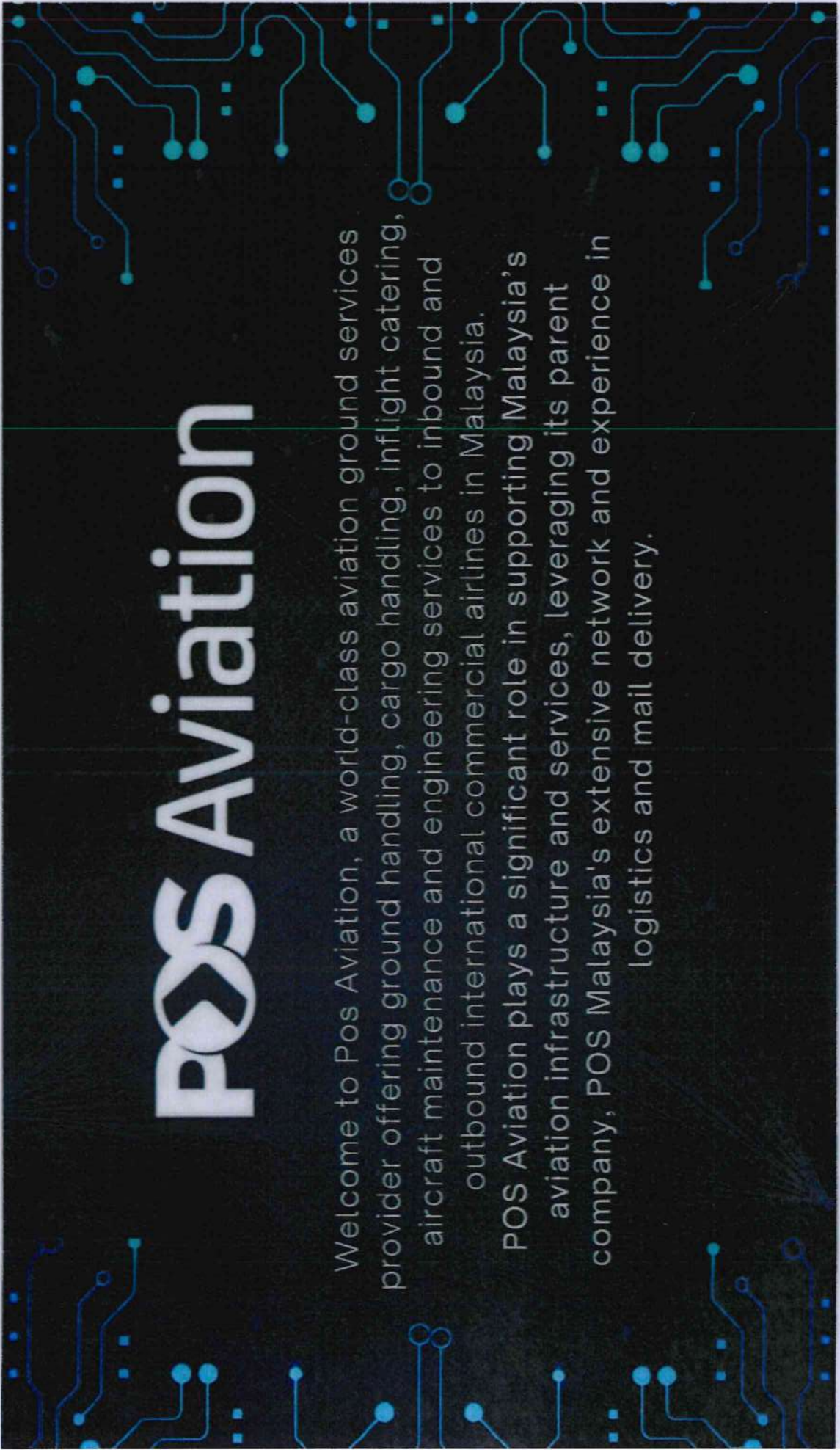


POS Aviation

TRAINING



Management System



POS Aviation

Welcome to Pos Aviation, a world-class aviation ground services provider offering ground handling, cargo handling, inflight catering, aircraft maintenance and engineering services to inbound and outbound international commercial airlines in Malaysia.

POS Aviation plays a significant role in supporting Malaysia's aviation infrastructure and services, leveraging its parent company, POS Malaysia's extensive network and experience in logistics and mail delivery.

INTRODUCTION

Training Management System (TMS)

is a software solution designed to streamline the planning, administration, and tracking of employee training programs within an organization.

It helps organizations efficiently manage the entire lifecycle of training programs, from course creation and scheduling to learner registration, progress tracking, creating digital certificates and reporting.

The system enables training coordinators to automate key tasks, such as enrollment, attendance, content delivery, and certification. It also provides insights into the effectiveness of training initiatives, helping organizations identify skill gaps, improve employee performance, and ensure compliance with industry standards or regulations. In summary, a Training Management System serves as a central hub for managing all aspects of training within an organization, improving efficiency, tracking progress, and enhancing the learning experience.

SPECIAL FEATURES OF TMS

- Automated Workflows: Eliminates manual processes for scheduling, staff profiling, record-keeping, and other administrative tasks.
- Centralized Data Management: Provides a unified platform to consolidate and manage training materials, Employee Offer Letter, Job descriptions, Certifications, and Staff training files (STF)
- Regulatory Compliance: Enables adherence to aviation governance requirements with comprehensive tracking and reporting tools.

TMS VISION & MISSION



GOALS

- 7) Centralize all training records, & data in a single hub.
- 2) Manage training administration
- 3) Employees & Vendors can able to oversight their own training Status.
- 4) Dynamic Training Analytics



MOTTO

Soar to Greater Height with TMS

MISSION

To streamline training management, improve employee skills, and support organizational growth through efficient learning



Vision

Training Management System that is fully integrated with Learning Management Systems (LMS) and Learning Experience Platforms (LXP), enabling seamless learning and development experiences for employees at all levels.



Regulatory Compliance

TMS aligned with aviation regulations and audit standards set by authorities such as the Civil Aviation Authority of Malaysia (CAAM), International Air Transport Association (IATA), the International Civil Aviation Organization (ICAO), and local aviation regulatory bodies.

PREVIOUS CHALLENGES

Previously Pos Aviation Sdn Bhd, often suffer from a lack of unified administration work, where training data is dispersed across multiple systems or paper-based records and time consuming.

We were having difficulty in assessing without a platform, it's challenging to track the effectiveness of training programs. Managers may not have access to real-time data on employee progress, feedback, or skill development.

This fragmentation leads to inefficiencies, delays in retrieving critical training information, and challenges in managing recurrent training requirements, which can lead to missed deadlines or untrained employees.

Also, we had penalties during Audits due to our Training Department. Note : In industries with strict compliance requirements without a TMS can result in non-compliance.

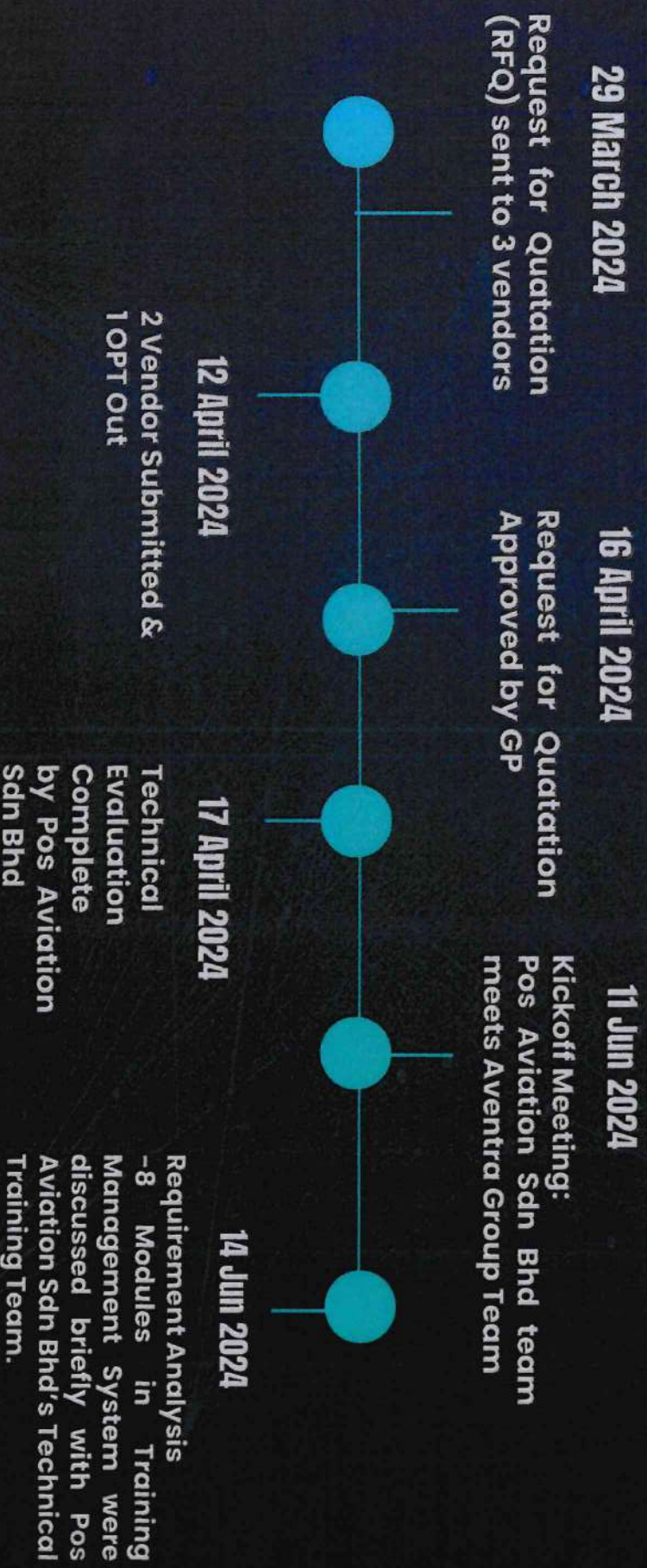
BENEFITS OF (TMS)

- Centralized Management : TMS allows for the centralized management of all training activities, which reduces the time and effort spent on manual processes.
- Automated Scheduling : It automates the scheduling of training sessions, ensuring employees are aware of upcoming courses and deadlines without requiring constant manual oversight.
- Tracking and Reporting: It enables easy tracking of employee progress, training completion rates, and performance, reducing the need for complex manual reports.
- Personalized Training Paths: Employees can be assigned personalized learning paths based on their roles, skill levels, and development goals, ensuring more relevant and impactful training.
- Cost-Effective: By centralizing and automating training processes, TMS helps reduce administrative overhead, travel costs for in-person training, and resources needed for manual management.

PROJECT JOURNEY



PROJECT JOURNEY



PROJECT JOURNEY

15 August 2024

Business Requirement Study - Signed officially by Pos Aviation Sdn Bhd & Aventura Group

8 Nov 2024

User Acceptance Testing 2 - TMS Testing with Technical Department

28 Feb 2025

Training Management System Go - Live & Officially Launched by Mr. Saravanan Ramasamy Chief Executive Officer (Pos Aviation Sdn Bhd)

1-13 Oct 2024

User Acceptance Test 1 - System Testing with Business Unit

12 Dec 2024

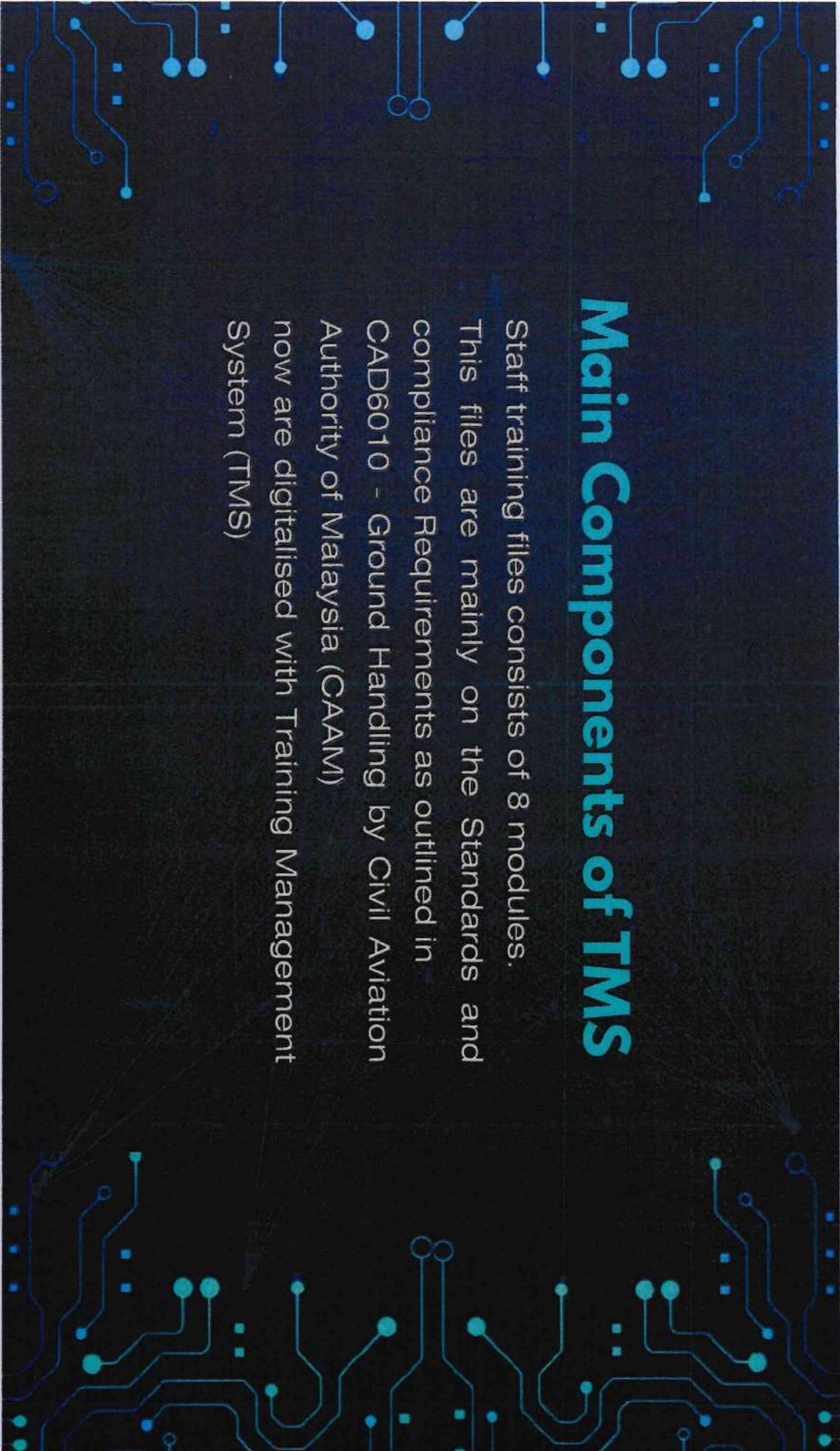
Civil Aviation Authority of Malaysia (CAAM) AUDIT - TMS has presented for the first time to the local Authority and TMS got approved.

TMS GRAND LAUNCHING

28 FEBRUARY 2025







Main Components of TMS

Staff training files consists of 8 modules.

This files are mainly on the Standards and compliance Requirements as outlined in

CAD6010 - Ground Handling by Civil Aviation

Authority of Malaysia (CAAM)

now are digitalised with Training Management System (TMS)

8 MODULES

01

EMPLOYMENT DEVELOPMENT RECORD

- consists of personal particulars, education & career enhancement

02

OFFER OF EMPLOYMENT

- This module consists of Offer Letter & latest Employment Letter

03

JOB DESCRIPTION

- The latest job description of the employee.

04

TRAINING MANAGEMENT MODULE

- Nomination process
- Trainers Schedule & Movement
- Publish Callender
- Follow up notifications
- Trainers KPI hours
- Dynamic analytics

8 MODULES

05

TRAINING HISTORY

- The history from 2021 onwards
- with dynamic analysis

06

TRAINING DOCUMENT

- The certificates will have a setback from 2021

07

YEARLY TRAINING PLAN(YTP)

- The annual training plan for the staff

08

MOBILE APP

- Staff can able to capture thier training history & training schedules up to date

TMS MOBILE APPS

Training Management System (TMS) Significantly enhance the efficiency and accessibility of training programs within our organization. By integrating TMS functionality into mobile applications, organizations enable our PASB employees and Vendor staffs to access their training plan, track their Training History and Notifications for training on the go in our employees hand, anytime and anywhere. This is particularly beneficial for organizations with remote teams, large workforces, or those that operate across multiple stations like Pos Aviation Sdn Bhd.



CONCLUSION

The successful launch of the Training Management System (TMS) by Pos Aviation Sdn Bhd in collaboration with Aventura Group on February 28th, 2025 marks a significant milestone in revolutionizing how Aviation Ground Handling training is digitalized. This comprehensive solution streamlines the entire training process, from scheduling and tracking to reporting and compliance, providing both administrators and learners with a seamless experience.

The TMS has proven to be an invaluable tool, offering numerous benefits including enhanced learning opportunities, improved efficiency, better compliance management, and a data-driven approach to employee development. By integrating the latest technologies and addressing the unique needs of the aviation industry, this system not only enhances training delivery but also supports long-term organizational growth.

With this project, We've gained valuable experience in designing and implementing a solution that is not only user-friendly but also scalable and flexible enough to meet the evolving needs of a dynamic industry. Pos Aviation Sdn Bhd will be continuing to leverage technology to drive innovation in training management and contribute to future successful projects in Aviation Industry.

POS Aviation

AVENTURA
GROUP



Thank You

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