



ICAO

GLOBAL AVIATION TRAINING
TRAINAIR PLUS™



Guidelines: Hosting an Online Course

Using the
TRAINAIR PLUS Electronic
Management System (TPEMS)



Guidelines: Hosting an Online Course Using the TRAINAIR PLUS Electronic Management System (TPEMS)

Introduction

ICAO Global Aviation Training (GAT) is committed to addressing the training needs of aviation professionals working remotely. GAT's goal is to provide greater access to training solutions that are cost-effective and user friendly.

To encourage TPP Members to promote ICAO online courses to potential national and regional trainees, a collaboration framework was proposed, including a fee-sharing mechanism. This collaboration framework is applicable to online courses developed by ICAO or in partnership with other academic institutions and industry organizations. For every enrolment to an ICAO online course undertaken by a TRAINAIR PLUS Member through the TRAINAIR PLUS Electronic Management System (TPEMS), 25% of gross revenues will be retained by the TPP Member.

These guidelines were created to assist TPP Members focal points in using the TPEMS to implement this collaboration framework.

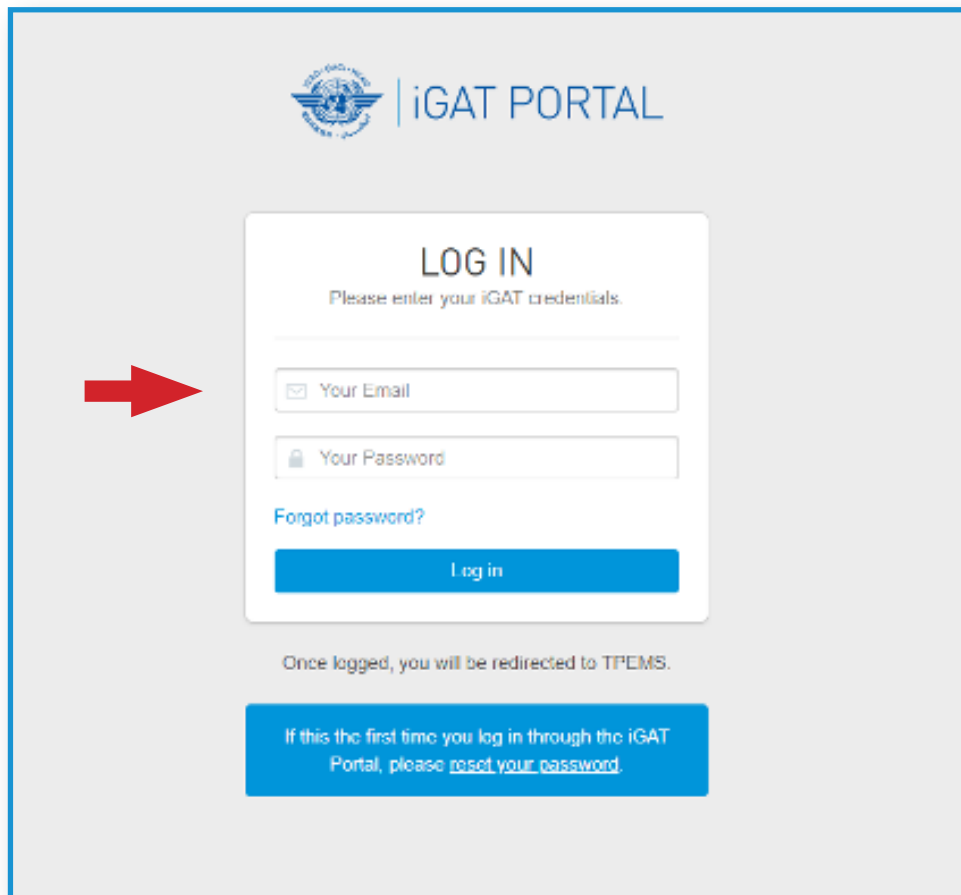
Contact us

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

Guidelines: Hosting an Online Course Using the TRAINAIR PLUS Electronic Management System (TPEMS)

Step 1: Login

Login with your Username and Password at <https://igat.icao.int/portal/Account/Login>

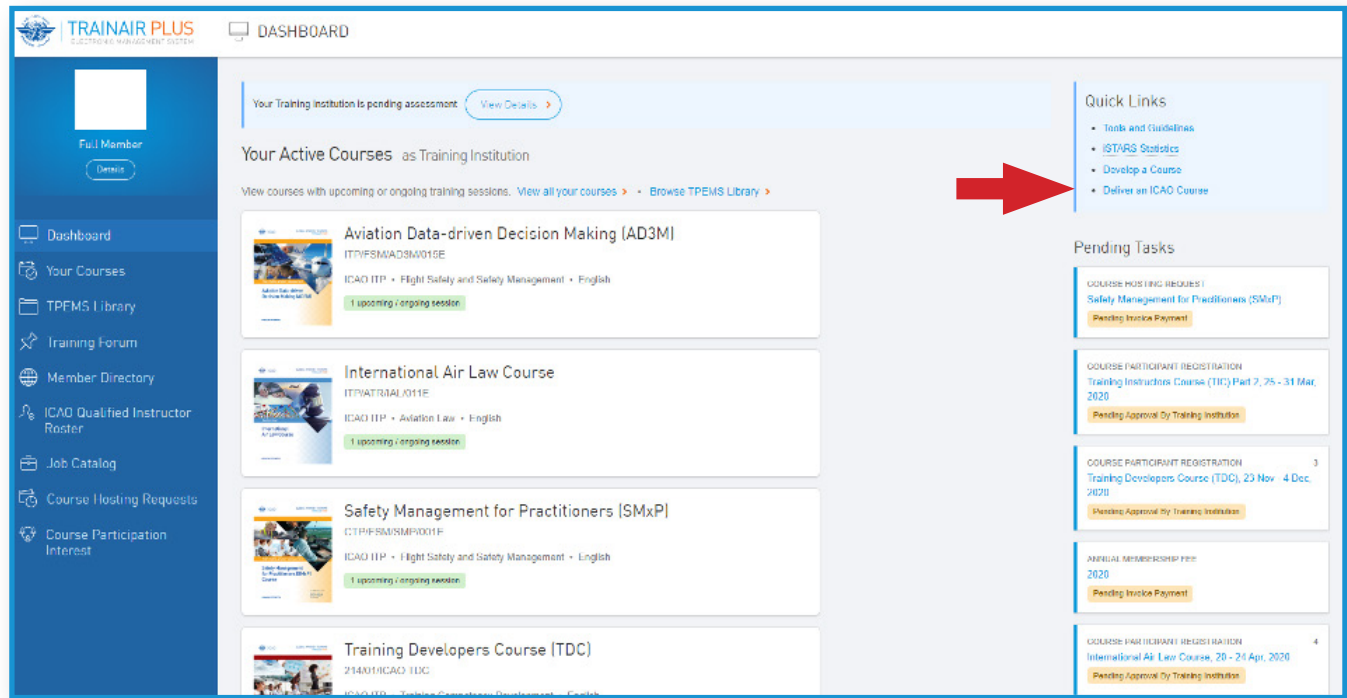


The screenshot shows the iGAT PORTAL login interface. At the top, there is the ICAO logo and the text 'iGAT PORTAL'. Below this is a white box with the heading 'LOG IN' and the instruction 'Please enter your iGAT credentials.' There are two input fields: 'Your Email' (with an envelope icon) and 'Your Password' (with a lock icon). Below the password field is a link for 'Forgot password?' and a blue 'Log in' button. A red arrow points to the 'Your Email' field. Below the login box, it says 'Once logged, you will be redirected to TPEMS.' At the bottom, a blue box contains the text: 'If this the first time you log in through the iGAT Portal, please [reset your password](#).'

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Step 2: Deliver an ICAO Course

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

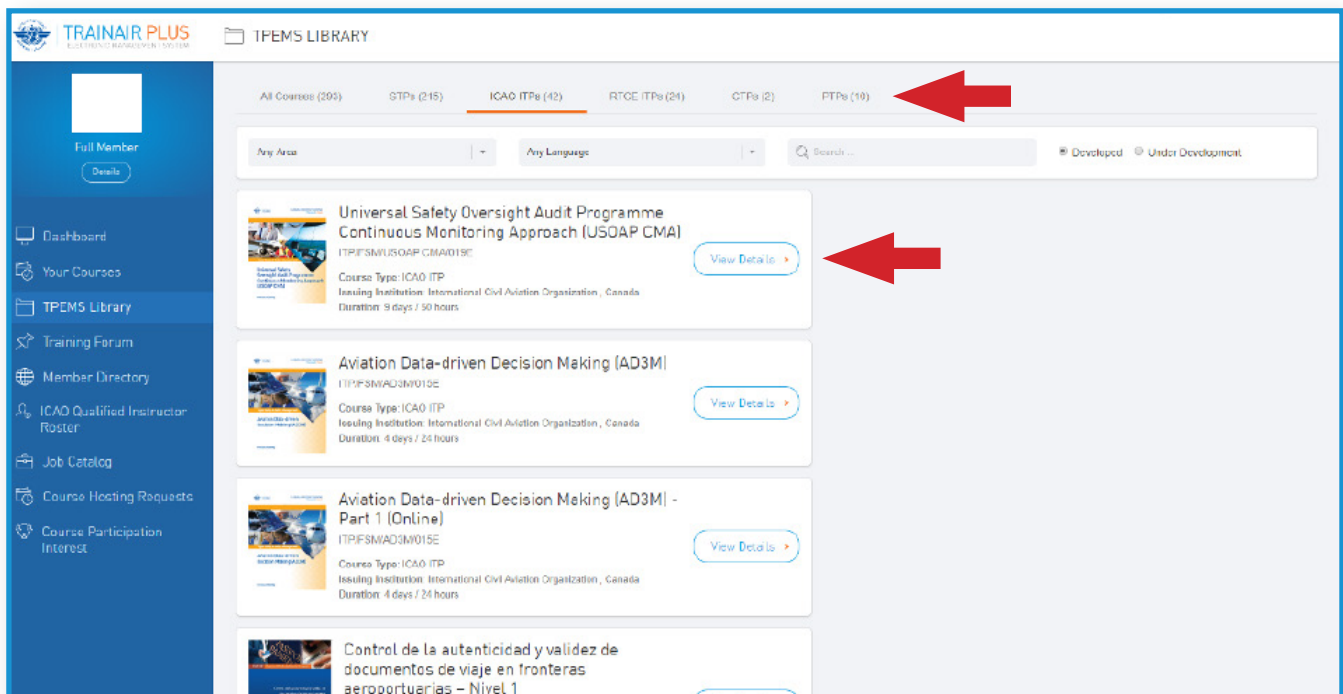


The screenshot displays the TRAINAIR PLUS DASHBOARD interface. On the left is a navigation menu with items like Dashboard, Your Courses, TPEMS Library, Training Forum, Member Directory, ICAO Qualified Instructor Roster, Job Catalog, Course Hosting Requests, and Course Participation Interest. The main content area shows a status message: "Your Training Institution is pending assessment" with a "View Details" link. Below this is a section for "Your Active Courses as Training Institution" listing courses such as "Aviation Data-driven Decision Making (AD3M)", "International Air Law Course", "Safety Management for Practitioners (SMxP)", and "Training Developers Course (TDC)". On the right side, there is a "Quick Links" menu with the following items: "Tasks and Guidelines", "ISTARS Statistics", "Develop a Course", and "Deliver an ICAO Course". A red arrow points to the "Deliver an ICAO Course" link. Below the Quick Links is a "Pending Tasks" section with several items, including "COURSE HOSTING REQUEST: Safety Management for Practitioners (SMxP)", "COURSE PARTICIPANT REGISTRATION: Training Instructors Course (TIC) Part 7, 25 - 31 Mar, 2020", "COURSE PARTICIPANT REGISTRATION: Training Developers Course (TDC), 23 Nov - 4 Dec, 2020", "ANNUAL MEMBERSHIP FEE: 2020", and "COURSE PARTICIPANT REGISTRATION: International Air Law Course, 20 - 24 Apr, 2020".

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Step 3: View Course Details

- On the TPEMS Library page, **click on** the tab at the top of the page to select the type of Online Training Packages that you wish to host (ITPs, RTCE ITPs, and PTPs).
- **Select** the Online Training Package you wish to host, from the list.
- **Click on** “View Details” for more information about the course.



The screenshot displays the TRAINAIR PLUS TPEMS LIBRARY interface. At the top, there are navigation tabs for course types: All Courses (205), STPs (215), ICAO ITPs (42), RTCE ITPs (24), CTPs (2), and PTPs (10). A red arrow points to the PTPs (10) tab. Below the tabs, there are filters for Area and Language, a search bar, and status indicators for Developed and Under Development. The main content area lists several courses, each with a thumbnail, title, ID, course type, issuing institution, and duration. A red arrow points to the 'View Details' button for the first course, 'Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA)'. The left sidebar contains navigation options such as Dashboard, Your Courses, TPEMS Library, Training Forum, Member Directory, ICAO Qualified Instructor Roster, Job Catalog, Course Hosting Requests, and Course Participation Interest.

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Step 4: Request to Host

On the Course page:

- **Navigate** the course information, **click** on the different tabs to learn more about the course (Description, Objectives, Target Population, Requirements, References, Instructors, Training Sessions)
- **Click on** “Request to Host”.



The screenshot displays the TRAINAIR PLUS TPEMS LIBRARY interface. On the left, a navigation menu includes 'Full Member', 'Dashboard', 'Your Courses', 'TPEMS Library', and 'Training Forum'. The main content area shows the course details for 'Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA)'. A red arrow points to the 'Request to Host' button, and another red arrow points to the 'TPEMS Library' menu item. The course details include:

- Course Type: ICAO ITP
- Delivery Mode: Online
- Issuing Institution: International Civil Aviation Organization, Canada
- Training Area: Flight Safety and Safety Management
- Language: English
- Duration: 9 days / 50 hours
- Maximum Participants: 2000

Below the course details, there are tabs for 'Description', 'Objectives', 'Target Population', 'Requirements', 'References', 'Instructors', and 'Training Sessions'. The 'Description' tab is currently selected.

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Step 5: Set up Training Session

- Fill in the required information. All required fields (*) are mandatory.
- Click on “Save”.

TRAINAIR PLUS
ELECTRONIC MANAGEMENT SYSTEM

Course Hosting Request
Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA)

1. Info 2. Training Session 3. Instructors 4. Submit

Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA)
TPEMS/USOAP CMA/DISE
Course Type: ICAO ITP • Delivery Mode: Online
Issuing Institution: International Civil Aviation Organization, Canada
Training Area: High Safety and Safety Management • Language: English • Duration: 8 days / 50 hours
Maximum Participants: 2000

Focal Point for this course hosting *

Comments

Save

- Click on “Set up training session” to continue to the next step

Hosting Request
by Hong Kong International Aviation Academy (HKIAA) (China)

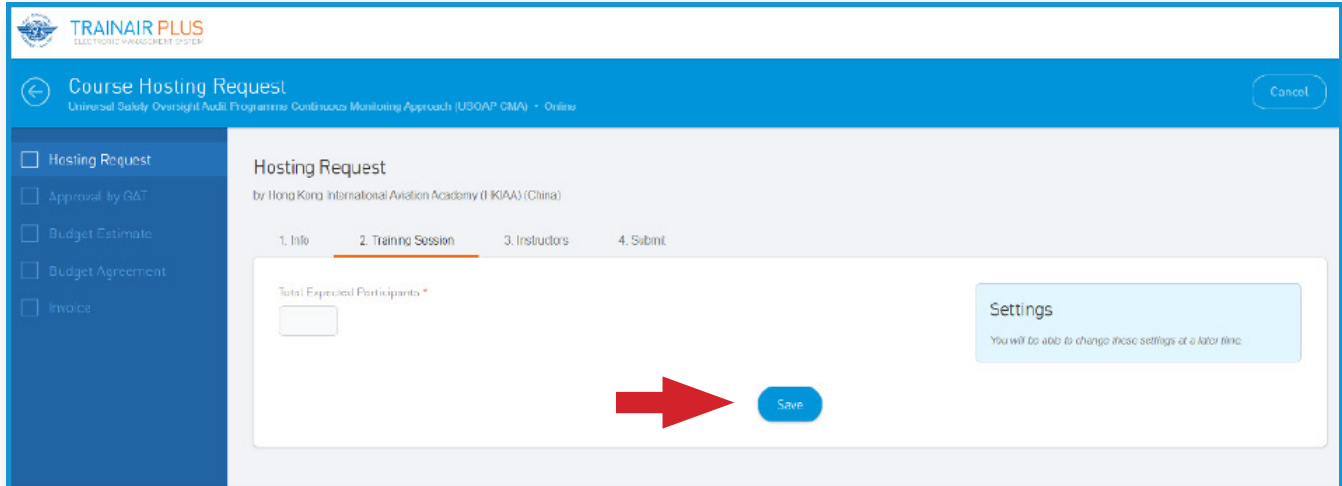
1. Info 2. Training Session 3. Instructors 4. Submit

Success
Course Hosting Request info was saved successfully.
Set up training session ->

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Step 6: Training session

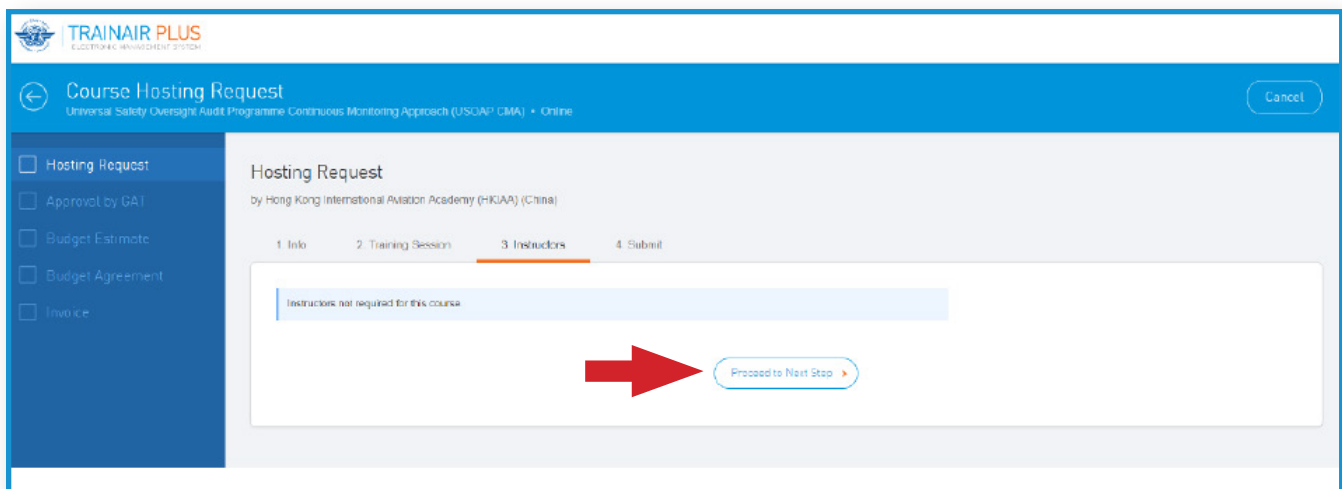
- Fill in the required information. All required fields (*) are mandatory.
- Click on “Save”.



The screenshot shows the 'Course Hosting Request' form in the TRAINAIR PLUS system. The form is titled 'Hosting Request' and is for a course by Hong Kong International Aviation Academy (HKIAA) (China). The current step is '2. Training Session'. A red arrow points to the 'Save' button. The form includes a 'Total Expected Participants' field with an asterisk, indicating it is mandatory. A 'Settings' box is also visible, stating 'You will be able to change these settings at a later time.' The left sidebar shows a list of steps: Hosting Request, Approval by GAT, Budget Estimate, Budget Agreement, and Invoice. The top navigation bar includes the TRAINAIR PLUS logo and a 'Cancel' button.

Step 7: Instructors

- Instructor selection is not required
Click on “Proceed to Next Step”



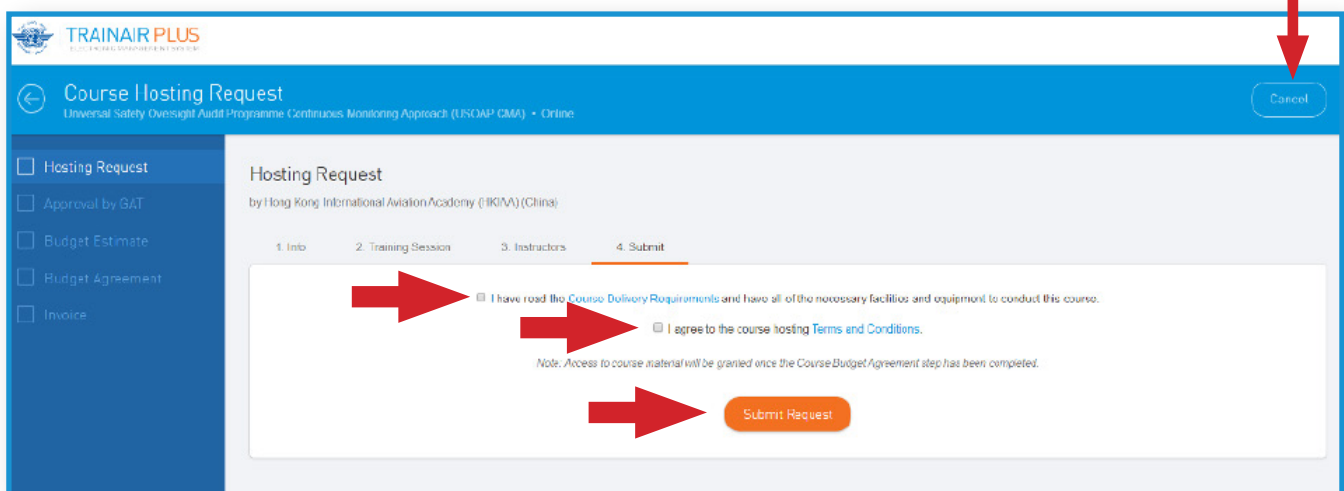
The screenshot shows the 'Course Hosting Request' form in the TRAINAIR PLUS system. The form is titled 'Hosting Request' and is for a course by Hong Kong International Aviation Academy (HKIAA) (China). The current step is '3. Instructors'. A red arrow points to the 'Proceed to Next Step' button. The form includes a message box stating 'Instructors not required for this course.' The left sidebar shows a list of steps: Hosting Request, Approval by GAT, Budget Estimate, Budget Agreement, and Invoice. The top navigation bar includes the TRAINAIR PLUS logo and a 'Cancel' button.

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Step 8: Set up training Session

- Review Course Delivery Requirements and Terms and Conditions
- **Check the box** “I have read the Course Delivery Requirements and have all of the necessary facilities and equipment to conduct this course”
- **Check the box** “I agree to the course hosting Terms and Conditions”.
- **Click** on the “Submit Request” to send your request for approval from the TRAINAIR PLUS administrator.

Note: You may cancel your Course Hosting Request at any time by clicking on the “Cancel” on the top right corner of the page.



TRAINAIR PLUS
UNIVERSAL SAFETY OVERSIGHT AUDIT PROGRAMME (CONTINUOUS MONITORING APPROACH) (UNOAP CMA) - ONLINE

Course Hosting Request

Universal Safety Oversight Audit Programme (Continuous Monitoring Approach) (UNOAP CMA) - Online

Hosting Request
by Hong Kong International Aviation Academy (HKIAA) (China)

1. Info 2. Training Session 3. Instructors 4. Submit

I have read the Course Delivery Requirements and have all of the necessary facilities and equipment to conduct this course.

I agree to the course hosting Terms and Conditions.

Note: Access to course material will be granted once the Course Budget Agreement step has been completed.

Submit Request

Cancel

Contact us

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