

PPL Quick Guide Managing Memberships

CAP 1903D

Published by the Civil Aviation Authority, 2020

Civil Aviation Authority
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Beehive Ring Road
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First published 2020





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The latest version of this document is available in electronic format at: www.caa.co.uk/CAP1903D

Candidate Memberships




PPL Training Organisation
Private Pilot Licence Training Organisation (GBR.DTO.0222)

 Cart
 Home
 Inbox (22)
 Log Off

Home
Organisation
Documents

Details
Orders
Bookings
Transactions

Summary Of PPL Training Organisation (Private Pilot Licence Training Organisation (GBR.DTO.0222))



Name: PPL Training Organisation
Description: Private Pilot Licence Training Organisation (GBR.DTO.0222)
Status: Active
Sponsor: FCL (Flight Crew Licence)

[Edit](#) [Reports](#)

Candidate Memberships

Please click the 'Show All' button below to view all the memberships for the organisation.

▶ [Show All](#) ▶ [Create New](#)

Orders

#1042675: #1044532: PP...
#1042676: #1044533: PP...
#1042677: #1044534: PP...
#1042679: #1044536: PP...
#1042682: #1044539: PP...
More...

▶ [Show All](#)

Bookings

If you know about the details of a booking's **session, exam or status**, you can use the quick search below to search for it.

Quick Search:

▶ [Show All](#) ▶ [Create New](#)

Transactions

Please click the 'Show All' button below to view all the transactions information.

▶ [Show All](#)

Addresses

Please click the 'Show All' button below to view all the addresses for the organisation.

▶ [Show All](#) ▶ [Create New](#)

Contact Channels

Please click the 'Show All' button below to view all the contact information for the organisation.

▶ [Show All](#) ▶ [Create New](#)

Contact Persons

Please click the 'Show All' button below to view all the contact persons for the organisation.

▶ [Show All](#) ▶ [Create New](#)


Organisation Staff

Aspeq Invigilator
Jim Stewart
Linda Cook
Otto Octavius
PPL Invigilator





▶ [Show All](#) ▶ [Create New](#)

- To access membership information, go to Organisation/Details and click on “Show All” in the Candidate Memberships tab.
- Note: Before a Training Organisation is able to view the candidate’s information or act on their behalf and make bookings and view results the candidate and TO must have an approved membership where both the candidate and TO agree to the relationship.

Approving a Request for Membership from a Candidate (1)



PPL Training Organisation
Private Pilot Licence Training Organisation (GBR.DTO.0222)

 **Cart**
 **Home**
 **Inbox (24)**
 **Log Off**

Home | **Organisation** | Documents


Details | Orders | Bookings | Transactions

My Organisation ▶ Organisation Memberships ▶ My Messages ▶

Manage Candidate Memberships

This screen allows you to add/modify the candidate memberships within the system.

Organisation Summary



PPL Training Organisation
Private Pilot Licence Training Organisation (GBR.DTO.0222)

Search Customer Number: First Name: Family Name: Show Inactive:

Customer Number	Title	First Name	Family Name	State	Valid From	Valid Till
501909E	Mr	Ronan (Ronan)	Sharpe	Approved	02 October 2019	01 October 2021
223401G	Mr	Misael (Misael)	Peters	Approved	31 October 2019	30 October 2021
654321L	Mrs	Two	Testing	Approved	31 October 2019	30 October 2021
218147J	Mr	Jaylen (Jaylen)	Kelley	Approved	20 December 2019	19 December 2021
123456A	Mr	PPL	ExamsTest1	Approved	20 December 2019	19 December 2021
590024A	Mr	Roadshow	Candidate	Requested (requires organisation's approval)	06 February 2020	05 February 2022

- When a Candidate requests a membership this will appear with the “State” column being set to “Requested” (requires organisation’s approval)
- To access further information and either approve or reject the membership request double click on the Candidate

Approving a Request for Membership from a Candidate (2)



PPL Training Organisation
Private Pilot Licence Training Organisation (GBR.DTO.0222)



Cart



Home



Inbox (24)



Log Off

Home **Organisation** Documents

Details Orders Bookings Transactions

My Organisation ▶ Organisation Memberships ▶ My Messages ▶ My Organisation ▶

View Membership



Organisation: Private Pilot Licence Training Organisation (GBR.DTO.0222) (PPL Training Organisation)
Candidate: Roadshow Candidate
Customer Number: 590024A
Username: 590024A
Date Of Birth: 18 December 1988
Valid: 06 February 2020 - 05 February 2022
State: Requested (requires organisation's approval)

[▶ Approve Membership](#) [▶ Reject Membership](#)

Addresses



Please click the 'Show All' button below to view all the addresses for the user.

[▶ Show All](#)

Contact Channels



Please click the 'Show All' button below to view all the contact information for the user.

[▶ Show All](#)

Identities



Passport

[▶ Show All](#)

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- If the Candidate has a relationship with your TO click “Approve Membership” and then Continue
- If the Candidate does not have a relationship with your TO click “Reject Membership” and then Continue
- If you approve the membership you are able to book PPL e-Exams on the candidates behalf and view their results

Requesting a Membership for a Candidate (1)

Home **Organisation** Documents


Details Orders Bookings Transactions

[View Membership](#) ▶ [Approve Membership](#) ▶ [View Membership](#) ▶ [Cancel Membership](#) ▶ [View Membership](#) ▶

Manage Candidate Memberships

This screen allows you to add/modify the candidate memberships within the system.

Organisation Summary

 **PPL Training Organisation**
Private Pilot Licence Training Organisation (GBR.DTO.0222)

Search Customer Number: First Name: Family Name: Show Inactive: [Apply](#) [Reset](#)

Customer Number	Title	First Name	Family Name	State	Valid From	Valid Till	
1909E	Mr	Ronan (Ronan)	Sharpe	Approved	02 October 2019	01 October 2021	i
3401G	Mr	Misael (Misael)	Peters	Approved	31 October 2019	30 October 2021	i
4321L	Mrs	Two	Testing	Approved	31 October 2019	30 October 2021	i
8147J	Mr	Jaylen (Jaylen)	Kelley	Approved	20 December 2019	19 December 2021	i
3456A	Mr	PPL	ExamsTest1	Approved	20 December 2019	19 December 2021	i
0024A	Mr	Roadshow	Candidate	Approved	06 February 2020	05 February 2022	i

Page 1 of 1 30 View 1 - 6 of 6

[Back](#) [+ Create Membership](#)

- To create a Membership request to a candidate click on “Create Membership”
- The candidate will need to approve the membership request in the candidate portal before you will be able to act on the candidates behalf

Requesting a Membership for a Candidate (2)


Home Organisation Documents

Details Orders Bookings Transactions

Organisation Memberships ▶ Create Membership ▶ My Organisation ▶ Organisation Memberships ▶ View Membership ▶

Create New Membership

Complete or update the memberships details below. When you are happy with your input, click 'Save' to make them permanent. If you change your mind and would like to return to the previous page without making any changes then click on the 'Cancel' button at the bottom of the page.


 By creating the membership you give the training organisation permission to view your contact details, to view your examination results (both current and historic), to book examinations on your behalf, to manage your documents, to manage your licences, to register you in licensing, and to manage your experiences.

Membership Details

Candidate

Customer Number:

Date of Birth:

 **Number:** 590024A
Name: Mr Roadshow Candidate
Username: 590024A

Note (Optional):


- You will need to enter the candidate's CAA Reference Number and their Date of Birth then click "Lookup"
- If this is the candidate you would like to request a membership with click "Save"
- The candidate will receive the membership request and will need to accept the request in their candidate portal before the relationship is approved

Cancelling a Membership





The screenshot shows the PPL Training Organisation website interface. At the top left is the logo and name 'PPL Training Organisation Private Pilot Licence Training Organisation (GBR.DTO.0222)'. On the top right are navigation icons for Cart, Home, Inbox (23), and Log Off. Below the header is a navigation bar with 'Home', 'Organisation', and 'Documents'. The main content area is titled 'My Details' and contains a sub-section 'Home' with a right-pointing arrow. The primary section is 'Edit Administrator', with a note: 'Change details for the Administrator here. Make sure you click save when you're finished!'. Below this is a form titled 'Employee Details' with the following fields: 'Title' (dropdown menu showing 'Mr'), 'First Name' (text input with 'TO' and a link 'But I prefer...'), 'Family Name' (text input with 'Administrator'), 'Date Of Birth' (text input with '02 October 1975' and a calendar icon), and 'Username' (text input with 'TOAdministrator@aspeq.com'). At the bottom of the form are 'Cancel' and 'Save' buttons. The footer contains copyright information: '© 2014 ASPEQ Limited Teaman 3 Organisation Portal v9.25.0.0' and the date/time: '06 February 2020, 02:47:41 p.m. GMT Standard Time (+00:00)'.

- To cancel a membership where you no longer have a relationship with a candidate go to Organisation/Details/Candidate Memberships/Show All and double click on the candidate concerned
- Click on “Cancel Membership”, then “Continue” and the membership will be cancelled. You will not be able to view the candidates details after the membership is cancelled.
- The candidate will not be able to be booked for future PPL e-Exams until a new membership is created with a Training Organisation

Update Personal Details



PPL Training Organisation
Private Pilot Licence Training Organisation (GBR.DTO.0222)

 **Cart**
 **Home**
 **Inbox (23)**
 **Log Off**

Home

Organisation

Documents

My Details

TO Administrator

Summary details of the Administrator you have selected are displayed below. In some cases, more information may be available by clicking 'Show All' next to the desired section of information. Additionally, if you have sufficient system permissions then you may edit the information, add, or delete new items of information by clicking on the displayed action buttons. To return to the previous page, click on the '< Back' button at the bottom of this page.



Username: TOAdministrator@aspeq.com

Date Of Birth: 02 October 1975

Organisation: [Private Pilot Licence Training Organisation \(GBR.DTO.0222\) \(PPL Training Organisation\)](#)

Physical Address: [8 Helena Court \(Preferred\)](#)

Billing Address: [Aspeq Limited, Level 1, 191 High St](#)

 Edit
 Change Password

Addresses

Please click the 'Show All' button below to view all the addresses for the user.

▶ [Show All](#) ▶ [Create New](#)

Contact Channels

Please click the 'Show All' button below to view all the contact information for the user.






▶ [Show All](#) ▶ [Create New](#)

Staff Roles


Please click the 'Show All' button below to view all the staff roles assigned to the user.

▶ [Show All](#)

User Messages

- Membership (Fletche... 
- Membership (Fletche... 
- Membership Confirma... 
- Membership Cancella... 
- Your password has b... 
- More...

▶ [Show All](#)


 Back





© 2014 ASPEQ Limited
Tasman 3 Organisation Portal v9.25.0.0

06 February 2020, 02:07:15 p.m.
GMT Standard Time (+00:00)

- You can add / alter your Address and Contact Details by clicking on “Show All” or “Create New” in the Address and Contact Channels tabs

TO Portal Messaging (1)


**PPL Training Organisation**
Private Pilot Licence Training Organisation (GBR.DTO.0222)

 **Cart**  **Home**  **Inbox (23)**  **Log Off**


[Home](#) [Organisation](#) [Documents](#)


My Details


TO Administrator
Summary details of the Administrator you have selected are displayed below. In some cases, more information may be available by clicking 'Show All' next to the desired section of information. Additionally, if you have sufficient system permissions then you may edit the information, add, or delete new items of information by clicking on the displayed action buttons. To return to the previous page, click on the '< Back' button at the bottom of this page.






 **Username:** TOAdministrator@aspeq.com **Physical Address:** [8 Helena Court \(Preferred\)](#)
Date Of Birth: 02 October 1975 **Billing Address:** [Aspeq Limited, Level 1, 191 High St](#)
Organisation: [Private Pilot Licence Training Organisation \(GBR.DTO.0222\) \(PPL Training Organisation\)](#)

[Edit](#) [Change Password](#)

Addresses 
Please click the 'Show All' button below to view all the addresses for the user.
[▶ Show All](#) [▶ Create New](#)

Contact Channels 
Please click the 'Show All' button below to view all the contact information for the user.
[▶ Show All](#) [▶ Create New](#)

Staff Roles 
Please click the 'Show All' button below to view all the staff roles assigned to the user.
[▶ Show All](#)

User Messages 
Membership (Fletche... 
Membership (Fletche... 
Membership Confirma... 
Membership Cancell... 
Your password has b...
More...
[▶ Show All](#)

[◀ Back](#)

© 2014 ASPEQ Limited
Tasman 3 Organisation Portal v9.25.0.0 06 February 2020, 02:07:15 p.m.
GMT Standard Time (+00:00)

- To Access the e-Exam Messages Click on “User Messages” or “Inbox”

TO Portal Messaging (2)



PPL Training Organisation
Private Pilot Licence Training Organisation (GBR.DTO.0222)



Cart



Home



Inbox (22)



Log Off

Home Organisation Documents

My Details

Home My Details User Messages My Messages

View Messages

This page displays a list of all your private messages for the specified user. To view a message's details click on the blue information icon to the right of the desired message

Search						
		Subject: <input type="text"/>	Date From: <input type="text" value="01 October 2019"/>	Date To: <input type="text" value="06 February 2020"/>	<input type="button" value="Apply"/> <input type="button" value="Reset"/>	
<input type="checkbox"/>	Type	From	Subject	Received	Last Updated	
<input type="checkbox"/>	Helpdesk		Membership (Fletcher Jessica) has cancelled a booking	31/01/2020 12:16:51 AM	31/01/2020 12:16:51 AM	i x
<input type="checkbox"/>	Helpdesk		Membership (Fletcher Jessica) has made a booking	31/01/2020 12:02:18 AM	31/01/2020 12:02:18 AM	i x
<input type="checkbox"/>	Helpdesk		Membership Confirmation	29/01/2020 04:17:29 AM	29/01/2020 04:17:29 AM	i x
<input type="checkbox"/>	Helpdesk		Membership Confirmation	23/12/2019 10:43:53 AM	23/12/2019 10:43:53 AM	i x
<input type="checkbox"/>	Helpdesk		Membership Request	20/12/2019 04:35:18 PM	20/12/2019 04:35:18 PM	i x
<input type="checkbox"/>	Helpdesk		Membership Cancellation	20/12/2019 04:34:56 PM	20/12/2019 04:34:56 PM	i x
<input type="checkbox"/>	Helpdesk		Membership Confirmation	20/12/2019 04:34:46 PM	20/12/2019 04:34:46 PM	i x
<input type="checkbox"/>	Helpdesk		Membership Cancellation	20/12/2019 04:29:07 PM	20/12/2019 04:29:07 PM	i x
<input type="checkbox"/>	Helpdesk		Membership Request	20/12/2019 01:12:30 PM	20/12/2019 01:12:30 PM	i x
<input type="checkbox"/>	Helpdesk		Membership Confirmation	20/12/2019 09:07:30 AM	20/12/2019 09:07:30 AM	i x
<input type="checkbox"/>	Helpdesk		Membership Confirmation	20/12/2019 09:00:03 AM	20/12/2019 09:00:03 AM	i x

- When certain activities are undertaken (membership change, booking, result released) e-Exams produces automated messages into the TO Portal Inbox and are also sent to the TO Portal Administrators e-Mail address
- To access the message details double click on the message