grade	Certificate	Error in Certificate
...	5716324	<input type="text"/>
...	93 %	5716370	<input type="text"/>
...	93 %	5716323	<input type="text"/>
...	80 %	5716325	<input type="text"/>
...	88 %	5716321	<input type="text"/>
...	93 %	5716326	<input type="text"/>
...	80 %	5716322	<input type="text"/>

How to host your Standardized Training Package (STP)

Step 10: Integral Course Evaluation

- On the **Integral Course Evaluation** page, click on “Fill out” to complete the STP evaluation questionnaire
- The “Integral course evaluation” questionnaire will open in a separate page



The screenshot shows a web interface for 'Integral Course Evaluation'. On the left is a blue sidebar with a menu containing: Course Info, Training Sessions, Participants, Grades, Certificates, eReports, and Integral Course Evaluation. A red arrow points to the 'Integral Course Evaluation' menu item. The main content area has the title 'Integral Course Evaluation' and the instruction 'Complete the Integral Course Evaluation questionnaire for each training session.' Below this is a table with the following data:

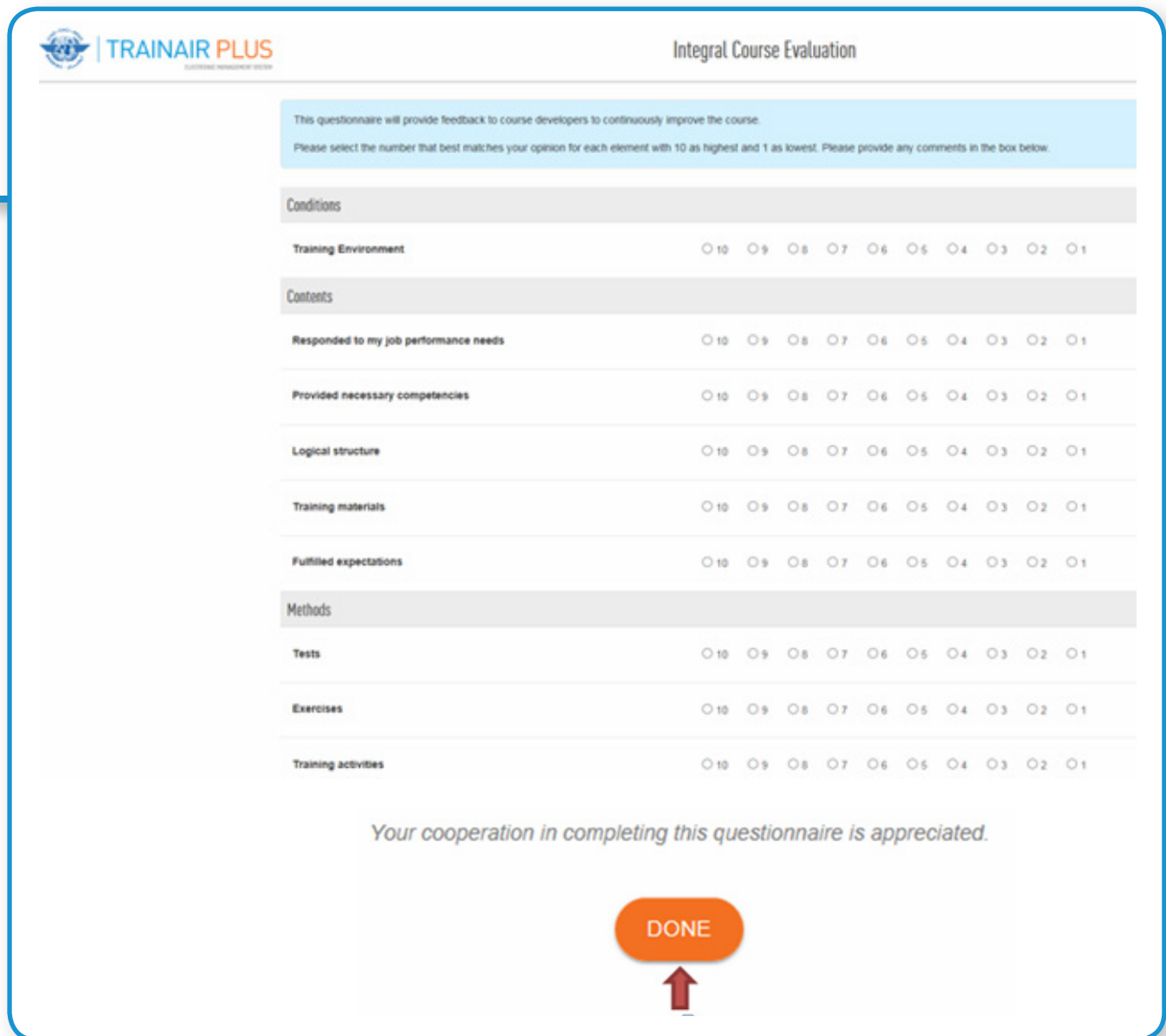
Dates/Location	
11 Feb - 15 Feb, 2019 Bangkok, Thailand	Fill out →

A red arrow points to the 'Fill out →' link in the table.

How to host your Standardized Training Package (STP)

Step 11: Complete the Questionnaire

- Click on “DONE” to save and submit the questionnaire.



The screenshot shows the 'Integral Course Evaluation' questionnaire interface. At the top left is the TRAINAIR PLUS logo. The title 'Integral Course Evaluation' is centered at the top. Below the title, a light blue box contains instructions: 'This questionnaire will provide feedback to course developers to continuously improve the course. Please select the number that best matches your opinion for each element with 10 as highest and 1 as lowest. Please provide any comments in the box below.' The questionnaire is organized into sections: 'Conditions' (Training Environment), 'Contents' (Responded to my job performance needs, Provided necessary competencies, Logical structure, Training materials, Fulfilled expectations), and 'Methods' (Tests, Exercises, Training activities). Each item has a horizontal row of radio buttons labeled 10 through 1. At the bottom, a message reads 'Your cooperation in completing this questionnaire is appreciated.' Below this message is a large orange button labeled 'DONE' with a red arrow pointing upwards towards it.

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

— END —