



ICAO

GLOBAL AVIATION TRAINING
TRAINAIR PLUS™

**GUIDELINE: HOW TO ORDER STANDARDIZED TRAINING PACKAGES (STPs)
FROM OTHER TRAINAIR PLUS MEMBERS
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

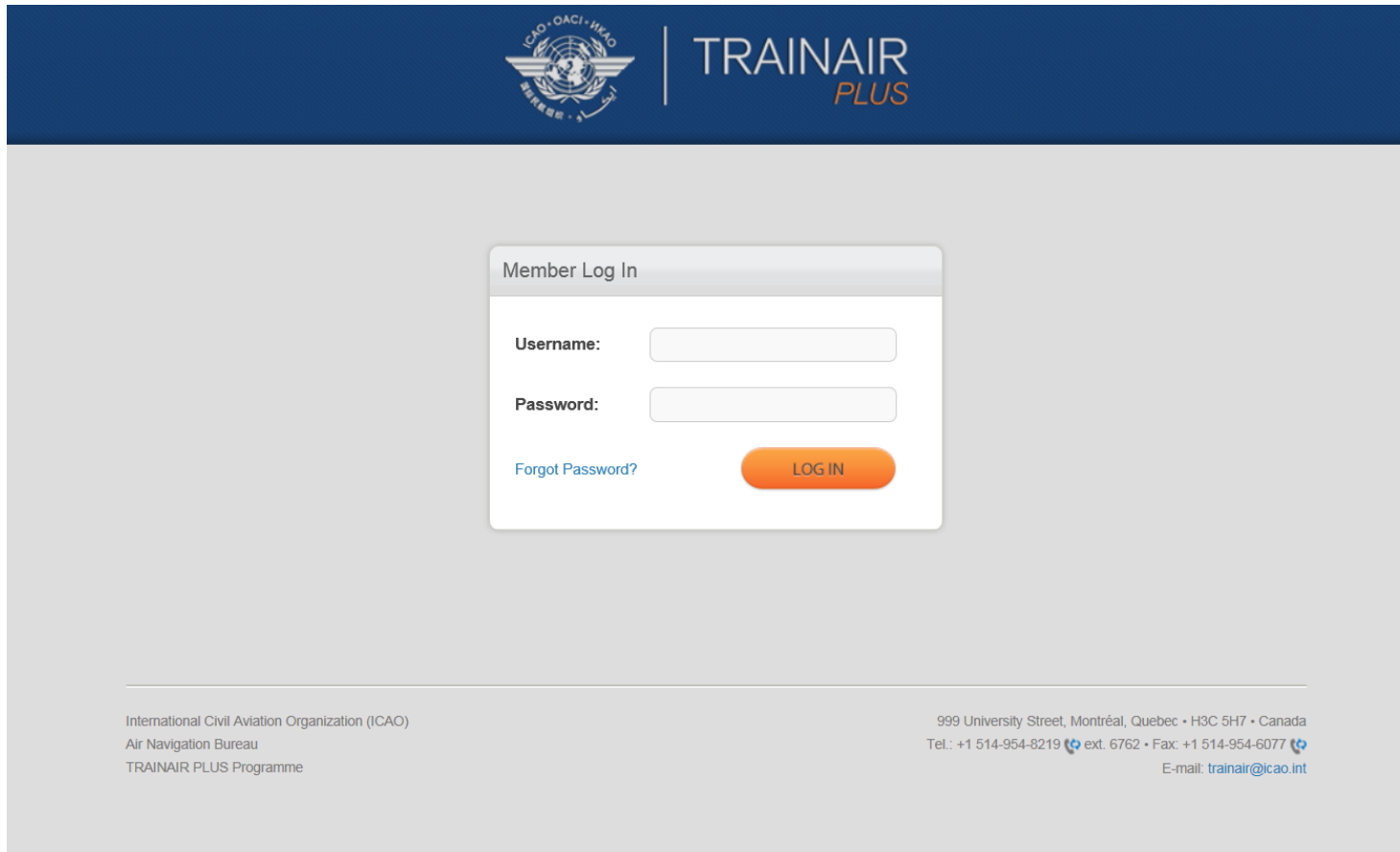
GLOBAL AVIATION TRAINING

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?](#)

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

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Step 3: Browse the TPEMS Library

- On your “Home” page, Click on the button “TPEMS Library” to browse and view the list of available STPs to place an order:


The screenshot displays the 'Member Dashboard' interface. On the left is a blue sidebar with navigation options: 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 with a red arrow pointing to it. Below this are filters for 'Active' and 'Completed' packages. Two training packages are listed: 'Training Instructors Course Part 2' (212/02/ICAO TIC, 1 week duration, Pending Request) and 'Safety Management for Practitioners Course' (CTP/FSM/SMP/001E). On the right, there are sections for 'Pending Tasks' (listing pending applications and evaluations) and 'News for Members' (announcing a validated STP package).

Step 4: Select and Place an Order for an STP

- Browse the TPEMS Library and click on the “Order Package” button once you decide which STP to order.
- You can also click “Read more” to see more information about the STP:

TRAINAIR PLUS Training Package Library [View Cost Matrix](#) [Click here to view pricing details.](#) [Back Home](#)

Member STPs For Sale | STPs Under Development | ICAO ITPs | RTCE ITPs | CTPs | PTPs



CURSO OPERADOR DE BÚSQUEDA, SALVAMENTO Y RESCATE - SAR (Básico)


Curso Operador de Búsqueda, Salvamento y Rescate - SAR (Básico)
057/099/SAR OPR

Issuing Institution: Instituto Nacional de Aeronáutica Civil (INAC), Asunción, Paraguay

Duration: 1 week **Max Participants:** 100

Implementar los servicios que se realizan en la Operación SAR, abarcan do todas las personas que intervienen durante esta actividad al producirse una emergencia aeronáutica.

[READ MORE](#) [ORDER PACKAGE](#)



Aircraft emergencies for Aerodrome Controller Refresher Course
052/141/ATC TWR EME

Issuing Institution: Saudi Academy of Civil Aviation (SACA), Jeddah, Saudi Arabia

Duration: 2 weeks **Max Participants:** 10

This course will ensure that the knowledge and skills of the Aerodrome controllers are maintained and updated to effectively manage traffic in an aircraft emergency situation in accordance with KSA Air traffic services procedures section 29.12 & KSA GACAR Section 11 & 12.

[READ MORE](#) [ORDER PACKAGE](#)

[Click to get more information about the STP.](#)



Step 5: Order STP and Find Out More

- Click on Different Tabs for More Information
- Click on the **“Order STP”** button to order the Training Package

The screenshot shows the TRAINAIR PLUS website interface. At the top, there is a dark blue header with the ICAO logo on the left, the user profile 'Manager Korea (Incheon Airport Aviation Academy (IAAA))' in the center, and the TRAINAIR PLUS logo on the right. Navigation links for 'Profile', 'Help', 'Feedback', and 'Log Out' are also present. Below the header, the main content area features a course card for 'Air Cargo Acceptance & Handling' (ID: 271/001/CARGO). The card includes an image of an airplane being loaded with cargo, the issuing institution 'Gulf Centre for Aviation Studies (GCAS), Abu Dhabi, United Arab Emirates', a duration of '1 week', and a maximum of '20 participants'. A description states that the course provides necessary knowledge and skills for handling cargo according to various regulations. Below the description, there is an orange 'ORDER STP' button and a blue box with the text 'Click here to order' and a red arrow pointing to the button. At the bottom of the course card, there are five tabs: 'Course Objectives', 'Target Population', 'Requirements', 'Training Sessions', and 'Reviews'. A red arrow points to the 'Reviews' tab, with a blue box containing the text 'Click here for more information'.



Step 6: Complete the order form and click on the **“Place Order”** button to place your order:

Manager Korea (Incheon Airport Aviation Academy (IAAA)) | **TRAINAIR PLUS** | Profile | Help | Feedback | Log Out

Order **STP Air Cargo Acceptance & Handling** [Back to Orders](#)

- 1. Order Details
- 2. STP Owner Approval
- 3. Invoice

Air Cargo Acceptance & Handling
271/001/CARGO
Issuing Institution: Gulf Centre for Aviation Studies (GCAS), Abu Dhabi, United Arab Emirates
Duration: 1 week Max Participants: 20

Purpose of the Course:

Expected Number of Participants:

Do you have a senior instructor on staff to conduct the course? Yes No

Do you require any additional instructors to conduct the course? How many? We need additional instructors

Number of Training Sessions: Each additional Training Session comes with a 50% discount. We wish an estimate based on using the material times.

The estimated cost of the STP you requested will be: -

I have read the STP requirements and have all of the necessary facilities and equipment to conduct this course

I accept this estimate and wish to order the STP. I agree to abide by all of the specified Terms and Conditions.

PLACE ORDER **CANCEL**



Step 7a: Approval Process

- In the “**STP Orders**” section you will find the list and status of all your STPs (both ordered and sold by you).
- **Status:** “Submitted (Waiting for approval)” shows when your purchase has to be approved by the STP owner
- The STP owner will be notified by **email** of your request to purchase (right image)

The screenshot shows the 'Member Dashboard' for 'Manager Korea (Incheon Airport Aviation Academy (IAAA))'. The 'STP Orders' menu item is highlighted with a red arrow. The main content area displays 'Your Pending STP Orders' with a table of 4 orders.

Order #	STP	Date	Status
4518	Air Cargo Acceptance & Handling 271/001/CARGO	03-Jul-2012	Submitted (Waiting for approval)
4517	Air Cargo Acceptance & Handling 271/001/CARGO	03-Jul-2012	Submitted (Waiting for approval)
4516	Air Cargo Acceptance & Handling 271/001/CARGO	03-Jul-2012	Submitted (Waiting for approval)
4515	Air Cargo Acceptance & Handling 271/001/CARGO	03-Jul-2012	Submitted (Waiting for approval)

Below this, 'Your STP Sales' is shown with a table of 2 sales.

Order #	STP	Date	Buyer	Status
4514	Aerodrome Inspection 159/002/AGA/AIR INSP	04-May-2012	Manager UAE Gulf Centre for Aviation Studies (GCAS)	Approved
4513	Aerodrome Inspection 159/002/AGA/AIR INSP	19-Apr-2012	Manager DR NMS - Library ASCA	Approved

The screenshot shows an email titled 'A New STP Order #4503 requires your approval - Message (HTML)'. The email content is as follows:

From: ICAO Trainair Plus [icao@gleamingcampus.com] Sent: Tue 24/01/12 9:30 AM
 To: Elgaly, Serge
 Cc:
 Subject: A New STP Order #4503 requires your approval

An Order for STP Aerodrome Inspection requires your approval. Please log in to your account and click on the Pending Approval Orders link:
<http://www.gleamingcampus.com/trainair>

Step 7b: Approval Process

- The STP owner can then log into the system to review the order, ask a question, and/or approve the order.
- In the case below, the STP owner wants more details on the request, so enters a question in the discussion box to **“Submit Message”**
- The STP owner will be notified by email of your request to purchase (right image)

Order STP
Back to Orders

- 1. Order Details
- 2. STP Owner Approval
- 3. Invoice

Order #4515 | 03 Jul 2012
WAITING OWNER APPROVAL

Air Cargo Acceptance & Handling
2711001:CARGO
Issuing Institution: Gulf Centre for Aviation Studies (GCAS), Abu Dhabi, United Arab Emirates
Duration: 1 week Max Participants: 20

Buyer:	Incheon Airport Aviation Academy (IAAA), Incheon, Republic of Korea
Order Status:	Submitted
Course Purpose:	To teach Air Cargo Acceptance
Expected Number of Participants:	1
Senior instructor on staff:	Yes
Additional instructors required:	0
Necessary facilities and equipment:	Yes
Full license (unlimited use):	No , 1 Training Sessions
Cost:	\$3,000 US

APPROVE ORDER
REJECT ORDER

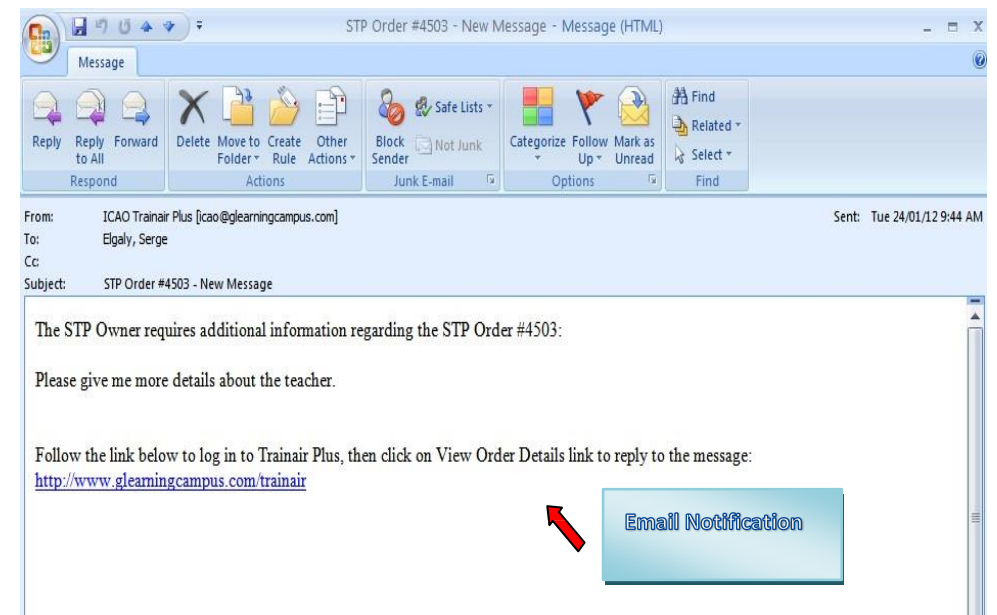
STP Owner Approval Discussion

If you require additional information from the CATC, please use the text box below to request this information. When finished, click the Approve Order button to approve this order.

Please give me more details about the teacher....f

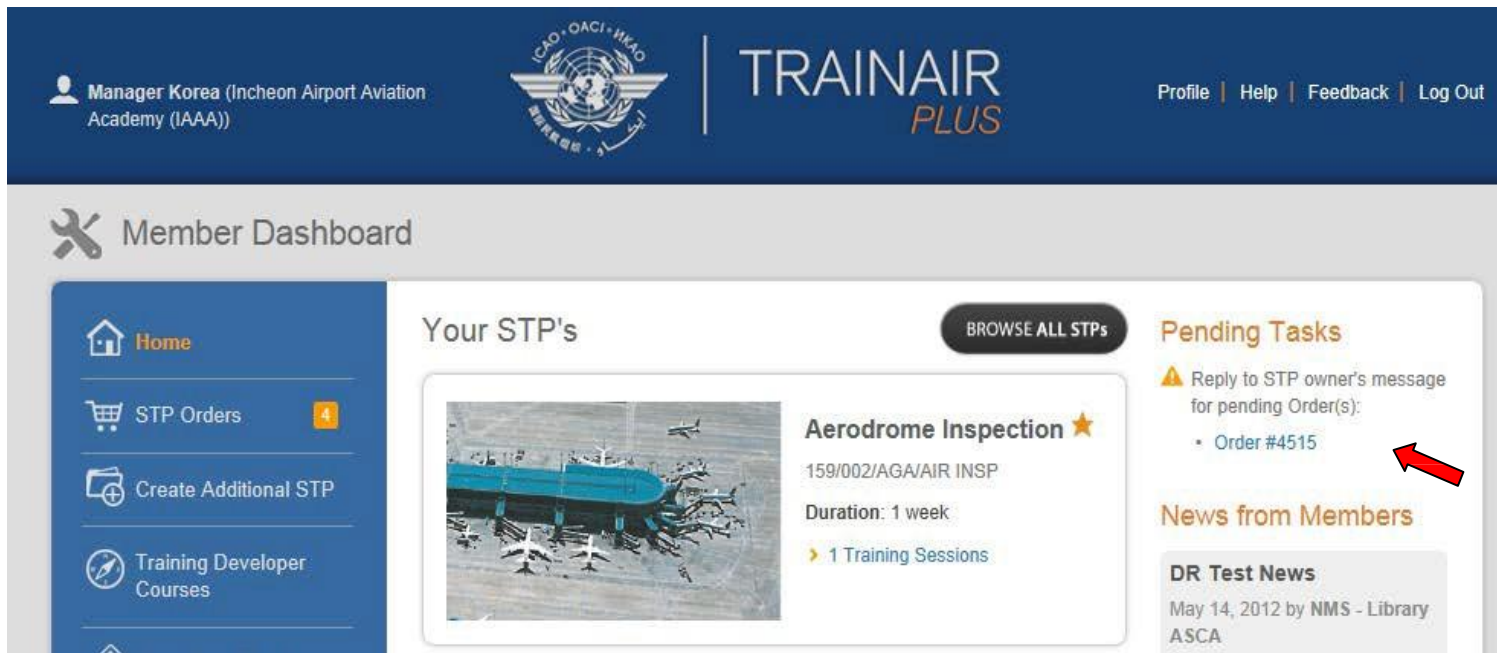
SUBMIT MESSAGE

Enter Message



Step 8: Status Check

- Check your messages and “Pending Tasks” in your TPMES Home page
- Below, you can see that there is a message waiting from the STP owner to be answered:



The screenshot shows the TRAINAIR PLUS Member Dashboard. The top navigation bar includes the user profile 'Manager Korea (Incheon Airport Aviation Academy (IAAA))', the TRAINAIR PLUS logo, and links for Profile, Help, Feedback, and Log Out. The main content area is titled 'Member Dashboard' and features a sidebar with navigation options: Home, STP Orders (4), Create Additional STP, and Training Developer Courses. The main content is divided into three sections: 'Your STP's' with a 'BROWSE ALL STPs' button, 'Pending Tasks', and 'News from Members'. The 'Your STP's' section displays a card for 'Aerodrome Inspection' with a star icon, ID '159/002/AGA/AIR INSP', a duration of '1 week', and '1 Training Sessions'. The 'Pending Tasks' section shows a warning icon and the text 'Reply to STP owner's message for pending Order(s):' followed by a list item 'Order #4515'. A red arrow points to 'Order #4515'. The 'News from Members' section includes a 'DR Test News' entry dated 'May 14, 2012 by NMS - Library ASCA'.

STP owner's message
to be answered.
Click on order
number.



Step 9: View Order Details

- Once you click on the order number you can view the requested information;
- You can answer the request by entering your response and clicking the “Submit Message” button.
- You can also “cancel order” at any time.

The screenshot displays the 'Order STP' interface for Order #4515, dated 03 Jul 2012. The order status is 'WAITING OWNER APPROVAL'. The course is 'Air Cargo Acceptance & Handling' (271/001/CARGO), issued by the Gulf Centre for Aviation Studies (GCAS) in Abu Dhabi, UAE. The buyer is Incheon Airport Aviation Academy (IAAA) in Incheon, Korea. The order status is 'Submitted', and the course purpose is 'To teach Air Cargo Acceptance'. The expected number of participants is 1, and the cost is \$3,000 US. A 'CANCEL ORDER' button is visible. Below the order details is the 'STP Owner Approval Discussion' section, which includes a message from 'Manager UAE' asking for more details about the teacher. A text input field is provided for the buyer to respond, with a 'SUBMIT MESSAGE' button below it.

Order can be cancelled by buyer at any time before approval

STP buyer can view the question from the owner and submit an answer



Step 10: Approval

- Once the discussions are complete (if any) the STP owner can approve the order by clicking on the **“Approve Order”** button:

The screenshot displays the 'Order STP' interface. On the left is a navigation menu with three items: '1. Order Details' (checked), '2. STP Owner Approval' (highlighted in orange), and '3. Invoice'. The main content area shows 'Order #4515 | 03 Jul 2012' with a 'WAITING OWNER APPROVAL' status. The order details include:

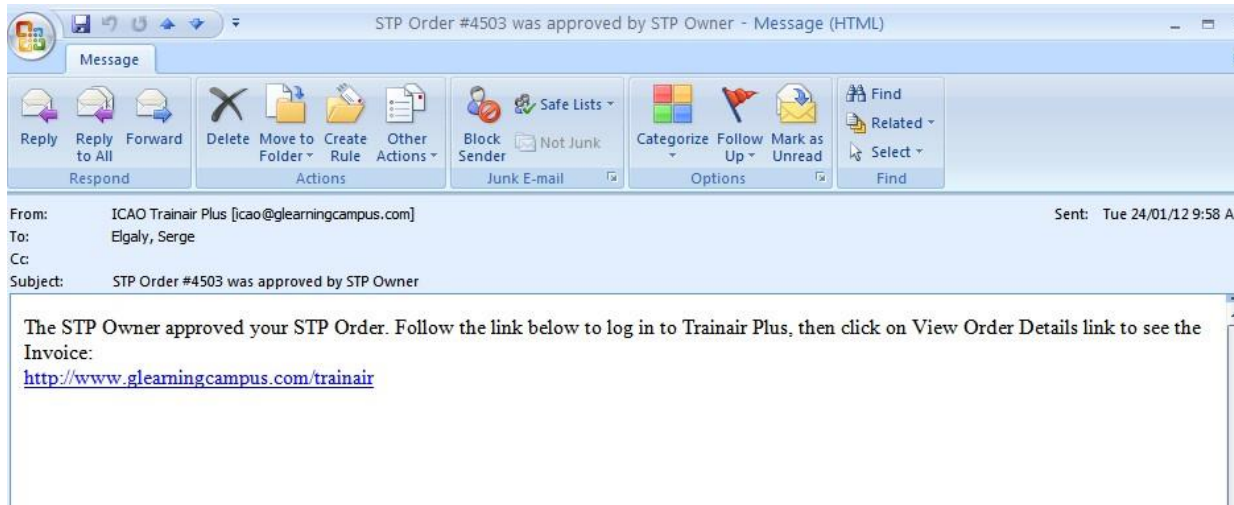
- Air Cargo Acceptance & Handling** (271/001/CARGO)
- Issuing Institution: Gulf Centre for Aviation Studies (GCAS), Abu Dhabi, United Arab Emirates
- Duration: 1 week | Max Participants: 20
- Buyer: Incheon Airport Aviation Academy (IAAA), Incheon, Republic of Korea
- Order Status: Submitted
- Course Purpose: To teach Air Cargo Acceptance
- Expected Number of Participants: 1
- Senior instructor on staff: Yes
- Additional instructors required: 0
- Necessary facilities and equipment: Yes
- Full license (unlimited use): No, 1 Training Sessions
- Cost: \$3,000 US

At the bottom of the details section are two buttons: 'APPROVE ORDER' (orange) and 'REJECT ORDER' (grey). A red arrow points from a callout box 'STP owner approves the order' to the 'APPROVE ORDER' button. Below this is a section for 'STP Owner Approval Discussion' with a text box and a message from 'Manager UAE' dated '03-Jul-2012 07:57' asking for more details about the teacher.

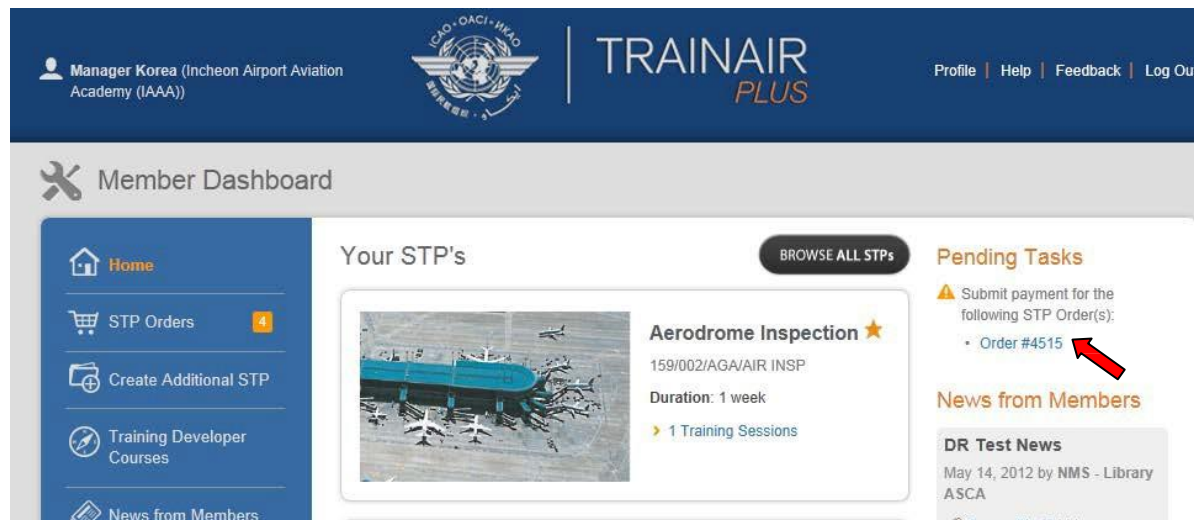


Step 11: Approval Notification

- Once your order has been approved, you will be automatically notified by email

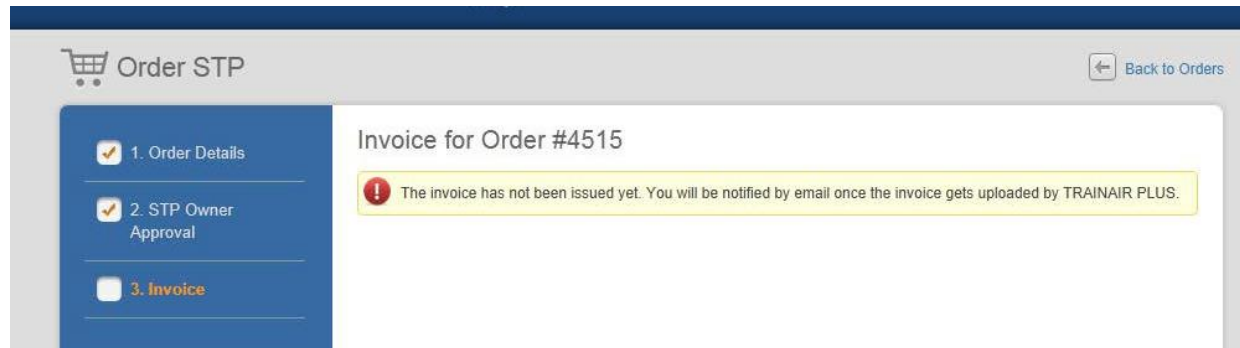


- Your pending tasks now show that the next step is to submit payment. **Click on the order number to proceed**

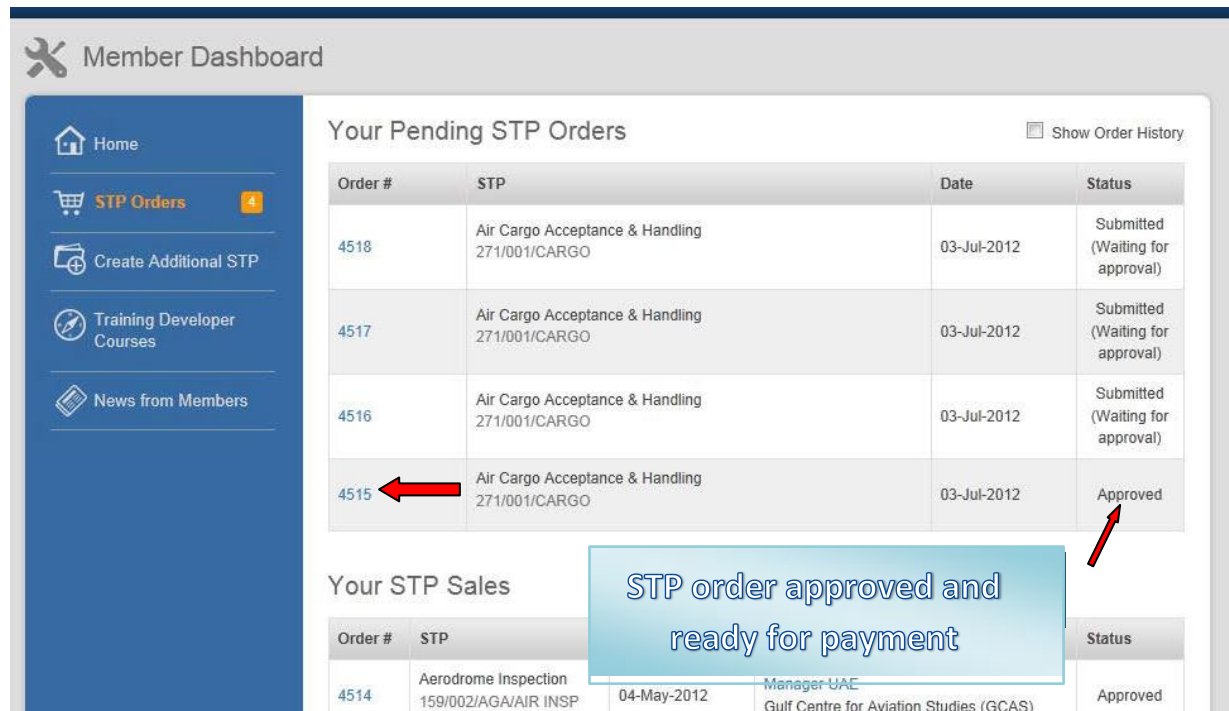


Step 12: STP Invoicing

- In most cases, invoice has not been generated, and a the system will notify you once invoice is ready for download.



- You can go to “STP Orders” section and click on the order number to see the order details and download your invoice when ready:

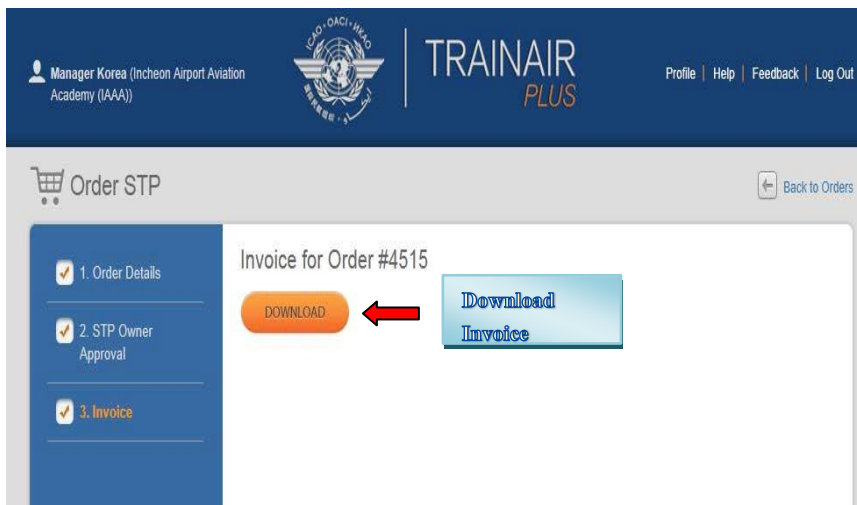


Order #	STP	Date	Status
4518	Air Cargo Acceptance & Handling 271/001/CARGO	03-Jul-2012	Submitted (Waiting for approval)
4517	Air Cargo Acceptance & Handling 271/001/CARGO	03-Jul-2012	Submitted (Waiting for approval)
4516	Air Cargo Acceptance & Handling 271/001/CARGO	03-Jul-2012	Submitted (Waiting for approval)
4515	Air Cargo Acceptance & Handling 271/001/CARGO	03-Jul-2012	Approved

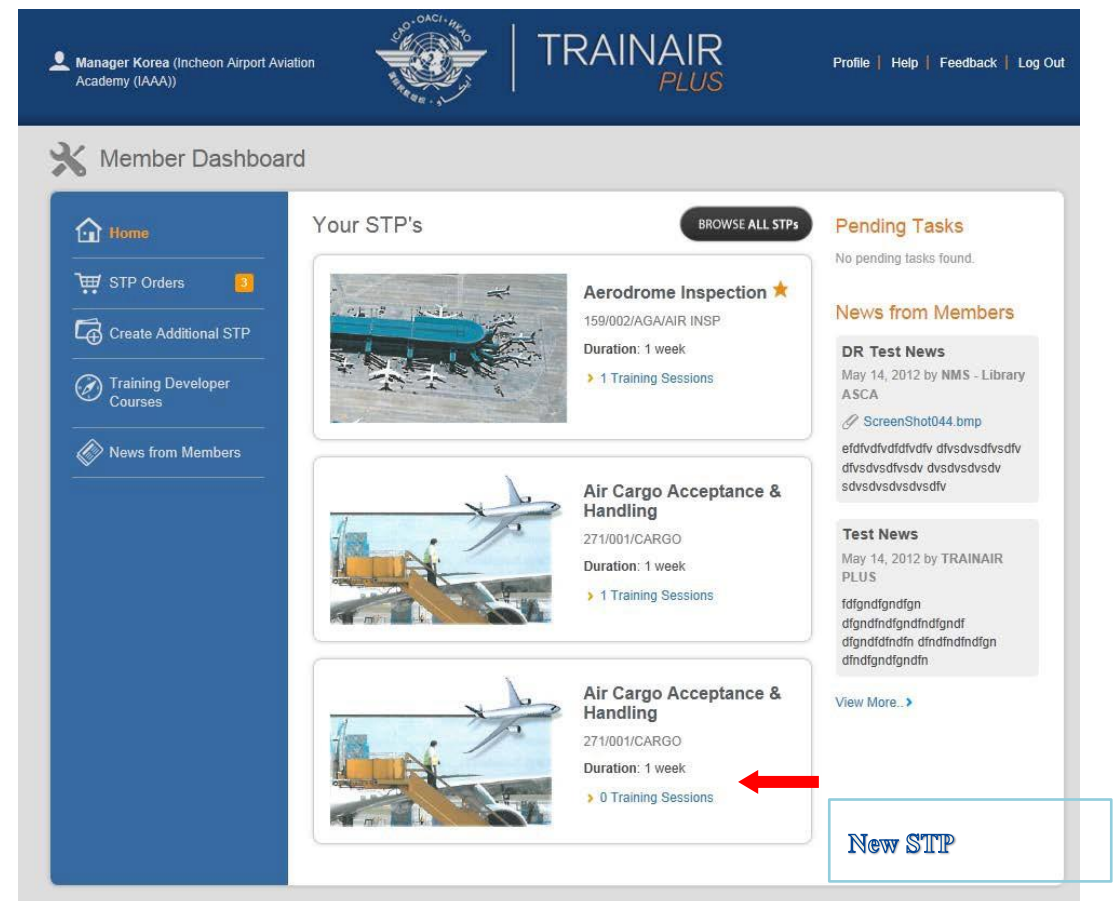
Order #	STP	Date	Manager-UAE	Status
4514	Aerodrome Inspection 159/002/AGA/AIR INSP	04-May-2012	Gulf Centre for Aviation Studies (GCAS)	Approved

Step 13: Training Package Evaluation

- Once you click on the order number, the orders detail page will open where you can see all the details of your order.
- Download your invoice from here. Please note that the invoice will have all the information you need for payment.

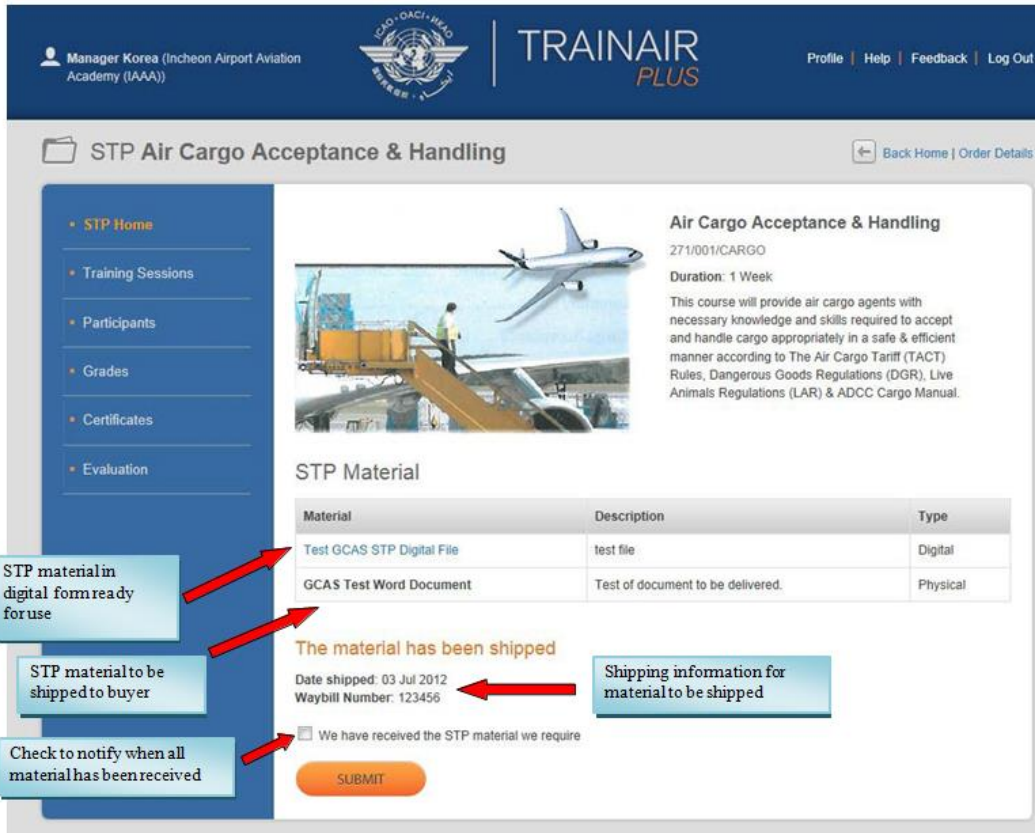


- Once the payment has been received by ICAO, the transaction is complete and you will now have access to the STP.
- You can now see the purchased STP (no star) on your home page and are able to create a training sessions for your newly purchased STP.
- *Please see Attachment #2: Guideline on how to host your own STPs*



Step 14: Explore content of your own STP

- Go to your TPEMS home page, click on your own STP, and view all the STP material
- You will be able to host (add) training sessions, participants (students), assign grades, request certificates, and evaluate the STP (all this to be shown on *Attachment #2: Guideline on how to host your own STPs*).



Manager Korea (Incheon Airport Aviation Academy (IAAA))

Profile | Help | Feedback | Log Out

STP Air Cargo Acceptance & Handling

Back Home | Order Details

- STP Home
- Training Sessions
- Participants
- Grades
- Certificates
- Evaluation

Air Cargo Acceptance & Handling

271/001/CARGO

Duration: 1 Week

This course will provide air cargo agents with necessary knowledge and skills required to accept and handle cargo appropriately in a safe & efficient manner according to The Air Cargo Tariff (TACT) Rules, Dangerous Goods Regulations (DGR), Live Animals Regulations (LAR) & ADCC Cargo Manual.

STP Material

Material	Description	Type
Test GCAS STP Digital File	test file	Digital
GCAS Test Word Document	Test of document to be delivered.	Physical

The material has been shipped

Date shipped: 03 Jul 2012
Waybill Number: 123456

We have received the STP material we require

SUBMIT

STP material in digital form ready for use

STP material to be shipped to buyer

Check to notify when all material has been received

Shipping information for material to be shipped

Note: Some files may be digital (in which case you have immediate access to them in the system) while others may be sent by courier (in which case, the send date and waybill number, if known, will be posted)

