



ICAO

GLOBAL AVIATION TRAINING  
TRAINAIR PLUS™

**GUIDELINE: HOW TO HOST YOUR OWN  
STANDARDIZED TRAINING PACKAGES (STPs)  
USING  
THE TRAINAIR PLUS ELECTRONIC MANAGEMENT SYSTEM (TPeMS)**

2018



ICAO

# GLOBAL AVIATION TRAINING TRAINAIR PLUS™

**Step 1:** Visit the ICAO Global Aviation Training website

- Click on MEMBER LOGIN: <http://www.icao.int/Training/Pages/default.aspx>

ICAO / Global Aviation Training

- GAT Home
- About GAT
- TRAINAIR PLUS**
- Member Login
- Programme Description
- Membership Categories
- Training Packages

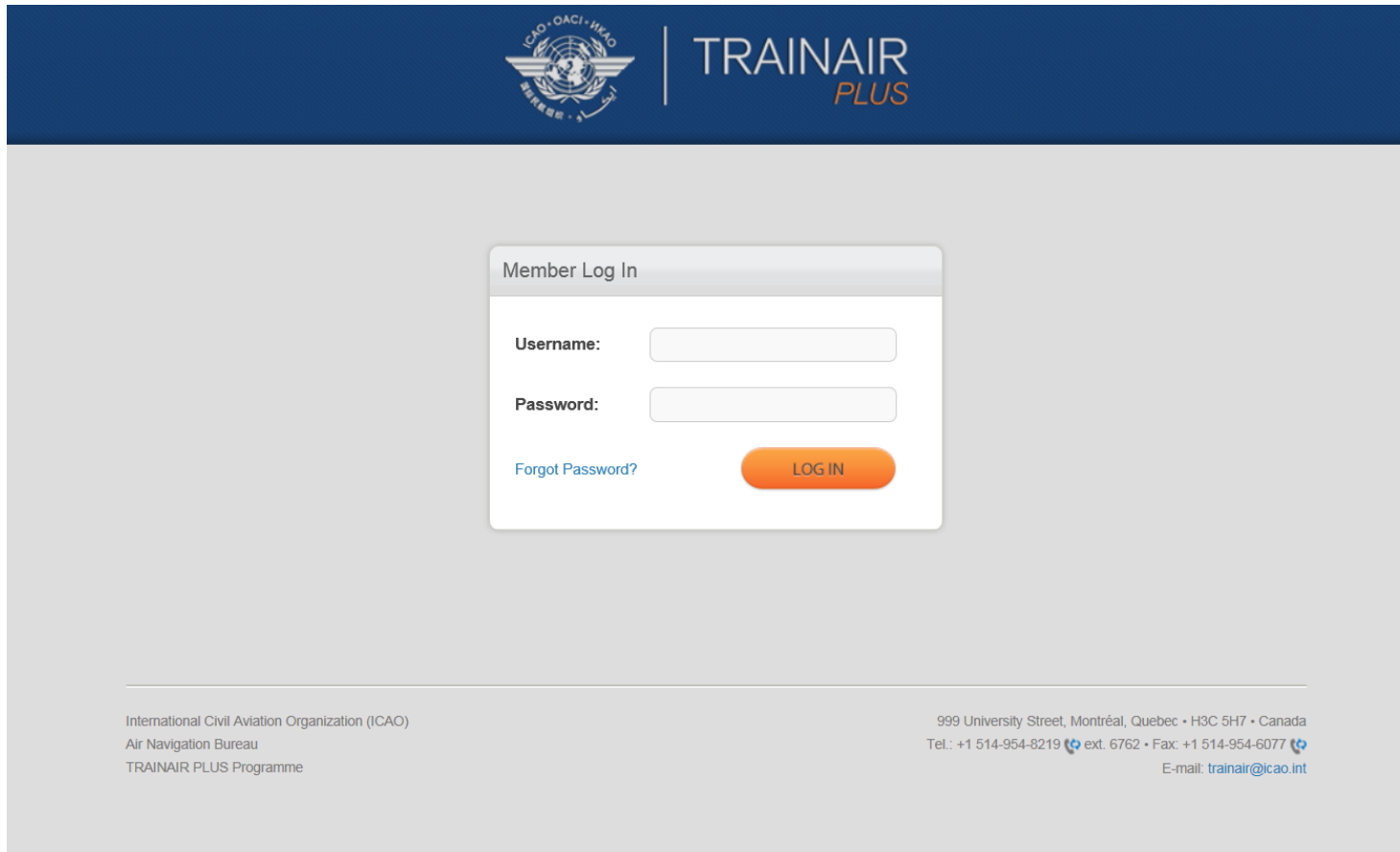
**GLOBAL AVIATION TRAINING**

Welcome to ICAO's Global Aviation Training (GAT) homepage

The Global Aviation Training Office (GAT) aims to lead Human Resources Development strategies established by Member States and the aviation community to ensure they have access to a sufficient number of qualified and

**Step 2: TPeMS Member Login**

- Log in to the TRAINAIR PLUS Electronic Management System (TPeMS) at <https://www4.icao.int/tpems/>



Member Log In



Username:

Password:

[Forgot Password?](#)

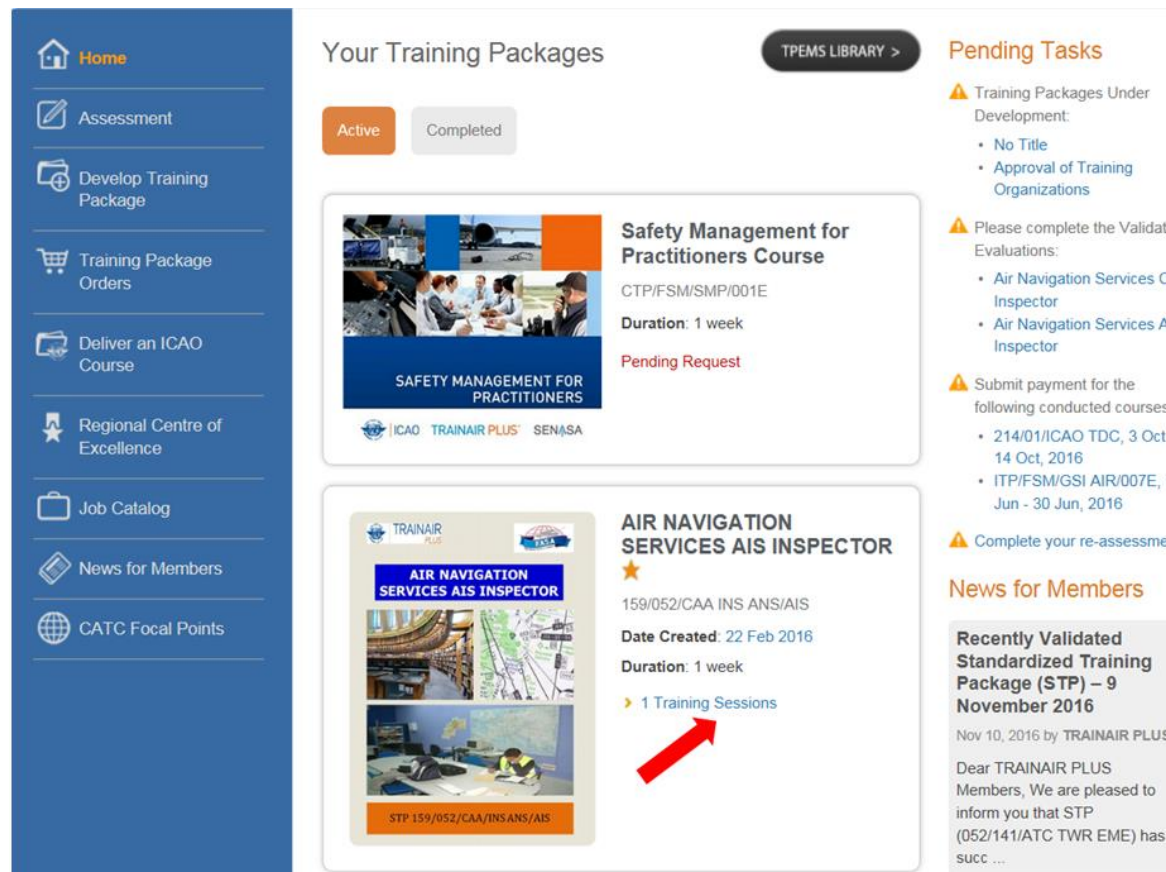
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International Civil Aviation Organization (ICAO)  
Air Navigation Bureau  
TRAINAIR PLUS Programme

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**Step 3:** Select the Training Package/ Training Sessions on your Homepage

- On your “**Home**” page, you will find a list of all your Training Packages and STPs that you own or have purchased.
- You will also find here the status notification of the Training Packages that you have requested to host.
- Chose the STP you wish to view and click on the “**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 and filters for "Active" and "Completed". Two training packages are listed:

- Safety Management for Practitioners Course**  
CTP/FSM/SMP/001E  
Duration: 1 week  
Status: Pending Request
- AIR NAVIGATION SERVICES AIS INSPECTOR**  
159/052/CAA INS ANS/AIS  
Date Created: 22 Feb 2016  
Duration: 1 week  
1 Training Sessions (indicated by a red arrow)

On the right, the "Pending Tasks" section lists:

- Training Packages Under Development:
  - No Title
  - Approval of Training Organizations
- Please complete the Validator Evaluations:
  - Air Navigation Services CN: Inspector
  - Air Navigation Services AT: 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

The "News for Members" section features a "Recently Validated Standardized Training Package (STP) – 9 November 2016" with a date of Nov 10, 2016 by TRAINAIR PLUS. The text below reads: "Dear TRAINAIR PLUS Members, We are pleased to inform you that STP (052/141/ATC TWR EME) has succ ...".



**Step 4:** Add a New Training Session

- Once you are on the Training Sessions page, click on the **“ADD NEW”** button to add a new training session:

Dates/Location	Instructor(s)	Status	Participants		
6 Jun - 10 Jun 2016 EASAT AFRICAN SCHOOL OF AVIATION (EASA), NAIROBI, Kenya	David Ontweka Ondieki	Completed	5		



**Step 5:** Complete Training Session Information

- Fill out the session information (the fields marked with an asterisk are required)
- Once information is completed, click on the **“SAVE”** button:

AIR NAVIGATION SERVICES AIS INSPECTOR Back Home

**Add Training Session**

From: \*  Starting date of the course

To: \*  End date of the course

Objectives for hosting this course:

City: \*

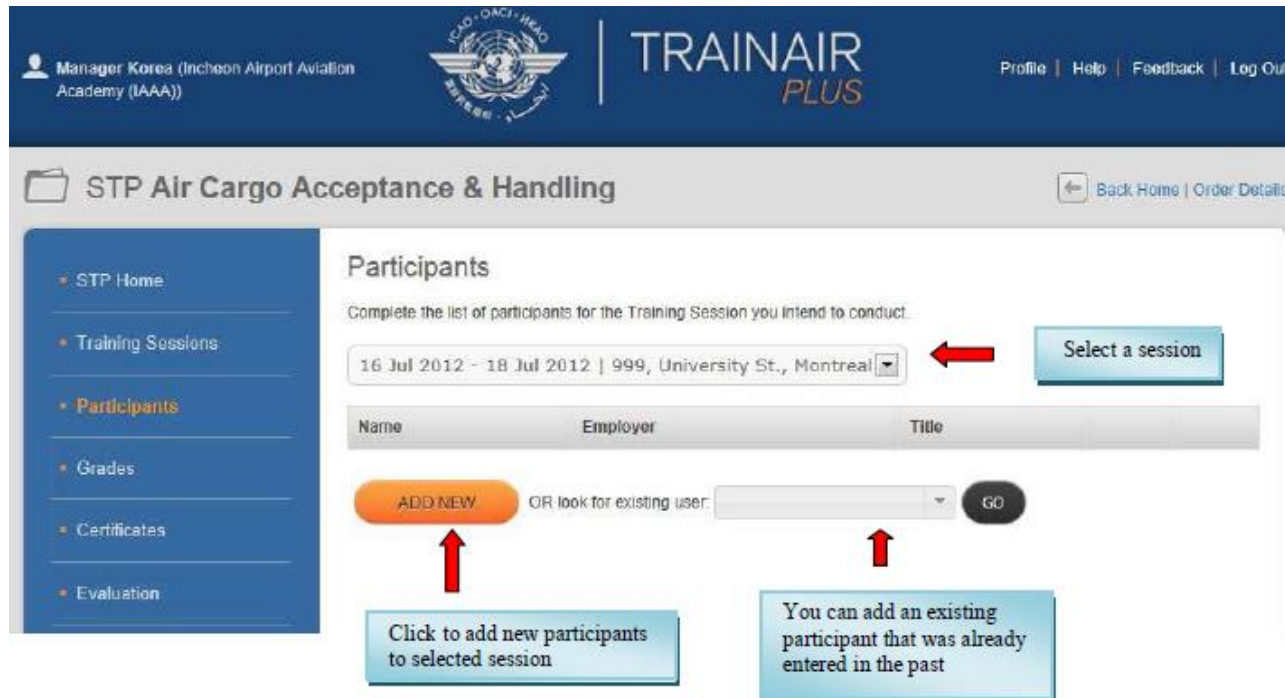
Country: \*

Instructor:  -- OR -- Add New Instructor Select or add Instructor

SAVE CANCEL

## Step 6: Enter Training Session Participants

- To enter the participants (students) that will attend your training session, click on the participants tab on the left hand panel.
- Select the correct training session you wish to enter (using the dropdown menu)
- Click on the “**ADD NEW**” button to add new participant names and information
- Use the dropdown menu to add existing participants that you have already entered for past training sessions.



Manager Korea (Incheon Airport Aviation Academy (IAAA))

Profile | Help | Feedback | Log Out

STP Air Cargo Acceptance & Handling

Back Home | Order Details

### Participants

Complete the list of participants for the Training Session you intend to conduct.

16 Jul 2012 - 18 Jul 2012 | 999, University St., Montreal

Select a session

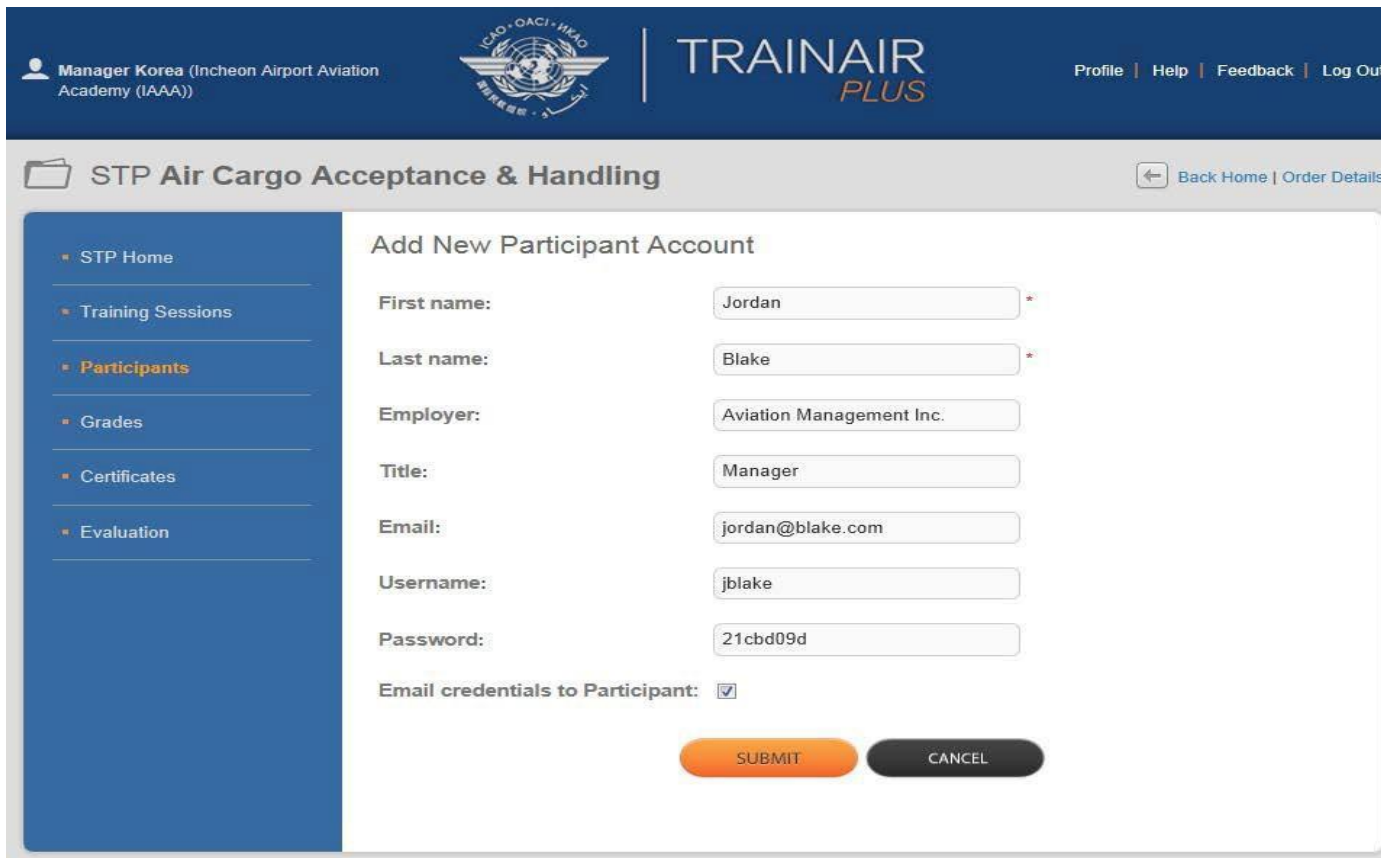
Name	Employer	Title
<p>ADD NEW OR look for existing user: <input type="text"/> GO</p>		

Click to add new participants to selected session

You can add an existing participant that was already entered in the past

**Step 7:** Complete the Participant Information

- Enter all required fields
- click on the “**SUBMIT**” button once complete



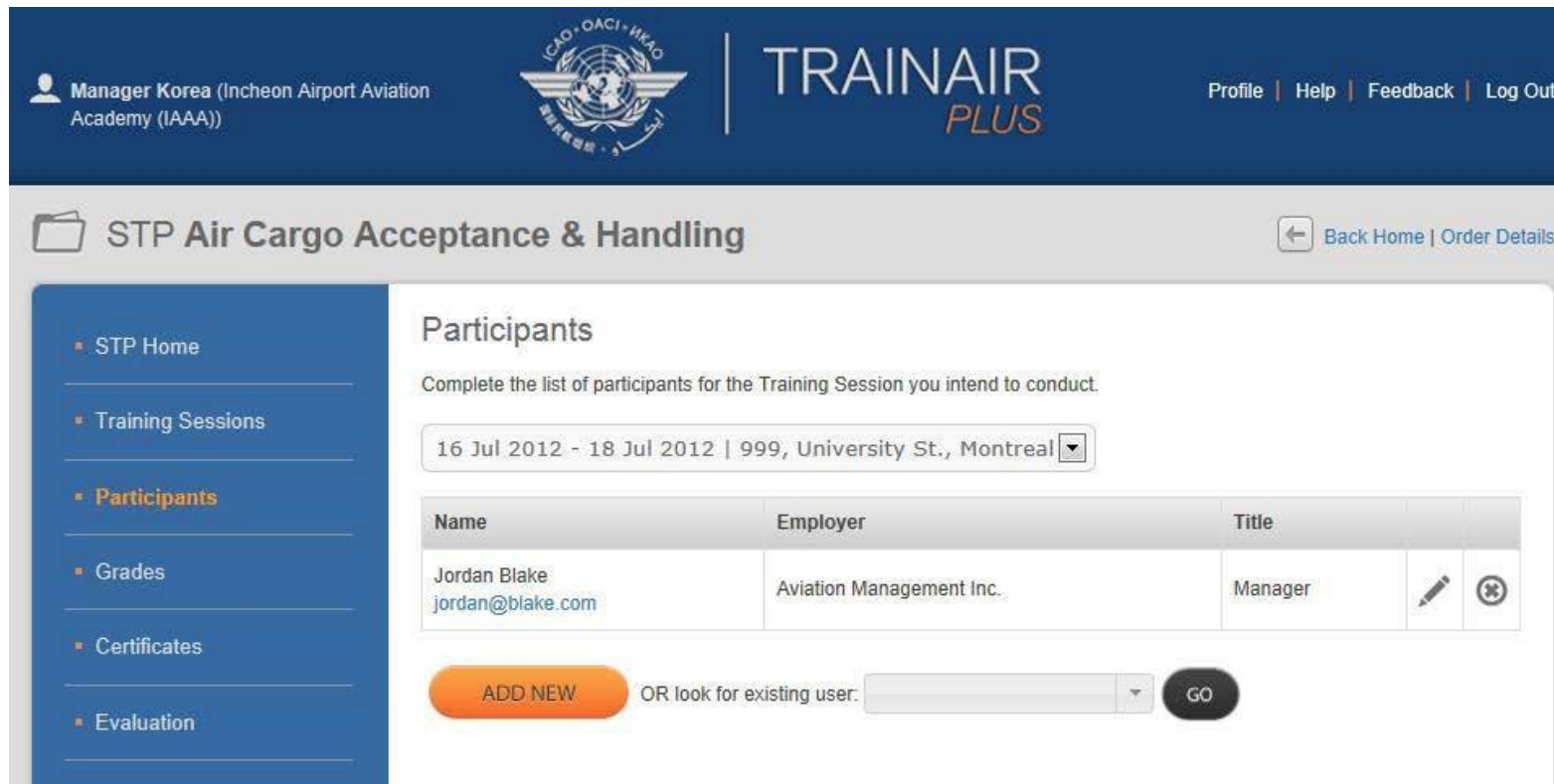
The screenshot displays the TRAINAIR PLUS web application interface. At the top, the header includes the ICAO logo, the user's role 'Manager Korea (Incheon Airport Aviation Academy (IAAA))', and navigation links for 'Profile', 'Help', 'Feedback', and 'Log Out'. The main content area is titled 'STP Air Cargo Acceptance & Handling' and features a sidebar with navigation options: 'STP Home', 'Training Sessions', 'Participants' (highlighted), 'Grades', 'Certificates', and 'Evaluation'. The central form, titled 'Add New Participant Account', contains the following fields and values:

Field	Value
First name:	Jordan
Last name:	Blake
Employer:	Aviation Management Inc.
Title:	Manager
Email:	jordan@blake.com
Username:	jblake
Password:	21cbd09d
Email credentials to Participant:	<input checked="" type="checkbox"/>



At the bottom of the form, there are two buttons: 'SUBMIT' (orange) and 'CANCEL' (black).

**Step 8:** Add Additional Participants to the Training Session

- Repeat steps 6 and 7 for all other participants attending this session



The screenshot shows the TRAINAIR PLUS web application interface. At the top, the user is logged in as 'Manager Korea (Incheon Airport Aviation Academy (IAAA))'. The page title is 'STP Air Cargo Acceptance & Handling'. The main content area is titled 'Participants' and includes instructions to 'Complete the list of participants for the Training Session you intend to conduct.' A dropdown menu shows the selected training session: '16 Jul 2012 - 18 Jul 2012 | 999, University St., Montreal'. Below this is a table with columns for Name, Employer, and Title. One participant is listed: Jordan Blake, Aviation Management Inc., Manager. The table also includes edit and delete icons for each row. At the bottom, there is an 'ADD NEW' button and a search option: 'OR look for existing user.' with a search input field and a 'GO' button.

Name	Employer	Title		
Jordan Blake jordan@blake.com	Aviation Management Inc.	Manager		

## Step 9: View Participant Registration Details

- In the event that participants apply directly to register to the course, click **VIEW DETAILS** of each participant.

ICAO Government Safety Inspector Operations – Air Operator Certification Course [Back](#)

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

### Participants

Complete the list of participants for the Training Session you intend to conduct.

08 Jan - 26 Jan, 2017 |  Max Participants: 16 (16 seats left)


**Online Participant Application**  
share the link below with participants to allow them to register to this training session:

<https://www4.icao.int/tpems/ParticipantApplication/Index>

New participant applications are currently: **Enabled** [Disable](#)

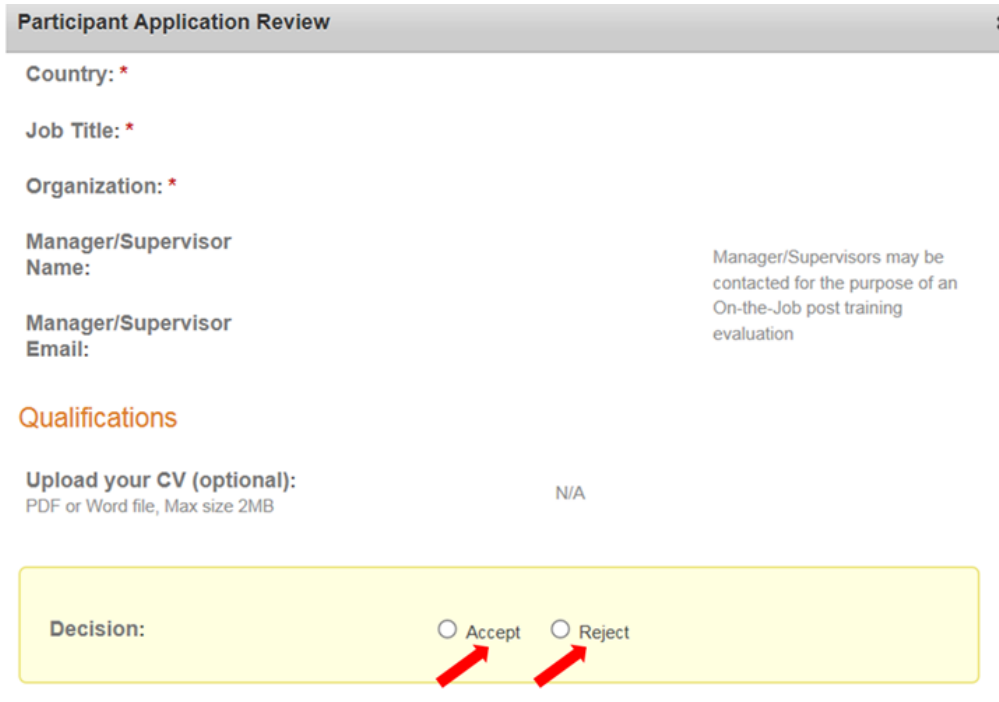
### Pending Applications

Name	Title	Employer	Date	
[Redacted]	[Redacted]	[Redacted]	13 Nov	<a href="#">View Details</a>



**Step 10:** Review Participant Registration Information

- In the Decision box at the bottom of the *Participant Application Review* form, click on the “**ACCEPT**” or “**REJECT**” button.
- Once accepted, the participant will directly be added on the list of participants to the specific training session.

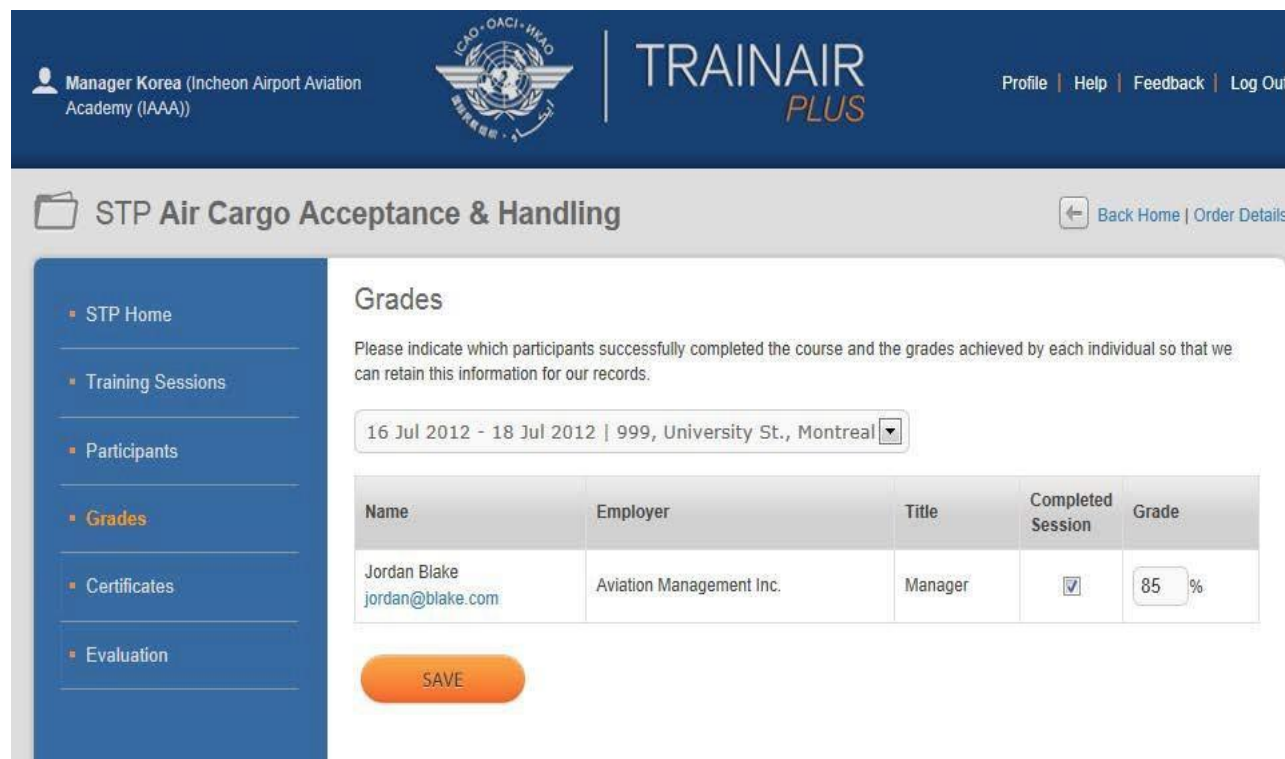


The screenshot shows a web form titled "Participant Application Review" with a close button (X) in the top right corner. The form contains the following fields and sections:

- Country: \***
- Job Title: \***
- Organization: \***
- Manager/Supervisor Name:** (with a note: "Manager/Supervisors may be contacted for the purpose of an On-the-Job post training evaluation")
- Manager/Supervisor Email:**
- Qualifications** (Section header)
- Upload your CV (optional):** (with a note: "PDF or Word file, Max size 2MB" and "N/A" next to it)
- Decision:** (A yellow highlighted box containing two radio buttons:  Accept and  Reject. Two red arrows point to the "Accept" and "Reject" radio buttons respectively.)

## Step 11: Training Completion and Grading of the Participants

- Following the completion of a training session, you can record the completion and grade of each participant.
- Select the **“Grades section”** from the left hand panel.
- Select the **training session** (in the drop down menu).
- Check the box for each participant who has completed the training session, and assign a grade to each participant.
- Click on the **“SAVE”** button to save the results.



The screenshot shows the TRAINAIR PLUS web interface. At the top, there is a navigation bar with the ICAO logo, the user's name 'Manager Korea (Incheon Airport Aviation Academy (IAAA))', and the TRAINAIR PLUS logo. There are links for 'Profile', 'Help', 'Feedback', and 'Log Out'. Below the navigation bar, the main content area is titled 'STP Air Cargo Acceptance & Handling' with a 'Back Home | Order Details' link. On the left, there is a sidebar menu with options: 'STP Home', 'Training Sessions', 'Participants', 'Grades' (highlighted), 'Certificates', and 'Evaluation'. The main content area is titled 'Grades' and contains the following text: '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.' Below this text is a dropdown menu showing '16 Jul 2012 - 18 Jul 2012 | 999, University St., Montreal'. A table with the following data is displayed:

Name	Employer	Title	Completed Session	Grade
Jordan Blake <a href="mailto:jordan@blake.com">jordan@blake.com</a>	Aviation Management Inc.	Manager	<input checked="" type="checkbox"/>	85 %

Below the table is an orange 'SAVE' button.





**Step 12: Generation Training Certificates for Participants**

- Once the training session is completed and grades have been assigned, TPEMS will automatically generate the certificates to be given to the participants for the Training Centre Manager to print and sign as well as maintain in their records.
- Any errors can be described in the message box and sent to ICAO by clicking on the **“REPORT ERRORS”** button.

The screenshot shows the TRAINAIR PLUS web interface. At the top, there is a dark blue header with the ICAO logo, the text 'Manager Korea (Incheon Airport Aviation Academy (IAAA))', the TRAINAIR PLUS logo, and navigation links for Profile, Help, Feedback, and Log Out. Below the header is a grey bar with a folder icon, the text 'STP Air Cargo Acceptance & Handling', and a 'Back Home | Order Details' link. On the left is a blue sidebar menu with options: STP Home, Training Sessions, Participants, Grades, Certificates (highlighted), and Evaluation. The main content area is titled 'Certificates' and contains the following text: 'Here you can download the student certificates for the selected Training Session. If there are errors, please indicate the erroneous certificates and click Report Errors to report them.' Below this text is a dropdown menu showing '09 Jul 2012 - 09 Jul 2012 | 999, University St., Montreal'. A table with the following data is displayed:

Name	Title/Employer	Grade	Certificate	Error in Certificate
Jordan Blake jordan@blake.com	Manager, Aviation Management Inc.	85	131821	<input type="text"/>

Below the table is an orange button labeled 'REPORT ERRORS'.

## Step 13: Training Package Evaluation

- Once the Training Session is finished, use the evaluation section to evaluate the STP, then click on the “**SUBMIT**” button.

AIR NAVIGATION SERVICES AIS INSPECTOR
[← Back Home](#)

- Course Info
- Training Sessions
- Participants
- Grades
- Certificates
- Evaluation

### Training Package Evaluation

In an ongoing effort to continuously improve the quality of the Training Packages, We appreciate feedback from your training organization. Please kindly note that the focal point of the training organization is responsible for conducting the Training Package evaluation, and submitting evaluation information to TRAINAIR PLUS via TPeMS one week after the completion of the Training Package.

1. <b>The instructions provided for the study of this course were:</b>	Clear	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Confused
2.	Sufficient	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Insufficient
3. <b>The objectives of this course were:</b>	Very clear	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Very unclear
4. <b>The activities carried out in connection with this course were:</b>	Interesting	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Uninteresting
5.	Too easy	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Too difficult
6.	Useful	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Of no use
7. <b>The content of this course was:</b>	Well arranged	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Disorganized

SUBMIT

