

Compliance matrix OJT and Assessor Training Programs

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
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.	1	
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 organisations 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 Regulation and to amend, if necessary, the training organisation certificate and related terms of approval attached to it. Training organisations shall provide the competent authority with all relevant documentation. The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with ATCO.AR.E.010. Training organisations shall operate under the conditions prescribed by the competent authority during such changes, as applicable. (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. (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. (f) Training organisations shall notify the competent authority when they cease their activities.	1	

<p>ATCO.OR.C.001 Management system of training organisations Training organisations shall establish, implement and maintain a management system that includes: (d) maintaining personnel trained and competent to perform their tasks;</p>	2-3-4	
<p>AMC1 ATCO.OR.C.001(d) Management system of training organisations PERSONNEL A training organisation should demonstrate that: (a) a list of activities with relevant needed competence has been established; (b) their personnel have the relevant competence needed to fulfil the activities they are required to perform; (c) their personnel maintain a level of competence through training as appropriate; (d) their theoretical and practical instructors are qualified in accordance with Part ATCO, Subpart C of this Regulation; (e) their practical instructors either hold an OJTI endorsement or an STDI endorsement; (f) their assessors hold an assessor endorsement; and (g) their synthetic training device instructors and assessors demonstrate knowledge of and receive refresher training in current operational practices.</p>	2-3-4	
<p>SUBPART C — MANAGEMENT OF AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS ATCO.OR.C.005 Contracted activities (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. (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>	1 or 3-4	
<p>ATCO.OR.C.010 Personnel requirements (a) Training organisations shall appoint an accountable manager. (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. (c) Training organisations shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements. (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. (e) Training organisations shall establish a procedure to maintain competence of the theoretical instructors. (f) Training organisations shall ensure that practical instructors and assessors successfully complete refresher training in order to revalidate the respective endorsement. (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>	2-3-4	

<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>	2-3-4	
<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>	2-3-4	
<p>GM1 ATCO.OR.C.015(a) Facilities and equipment</p> <p>(a) General areas 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 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. 	1	
<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>	2-3-4	
<p>AMC1 ATCO.OR.C.020(a);(b) Record keeping</p> <p>Training organisations should maintain the following records:</p> <p>(a) Records of persons undertaking training:</p> <ol style="list-style-type: none"> (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; 	2-3-4	

<p>(4) certificate of completion of training courses.</p> <p>(b) records of instructors and assessors:</p> <p>(1) personal information;</p> <p>(2) qualification records;</p> <p>(3) records of refresher training for instructors and assessors;</p> <p>(4) assessment reports;</p> <p>(5) instructional and/or assessment time records.</p> <p>Training organisations should submit training records and reports to the competent authority as required.</p>		
<p>SUBPART D – REQUIREMENTS FOR TRAINING COURSES AND TRAINING PLANS</p> <p>ATCO.OR.D.001 Requirements for training courses and training plans</p> <p>Training organisations shall develop:</p> <p>(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>	2-3-4	
<p>ATCO.OR.D.005 Examination and assessment results and certificates</p> <p>(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>	2-3-4	
<p>Annex I</p> <p>SUBPART C — REQUIREMENTS FOR INSTRUCTORS AND ASSESSORS</p> <p>ATCO.C.001 Theoretical instructors</p> <p>(a) Theoretical training shall only be carried out by appropriately qualified instructors.</p> <p>(b) A theoretical instructor is appropriately qualified if he/she:</p> <p>(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;</p> <p>(2) has demonstrated instructional skills to the training organisation.</p>	2-3-4	
<p>GM1 ATCO.C.001(b)(1) Theoretical instructors</p> <p>QUALIFICATION OF THEORETICAL INSTRUCTORS</p> <p>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</p> <p>INSTRUCTIONAL SKILLS FOR THEORETICAL INSTRUCTORS</p> <p>A satisfactory demonstration of instructional skills for theoretical instructors should establish competence at least in the following areas:</p> <p>(a) lesson objectives are defined and communicated;</p> <p>(b) subject questions are fully answered;</p> <p>(c) visual aids are used appropriately;</p> <p>(d) language is unambiguous;</p> <p>(e) the lesson is correctly summarised; and</p> <p>(f) lesson objectives are fulfilled.</p>	2-3-4	
<p>ATCO.C.005 Practical instructors</p> <p>A person shall only carry out practical training when he/she holds an air traffic controller license with an on-the-job training instructor (OJT) endorsement or a synthetic training device instructor (STDI) endorsement.</p>	1	

<p>ATCO.C.010 On-the-job training instructor (OJTI) privileges</p> <p>(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.</p> <p>(b) Holders of an OJTI endorsement shall only exercise the privileges of the endorsement if they have:</p> <ol style="list-style-type: none"> (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. <p>(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	
<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. 	1	
<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>	1	

<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>ATCO.C.050 Vested interests Assessors shall not conduct assessments whenever their objectivity may be affected.</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>	2-3-4	
<p>ATCO.D.005 Types of air traffic controller training (b) In addition to the types of training referred to in point (a), air traffic controllers may undertake the following types: (1) practical instructors' training, leading to the issue, revalidation or renewal of an OJTI or STDI endorsement; (2) assessor training, leading to the issue, revalidation or renewal of an assessor endorsement.</p>	1	
<p>ATCO.D.090 Training of practical instructors (a) Training of practical instructors shall be developed and provided by training organisations and shall consist of: (1) a practical instructional techniques course for OJTI and/or STDI, including an assessment; (2) a refresher training course on practical instructional skills; (3) a method(s) for assessing the competence of practical instructors. (b) The training courses and assessment methods referred to in point (a) shall be approved by the competent authority.</p>	2-3-4	
<p>AMC1 ATCO.D.090(a)(1) Training of practical instructors SYNTHETIC TRAINING DEVICES USED FOR OJTI TRAINING For the training of on-the-job training instructors, a part-task trainer or a simulator should be used. If the synthetic training environment does not correspond to the rating of the intended instructional environment, the applicant should practise the instructional skills in those procedures in which it is intended to provide instruction for at least one day before being assessed.</p>	2-3-4	

<p>AMC2 ATCO.D.090(a)(1) Training of practical instructors ASSESSMENT OF INSTRUCTIONAL TECHNIQUES FOR PRACTICAL INSTRUCTORS A successful assessment of instructional techniques for practical instructors should establish competence at least in the following areas: (a) regulatory impact on air traffic controller training; (b) human factors impact on air traffic controller training; (c) determination of the background and experience of the person undertaking training; (d) determination of the current level of ability of the person undertaking training; (e) conduct of a pre-session briefing; (f) planning and conduct of the training session; (g) demonstration and explanation of the tasks; (h) monitoring of the training session; (i) management of interventions correctly, including error correction; (j) evaluation of the performance of the person undertaking training; (k) debrief of the person undertaking training; (l) furnishing of written reports on the performance of the person undertaking training; (m) taking appropriate follow-up action towards resolving training problems; (n) techniques of pausing clocks; and (o) knowledge of technical facilities/environment.</p>	2-3-4	
<p>AMC1 ATCO.D.090(a)(2) Training of practical instructors REFRESHER TRAINING IN PRACTICAL INSTRUCTIONAL SKILLS Refresher training in practical instructional skills should prevent knowledge and skills erosion, and, for the training of STDIs, it should be designed to maintain awareness of the current operational practices.</p>	2-3-4	
<p>AMC1 ATCO.D.090(a)(3) Training of practical instructors PRACTICAL INSTRUCTOR COMPETENCE ASSESSMENT The practical instructor competence assessment for an OJTI may be undertaken either in live operations or on a synthetic training device. The practical instructor competence assessment for an STDI should be undertaken on a synthetic training device.</p>	2-3-4	
<p>GM1 ATCO.D.090 Training of practical instructors PRACTICAL INSTRUCTIONAL TECHNIQUES COURSE FOR OJTIS Further information regarding the practical instructional techniques course for OJTIs can be found in EUROCONTROL's document 'Guidelines for ATCO Development Training — OJTI Course Syllabus', Edition 2.0, dated 27.08.2009.</p>	1	
<p>ATCO.D.095 Training of assessors (a) Training of assessors shall be developed and provided by training organisations and shall consist of: (1) an assessor training course, including an assessment; (2) a refresher training course on assessment skills; (3) a method(s) for assessing the competence of assessors. (b) The training courses and the assessment method referred to in point (a) shall be approved by the competent authority.</p>	2-3-4	

<p>AMC1 ATCO.D.095(a)(1) Training of assessors ASSESSOR TRAINING COURSE A successful assessment for the purpose of the assessor training course should establish competence at least in the following areas of assessment knowledge and techniques: (a) regulatory environment and legal obligations; (b) types of assessment and their application; (c) performance objectives constituting air traffic controller competence; (d) conditions of assessments to create reliable results; (e) processing of assessments and administrative procedures; (f) giving verbal feedback and writing assessment reports; (g) vested interests and code of conduct; (h) accurately assessing competence against the performance objectives; (i) developing a good questioning technique and designing questions appropriate to the assessment.</p>	2-3-4	
<p>AMC2 ATCO.D.095(a)(1) Training of assessors ASSESSMENT OF ASSESSOR COMPETENCE The assessment of assessor competence should focus on the application of the skills of an assessor. The skills should represent at least a subset of the competences taught during the assessor training course.</p>	2-3-4	
<p>AMC1 ATCO.D.095(a)(2) Training of assessors REFRESHER TRAINING IN ASSESSMENT SKILLS Refresher training in assessment skills should prevent knowledge and skills erosion and it should be designed to maintain skills in assessment techniques and awareness of the regulatory environment.</p>	2-3-4	
<p>GM1 ATCO.D.095(a)(3) Training of assessors ASSESSMENT OF ASSESSOR COMPETENCE The level of harmonisation on competence assessment is low as a result of the variety of methods. Any assessment of assessor competence should be realistic and it could take place during live traffic situations or during training.</p>	1	