

Compliance matrix Continuation Training – Regulation (EU) 2015/340

Requirements	Action required: 1 – Not relevant or no action required for this. To be notified 2 – Specify in attached document 3 – Reference(s) to SMS 4 – Explanation	Applicant 1 2 – Attachment no. 3 – References 4 – Explanation FC – Fully compliant PC – Partly compliant NC – Not compliant
Frame regulation GM 1 Art. 4 (6) Assessment (formative evaluation of practical skills during training should not be considered as an assessment).	1	
Annex III SUBPART B — Requirements for air traffic controller training organisations ATCO.OR.B.010 Terms of approval and privileges of a training organisation certificate Terms of approval and privileges of a training organisation certificate (a) Training organisations shall comply with the scope and privileges defined in the terms of approval attached to the organisation's certificate. (b) In order to ensure that the applicable requirements in Subpart D of Annex I (Part ATCO) are fulfilled, the privilege to provide unit and continuation training shall only be granted to training organisations which: (1) hold a certificate for the provision of the air traffic control service; or (2) have concluded a specific agreement with the ATC provider.	(a): 1 (b)(1)(2): 2-3-4	
ATCO.OR.B.015 Changes to the training organisation (a) Changes to the organisation that affect the certificate or the terms of approval of the training organisation or any relevant element of the training organisation's management systems shall require prior approval by the competent authority. (b) Training organisations shall agree with their competent authority on the changes that require prior approval in addition to those specified in point (a). (c) For any changes requiring prior approval in accordance with points (a) and (b), the training organisation shall apply for and obtain an approval issued by the competent authority. The application shall be submitted before any	1 See also GM	

<p>such change takes place in order to enable the competent authority to determine continued compliance with this Regulation and to amend, if necessary, the training organisation certificate and related terms of approval attached to it.</p> <p>Training organisations shall provide the competent authority with all relevant documentation.</p> <p>The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with ATCO.AR.E.010.</p> <p>Training organisations shall operate under the conditions prescribed by the competent authority during such changes, as applicable.</p> <p>(d) Changes to the elements referred to in point (a) due to unforeseen circumstances shall be notified to the competent authority without delay in order to obtain approval as necessary.</p> <p>(e) All changes not requiring prior approval shall be managed and notified to the competent authority as defined in the procedure approved by the competent authority in accordance with ATCO.AR.E.010.</p> <p>(f) Training organisations shall notify the competent authority when they cease their activities.</p>		
<p>SUBPART C — Management of air traffic controller training organisations</p> <p>ATCO.OR.C.005 Contracted activities</p> <p>(a) Training organisations shall ensure that when contracting or purchasing any parts of their activities, the contracted or purchased activity or part of activity conform to the applicable requirements.</p> <p>(b) When a training organisation contracts any part of its activity to an organisation that is not itself certified in accordance with this Regulation to carry out such activity, the contracted organization shall work under the terms of approval contained in the certificate issued to the contracting training organisation. The contracting training organisation shall ensure that the competent authority is given access to the contracted organisation to determine continued compliance with the applicable requirements.</p>	3-4	
<p>ATCO.OR.C.010 Personnel requirements</p> <p>(a) Training organisations shall appoint an accountable manager.</p> <p>(b) A person or persons shall be nominated by the training organisation with the responsibility for training. Such person or persons shall be ultimately responsible to the accountable manager.</p> <p>(c) Training organisations shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.</p> <p>(d) Training organisations shall maintain a record of theoretical instructors with their relevant professional qualifications, adequate knowledge and experience and their demonstration, instructional techniques assessment and subjects they are entitled to teach.</p> <p>(e) Training organisations shall establish a procedure to maintain competence of the theoretical instructors.</p> <p>(f) Training organisations shall ensure that practical instructors and assessors successfully complete refresher training in order to revalidate the respective endorsement.</p> <p>(g) Training organisations shall maintain a record of persons qualified for assessing practical instructors' competence and assessors' competence, in accordance with ATCO.C.045, with their relevant endorsements.</p>	(a)(b)(f)(g): 1 (c)(d)(e): 3-4 Describe unit	

<p>GM1 ATCO.OR.C.010(b);(c) Personnel requirements</p> <p>(a) Training organisations may nominate the person responsible for training and a person or persons subordinate to him or her as chief training instructor(s)/unit responsible training officer(s).</p> <p>(b) Usually, training organisations nominate only one person responsible for training.</p> <p>(c) Prerequisites, typical function and responsibilities of the person responsible for training may be:</p> <p>(1) to have extensive experience in instructing for all types of ATC training and possess sound managerial capability;</p> <p>(2) to have overall responsibility for ensuring satisfactory integration of all training provided and for supervising the progress of the persons undertaking training;</p> <p>(3) to be responsible for coordinating and delegating the contact to the competent authority in training-related issues; and</p> <p>(4) to be ultimately responsible to the accountable manager.</p> <p>(d) Prerequisites, typical functions and responsibilities of the chief training instructor(s)/unit responsible training officer(s) may be:</p> <p>(1) to have extensive experience in instructing for all types of ATC training and possess sound managerial capability;</p> <p>(2) to have responsibility for ensuring satisfactory training is provided and for supervising the progress of the persons undertaking training in the areas that have been delegated by the person responsible for training; and</p> <p>(3) to report to the person responsible for training.</p>	3-4 Describe unit	
<p>ATCO.OR.C.015 Facilities and equipment</p> <p>(a) Training organisations shall have facilities allowing the performance and management of all planned tasks and activities in accordance with this Regulation.</p> <p>(b) The training organisation shall ensure that the synthetic training devices comply with the applicable specifications and requirements appropriate to the task.</p> <p>(c) During on-the-job training instruction, the training organisation shall ensure that the instructor has exactly the same information as the person undertaking OJT and the means to intervene immediately.</p>	3-4 Describe unit	
<p>AMC1 ATCO.OR.C.015(a) Facilities and equipment</p> <p>(a) General areas A training organisation should have access to facilities appropriate to the size and scope of the intended operations provided in an environment conducive to learning.</p> <p>(b) Training areas For training organisations providing theoretical training, the facilities should also include sufficient suitably equipped classroom areas.</p>	3-4 Describe unit	

<p>GM1 ATCO.OR.C.015(a) Facilities and equipment (a) General areas These facilities should include general areas, which consist of sufficient: (1) office space for managerial and administrative as well as training staff; (2) rooms for study and testing; (3) library facilities; and (4) storage areas, including secure areas for training and personnel records. (b) Training areas For training organisations providing practical training, the facilities should also include sufficient: (1) rooms for briefing and debriefing; and (2) suitably equipped rooms for practical training.</p>	<p>3-4 Describe unit</p>	
<p>AMC1 ATCO.OR.C.015(b) Facilities and equipment Specifications for synthetic training devices (a) Synthetic training devices classifications Synthetic training devices used for training should be classified according to one of the following classifications: (1) simulator (SIM); (2) part-task trainer (PTT). (b) Synthetic training device (STD) criteria If an STD is used for training, it should be approved by the competent authority as part of the course approval process for any training plan. Training organisations should demonstrate how the STD will provide adequate support for the intended training, in particular, how the STD will meet the stated objectives of the practical training exercises and enable the performance objectives to be assessed to the level determined in the training programme. This demonstration and the related documentation should include the following relevant criteria: (1) the general environment, which should provide an environment in which STD exercises may be run without undue interference from unrelated activities; (2) the STD layout; (3) the equipment provided; (4) the display presentation, functionality, and updating of operational information; (5) data displays, including strip displays, where appropriate; (6) coordination facilities; (7) aircraft performance characteristics, including the availability of manoeuvres, e.g. holding or instrumental landing system (ILS) operation, required for a particular simulation; (8) the availability of real-time changes during an exercise; (9) the processes by which the training organisation can be assured that staff associated with the training conducted with the use of an STD are competent; (10) the degree of realism of any voice recognition system associated with the STD; and (11) where a simulator is an integral part of an operational ATC system, the processes by which the training</p>	<p>2-3-4</p>	

<p>organisation is assured that interference between the simulated and operational environments is prevented. The extent to which the STD achieves the above criteria will be used to determine the adequacy of the STD for the proposed use. As a general principle, the greater the degree of replication of the operational position being represented, the greater the use will be possible for any particular training.</p> <p>(c) STD used for pre-on-the-job training</p> <p>When an STD is used for pre-on-the-job training and the training time is counted as operational training, the STD classification should be a full-size replica of a working position, including all equipment, and computer programmes necessary to represent the full tasks associated with that position, including realistic wind at all levels to facilitate SRA. In the case of a working position at a tower unit, it includes an out-of-the-tower view.</p>		
<p>GM1 ATCO.OR.C.015(a) Facilities and equipment</p> <p>(a) General areas</p> <p>These facilities should include general areas, which consist of sufficient:</p> <ol style="list-style-type: none"> (1) office space for managerial and administrative as well as training staff; (2) rooms for study and testing; (3) library facilities; and (4) storage areas, including secure areas for training and personnel records. <p>(b) Training areas</p> <p>For training organisations providing practical training, the facilities should also include sufficient:</p> <ol style="list-style-type: none"> (1) rooms for briefing and debriefing; and (2) suitably equipped rooms for practical training. 	3-4 Describe unit	
<p>ATCO.OR.C.020 Record keeping</p> <p>(a) Training organisations shall retain detailed records of persons undertaking or having undertaken training to show that all requirements of the training courses have been met.</p> <p>(b) Training organisations shall establish and maintain a system for recording the professional qualifications and instructional techniques assessments of instructors and assessors, as well as the subjects they are entitled to teach, where appropriate.</p> <p>(c) The records required in points (a) and (b) shall be retained for a minimum period of five years subject to the applicable national data protection law:</p> <ol style="list-style-type: none"> (1) after the person undertaking training has completed the course; and (2) after the instructor or assessor ceases to perform a function for the training organisation, as applicable. <p>(d) The archiving process including the format of the records shall be specified in the training organisation's management system.</p> <p>(e) Records shall be stored in a secure manner.</p>	3-4 Ref. to management system. Describe unit	

<p>AMC1 ATCO.OR.C.020(a);(b) Record keeping Training organisations should maintain the following records: (a) Records of persons undertaking training: (1) personal information; (2) details of training received including the starting date of the training, as well as the results of the examinations and assessments; (3) detailed and regular progress report forms; (4) certificate of completion of training courses. (b) Records of instructors and assessors: (1) personal information; (2) qualification records; (3) records of refresher training for instructors and assessors; (4) assessment reports; (5) instructional and/or assessment time records. Training organisations should submit training records and reports to the competent authority as required.</p>	<p>3-4 Ref. to management system. Describe unit</p>	
<p>SUBPART D – Requirements for training courses and training plans ATCO.OR.D.001 Requirements for training courses and training plans Training organisations shall develop: (a) training plans and training courses associated to the type(s) of training provided in accordance with the requirements set out in Annex I (Part ATCO), Subpart D;</p>	<p>1</p>	
<p>ATCO.OR.D.005 Examination and assessment results and certificates (a) The training organisation shall make available to the applicant his/her results of examinations and assessments and, upon applicant's request, issue a certificate with his/her result of examinations and assessments.</p>	<p>3-4</p>	
<p>Annex I SUBPART A — General requirements ATCO.A.015 Exercise of the privileges of licences and provisional inability (a) The exercise of the privileges granted by a licence shall be dependent on the validity of the ratings, endorsements and of the medical certificate. (b) Licence holders shall not exercise the privileges of their licence when having doubts of being able to safely exercise the privileges of the licence and shall in such cases immediately notify the relevant air navigation service provider of the provisional inability to exercise the privileges of their licence. (c) Air navigation service providers may declare the provisional inability of the licence holder if they become aware of any doubt concerning the ability of the licence holder to safely exercise the privileges of the licence. (d) Air navigation service providers shall develop and implement objective, transparent and nondiscriminatory procedures to enable licence holders declaring provisional inability to exercise the privileges of their licence in</p>	<p>(a): 1 (b)(c)(d): 2-3-4 Procedures to be included the UCS</p>	

<p>accordance with point (b), to declare the provisional inability of the licence holder in accordance with point (c), to manage the operational impact of provisional inability cases and to inform the competent authority as defined in that procedure.</p> <p>(e) The procedures referred to in point (d) shall be included in the unit competence scheme according to ATCO.B.025(a)(13).</p>		
<p>GM1 ATCO.A.015(b) Exercise of the privileges of licences and provisional inability Grounds for provisional inability</p> <p>Examples of grounds for doubting the ability to safely exercise the privileges of the licence may be that the licence holder is:</p> <p>(a) unfit to perform the duties due to injury, fatigue, sickness, stress, including critical incident stress or other similar causes;</p> <p>(b) not meeting all the competence-related requirements set out in the unit competence scheme.</p>	See above	
<p>GM1 ATCO.A.015(c) Exercise of the privileges of licences and provisional inability</p> <p>In case of doubt about the medical condition of the air traffic controller, the provisions of ATCO.MED.A.020 should apply.</p>	See above and also this provision (Medisinske Retningslinjer)	
<p>GM1 ATCO.A.015(d) Exercise of the privileges of licences and provisional inability Procedures</p> <p>The procedures developed and implemented to enable licence holders declaring provisional inability to exercise the privileges of their licence, to manage the operational impact of provisional inability cases and to inform the competent authority should include but are not limited to:</p> <p>(a) the processes to declare and terminate provisional inability;</p> <p>(b) an indicative list of cases when the competent authority shall be informed of the declaration or termination of the provisional inability;</p> <p>(c) the processes to inform the competent authority; and</p> <p>(d) the mitigating measures to be implemented to ensure sufficient capacity and the continuity of the service.</p>	See above	
<p>SUBPART B — Licences, ratings and endorsements ATCO.B.020 Unit endorsements</p> <p>(a) The unit endorsement shall authorize the licence holder to provide air traffic control services for a specific sector, group of sectors and/or working positions under the responsibility of an air traffic services unit.</p> <p>(d) For air traffic controllers providing air traffic control services to aircraft carrying out flight tests, the competent authority may, in addition to the requirements set out in point (b), set out additional requirements to be met.</p> <p>(e) Unit endorsements shall be valid for a period defined in the unit competence scheme. This period shall not exceed three years.</p> <p>(f) The validity period of unit endorsements for initial issue and renewal shall start not later than 30 days from the date on which the assessment has been successfully completed.</p> <p>(g) Unit endorsements shall be revalidated if:</p>	<p>(a)(d)(f)(h)(i): 1</p> <p>(e): 2-3-4 See also AMC1 ATCO.B.020(e)</p> <p>(g): 2-3-4 See also GM and application form for ATCO</p>	

<p>(1) the applicant has been exercising the privileges of the licence for a minimum number of hours as defined in the unit competence scheme;</p> <p>(2) the applicant has undertaken refresher training within the validity period of the unit endorsement according to the unit competence scheme;</p> <p>(3) the applicant's competence has been assessed in accordance with the unit competence scheme not earlier than three months prior to the expiry date of the unit endorsement.</p> <p>(h) Unit endorsements shall be revalidated, provided that the requirements set out in point (g) are met, within the 3-month period immediately preceding their expiry date. In such cases the validity period shall be counted from that expiry date.</p> <p>(i) If the unit endorsement is revalidated before the period provided for in point (h), its validity period shall start not later than 30 days from the date on which the assessment has been successfully completed, provided that the requirements in point (g)(1) and (2) are also met.</p> <p>(j) If the validity of a unit endorsement expires, the licence holder shall successfully complete the unit endorsement course in accordance with the requirements set out in Part ATCO, Subpart D, Section 3 in order to renew the endorsement.</p>	<p>licences. The requirements in (1) and (2) should be described in detail.</p> <p>(j): 2-3-4 expired unit endorsement validity requires the ATCO to follow a dedicated unit endorsement course (unit training plan).</p>	
<p>AMC1 ATCO.B.020(a) Unit endorsements General When aerodrome control service is provided from a remote location, each aerodrome should constitute its own unit endorsement.</p>	1	
<p>AMC1 ATCO.B.020(e) Unit endorsements Validity of the unit endorsement When establishing the validity of a unit endorsement, the specificities of the unit and seasonal variations should be taken into account. Appropriate means should be in place to monitor the competence of the air traffic controllers. The means should be proportionate to the validity time. If the proposed validity time of the unit endorsement exceeds 12 months, additional means should be in place to monitor and ensure the continuous competence of the air traffic controllers. If the ATC unit is proposing to increase the validity time of the unit endorsement, a safety assessment should be conducted. The safety assessment may cover several units.</p>	2-3-4 Safety assessment required if validity time of the unit endorsement exceed 12 months	
<p>AMC1 ATCO.B.020(g)(3) Unit endorsements Practical skills assessment for revalidation of each unit endorsement (a) If the assessment of practical skills is taking the form of a dedicated assessment consisting of a single assessment or a series of assessments, the last assessment declaring the licence holder competent should take place within the three-month period immediately preceding the unit endorsement expiry date. (b) If the assessment of practical skills is taking the form of a continuous assessment by which the air traffic controller's competence is assessed along a defined period of time, the formal conclusion on declaring the licence holder competent should take place within the three-month period immediately preceding the unit endorsement expiry date.</p>	2-3-4	

<p>GM1 ATCO.B.020(i) Unit endorsements Commencement of unit endorsement validity in case of early revalidation For the purpose of establishing the validity period of the unit endorsement in case of early revalidation, the date of the assessment should be the date of the: (a) last assessment declaring the licence holder competent in case of a dedicated assessment; and (b) formal conclusion of declaring the licence holder competent in case of continuous assessment.</p>	<p>1 or 2-3-4 If it is considered necessary describe how this should be handled</p>	
<p>ATCO.B.025 Unit competence scheme (a) Unit competence schemes shall be established by the air navigation service provider and approved by the competent authority. It shall include at least the following elements: (1) the validity of the unit endorsement in accordance with ATCO.B.020€; (2) the maximum continuous period when the privileges of a unit endorsement are not exercised during its validity. This period shall not exceed 90 calendar days; (3) the minimum number of hours for exercising the privileges of the unit endorsement within a defined period of time, which shall not exceed 12 months, for the purpose of ATCO.B.020(g)(1). For on-the-job training instructors exercising the privileges of the OJTI endorsement the time spent instructing shall be counted for the maximum of 50 % of the hours required for revalidation of the unit endorsement. (4) procedures for the cases where the licence holder does not meet the requirements set out in point (a)(2) and (3); (5) processes for assessing competence, including assessment of the refresher training subjects according to ATCO.D.080(b); (6) processes for the examination of theoretical knowledge and understanding necessary to exercise privileges of the ratings and endorsements; (7) processes to identify the topics and subtopics, objectives and training methods for continuation training; (8) the minimum duration and frequency of the refresher training; (9) processes for the examination of theoretical knowledge and/or the assessment of practical skills acquired during conversion training, including pass marks for examinations; Rmk: Conversion training* (10) processes in case of failure of an examination or assessment, including the appeal processes; (11) training personnel qualifications, roles and responsibilities; (12) procedure to ensure that practical instructors have 9practice9 instructional techniques in the procedures in which it is intended to provide instruction in accordance with ATCO.C.010(b)(3) and ATCO.C.030(b)(3); (13) procedures for the declaration and the management of cases of provisional inability to exercise the privileges of a licence, as well as for informing the competent authority in accordance with ATCO.A.015(d); (14) identification of records to be kept specific to continuation training and assessments, in accordance with ATCO.AR.B.015; (15) process and reasons for reviewing and amending the unit competence scheme and its submission to the competent authority. The review of the unit competence scheme shall take place at least once every three years. (b) In order to comply with the requirement set out in point (a)(3), air navigation service providers shall keep records of the hours, during which each licence holder exercises the privileges of his/her unit endorsement working in</p>	<p>2-3-4 Details required</p>	

<p>sectors, group of sectors and/or working positions in the ATC unit and shall provide that data to the competent authorities and to the licence holder upon request.</p> <p>(c) When establishing the procedures referred to in point (a)(4) and (13) air navigation service providers shall ensure that mechanisms are applied to guarantee fair treatment of licence holders where the validity of their endorsements cannot be extended.</p>		
<p>GM1 ATCO.B.025(a)(3) Unit competence scheme Minimum number of hours</p> <p>The minimum number of hours should be defined for each unit endorsement and it should be identical for each unit endorsement holder within the same unit.</p> <p>For licence holders holding more than one unit endorsement in the same ATC unit, the minimum number of hours may be defined as a combined value based on the assessment provided by the air navigation service provider. Nevertheless, maintaining competence should be appropriately ensured for all valid unit endorsements.</p>	<p>1 To be described if relevant</p>	
<p>AMC1 ATCO.B.025(a)(5);(6) Unit competence scheme Processes for assessing competence and examining theoretical knowledge and understanding</p> <p>(a) The practical performance and skills should be assessed in live traffic situations.</p> <p>(b) Theoretical competence should be examined to ascertain the knowledge and understanding of air traffic controllers.</p> <p>(c) Subjects taught during refresher training such as standard practices and procedures, abnormal and emergency situations and human factors should be assessed on STD or in other simulated environments and/or examined.</p>	<p>2-3-4 Details required</p>	
<p>GM1 ATCO.B.025(a)(5) Unit competence scheme Assessments</p> <p>(a) Assessments may have one or more components.</p> <p>(b) One component should be the assessment of practical skills; other components may be oral and/or written examinations.</p> <p>(c) Practical skills assessments should be conducted as continuous assessment or dedicated practical assessment(s).</p> <p>(d) Continuous assessment. Continuous assessment should be achieved by the assessor assessing, during normal operational duties, the operational performance compared to the standard of the air traffic control service expected. Where the assessor has not been able to adequately assess the air traffic controller by continuous assessment, he/she should not certify the air traffic controller's competence until a dedicated practical assessment has been conducted.</p> <p>(e) Dedicated practical assessment. A dedicated practical assessment may consist of a single assessment or a series of assessments. To conduct a dedicated practical assessment, the assessor(s) should sit with the air traffic controller with the purpose of assessing, under normal operational conditions, the operational performance compared to the standard of the air traffic control service expected. The air traffic controller concerned should be advised that a dedicated practical assessment is to be conducted and be briefed on the conduct of the assessment. For those situations where an applicant's performance cannot be observed at the time of the</p>	<p>2-3-4 Details required</p>	

<p>assessment (e.g. low visibility operations, snow clearing, military activity, etc.), the assessment may be supplemented by synthetic training device sessions and/or an oral examination.</p> <p>(f) The performance objectives' topics to be assessed should be determined in detail by the air navigation service provider. Examples of performance objectives' topics are as follows:</p> <ul style="list-style-type: none"> — application of unit regulations and procedures (e.g. minimum separation standards, letters of agreement, Aeronautical Information Publications); — traffic analysis and planning; — task priority setting; — communication, including phraseology; — capacity and expedition; — accuracy; — initiative, adaptability and decision-making; — air traffic control techniques; — teamwork and other human factors skills; — the level of risk associated with the tasks performed (e.g. attitudes to risk). <p>(g) Procedures when failing. Notwithstanding ATCO.B.025(a)(10), when an air traffic controller fails in one or more of the components of the assessment, he/she should not be allowed to exercise the privilege of this unit endorsement, and provisional inability in accordance with ATCO.A.015(b) may be declared until a successful competence assessment has been performed. Resitting the full competence assessment or the failed part only may be required.</p> <p>(h) Record keeping. The results of all assessments, including those of the continuous assessment, and examinations should be documented and stored confidentially, accessible to the assessor and the person being assessed.</p>		
<p>GM2 ATCO.B.025(a)(5) Unit competence scheme Assessments</p> <p>Assessments should be adapted to the validity time of the unit endorsement of the ATC unit. The assessment of air traffic controllers at ATC units with seasonal variations should reflect the higher volume and complexity situations.</p>	2-3-4	
<p>GM3 ATCO.B.025(a)(5) Unit competence scheme Assessments of refresher training subjects</p> <p>(a) Assessments should be conducted primarily on a synthetic training device or offline environments.</p> <p>(b) Assessments should be conducted by appropriately qualified personnel having detailed knowledge of:</p> <ol style="list-style-type: none"> (1) the training objectives; and (2) the subjects, topics and subtopics being examined or assessed. 	2-3-4	

<p>GM1 ATCO.B.025(a)(6) Unit competence scheme Oral examinations Oral examinations should be used to test understanding of applicable techniques and the rules governing them, particularly of unit and national air traffic control procedures. Scenario-type questioning allows the assessor to gather additional evidence of how an air traffic controller would react in circumstances that are not observable but are nevertheless considered important to the overall operation at that ATC unit. The oral examination should give a clear indication that the air traffic controller knows not only what he/she should be doing, but why he/she should be doing it. The oral examination requires considerable skills and it should be undertaken in a way to ensure consistency among individual assessors.</p>	<p>2-3-4 Describe</p>	
<p>GM1 ATCO.B.025(a)(9) Unit competence scheme Examinations and assessments during conversion training (a) Assessments should be conducted primarily on a synthetic training device or offline environments. (b) Examinations and assessments should be conducted by appropriately qualified personnel having detailed knowledge of: (1) the training objectives; and (2) the subjects, topics and subtopics being examined or assessed. Rmk: Conversion training*</p>	<p>1 Rmk: Conversion training*</p>	
<p>ATCO.B.045 Language training (a) Air navigation service providers shall make available language training to maintain the required level of language proficiency of air traffic controllers to: (1) holders of language proficiency endorsement at operational level (level four); (2) licence holders without the opportunity to apply their skills on a regular basis in order to maintain their language skills. (b) Language training may also be made available in the form of continuous training.</p>	<p>2-3-4</p>	
<p>AMC1 ATCO.B.045 Language training (a) Language training should contain communication in a job-related context particularly to handle abnormal and emergency situations and conduct non-routine coordination with colleagues, crews and technical staff. (b) Emphasis should be placed on listening comprehension, speaking interaction and vocabulary building.</p>	<p>2-3-4</p>	
<p>GM1 ATCO.B.045 Language training While it is true that many licence holders regularly have prolonged and extensive opportunities to practice — and so to maintain — their language proficiency, it is also true that a purely routine use of the language through phraseology, standard procedures and limited social contact only maintains a restricted core usage of the language which might be quite inadequate for managing unexpected and abnormal situations. Research shows that language proficiency erosion (language attrition) occurs rapidly over time; the lower the initial level, the faster the rate of erosion unless systematic strategies and a high degree of motivation counter this trend. It is very well documented that one's language and communicative proficiency, even in one's native language, deteriorates sharply under stress, therefore, it is recommended that licence holders participate in available language training.</p>	<p>1</p>	

<p>GM2 ATCO.B.045 Language training Training for language proficiency skills may be delegated to language training organisations with knowledge in the field of aviation.</p>	1	
<p>SUBPART C — Requirements for instructors and assessors ATCO.C.001 Theoretical instructors (a) Theoretical training shall only be carried out by appropriately qualified instructors. (b) A theoretical instructor is appropriately qualified if he/she: (1) holds an air traffic controller licence and/or holds a professional qualification appropriate to the subject being taught and/or has demonstrated adequate knowledge and experience to the training organisation; (2) has demonstrated instructional skills to the training organisation.</p>	3-4	
<p>GM1 ATCO.C.001(b)(1) Theoretical instructors Qualification of theoretical instructors Professional qualification appropriate to the subject should ensure sufficient level of current knowledge, which is relevant to the subject and its application in air traffic control.</p>	3-4	
<p>AMC1 ATCO.C.001(b)(2) Theoretical instructors Instructional skills for theoretical instructors A satisfactory demonstration of instructional skills for theoretical instructors should establish competence at least in the following areas: (a) lesson objectives are defined and communicated; (b) subject questions are fully answered; (c) visual aids are used appropriately; (d) language is unambiguous; (e) the lesson is correctly summarised; and (f) lesson objectives are fulfilled.</p>	3-4	
<p>ATCO.C.005 Practical instructors A person shall only carry out practical training when he/she holds an air traffic controller licence with an on-the-job training instructor (OJTI) endorsement or a synthetic training device instructor (STDI) endorsement.</p>	1	
<p>ATCO.C.010 On-the-job training instructor (OJTI) privileges (a) Holders of an OJTI endorsement are authorised to provide practical training and supervision on operational working positions for which a valid unit endorsement is held and on synthetic training devices in the ratings held. (b) Holders of an OJTI endorsement shall only exercise the privileges of the endorsement if they have: (1) exercised for at least two years the privilege of the rating they will instruct in; (2) exercised for an immediately preceding period of at least six months the privilege of the valid unit endorsement,</p>	1 See also ATCO.OR.C.010	

<p>in which instruction will be given; (3) practised instructional skills in those procedures in which it is intended to provide instruction. (c) The period of two years referred to in point (b)(1) can be shortened to not less than one year by the competent authority when requested by the training organisation.</p>		
<p>GM1 ATCO.C.010(c) On-the-job training instructor (OJTI) privileges Shortening of the rating experience requirement for OJTI When assessing the training organisations' request for the shortening of the rating experience requirement for OJTIs, the competent authority should take into account the complexity of the traffic in the unit where the on-the-job instruction is provided, as well as the impact on the continuity and safety aspects of the service.</p>	<p>1 See also GM for ATCO licences</p>	
<p>ATCO.C.030 Synthetic training device instructor (STDI) privileges (a) Holders of an STDI endorsement are authorised to provide practical training on synthetic training devices: (1) for subjects of practical nature during initial training; (2) for unit training other than OJT; and (3) for continuation training. Where the STDI is providing pre-OJT, he/she shall hold or have held the relevant unit endorsement. (b) Holders of an STDI endorsement shall only exercise the privileges of the endorsement if they have: (1) at least two years' experience in the rating they will instruct in; (2) demonstrated knowledge of current operational practices; (3) practised instructional techniques in those procedures in which it is intended to provide instruction. (c) Notwithstanding point (b)(1) (1) for the purpose of basic training any rating held is appropriate; (2) for the purpose of rating training, training may be provided for specific and selected operational tasks by an STDI holding a rating that is relevant for that specific and selected operational task.</p>	<p>1 See also ATCO.OR.C.010</p>	
<p>GM1 ATCO.C.030(c)(2) Synthetic training device instructor (STDI) privileges Provision of training for specific and selected operational tasks Some of the skills required for the two different aerodrome control ratings, for the two different procedural ratings, as well as for the two different surveillance ratings are the same or similar. Therefore, instruction not being specific for one rating or the training being for specific and selected operational tasks that do not require the learner to practise all of the tasks which are normally associated with a fully operational environment, may be provided by an STDI, having experience of at least two years in a rating that requires similar skills.</p>	<p>1</p>	
<p>ATCO.C.045 Assessor privileges (a) A person shall only carry out assessments when he/she holds an assessor endorsement. (b) Holders of an assessor endorsement are authorised to carry out assessments: (1) during initial training for the issue of a student air traffic controller licence or for the issue of a new rating and/or rating endorsement, if applicable; (2) of previous competence for the purpose of ATCO.B.001(d) and ATCO.B.010(b);</p>	<p>1 See also ATCO.OR.C.010</p>	

<p>(3) of student air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable; (4) of air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable, as well as for revalidation and renewal of a unit endorsement; (5) of applicant practical instructors or applicant assessors when compliance with the requirements of point (d)(2) to (4) is ensured. (c) Holders of an assessor endorsement shall only exercise the privileges of the endorsement if they have: (1) at least two years' experience in the rating and rating endorsement(s) they will assess in; and (2) demonstrated knowledge of current operational practices. (d) In addition to the requirements set out in point (c), holders of an assessor endorsement shall only exercise the privileges of the endorsement: (1) for assessments leading to the issue, revalidation and renewal of a unit endorsement, if they also hold the unit endorsement associated with the assessment for an immediately preceding period of at least one year; (2) for assessing the competence of an applicant for the issue or renewal of an STDI endorsement, if they hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least three years; (3) for assessing the competence of an applicant for the issue or renewal of an OJTI endorsement, if they hold an OJTI endorsement and have exercised the privileges of that endorsement for at least three years; (4) for assessing the competence of an applicant for the issue or renewal of an assessor endorsement, if they have exercised the privileges of the assessor endorsement for at least three years. (e) When assessing for the purpose of issue and renewal of a unit endorsement, and for ensuring supervision on the operational working position, the assessor shall also hold an OJTI endorsement, or an OJTI holding the valid unit endorsement associated with the assessment shall be present.</p>		
<p>AMC1 ATCO.C.045(c)(2) Assessor privileges Demonstration of knowledge of current operational practices The demonstration of knowledge of current operational practices may be achieved by establishing familiarity with current environment and operational procedures.</p>	1	
<p>SUBPART D — Air traffic controller training General requirements ATCO.D.001 Objectives of air traffic controller training Air traffic controller training shall cover the entirety of theoretical courses, practical exercises, including simulation, and on-the-job training required in order to acquire and maintain the skills to deliver safe, orderly and expeditious air traffic control services.</p>	1 Objectives to be reflected in the training program	

<p>ATCO.D.005 Types of air traffic controller training (a) Air traffic controller training shall consist of the following types: (3) continuation training, designed to maintain the validity of the endorsements of the licence, consisting of: (i) refresher training; (ii) conversion training, when relevant. Rmk: Conversion training*</p>	<p>3-4 Describe unit training Rmk: Conversion training*</p>	
<p>Continuation training requirements ATCO.D.075 Continuation training Continuation training shall consist of refresher and conversion training courses and shall be provided according to the requirements contained in the unit competence scheme according to ATCO.B.025.</p>	<p>1 Rmk: Conversion training*</p>	
<p>ATCO.D.080 Refresher training (a) Refresher training course(s) shall be developed and provided by training organisations and approved by the competent authority. (b) Refresher training shall be designed to review, reinforce or enhance the existing knowledge and skills of air traffic controllers to provide a safe, orderly and expeditious flow of air traffic and shall contain at least: (1) standard practices and procedures training, using approved phraseology and effective communication; (2) abnormal and emergency situations training, using approved phraseology and effective communication; and (3) human factors training. (c) A syllabus for the refresher training course shall be defined, and where a subject refreshes skills of air traffic controllers, performance objectives shall also be developed.</p>	<p>3-4 Details required</p>	
<p>AMC1 ATCO.D.080 Refresher training Examinations and assessments Refresher topics should be examined or assessed using the processes described in the unit competence scheme.</p>	<p>3-4 Details required</p>	
<p>GM1 ATCO.D.080 Refresher training Refresher training subjects Topics for refresher training subjects may include rarely used procedures and practices, such as seasonally dependent procedures, trends and observations from occurrence reports and results of normal operations safety surveys.</p>	<p>1 Details on topics to be described in the training program</p>	
<p>GM2 ATCO.D.080 Refresher training Refresher training structure Refresher training may be developed and structured in accordance with the established duration of the unit endorsement it refreshes. This may mean structuring the refresher training in modular fashion. For instance, training in standard practices and procedures, abnormal and emergency situations and human factors may be given separately or integrated into any other modules.</p>	<p>1 Should be specified in the training program</p>	

<p>GM3 ATCO.D.080 Refresher training General Guidance for the development of refresher training courses can be found in EUROCONTROL's document 'ATC Refresher Training Manual', Edition 1.0., dated 06.03.2015.</p>	1 or 4	
<p>GM1 ATCO.D.080(b) Refresher training Training for air traffic controllers providing aerodrome control service from a remote tower For air traffic controllers providing aerodrome control service from a remote tower, the refresher training should include familiarisation with the physical aerodrome environment and the different stakeholders via study visit(s).</p>	1 (not relevant) or 4 (if relevant this should be described in the training program)	
<p>AMC1 ATCO.D.080(b)(1);(2) Refresher training Phraseology training Training organisations should develop objectives for phraseology.</p>	3-4	
<p>AMC2 ATCO.D.080(b)(2) Refresher training Abnormal situation and emergency training Abnormal situation and emergency training should be designed to expose air traffic controllers to circumstances and situations which they do not habitually or commonly experience. The essential difference from an emergency situation is that the element of danger or serious risk is not necessarily present in an abnormal situation.</p>	3-4	
<p>GM1 ATCO.D.080(b)(1);(2) Refresher training Effective communication Communication misunderstanding is present in many air traffic occurrences and the consistent use of approved phraseology is designed to mitigate such occurrences. For the purpose of refresher training, emphasis is, therefore, put on effective communication, including the use of approved phraseology, both for the use of standard practices and procedures and for abnormal and emergency situations training. Effective communication should make use of a variety of communication modes, including the use of appropriate phraseology and radio communication. Phraseology and radio communication training is part of the linguistic training according to ICAO; radio communication phraseology samples offer learning opportunities and foster harmonisation.</p>	1 or 4 Should be specified as a topic in the training program	
<p>AMC1 ATCO.D.080(b)(3) Refresher training Human factors (a) Training organisations should train air traffic controllers at least in team resource management, fatigue management and stress management. (b) The team resource management training may also make use of STD and/or occurrence case studies.</p>	3-4	

<p>ATCO.D.085 Conversion training (a) Conversion training course(s) shall be developed and provided by training organisations and approved by the competent authority. (b) Conversion training shall be designed to provide knowledge and skills appropriate to a change in the operational environment and shall be provided by training organisations when the safety assessment of the change concludes the need for such training. (c) Conversion training courses shall include the determination of: (1) the appropriate training method for and duration of the course, taking into account the nature and extent of the change; and (2) the examination and/or assessment methods for the conversion training. (d) Conversion training shall be provided before air traffic controllers exercise the privileges of their licence in the changed operational environment. Rmk: Conversion training*</p>	<p>1 Rmk: Conversion training*</p>	
<p>GM1 ATCO.D.085 Conversion training Training for air traffic controllers providing aerodrome control service from a remote tower When converting from a conventional tower to a remote tower, the conversion training for air traffic controllers providing aerodrome control service from a remote tower should at least include the subjects, subject objectives, topics and subtopics as specified in GM4 ATCO.D.060(c). When converting from a remote tower to a conventional tower, the training organisation should consider possible additional training needs, if appropriate, required by the change of operational environment. Rmk: Conversion training*</p>	<p>1 Rmk: Conversion training*</p>	

* Conversion training:

For godkjenning av Conversion training skal Luftfartstilsynets retningslinjer knyttet til sikkerhetsrelaterte endringer for tjenesteytere følges. Retningslinjene er publisert på www.luftfartstilsynet.no.

Den enkelte tjenesteyters prosedyre for å gjennomføre sikkerhetsrelaterte endringer skal være godkjent av Luftfartstilsynet.

I forbindelse med endringer hos en tjenesteyter som utøver lufttrafikkjeneste skal en risikoanalyse avklare behovet for trening. Når dette er aktuelt skal det for flygeledere være utarbeidet en «Conversion Training Program» som må oversendes Luftfartstilsynet som en del sikkerhetsdokumentasjonen for endringen.