

Compliance matrix Unit Training Plans/programs – 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 (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 such change takes place in order to enable the competent authority to determine continued compliance with this	1 See also GM for TO	

<p>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>ATCO.OR.B.040 Occurrence reporting</p> <p>(a) Training organisations providing on-the-job training shall report to the competent authority, and to any other organisation required by the State of the operator to be informed, any accident, serious incident and occurrence as defined in Regulation (EU) No 996/2010 of the European Parliament and of the Council³ and Regulation (EU) No 376/2014, resulting from their training activity.</p> <p>(b) Reports shall be made as soon as practicable, but in any case within 72 hours of the training organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this.</p> <p>(c) Where relevant, training organisations shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified.</p> <p>(d) Without prejudice to Regulation (EU) No 996/2010 and Regulation (EU) No 376/2014, the reports referred to in points (a), (b) and (c) shall be made in a form and manner established by the competent authority and contain all pertinent information about the condition known to the training organisation.</p>	3-4	
<p>GM1 ATCO.OR.B.040 Occurrence reporting</p> <p>The training organisation's report should focus on occurrences taking place during on-the-job training with regard to the training aspects involved. The report may be submitted together with or as an integral part of the report prepared by the air navigation service provider.</p>	1	
<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>	<p>(a)(b)(f)(g): 1</p> <p>(c)(d)(e): 3-4 Describe unit</p>	
<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>	<p>1</p>	

<p>ATCO.OR.C.015 Facilities and equipment (a) Training organisations shall have facilities allowing the performance and management of all planned tasks and activities in accordance with this Regulation. (b) The training organisation shall ensure that the synthetic training devices comply with the applicable specifications and requirements appropriate to the task. (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 (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. (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>	1	
<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:</p>	2-3-4	

<p>(1) the general environment, which should provide an environment in which STD exercises may be run without undue interference from unrelated activities;</p> <p>(2) the STD layout;</p> <p>(3) the equipment provided;</p> <p>(4) the display presentation, functionality, and updating of operational information;</p> <p>(5) data displays, including strip displays, where appropriate;</p> <p>(6) coordination facilities;</p> <p>(7) aircraft performance characteristics, including the availability of manoeuvres, e.g. holding or instrumental landing system (ILS) operation, required for a particular simulation;</p> <p>(8) the availability of real-time changes during an exercise;</p> <p>(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;</p> <p>(10) the degree of realism of any voice recognition system associated with the STD; and</p> <p>(11) where a simulator is an integral part of an operational ATC system, the processes by which the training organisation is assured that interference between the simulated and operational environments is prevented.</p> <p>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>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> <p>(1) after the person undertaking training has completed the course; and</p> <p>(2) after the instructor or assessor ceases to perform a function for the training organisation, as applicable.</p> <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>	<p>3-4 Ref. to management system Describe unit</p>	

<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 B — Licences, ratings and endorsements ATCO.B.001 Student air traffic controller licence (a) Holders of a student air traffic controller licence shall be authorised to provide air traffic control services in accordance with the rating(s) and rating endorsement(s) contained in their licence under the supervision of an on-the-job training instructor and to undertake training for rating endorsement(s). (b) Applicants for the issue of a student air traffic controller licence shall: (1) be at least 18 years old; (2) have successfully completed initial training at a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) relevant to the rating, and if applicable, to the rating endorsement, as set out in Part ATCO, Subpart D, Section 2; (3) hold a valid medical certificate;</p>	<p>(a)(b)(c): 1 (d): 3-4</p>	

<p>(4) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030.</p> <p>(c) The student air traffic controller licence shall contain the language endorsement(s) and at least one rating and, if applicable, one rating endorsement.</p> <p>(d) The holder of a student air traffic controller licence who has not started exercising the privileges of that licence within one year from the date of its issue or has interrupted exercising those privileges for a period of more than one year may only start or continue unit training in that rating after an assessment of his/her previous competence, conducted by a training organization satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating, as to whether he/she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment.</p>		
<p>GM1 ATCO.B.001(b) Student air traffic controller licence Maturity of air traffic controllers Persons who wish to undertake air traffic controller training at a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) should be educationally, physically and mentally sufficiently mature. In order to assess their ability to complete air traffic controller training, training organisations may conduct aptitude assessments and/or set out educational or similar requirements which could serve as a prerequisite for commencing air traffic controller training.</p>	1	
<p>AMC1 ATCO.B.001(d) Student air traffic controller licence Assessment of previous competence When establishing previous competence in a rating, the assessment should be based on the requirements set out in Part ATCO, Subpart D, Section 2.</p>	2-3-4 Assessment forms	
<p>ATCO.B.005 Air traffic controller licence (a) Holders of an air traffic controller licence shall be authorised to provide air traffic control services in accordance with the ratings and rating endorsements of their licence, and to exercise the privileges of the endorsements contained therein. (b) The privileges of an air traffic controller licence shall include the privileges of a student air traffic controller licence as set out in ATCO.B.001(a). (c) Applicants for the first issue of an air traffic controller licence shall: (1) hold a student air traffic controller licence; (2) have completed a unit endorsement course and successfully passed the appropriate examinations and assessments in accordance with the requirements set out in Part ATCO, Subpart D, Section 3; (3) hold a valid medical certificate; (4) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030. (d) The air traffic controller licence shall be validated by the inclusion of one or more ratings and the relevant rating, unit and language proficiency endorsements for which the training was successful.</p>	(a)(b)(c)(d): 1 (e): 3-4	

<p>(e) The holder of an air traffic controller licence who has not started exercising the privileges of any rating within one year from the date of its issue may only start unit training in that rating after an assessment of his/her previous competence, conducted by a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating, as to whether he/she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment.</p>		
<p>ATCO.B.010 Air traffic controller ratings (b) The holder of a rating who has interrupted exercising the privileges associated with that rating for a period of four or more immediately preceding consecutive years may only start unit training in that rating after assessment of previous competence, conducted by a training organization satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide training relevant to the rating, as to whether the person concerned continues to satisfy the conditions of that rating, and after satisfying any training requirements resulting from this assessment.</p>	<p>2-3-4 Assessment forms</p>	
<p>AMC1 ATCO.B.010(b) Air traffic controller ratings Assessment of previous competence When establishing previous competence in a rating, the assessment should be based on the requirements set out in Part ATCO, Subpart D, Section 2.</p>	<p>2-3-4</p>	
<p>GM1 ATCO.B.015(a)(3) Air traffic controller rating endorsements Tower control endorsement privileges Where aerodrome control is provided from one operational position, this shall be indicated in the ATC licence by the issue of a Tower Control (TWR) endorsement to the Aerodrome Control Instrument rating. Aerodrome control may either be one operational position or be divided between two operational positions, Ground Movement Control (GMC) and Air Control (AIR). Consequently, the TWR endorsement entitles the holder of that rating endorsement to either provide aerodrome control from one working position or to provide AIR or GMC separately.</p>	<p>1</p>	
<p>ATCO.B.020 Unit endorsements (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. (b) Applicants for a unit endorsement shall have successfully completed a unit endorsement course in accordance with the requirements set out in Part ATCO, Subpart D, Section 3. (c) Applicants for a unit endorsement following an exchange of a licence referred to in ATCO.A.010 shall, in addition to the requirements set out in point (b), meet the requirements of ATCO.D.060(f). (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. (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>2-3-4 Describe the unit, sectors/group of sectors and working positions. Describe unit endorsement course in detail. (d): 1 (if not relevant)</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>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>	2-3-4	
<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>	2-3-4	
<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>	1	
<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>	1	
<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 (STD) 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, 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>	1 See also ATCO.OR.C.010	
<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>	1 See also GM for ATCO licences	

<p>ATCO.C.030 Synthetic training device instructor (STDI) privileges</p> <p>(a) Holders of an STDI endorsement are authorised to provide practical training on synthetic training devices:</p> <ol style="list-style-type: none"> (1) for subjects of practical nature during initial training; (2) for unit training other than OJT; and (3) for continuation training. <p>Where the STDI is providing pre-OJT, he/she shall hold or have held the relevant unit endorsement.</p> <p>(b) Holders of an STDI endorsement shall only exercise the privileges of the endorsement if they have:</p> <ol style="list-style-type: none"> (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. <p>(c) Notwithstanding point (b)(1)</p> <ol style="list-style-type: none"> (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>1 See also ATCO.OR.C.010</p>	
<p>GM1 ATCO.C.030(c)(2) Synthetic training device instructor (STDI) privileges</p> <p>Provision of training for specific and selected operational tasks</p> <p>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</p> <p>(a) A person shall only carry out assessments when he/she holds an assessor endorsement.</p> <p>(b) Holders of an assessor endorsement are authorised to carry out assessments:</p> <ol style="list-style-type: none"> (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); (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. <p>(c) Holders of an assessor endorsement shall only exercise the privileges of the endorsement if they have:</p> <ol style="list-style-type: none"> (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. <p>(d) In addition to the requirements set out in point (c), holders of an assessor endorsement shall only exercise the privileges of the endorsement:</p>	<p>1 See also ATCO.OR.C.010</p>	

<p>(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;</p> <p>(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;</p> <p>(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;</p> <p>(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.</p> <p>(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	
<p>ATCO.D.005 Types of air traffic controller training (a) Air traffic controller training shall consist of the following types: (2) unit training, leading to the issue of an air traffic controller licence, the issue of a rating endorsement, the validation of rating(s) or rating endorsement(s) and/or the issue or renewal of a unit endorsement. It comprises the following phases: (i) transitional training phase, designed primarily to impart knowledge and understanding of site-specific operational procedures and task-specific aspects; and (ii) on-the-job training phase, which is the final phase of unit training during which previously acquired job-related routines and skills are integrated in practice under the supervision of a qualified on-the-job training instructor in a live traffic situation. (iii) In addition to points (i) and (ii), for unit endorsement(s) that require the handling of complex and dense traffic situations, a pre-on-the-job training phase is required to enhance the previously acquired rating routines and skills and to prepare for live traffic situations which may be encountered in that unit;</p>	3-4 Describe unit training	

<p>AMC1 ATCO.D.005(a)(2) Types of air traffic controller training Unit training Unit training should be undertaken by holders of student air traffic controllers licence or holders of air traffic controllers licence, as appropriate, for:</p> <ul style="list-style-type: none"> (a) the issue of an air traffic controller licence with a unit endorsement; (b) the addition of a unit endorsement in an air traffic controller licence; (c) the validation of a rating and rating endorsement, if applicable, in an existing licence; (d) the addition of rating endorsement in an existing licence; and (e) the renewal of an expired, suspended or revoked unit endorsement, where applicable. 	See above	
<p>GM1 ATCO.D.005(a)(2)(ii) Types of air traffic controller training On-the-job training (a) On-the-job training may be supplemented for pedagogical reasons by theoretical instructions and computer-based training, part-task trainers or any type of simulators aiming at increasing knowledge, understanding and application of local procedures. (b) Hours accumulated using these training tools and methods during this phase cannot be counted towards the minimum duration of on-the-job training established in accordance with AMC1 ATCO.D.055(b)(6), with the exception of training for procedures unlikely to be encountered in the operational environment during the training.</p>	1	
<p>ATCO.D.045 Composition of unit training (a) Unit training shall consist of training course(s) for each unit endorsement established at the ATC unit as defined in the unit training plan. (b) The unit endorsement course(s) shall be developed and provided by training organisations according to ATCO.D.060 and approved by the competent authority. (c) Unit training shall include training in:</p> <ul style="list-style-type: none"> (1) operational procedures; (2) task-specific aspects; (3) abnormal and emergency situations; and (4) human factors. 	3-4 Describe unit training	
<p>GM1 ATCO.D.045(a) Composition of unit training If an applicant undertakes unit endorsement training, and there is a requirement for training to achieve an additional unit endorsement, the applicant should not repeat the training objectives covered in the first unit endorsement training; however, the objectives of the additional unit endorsement course(s) should be achieved.</p>	1	
<p>AMC1 ATCO.D.045(c)(3) Composition of unit training Abnormal and emergency situations (a) Training for all identified abnormal and emergency situations should primarily take place on synthetic training devices. (b) Training organisations should develop performance objectives for the abnormal and emergency situation</p>	3-4	

<p>training.</p> <p>(c) Where a low safety risk for the ATC service provision has been identified and agreed by the competent authority, training in abnormal and emergency situations may take place by means other than synthetic training devices.</p> <p>(d) If the pre-on-the-job training phase is not provided, the abnormal and emergency situation training should be scenario-based and as realistic as possible while maintaining operational safety.</p> <p>(e) Checklists for abnormal and emergency situations used in operations should be made available to the applicant and be available at all times during scenario training.</p>		
<p>AMC1 ATCO.D.045(c)(4) Composition of unit training</p> <p>Human factors</p> <p>(a) Training organisations should train the applicant during on-the-job training in team resource management, fatigue management and stress management.</p> <p>(b) Training organisations should develop performance objectives for team resource management training.</p> <p>(c) The team resource management training may also make use of synthetic training devices.</p> <p>(d) Training organisations should develop training objectives for fatigue management and stress management training.</p>	3-4	
<p>ATCO.D.050 Prerequisites of unit training</p> <p>Unit training may only be started by persons who are holders of:</p> <p>(a) a student air traffic controller licence with the appropriate rating and, if applicable, rating endorsement; or</p> <p>(b) an air traffic controller licence with the appropriate rating and, if applicable, rating endorsement;</p> <p>provided that the requirements set out in ATCO.B.001(d) and ATCO.B.010(b) are met.</p>	1	
<p>ATCO.D.055 Unit training plan</p> <p>(a) A unit training plan shall be established by the training organisation for each ATC unit and shall be approved by the competent authority.</p> <p>(b) The unit training plan shall contain at least:</p> <ol style="list-style-type: none"> (1) ratings and endorsements for which the training is conducted; (2) the structure of the unit training; (3) the list of unit endorsement course(s) according to ATCO.D.060; (4) the process for the conduct of a unit endorsement course; (5) the training methods; (6) the minimum duration of the unit endorsement course(s); (7) process for adapting the unit endorsement course(s) to take due account of the acquired ratings and/or rating endorsements and experience of applicants, when relevant; (8) processes for demonstrating theoretical knowledge and understanding according to ATCO.D.065, including the number, frequency and type of, as well as pass marks for examinations, which shall be a minimum of 75 % of the marks allocated to these examinations; (9) processes for the assessment according to ATCO.D.070, including the number and frequency of assessments; (10) training personnel qualifications, roles and responsibilities; 	3-4 Details required	

<p>(11) process for early termination of training; (12) the appeal process; (13) identification of records to be kept specific to the unit training; (14) a list of identified abnormal and emergency situations specific for each unit endorsement; (15) process and reasons for reviewing and amending the unit training plan and its submission to the competent authority. The review of the unit training plan shall take place at least once every three years.</p>		
<p>GM1 ATCO.D.055 Unit training plan General Guidance for the development of unit training plans can be found in EUROCONTROL's documents 'Guidelines for the Development of Unit Training Plans', Edition number 1.0, dated 31.08.2005 and 'Annex to the Guidelines for the Development of Unit Training Plans: Examples of UTP', Edition 2.0, dated 10.06.2010.</p>	1	
<p>GM1 ATCO.D.055(a) Unit training plan ATC Unit for aerodrome control from a remote tower For the purpose of establishing a unit training plan, a Remote Tower Centre (RTC) may be considered as one Air Traffic Control (ATC) unit.</p>	1	
<p>AMC1 ATCO.D.055(b)(6) Unit training plan Duration of unit endorsement courses (a) The on-the-job training instruction as part of the unit endorsement course should be at least of the duration specified in Annex 1 to the Chicago Convention, Section 4.5.2.2.1(b). (b) The ratings named in Annex 1 to the Chicago Convention, Section 4.5.2.2.1(b), should be read in the context of this Regulation: (1) aerodrome control rating: ADV and ADI ratings; (2) approach control procedural rating: APP rating; (3) approach control surveillance rating: APS rating; (4) area control procedural rating: ACP rating; (5) area control surveillance rating: ACS rating. (c) The approach precision radar control rating in Annex 1 to the Chicago Convention, Section 4.5.2.2.1(b), should be read in the context of this Regulation as APS-PAR rating endorsement according to ATCO.B.015.</p>	3-4	
<p>AMC1 ATCO.D.055(b)(14) Unit training plan Desirable behaviours for abnormal and emergency situations (a) Training organisations should establish desirable behaviours for the identified abnormal and emergency situations and associate them with established procedures. (b) Desirable behaviours of the applicants in case of abnormal or emergency situations may be of technical or non-technical nature.</p>	3-4	

<p>GM1 ATCO.D.055(b)(5) Unit training plan Training methods Training organisations should consider a variety of methods when conducting training leading to a unit endorsement. Although this list is not exhaustive, such methods could be:</p> <ul style="list-style-type: none"> — on-the-job; — lecture; — lesson/demonstration; — case study; — computer-based practical exercise; — exercise; — facilitation; — group work; — hands-on; — interactive training; — supervised practices; — part-task practice; — individual simulation; — team simulation; — group simulation; — briefing/debriefing; — structured briefing; — structured debriefing; — virtual classroom; — role play; — skill acquisition; — self-study; — self-test; — resilience training. 	1	
<p>ATCO.D.060 Unit endorsement course (a) A unit endorsement course shall be the combination of the relevant unit training phases for the issue or renewal of a unit endorsement in the licence. Each course shall contain: (1) a transitional training phase; (2) an on-the-job training phase. A pre-on-the-job training phase shall be included, if required, according to ATCO.D.005(a)(2). (b) The unit training phases referred to in paragraph (a) shall be provided separately or in an integrated manner. (c) Unit endorsement courses shall define the syllabus and the performance objectives in accordance with ATCO.D.045(c) and shall be conducted in accordance with the unit training plan. (d) Unit endorsement courses that include training for rating endorsement(s) according to ATCO.B.015 shall be</p>	3-4 Details required	

<p>supplemented with additional training that allows for the acquisition of the concerned rating endorsement skills.</p> <p>(e) Training intended for a rating endorsement other than ATCO.B.015(a)(3) shall consist of subjects, subject objectives, topics and subtopics developed by the training organisation and approved as part of the training course.</p> <p>(f) Unit endorsement courses undertaken following an exchange of a licence shall be adapted to include elements of initial training that are specific to the Functional Airspace Block or to the national environment.</p>		
<p>GM1 ATCO.D.060(c) Unit endorsement course Performance objectives for air traffic controllers providing services to aircraft carrying out flight tests The performance objectives for air traffic controllers providing air traffic control services to aircraft carrying out flight tests should ensure that applicants manage the workload and provide air traffic services and apply specific ATC procedures to aircraft carrying out flight tests within a defined aerodrome, approach control and/or area control area of responsibility.</p>	1	
<p>GM2 ATCO.D.060(c) Unit endorsement course Additional training for air traffic controllers providing services to aircraft carrying out flight test In accordance with ATCO.B.020(d), the unit endorsement course for air traffic controllers providing air traffic control services to aircraft carrying out flight tests may include the following subjects, subject objectives, topics and subtopics: <i>(see list)</i></p>	1	
<p>GM3 ATCO.D.060(c) Unit endorsement course Performance objectives for air traffic controllers providing aerodrome control service from a remote tower The performance objectives for air traffic controllers providing aerodrome control service from a remote tower should ensure, through the use of a Remote Tower Module (RTM), that applicants apply ATC procedures in a manner that airspace users are not negatively impacted/affected, providing at least the same level of safety as from a conventional tower.</p>	1	
<p>GM4 ATCO.D.060(c) Unit endorsement course 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 following subjects, subject objectives, topics and subtopics should be integrated into the unit endorsement course: <i>(see list)</i></p>	1	
<p>GM1 ATCO.D.060(d);(e) Unit endorsement course Training for rating endorsements Training for rating endorsement(s) as part of the unit endorsement course may be delegated to training organisations certified for initial training.</p>	1	
<p>ATCO.D.065 Demonstration of theoretical knowledge and understanding Theoretical knowledge and understanding shall be demonstrated by examinations.</p>	3-4	

<p>GM1 ATCO.D.065 Demonstration of theoretical knowledge and understanding Methods of examination (a) Oral examinations and/or written/computer-based examinations should be used to demonstrate the controller's knowledge and understanding. (1) Oral examinations The oral examination is used to test the understanding of applicable techniques and the rules governing them, particularly of unit and national air traffic control procedures. Scenario-type questioning allows examiners to gather additional evidence of how an applicant would react in circumstances that are not observable, but are nevertheless considered important to the overall operation at that ATC unit. Oral examinations will give a clear indication that the persons undertaking training know not only what they should be doing, but why they should be doing it. The oral examination requires considerable skills and it should be undertaken in a way to ensure consistency among individual examiners. (2) Written examinations The written examination is used to test theoretical knowledge and to a lesser degree the understanding of applicable techniques and the rules governing them, particularly of unit and national air traffic control procedures. It is easier to administer and to ensure the consistency of written examinations particularly when using multiple-choice questioning. Although multiple-choice questioning can test knowledge, it is not appropriate for determining what a controller would do in a particular operational situation. Written examinations can also be computer-based. (b) The most comprehensive method of testing the understanding of the person undertaking training, contrary to their possession of pure knowledge, would be a combination of written examinations that assess the knowledge of unit and national procedures, together with a separate oral examination which tests the understanding and reactions to operational situations.</p>	1	
<p>ATCO.D.070 Assessments during unit endorsement courses (a) The applicant's assessment shall be conducted in the operational environment under normal operational conditions at least once at the end of the on-the-job training. (b) When the unit endorsement course contains a pre-on-the-job training phase, the applicant's skills shall be assessed on a synthetic training device at least at the end of this phase. (c) Notwithstanding point (a), a synthetic training device may be used during a unit endorsement assessment to demonstrate the application of trained procedures not encountered in the operational environment during the assessment.</p>	3-4	
<p>GM1 ATCO.D.070 Assessments during unit endorsement courses (a) Dedicated assessments (1) A dedicated assessment should be carried out for the issue or renewal of a unit endorsement. (2) A dedicated assessment may consist of a single assessment or a series of assessments, as detailed in the unit training plan. (3) To conduct a dedicated assessment, the assessor(s) should sit with the applicant with the purpose of observing the quality and assessing the standard of work being carried out and, if also acting as OJTI at the same time, to</p>	1	

<p>maintain a safe, orderly and expeditious flow of air traffic.</p> <p>(4) The applicant concerned should be briefed on the conduct of the assessment.</p> <p>(5) For those situations where an applicant's performance cannot be observed at the time of the assessment (e.g. low visibility operations, snow clearing, military activity, etc.), the assessment may be supplemented by synthetic training device sessions and oral examination.</p> <p>(6) Dedicated assessments may also be conducted at any stage of training as detailed in the unit training plan, where a more definitive measure of the progress is required, for example after 50 hours of practical training.</p> <p>(b) Continuous assessment</p> <p>(1) Continuous assessment may be performed by the assessor observing the standard of the air traffic control service provided by those whose competence he/she will certify as he/she works with them during unit training or normal operational duties.</p> <p>(2) In cases where the assessors have not had sufficient contact with the applicant to adequately assess his/her performance, they will not certify the applicant's competence until they have conducted a dedicated practical assessment. The applicant concerned must be advised that a dedicated practical assessment is to be conducted.</p> <p>(c) Oral examination</p> <p>(1) The oral examination is used to test the understanding of applicable techniques and the rules governing them, particularly of unit and national air traffic control procedures. Scenario-type questioning allows the examiners to gather additional evidence of how an applicant would react in circumstances that are not observable, but are nevertheless considered important to the overall operation at that ATC unit.</p> <p>(2) The oral examination will give a clear indication that the applicant knows not only what he/she should be doing, but why he/she should be doing it. It requires considerable skills and it should be undertaken in a way to ensure consistency among individual examiners.</p>		
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