



ICAO

GLOBAL AVIATION TRAINING  
TRAINAIR PLUS™



# Guidelines: Managing an Online Course

Using the  
TRAINAIR PLUS Electronic  
Management System (TPEMS)



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

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### 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.**

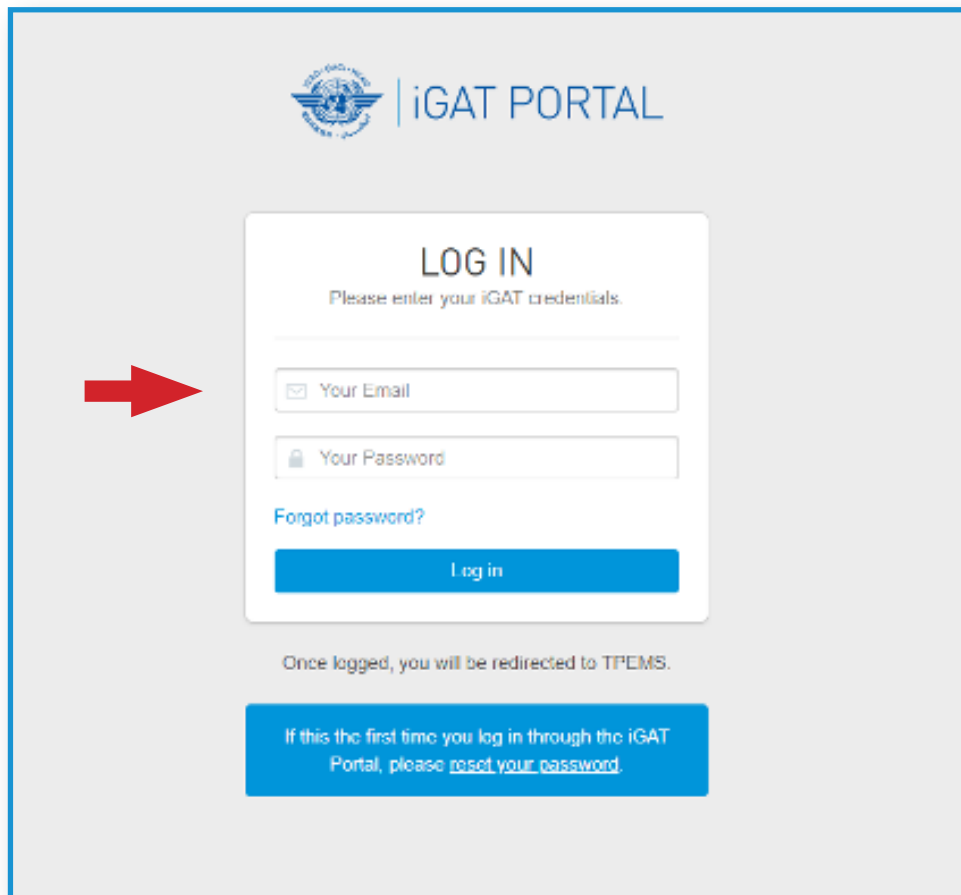
### Contact us

If you have any additional questions, please don't hesitate to contact us at [TRAINAIR@icao.int](mailto:TRAINAIR@icao.int)

## Guidelines: Managing 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>



**LOG IN**  
Please enter your iGAT credentials.

Your Email

Your Password

[Forgot password?](#)

Log in

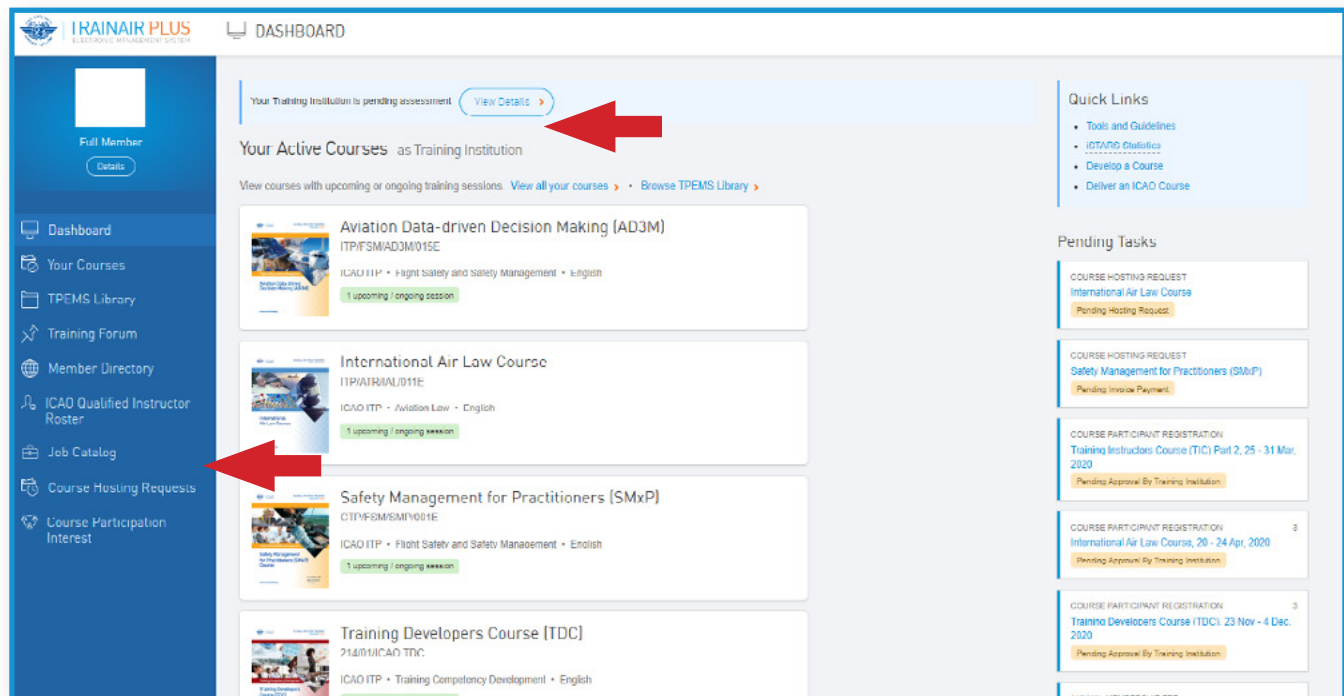
Once logged, you will be redirected to TPEMS.

If this the first time you log in through the iGAT Portal, please reset your password.

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### Step 2: Course Hosting Requests

- On the home page, **scroll** through the Training Packages listed under “Your Active Courses” and **select** the course that you wish to manage; OR
- **Click on** “Course Hosting Requests” on the left side menu if you wish to access all requests. This includes sessions that are still in the hosting process (not yet submitted by the TPP Member) or completed training sessions

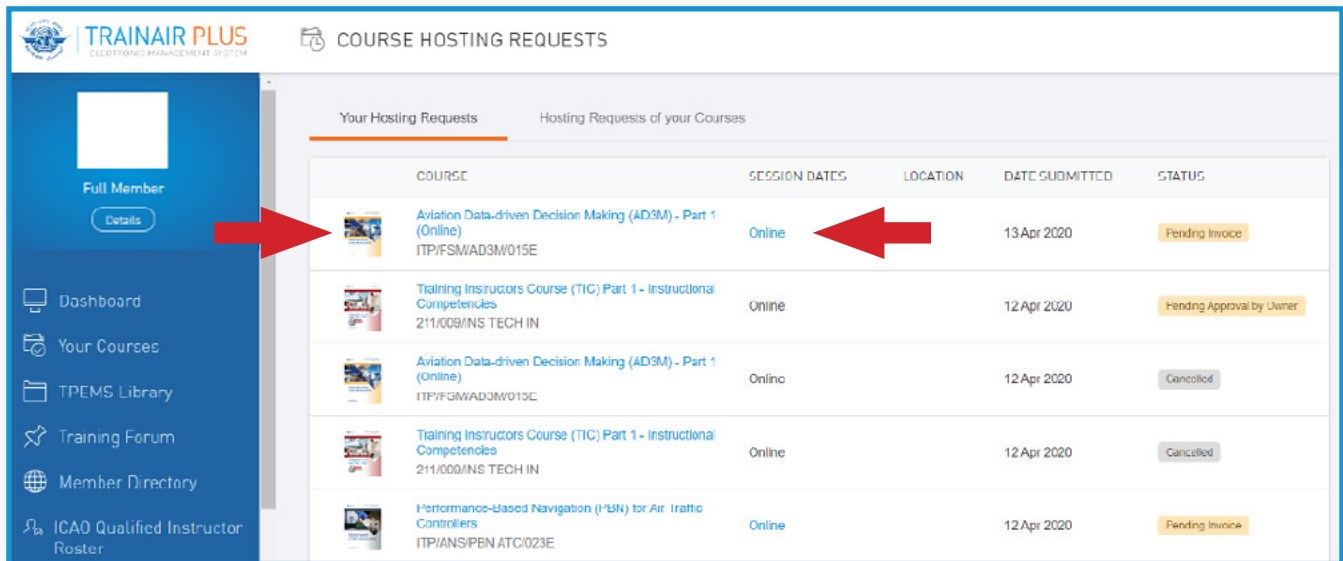


The screenshot displays the TRAINAIR PLUS dashboard interface. On the left is a blue navigation menu with options: Dashboard, Your Courses, TPEMS Library, Training Forum, Member Directory, ICAO Qualified Instructor Roster, Job Catalog, Course Hosting Requests, and Course Participation Interest. The main content area is titled 'DASHBOARD' and shows 'Your Active Courses as Training Institution'. A red arrow points to a 'View Details' button next to the text 'Your Training Institution is pending assessment'. Below this, a list of courses is shown, including 'Aviation Data-driven Decision Making (AD3M)', 'International Air Law Course', 'Safety Management for Practitioners (SMxP)', and 'Training Developers Course (TDC)'. Each course card includes a thumbnail, title, code, and language. A second red arrow points to the 'Course Hosting Requests' option in the left menu. On the right side, there are 'Quick Links' and 'Pending Tasks' sections. The 'Pending Tasks' section lists several requests, such as 'International Air Law Course' and 'Safety Management for Practitioners (SMxP)', with status indicators like 'Pending Invoice Payment' or 'Pending Approval By Training Institution'.






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### Step 3: Course Hosting Requests

- Under the “Course” column, click on the course name to access the course hosting request
- Under the “Session Dates” column, click on “Online” in order to manage the training session



The screenshot displays the TRAINAIR PLUS COURSE HOSTING REQUESTS interface. The sidebar on the left shows the user is a Full Member with a 'Details' button. The main content area shows a table of hosting requests under the heading 'Your Hosting Requests'.

COURSE	SESSION DATES	LOCATION	DATE SUBMITTED	STATUS
 Aviation Data-driven Decision Making (AD3M) - Part 1 (Online) ITP/FSM/AD3M/015E	Online		13 Apr 2020	Pending Invoice
 Training Instructors Course (TIC) Part 1 - Instructional Competencies 211/009/INS TECH IN	Online		12 Apr 2020	Pending Approval by Owner
 Aviation Data-driven Decision Making (AD3M) - Part 1 (Online) ITP/FSM/AD3M/015E	Online		12 Apr 2020	Cancelled
 Training Instructors Course (TIC) Part 1 - Instructional Competencies 211/009/INS TECH IN	Online		12 Apr 2020	Cancelled
 Performance-Based Navigation (PBN) for Air Traffic Controllers ITP/ANS/PBN ATC/023E	Online		12 Apr 2020	Pending Invoice

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### Step 4: Course Marketing Kit

- Click on “Course Info” to access and download the course Marketing Kit. The course Marketing Kit contains digital and print promotional collateral material to assist with promotion of the course.

The screenshot shows the TRAINAIR PLUS COURSE DELIVERY interface. The top navigation bar includes the TRAINAIR PLUS logo and 'COURSE DELIVERY'. Below this, the course title 'Safety Management (ITP/FSM/SM Online/018E)' is displayed. On the right side of the course header, there are two buttons: 'New' and 'Course Info'. A red arrow points to the 'Course Info' button. Below the header, there is a table with columns for NAME, JOB TITLE, COUNTRY, DATE ADDED, and INVOICE. Each row in the table has a 'Choose file or Drag and Drop it here' button and a trash icon.

The screenshot shows a modal window titled 'Safety Management (ITP/FSM/SM Online/018E)'. It displays course details such as 'Duration: 5 days / 13 hours' and 'Developed by: International Civil Aviation Organization (Canada)'. Below the details, there is a 'Course Details' button. The 'Course Material' section is expanded, showing a 'MARKETING MATERIAL' section with a link to 'Safety Management Marketing Kit zip'. A red arrow points to this link.

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### Step 5: Manage Participants Registration

Share Online Registration Link for Participant(s):

- Use this link to share with prospective course participants so they can self register to the course.

The screenshot shows the 'Online' course management interface. At the top, there is a navigation bar with 'TRAINAIR PLUS' and 'COURSE DELIVERY'. Below that, the course title 'Safety Management' is displayed. A red arrow points to the registration link: <https://gat.icao.int/tpems/CourseRegistration?TrainingSessionId=6518>. Below the link is a table with columns: NAME, JOB TITLE, COUNTRY, DATE ADDED, and INVOICE. The table contains four rows of participant data. At the bottom left, there is a '+Add' button. At the bottom right, there are 'Import' and 'Export' buttons. A red arrow points to the '+Add' button, and another red arrow points to the 'Import' and 'Export' buttons.

Manually Add Participant(s):

- Individual Participant: **Click on “+Add”** to manually add and register a new individual participant. All added participants will appear directly under the Participants list.
- Group Upload: **Click on “Import”**, to upload your own list of confirmed participants.
  - Please follow the format indicated in the system and **click on “Choose File”** and select your own excel file

The screenshot shows the 'Import Participants from Excel (.xlsx)' dialog box. It contains a table with the following columns: PERSONAL TITLE (MR. OR MS.), FIRST NAME, LAST NAME, EMAIL, JOB TITLE, ORGANIZATION, ADDRESS, CITY, STATE/PROVINCE, POSTAL CODE, COUNTRY (NAME OR ISO 3166-1 ALPHA-3 CODE), CALLING CODE, and TELEPHONE. Below the table, there is a 'Select Excel File' section with a 'Choose File' button and 'No file chosen' text. A red arrow points to the 'Choose File' button. There is also a 'Cancel' button at the bottom.

To export the participants list in an excel format, click on “Export”

A close-up of the 'Export' button in the TPEMS interface, with a red arrow pointing to it.

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### Step 6: Manage Participant Applications

When participants use the registration link provided in step 5, their online application will appear under “Pending Registration Requests”.

- Click on the participant’s name to view each pending application.

Participants can register at this address: <https://gat.icao.int/tpems/CourseRegistration?TrainingSessionId=3679>. To disable registrations, you can update the training session settings.

#### Pending Registration Requests

Click on the participant's name to review their information and approve or decline their request.

Name	Job Title	Country	Registration Date
<a href="#">Mr. Yoon Gook</a> yoon.gook@caat.org.kr	Legal Enforcement Manager Civil Aviation Authority of Korea	Korea	4 Nov 2020
<a href="#">Mr. Yoon Yoonsoo</a> yoon.yoonsoo@caat.org.kr	President of Committee on Administrative Procedures of Civil Aviation Authority of Korea	South Korea and Province	23 Jan 2020
<a href="#">Mr. Yoon Yoonsoo (Invited Sign)</a> yoon.yoonsoo@caat.org.kr	General Manager, Quality, Safety & Security Hong Kong Customs and Excise	Hong Kong SAR of China	2 Feb 2020

- Review application, then select “Approve” or “Do not Approve”. Click on “Submit Decision”.

Participants Registration Request Details  
Submitted at 29 Jan 2020

**Personal Info**

Personal Title: Mr.  
First Name: Yoonsoo  
Last Name: Yoonsoo  
Email: yoon.yoonsoo@caat.org.kr

**Employment Info**

Job Title: President of Committee on Administrative Procedures of Civil Aviation Authority of Korea  
Organization: Civil Aviation Authority of Korea  
Organization Type: International Regulatory Body  
Supervisor Name: President of Committee on Administrative Procedures of Civil Aviation Authority of Korea  
Supervisor Email: yoon.yoonsoo@caat.org.kr  
Supervisor Phone: 82-2-390-6100

**Contact Info**

Address: 100, Seongnam-daero, Seongnam, South Korea  
City: Seongnam  
State/Province: Seongnam  
Postal Code: 151-800  
Country: South Korea (Korea)  
Telephone: 82-2-390-6100  
Secondary Telephone: 82-2-390-6100

**Invoicing Info**

Invoice To Name: yoon.yoonsoo  
Invoicing Address: 100, Seongnam-daero, Seongnam, South Korea  
Invoice To Email: yoon.yoonsoo@caat.org.kr  
Invoice To Phone: 82-2-390-6100

Decision:  Approve  Do Not Approve

Comments:

**Submit Decision**

- When pending applications are accepted, they will automatically appear under Participants.

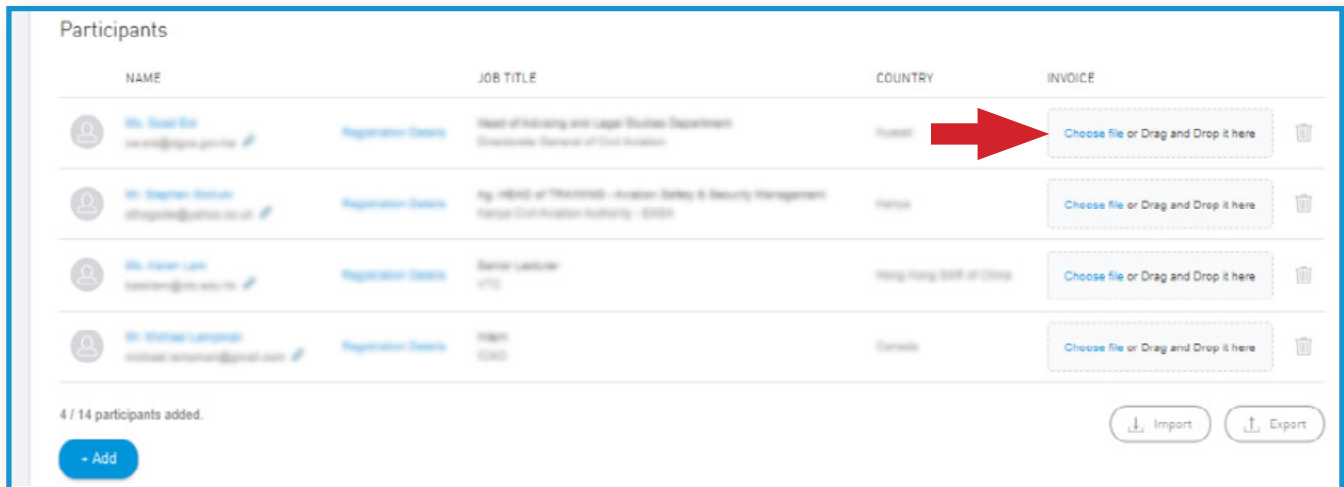
#### Participants










NAME	JOB TITLE	COUNTRY	INVOICE
<a href="#">Mr. Yoon Gook</a> yoon.gook@caat.org.kr	Registration Officer Head of Training and Legal Studies Department Civil Aviation Authority of Korea	Korea	<input type="text" value="Choose file or Drag and Drop it here"/>
<a href="#">Mr. Yoonsoo Yoon</a> yoon.yoonsoo@caat.org.kr	Registration Officer Ag. ICAO of Thailand - Aviation Safety & Security Management Korean Civil Aviation Authority - CAAT	Thailand	<input type="text" value="Choose file or Drag and Drop it here"/>

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### Step 7: Invoice (if applicable)

- Drag and drop or click on “Choose file” to upload participant invoice



NAME	JOB TITLE	COUNTRY	INVOICE
 <a href="#">Mr. David Liu</a> <a href="mailto:liudavid@qatarairways.com">liudavid@qatarairways.com</a>	Registration Officer Head of Training and Legal Studies Department Directorate General of Civil Aviation	China	 Choose file or Drag and Drop it here 
 <a href="#">Mr. Stephen Smith</a> <a href="mailto:stephen@qatarairways.com">stephen@qatarairways.com</a>	Registration Officer Ag. HQ&C of Transport, Aviation Safety & Security Management Qatar Civil Aviation Authority - QCAA	France	Choose file or Drag and Drop it here 
 <a href="#">Mr. Hwan Lee</a> <a href="mailto:hwan@qatarairways.com">hwan@qatarairways.com</a>	Registration Officer Senior Lecturer KAC	Hong Kong SAR of China	Choose file or Drag and Drop it here 
 <a href="#">Mr. Michael Lambert</a> <a href="mailto:michael.lambert@qatarairways.com">michael.lambert@qatarairways.com</a>	Registration Officer Pilot QAA	Canada	Choose file or Drag and Drop it here 

4 / 14 participants added.

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