Air Traffic Controller Training Manual
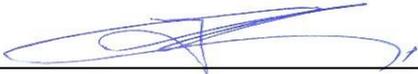
TP ATCL 01

Issue 02
December 2019

SAFETY & SECURITY REGULATION DEPARTMENT

DOCUMENT APPROVAL

This document, **Air Traffic Controller Training Manual**, reference **TP ATCL 01,** Issue 02 of 01st December 2019, is approved by the Head Air Navigation Standards and Air Traffic Controller Licensing Inspectorate of the Safety & Security Regulation Department.

Signature:

Date and official stamp: 01st December 2019

RECORD OF AMENDMENTS

Amendment No.	Subject	Source	Section affected	Entered by (Date)	Effective Date
01 – 03					July 2013
01	Bilateral approval agreements for foreign Training Organisations	ICAO Doc 9841, 2nd Edition 2012	3.3	Joseph G. Lajoie (25 October 2013)	25 October 2013
	Training Organisation's suitability	SAR-ATCL 61 & UK CAP 584	4.2.1	-	-
			4.2.2	-	-
			4.2.3	-	-
			4.2.4	-	-
			4.2.5	-	-
	Facilities, equipment and accommodation	SAR-ATCL 61 & UK CAP 584	4.3	-	-
	Staffing		4.4	-	-
	Assessment procedure		4.5	-	-
	Appeal procedure		4.6	-	-
	Quality Management System		4.7	-	-
	English Language Proficiency Test Service application procedure	SAR-ATCL 61 & ICAO Doc 9835	6.0.2	-	-
	Final score for test-takers		6.1.9	-	-
02	Application for approval	SAR-ATCL 61 & ICAO Doc 9841	3.0	Joseph G. Lajoie (01 April 2015)	10 April 2015
	Enforcement measures by the Authority	SAR-ATCL 61	3.4		
03	Adoption of EASA L63, Article 4, EASA L63, ANNEX I PART ATCO, ANNEX II PART ATCO.AR, ANNEX III PART ATCO.OR, ANNEX IV PART ATCO.MED	ICAO Doc 9734; TP SR REG 01; ICAO USOAP ICVM of April 2018	Complete review and update	Joseph G. Lajoie (Nov 2019)	01 Dec 2019

FOREWORD

1. The Seychelles, as a member of the International Civil Aviation Organisation and signatory to the Chicago Convention, complies as far as possible with the standards published in the Annexes to the Convention on International Civil Aviation. The Civil Aviation Act 2005 (Act 4, Part II) empowers the Seychelles to implement the Chicago Convention and any Annex thereto relating to international standards and recommended practices.

2. This manual contains the requirements, procedures and guidance material for certification and regulatory oversight of air traffic controller initial, unit and continuation training organisations and associated courses. Air traffic controller initial training organisation and associated course certification and regulatory oversight applies to both local and international training organisations having their principal place of operation and, if any, registered offices within or outside the Seychelles.

3. Safety & Security Regulation Department (SRRD) regulates air traffic controller training and training organisations under powers granted to it by the Civil Aviation Act, 2005 (Act 5) and in accordance with the requirements of EASA L63, ANNEX I - PART ATCO and EASA L63, ANNEX III - PART ATCO.OR, adopted under SCAA CAD PEL/17-1 and SCAA CAD PEL/17-3 respectively, referred to as PART ATCO and PART ATCO.OR in this manual.

4. The manual shall be read in conjunction with PART ATCO and PART ATCO.OR and associated acceptable means of compliance (AMC), as references is made to the applicable regulations and AMC. The manual, together with TP ATCL 02, Air Traffic Controllers Licensing Manual and the Air Traffic Controllers – Performance Objectives series, represents the Seychelles' compliance with PART ATCO and PART ATCO.OR in respect of the training and licensing of air traffic controllers.

5. The manual follows strict conformance to TP ANS 00, Manual on the development, management and distribution of ANS documents, as amended. The manual is available in electronic format on the Authority website at

   http://www.scaa.sc/index.php?option=com_content&view=article&id=203:tp-pel&catid=51&Itemid=839.

   This issue, Issue 02 of 01st December 2019 supersedes the previous issue.

6. Amendment to this manual is the responsibility of the Head ANS & ATC Licensing Inspectorate. Readers should forward advice of errors, inconsistencies or suggestions for improvement at the address below. Amendments will in accordance with the procedures 2.6 of TP ANS 00.

   Head ANS & ATC Licensing Inspectorate
   Safety & Security Regulation Department
   Seychelles Civil Aviation Authority
   P. O. Box 181
   Victoria

   Tel: +248 4384271 / +248 4384283   Fax: +248 4384269
   Email: ANSI@scaa.sc

Table of Contents   Pages

ACRONYMS

AMC	Acceptable Means of Compliance
APC	Assessment of Previous Competence
ATC	Air Traffic Control
ATCL	Air Traffic Controller Licensing
ATCO	Air Traffic Controller
ATO	Approved Training Organisation
ATS	Air Traffic Services
ATSP	Air Traffic Services Provider
ATSTU	Air Traffic Services Training Unit
CTP	Continuation Training Plan
ELP	English Language Proficiency
ITP	Initial Training Plan
OJT	On-the-Job Training
OJTI	On-the-Job Training Instructor
PEL	Personnel Licensing Office
SSR	Safety & Security Regulation
TRUES	Training in Unusual and Emergency Situation
UCS	Unit Competency Scheme
UTP	Unit Training Plan

Chapter 1

INTRODUCTION

1.1   Purpose of this manual

1.1.1 The content of this manual is intended to support the approval of air traffic controller training plans and certification of training organisations providing such training plans, both local and international, against the provisions of PART ATCO.OR.

1.2.2 The manual also provides procedures and guidance to support the implementation of air traffic controller training organisation safety oversight arrangements consistently with the safety oversight regulations set out in PART 21 of the Civil Aviation (Safety) Regulations, 2017, as amended.

1.2   Structure of this manual

This manual sets out the Authority's training provision and course approval procedures including the roles and responsibilities of those involved in the process and where appropriate, additional guidance material.

1.3   Definitions and terminologies

Ab-initio. A learner without previous air traffic control qualifications who is undertaking initial air traffic controller training.

ATS Instructor. A rated air traffic controller with an air traffic controller licence authorised by the Authority to carry out theoretical and practical simulation instructions based on the environment for which the rating is issued.

Approved training. Training conducted under special curricula and supervision approved by the Authority.

Approved training organization. An organization approved by and operating under the supervision of the Authority in accordance with the requirements of EASA L63, ANNEX III, PART ATCO.OR.

Authority. For the purpose of this manual, is the Seychelles Civil Aviation Authority.

Competence. A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.

Course Design Document. For the purposes of this manual, a course design document is a submission from a training organisation seeking approval to conduct a course of air traffic controller training.

English language rater. An individual who has successfully completed an approved English Language Proficiency Raters course for air traffic controllers and who is approved to assess an individual to determine, in accordance with the ICAO language descriptors, the level of English language proficiency for a student air traffic controller or air traffic controller.

Exposition. For the purposes of this document, an exposition is a submission from an organisation seeking certification as an ATC training organisation.

Formative report. A report that describes the progress of a student, mainly for the benefit of the student.

Quality Management System. A management system to direct and control an organisation with regard to the degree to which a set of characteristics fulfills a need or expectation that is stated, generally implied or obligatory.

Rating. An authorisation entered on or associated with a licence and forming part thereof, stating specific conditions, privileges or limitations pertaining to such licence.

Simulator. Equipment used to simulate all or part of a specific or generic operational environment.

Successful Completion. For the purposes of this manual, this term, or its variant 'successfully completed' is used to indicate that all required parts of training, training courses, associated examinations or assessments or other assessments or examinations have been completed to a satisfactory standard.

Training. 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, high quality air traffic control services. It consists of:

    a) initial training, providing basic and rating training leading to the grant of a student air traffic controller licence;

    b) unit training, including transitional training prior to on-the-job training, leading to the grant of an air traffic controller licence;

    c) continuation training, keeping the endorsements of the licence valid;

    d) training of on-the-job training instructors, leading to the grant of the instructor endorsement;

    e) training of ATC Assessors.

Terminal Objective. A terminal objective is a specific statement of the performance which learners must demonstrate in order to attain the course aim. A terminal objective identifies what the learner will be able to do in terms of observable and assessable behaviour.

Unit Competence Scheme. An approved scheme indicating the method by which the unit maintains the competence of its licence holders.

Unit Training Plan. An approved plan detailing the processes and timing required to allow the unit procedures to be applied to the local area under the supervision of an on-the-job training instructor.

Unusual and emergency situations. The collective term referring to situations, including degraded situations, which are not routinely or commonly experienced and for which automatic skills have not been developed, and serious and dangerous situations requiring immediate actions.

Valid Rating. A rating permitting an air traffic controller to exercise the privileges of the rating in accordance with the endorsements included in the air traffic controller licence.

INTENTIONALLY LEFT BLANK

Chapter 2

GENERAL APPROVAL ADMINISTRATION

2.1 Introduction

2.1.1 Air traffic controller training must adequately prepare student air traffic controllers for the grant of an air traffic controller licence and/or associated rating(s). Such training must provide the necessary skills and knowledge to an appropriate level of competence to enable a student air traffic controller to provide an air traffic control service while operating under the supervision of an on-the-job training instructor.

2.1.2 In order to discharge its responsibilities, the Authority specifies in this manual the requirement and procedures for air traffic controller training organisations to be certified in order to provide initial training courses, unit training and continuation training. The Authority shall grant a certificate, which will state the type of training courses, approved and which confirms that a training organisation complies with the provisions of PART ATCO, Section 2 – Initial Training and PART ATCO.OR and associated AMCs.

2.1.3 Initial air traffic controller training courses must provide student air traffic controllers with the necessary skills and knowledge to a level of competence that will prepare them for unit training and as a minimum, comply with the provisions of PART ATCO, SUBPART D, Section 2, Initial Training and the associated AMC.

2.1.4 Unit training must provide student air traffic controllers with the necessary skills and knowledge to a level of competence which ensures that they are able to provide safely, an air traffic control service at a particular air traffic service unit (ATSU) under the supervision of an on-the-job training instructor and as a minimum, comply with the provisions of PART ATCO, SUBPART D, Section 3, Unit Training and associated AMC, along with the applicable performance objectives.

2.1.5 Continuation training must provide air traffic controllers with the necessary skills and knowledge to continue to maintain that level of competence and comply with the provisions of PART ATCO, SUBPART D, Section 3, Continuation Training and the associated AMC.

2.2 General guidance for the certification of training organisations

2.2.1 A training organisation may not provide air traffic controller initial, unit or continuation training until it has received Authority approval to do so.

2.2.2 Training organisations will be considered for approval and certification based on information provided by them to the Authority, who may choose to undertake an audit of the training organisation in order to evaluate the proposals.

2.2.3 A training organisation providing initial training will not be fully approved and certified unless it has also received provisional approval for at least one course of initial training.

2.3 Administrative procedures for the approval and certification of training organisations

2.3.1 In accordance with PART ATCO.OR, SUBPART B, the Authority requires training organisations to apply for approval and certification and a training organisation may not provide air traffic controller training until it has received the Authority approval to do so. Training organisations will be considered for approval and certification based on information provided by them to the Authority is in accordance with PART ATCO.OR.

2.3.2 Provisional approval or full approval of air traffic controller training courses will be subject to the satisfactory implementation of any requirements specified by Authority.

2.3.3 Provisional approvals or full approvals for air traffic controller training courses may be suspended or revoked if it is found that any specified term and condition is not being satisfied.

2.3.4 An audit plan, will be produced by Authority prior to auditing a training organisation. The purpose of the plan is for all parties to prepare and agree dates, personnel and arrangements for the audit.

2.3.5 An audit will be conducted by an audit team from Authority, with prior notification.

2.3.6 All communication with the Authority shall be directed to the ANS Inspector (ATS).

2.3.7 The Authority will issue an Air Traffic Controller Training Organisation Certificate (ATCTOC) when it is satisfied that the training organisation fulfils the requirements set out in ATCO.OR.B.001. The certificate will specify the information set out in ATCO.AR.E.001.

2.3.8 The Authority will facilitate the recognition of ATCTOCs issued by another State as long as it complies with the requirements set forth in accordance with PART ATCO.OR.

2.3.9 If the Authority safety oversight process identifies that the holder of an ATCTOC issued in another State no longer satisfies the requirements laid down and the conditions attached to the certificate, it will notify the State Authority that issued the certificate of the results of the safety oversight in accordance with ATCO.AR.B.001(c).

INTENTIONALLY LEFT BLANK

Chapter 3

CERTIFICATION OF TRAINING ORGANISATIONS

3.1   Application for certification

3.1.1 The application process for certification of training organisations, both local and foreign, shall be in accordance with the requirements set out in PART ATCO.OR, its associated AMCs and the procedures established in this manual.

3.1.2   Application for training organisation certification shall be submitted to Authority at least 3 months before the anticipated start of any proposed training in form prescribed in Appendix 5, A, FORM SSR ATCL 1763/III-A. The application form is available on the Authority website at http://www.scaa.sc/index.php?option=com_content&view=article&id=160:pel-forms&catid=51&Itemid=839 or by request to email ANSI@scaa.sc.

3.1.3 On receipt of an application, the Authority will issue a training organisation PART ATCO.OR compliance questionnaire, FORM SSR ATCL 1763/III-B, in the form prescribed in Appendix 3 of this manual, which the applicant will be required to complete. The completed compliance questionnaire must indicate to the ANS Inspector (ATS) any areas that need to be addressed by the applicant to achieve compliance with the requirements set out in PART ATCO.OR, Subparts A, B, C and D.

3.1.4 The applicant shall be required to complete compliance questionnaires for the following types training:

    a)   PART A – Initial training;

    b)   PART B – Unit Training; and

    c)   PART C – Continuation training.

3.1.5 Should the completed compliance questionnaire indicate that the applicant is likely to achieve compliance, an audit of the applicant training organisation will be arranged by the Authority in accordance with the audit process of TP ANS 02 – ANS Safety Oversight Manual, Chapter 4.

3.1.6 Following the satisfactory resolution of any audit findings, the Authority will consider all aspects and will advise the applicant of its decision to grant or deny certification. Where certification is granted, the Authority shall issue an Approved Training Organisation Certificate (ATOC).

3.1.7 A review meeting will be held 6 months after any ATOC has been issued. The review will seek to confirm that the training organisation is compliant with the conditions of the ATOC.

3.2   Continued compliance

3.2.1 Safety oversight of certified training organisation shall be in accordance with ATCO.AR.C.001 and ATCO.AR.C.005.

3.2.2 A master copy of the compliance questionnaire showing all changes incorporated and the reasons for them shall be maintained and retained by the certified training organisation. It shall be possible to trace the developments within certified training organisation from the compliance questionnaire.

3.2.3 The certified training organisation must notify the Authority of any proposed changes to the organisation that affect the approval before any such change takes place in accordance with ATCO.OR.B.015, to enable the Authority to determine continued compliance with the applicable requirements and to amend, if necessary, the ATOC.

3.2.4 The Authority shall be notified of the following changes:

    (a) Name of the training organisation;

    (b) A change of legal entity;

    (c) The training organisation's principal place of operation;

    (d) The training organisation's types of training;

    (e) Approved training courses;

    (f) Unit Training Plans;

    (g) Unit Competency Schemes;

    (h) Additional locations of the training organisation;

(i) The management system;

(j) The change management procedure;

(k) The accountable manager;

(l) The safety policy;

(m) Facilities

(n) Persons referred to in PART ATCO.OR as follows:

 (i)   Head of the Training Organisation;

 (ii) The person or persons responsible for training;

 (iii) Theoretical Instructors;

 (iv) Practical Instructors; and

 (v)   Assessors.

In addition, training organisations must send to the Authority, each management system amendment, even if it does not require prior approval.

3.2.5 The Authority shall acknowledge receipt of the notification, assess the change notification and decide if a review is required. If a 'Review' is not required, the Authority will take no further action and after the 28 days' notice period, the change may be implemented by default. If a review of the change is required, the training organisation shall be notified within the 28 days' notice period.

3.2.6 The Authority may prescribe the conditions under which the certified training organisation may operate during such changes unless it determines that the certificate must be suspended.

3.2.7 The Authority may conduct an audit where changes to the organisational structure of the training organisation, its management system, training facilities or its Training Plan, if so required.

3.2.8 In accordance with ATCO.AR.C.001, the Authority shall conduct oversight of the training organisation, which may include on-site inspections and attendance of any element of training delivery and assessment.

3.2.9 Should the Authority finds that the holder of an ATOC no longer satisfies the requirements or conditions of that certificate, it shall take appropriate measures, which may include revocation of the certificate.

3.3 Renewal of an ATOC

3.3.1 Three months prior to the expiry of an approval, the ATO shall submit an application for renewal and provide the Authority with an up-to-date compliance questionnaire as appropriate to the type(s) of training provided.

3.3.2 The Authority will issue a new ATOC, subject to a satisfactory review of the compliance questionnaire and of any audits that have taken place since the issue of the previous ATCTOC.

3.4 Bilateral certification agreements for foreign training organisations

3.4.1 Following the initial issuance of an ATOC to a foreign training organisation, the Authority will embark on a bilateral certification agreement with the training organisation's host Authority. It shall set up a jointly agreed-to procedure to minimize the likelihood of imposing undue burden on its safety oversight programme with the duplication of a certification activity, which is already carried out by the training organisation's host Authority.

3.4.2 The bilateral certification agreement shall only be undertaken after the Authority has compared its approval process with that of the training organisation's host Authority and entering into shared best practices for a mutually beneficial ongoing safety oversight programme of the training organisation.

3.4.3 The issue of a new ATOC of the foreign training organisation by the Authority shall henceforth be subject to the ongoing certification process of the training organisation's host Authority. The ATOC issued by the host Authority shall be recognised as being equivalent to its own ATOC after each certification cycle.

3.4.4 Paragraphs 3.2.3 to 3.2.7 above shall apply where changes to the foreign training organisation will affect the ATOC.

INTENTIONALLY LEFT BLANK

Chapter 4

INITIAL TRAINING

4.1 General content of initial training

4.1.1 In accordance with PART ATCO, SUBPART D, Section 1, ATCO.D.005, initial training, leading to the issue of a student air traffic controller licence or to the issue of an additional rating and, if applicable, rating endorsement, shall consist of:

(a) Basic training: theoretical and practical training designed to impart fundamental knowledge and practical skills related to basic operational procedures;

(b) Rating training: theoretical and practical training designed to impart knowledge and practical skills related to a specific rating and, if applicable, to rating endorsement.

4.1.2 Basic and Rating courses shall comply with the following requirements of:

(a) ATCO.D.025 Basic training examinations and assessment;

(b) ATCO.D.030 Basic training performance objectives;

(c) ATCO.D.035 Rating training examinations and assessment;

(d) ATCO.D.040 Rating training performance objectives;

and their associated AMCs.

4.2 Approval of initial training courses and initial training plans

4.2.1 In accordance with ATCO.AR.E.005, the Authority shall approve training courses and training plans, which shall be established and submitted to the Authority for such approval in accordance with ATCO.D.015 by initial training organisations. The ITP shall contain the requirements listed in ATCO.D.015.

4.2.2 Until such time as approval is granted, any promotional material or reference to the training organisation, its training centre(s) and training courses must clearly state that Authority approval has not yet been granted.

4.2.3 The ITP shall be submitted at least 3 months before the training organisation intends to conduct the first course along with the application form, FORM SSR ATCL 1763/III-A. The form is available at http://www.scaa.sc/index.php?option=com_content&view=article&id=160:pel-forms&catid=51&Itemid=839.

4.2.4 The Authority will review the ITP and provide initial feedback on the submissions within 15 working days and the course. The initial training course and ITP approval process is likely to involve discussions with the Authority.

4.2.5 A master copy of the ITP showing all changes incorporated and the reasons for them, shall be maintained by the initial training organisation. It shall be possible to trace the development of the course from this document.

4.2.6 A mapping document shall be maintained which shows how the training organisation meets each performance objective of PART ATCO. This may be held as an Appendix to the ITP or as separate document.

4.2.7 When satisfied with the proposed initial training course, the Authority shall grant Provisional Approval of the course to the training organisation before the conduct of the first course. Training organisations are advised not to embark upon any contractual arrangements until provisional approval of the relevant courses has been obtained. The conduct of the first course shall be subject to audit by the Authority and, if satisfactory, Full Approval of the course shall be granted to the training organisation.

4.3 Continued compliance

4.3.1 Training organisations providing initial training shall update their courses in accordance with relevant technical standards.

4.3.2 A review of the ITP shall take place at least once every three years and the process and reasons for any amendments shall be submitted to the Authority.

4.3.3 In accordance with ATCO.AR.C,001 the Authority shall conduct continuous oversight of the training organisation providing initial, which shall include on-site inspections and attendance of any element of training delivery and assessment.

4.4   Approval of synthetic training devices

Synthetic training devices shall comply with ATCO.OR.C.015 (b). Appendix 4 of this manual provides details of the Authority requirements for obtaining approval.

4.5   Training organisation suitability

4.5.1 Determination of an organisation's suitability to provide initial training shall be by evaluation of its Training and Procedures Manual submitted to Authority.

4.5.2 The training organisation shall nominate the accountable manager who has overall corporate authority for ensuring that all training commitments can be financed and carried out to the standards required by the Authority and shall nominate a person to be the focal point for communication with the Authority.

4.5.3 This manual may be issued in separate parts and shall contain at least the following information:

(a) a general description of the scope of training authorized under the training organisation's terms and conditions of approval;

(b) the content of the training courses offered including the courseware and equipment to be used;

(c) a description of the training organisation's quality management system in accordance with 4.6;

(d) a description of the training organisation's facilities;

(e) the name, duties and qualification of the person designated as responsible for compliance with the requirements of the approval captured by 4.8.1;

(f) a description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training captured by 4.8.1;

(g) a description of the procedures used to establish and maintain the competence of practical instructors and assessors as required by 4.8.2 and 4.8.3;

(h) a description of the method used for the completion and retention of the training records required by 4.10;

4.5.4 The training organisation shall ensure that its training and procedures manual is amended as necessary to keep the information contained therein up to date. Copies of all amendments to the training and procedures manual shall be furnished promptly to all organisations or persons to whom the manual has been issued.

4.6   Management System

An Initial training organisation shall design, operate and maintain a management system, acceptable to the Authority, which ensures that training and instructional practices comply with the requirements set out in ATCO.OR.C.001.

4.7   Facilities and equipment

4.7.1 Initial training organisations shall have appropriate facilities, equipment and working environment, which meet the requirements of ATCO.OR.C.015.

4.7.2 Synthetic training devices shall be qualified according to requirements and specifications established in Appendix 4 of this manual and their use shall be approved by the Authority to ensure that they are appropriate to the task.

4.8   Personnel

4.8.1 Theoretical instructors

4.8.1.1 Theoretical training shall only be conducted by appropriately qualified instructors in accordance with the requirements set out in ATCO.C.001 of PART ATCO.

4.8.1.2 In order to ensure that theoretical instructors are appropriately qualified, the initial training organisation shall have a process to demonstrate compliance with the requirements set out in ATCO.C.001 (b) (1) and ATCO.C.001 (b) (2) of PART ATCO. This compliance process may be captured in a training organisation's Unit Training Plan (UTP).

4.8.1.3 Initial training organisations shall have a procedure to ensure that competence of theoretical instructors is maintained.

4.8.2 Practical instructors

4.8.2.1 Practical training shall only be conducted by appropriately qualified instructors in accordance with the requirements set out in ATCO.C.005 of PART ATCO. Details of OJTI privileges and STDI privileges, applications and validity are set out in ATCO.C.010, C.015, C.020, C.025, C.030, C.035 and C.040 of PART ATCO.

4.8.2.2 In order to ensure that practical instructors are appropriately qualified an initial training organisation shall have a process to comply with ATCO.D.090 of PART ATCO. This compliance process may be captured in the training organisation's UTP.

4.8.2.3 Initial training organisations shall have a process to ensure that competence of practical instructors is maintained.

4.8.2.4 In accordance with the requirements set out in ATCO.C.030 (b) (2) of PART ATCO, an STDI endorsement holder must demonstrate knowledge of current operational practices. This shall be through operational refresher training at least once every three years in accordance with a procedure approved by the Authority. The completion and submission of an operational refresher training report shall meets the requirements ATCO.C.040 (b) and ATCO.C.040 (c) (1) of PART ATCO as far as refresher training on current operational practices is concerned for an STDI.

4.8.2.5 For STDI instructors who do not currently hold a unit endorsement, initial training organisation shall have a procedure approved by the Authority for ensuring that they maintain a sufficient level of practical competence to demonstrate the practical exercises and meet the training objectives and standards relevant to the practical instruction that they are providing. This procedure may be captured in the UTP.

4.8.2.6 Practical and theoretical instructors who fail to maintain competence or who are assessed as unsatisfactory shall be withdrawn immediately from instructional duties until they have demonstrated the required levels of competence and have been assessed as satisfactory.

4.8.3 Assessors

4.8.3.1 Details of Assessor privileges, applications and validity as well as other provisions related to an assessor endorsement shall be in accordance with the requirements set out in ATCO.C.045, C.050, C.055, C.060, and C.060 of PART ATCO.

4.8.3.2 In order to ensure that assessors are appropriately qualified, an initial training organisation shall establish a procedure to comply with the requirements set out in ATCO.D.095 of PART ATCO.

4.8.3.3 Assessors can only assess on basic and/or rating courses for which they hold the relevant rating and have successfully demonstrated assessor competence in accordance with the approved procedure established by the initial training organisation at which they are assessing.

4.8.3.4 An assessor for initial training shall:

(1) have successfully completed an assessor course during which the required knowledge and skills are taught using theoretical and practical methods, and have been appropriately assessed.

(2) demonstrate that they have satisfactory knowledge of the relevant course structure, objectives, terminal objectives and the methods of assessment and examination used;

4.8.4 Simulator input staff

4.8.4.1 Initial training organisations shall ensure that simulator input staff are appropriately trained to conduct input tasks relevant to air traffic controller training.

4.8.4.2 Simulator input staff who demonstrate incompetence to carry out the input tasks relevant to air traffic controller training, shall be removed from such tasks until they can satisfy the initial

training organisation that they have regained competence through relevant training and assessment established by the organisation.

4.9   Assessment and examinations

4.9.1.1 In accordance with the requirements set out in ATCO.D.015 (g) of PART ATCO, an initial training organisation shall establish processes for assessment and examination for basic and rating training courses, which are acceptable to the Authority.

4.9.1.2 Basic training examinations and assessments shall comply with the requirements set out in ATCO.D.025 of PART ATCO and shall cover at least the basic training performance objectives described in ATCO.D.030 of PART ATCO and associated AMCs.

4.9.1.3 Rating training examinations and assessments shall comply with the requirements set out in ATCO.D.035 of PART ATCO and shall cover at least the rating training performance objectives described in ATCO.D.040 of PART ATCO and associated AMCs.

4.9.1.4 In accordance with the requirements set out in ATCO.OR.D005 of PART ATCO, initial training organisations shall provide students with the results of their examinations and assessments as well as the appropriate certificates.

4.10   Record keeping

4.10.1 Records to be retained by initial training organisations shall be in accordance with requirements set out in ATCO.OR.C.020 of PART ATCO. A list of such records to be kept is found in Appendix 1 of this manual.

4.10.2 The initial training organisation shall inform the ATC Inspectorate of the nominal roll and results for all training courses using FORM SSR ATCL 1763/III-H, available on the Authority website at
http://www.scaa.sc/index.php?option=com_content&view=article&id=160:pel-forms&catid=51&Itemid=839 or by request to email: ANSI@scaa.sc.

4.11   Document confidentiality

All documents and information received by the ATC Inspectorate relating to the approval process shall be subject to protection from disclosure in accordance with applicable national legislation.

4.12   Appeal procedure

4.12.1 In accordance with the requirements set out in ATCO.D.015 of PART ATCO, initial training organisations shall establish an appeal procedure for use by any student who believes he/she has been disadvantaged by the conduct of an assessment or examination.

4.12.2 Students shall be informed of the initial training organisation's appeal procedure and of their right to appeal against the conduct of an assessment or examination prior to any assessment or examination being undertaken.

4.12.3 Records shall be maintained which show that students have acknowledged receipt of the appeal procedure.

INTENTIONALLY LEFT BLANK

Chapter 5

UNIT TRAINING

5.1   Application for Unit training certification

A training organisation, which intends to provide unit training leading to the issue of an air traffic controller licence, shall submit an application and follow the procedures of Chapter 3 of this manual in order to obtain Authority approval and certification.

5.2   Unit Training Plan

5.2.1 Every air traffic control unit shall have a Unit Training Plan (UTP), which detail the processes by which student air traffic controllers are trained and demonstrate compliance with the requirements set out in ATCO.D.055 of PART ATCO. The UTP shall be submitted to the Authority for approval.

5.2.2 Unit training organisations must notify Authority of any proposed changes and amendments to the Approved UTP in order to obtain continued approval.

5.3   Phases of unit training

5.3.1 Unit training varies from the student air traffic controller being required to become familiar with the local area and unit procedures, to complex courses using high reliability simulators to prepare for high traffic levels and/or complex unit procedures.

5.3.2 A unit training organisation shall notify the ANS Inspector (ATS), when a student air traffic controller commences unit training

5.3.3 In accordance with the requirements set out in ATCO.D.005 of PART ATCO, unit training is divided into three phases:

   a)   transitional training;

   b)   pre on-the-job training;

   c)   on-the-job training.

5.3.3.1 *Transitional Training*

Transitional training must adequately prepare student air traffic controllers for pre on-the-job training. Following initial training, this phase of training imparts site-specific theoretical knowledge and understanding, which is transferred to the student air traffic controller by an ATS Instructor using a variety of methods and during which skills are developed using site-specific simulations.

5.3.3.2 *Pre On-the-Job Training (Pre-OJT)*

Pre on-the-job training must adequately prepare student air traffic controllers for OJT. This is the phase of locally based training conducted by an ATS Instructor, during which extensive use is made of simulation, using site-specific facilities, to enhance the development of previously acquired routines and abilities to prepare student air traffic controllers to commence OJT.

5.3.3.3 *On-the-Job Training (OJT)*

OJT must prepare a student air traffic controller to a level of operational proficiency such that he/she is able to provide an air traffic control service in an unsupervised capacity. This phase of training commences following completion of pre on-the-job training. During this phase, student air traffic controllers practice the integration of previously acquired job-related routines and skills to provide an air traffic control service under the supervision of an OJTI in a live traffic environment.

5.4   Content of a UTP

5.4.1 The content of a UTP shall be in accordance with the requirements set out in ATCO.D.055 of PART ATCO and associated AMC.

5.4.2 The unit training organisation shall ensure that student air traffic controllers are kept aware of their progress, including any areas where improvement is required and the goals they must achieve to successfully complete the training.

5.4.3 To prevent fatigue, the unit training organisation shall ensure that the provisions set out in STS-ATS, SECTION 1, APPENDIX 1, 2 - Scheme for the Regulation of Air Traffic Controller Hours (SRATCOH), are applied to student air traffic controllers undertaking OJT, as if they were operational air traffic controllers.

5.4.4 The unit training organisation shall ensure that a report of the student air traffic controller's performance is completed after each training session and that the reports shall be sufficiently detailed to enable other OJTIs to determine the strengths and weaknesses of the student air traffic controller, together with his/her level of competence.

5.4.5 The Authority may audit all aspects of the unit training.

5.5   Facilities and equipment

Chapter 4, section 4.7 shall apply to unit training organisation's facilities and equipment.

5.6   Personnel

Chapter 4, section 4.8 of this manual shall apply to unit training organisation's theoretical and practical instructors, on-the-job training instructors, assessors and simulator staff.

5.7   Record keeping

Chapter 4, section 4.10, paragraph 4.10.1 shall apply to unit training organisation's record keeping.

INTENTIONALLY LEFT BLANK

Chapter 6

CONTINUATION TRAINING

6.1 Requirements for continuation training

6.1.1 The requirements for continuation training are set out in Section 4 of PART ATCO.

6.1.2 Refresher and conversion training courses may include theoretical and/or practical training, together with simulation, when appropriate. These courses shall be detailed in a unit competence scheme.

6.1.3 The content of the unit competence scheme shall be in accordance with the requirements set out in ATCO.B.025 of PART ATCO, as appropriate for refresher and conversion training and shall be approved by the Authority at least every 3 years.

6.1.4 The duration of the continuation training shall be decided in accordance with the functional needs of the air traffic controllers working at a particular ATSU, taking into consideration, any changes or planned changes in procedures or equipment and overall safety management requirements.

6.2 Refresher training

6.2.1 The requirements for refresher training courses are set out in ATCO.D.080 of PART ATCO and its associated AMCs and guidelines. The Authority recommends the Eurocontrol ATC Refresher Training Manual to assist in developing refresher training for guidance.

6.2.2 A continuation training organisation shall develop refresher training appropriate for the purposes of its ATSUs and shall allocate sufficient time to meet the needs of the ATSUs.

6.2.3 Refresher training courses shall be approved by the Authority in line with 6.1.3 above.

6.2.4 Unusual and emergency situation (UES)

6.2.4.1 Training in unusual and emergency situation (TRUES) shall be embedded into the refresher training programme at the ATSU. The ATSP should ensure it continues to include all relevant staff when compiling their TRUES requirements.

6.2.4.2 Unusual situations are circumstances which are neither routinely nor commonly experienced and for which an air traffic controller has not developed automatic skills, including degraded systems, whereas an emergency situation is a serious, unexpected and dangerous situation requiring immediate actions. Examples of UES that should be addressed include:

a) Aircraft emergencies;

b) Incident/conflict resolution;

c) ATC facility evacuation;

d) Partial/total staff incapacitation;

e) Failure of equipment;

f) Unusual operating configurations, e.g. reduced runway length operations, non- standard sector configurations, operations in adverse weather conditions.

6.2.4.3 A variety of sources are available for reference and training material, for example:

a) Video programmes may be of value, particularly those showing aircraft flight deck procedures;

b) Visits with local aircraft operators and familiarisation flights;

c) Visits with adjacent aerodromes, ATS units, emergency services;

d) Consultation with typical operators who receive a service from the ATSU;

e) Incident and accident summaries and reports;

f) Participation in line-orientated flying training;

g) Simulator exercises;

h) Table-top exercises.

6.2.4.4 TRUES should be organised as team exercises wherever possible and include support staff, if appropriate. Knowledge of the resources available to air traffic controllers and of techniques for managing them efficiently, known as 'team resource management' (TRM), are often fundamental to satisfactory handling of an unusual circumstance or aircraft emergency. The potential contribution of other team members as a resource should not be overlooked.

6.2.5 *Human factors*

6.2.5.1 Human factors (HF) is generally covered as part of standard practices and ABES usually through teamwork, effective communication and critical incident stress management. However, HF training is a specific requirement and must therefore be documented in the refresher training courses.

6.2.5.2 The Eurocontrol ATC Refresher Training Manual states that the refresher training dealing with human factors should include TRM, fatigue and stress management. This training may be a combination of practical and knowledge-based training e.g. case studies.

6.2.5.3 A refresher training exercise may be developed with typical human factors issues incorporated such as designed distractions, interruptions and other changes in the normal operational environment.

6.2.5.4 To assist in developing HF, a list of training objective guidelines, with some taken from the Eurocontrol ATC Refresher Training Manual, is presented below. It is expected that continuation training organisations will adapt training objectives to their specific needs.

6.2.5.4.1 *Teamwork and self-management requirement*

   a) Operate as an effective team member;

   b) Communicate effectively with the team;

   c) Adapt to differing workload conditions;

   d) Recognise where and when assistance is needed;

   e) Request assistance when required;

   f) Manage time effectively;

   g) Use ATS equipment efficiently and effectively;

   h) Uses eye contact, body movements and gestures that are consistent with verbal messages and the environment;

   i) Communicates relevant concerns and intentions;

   j) Manages stress in an appropriate manner;

   k) Self-evaluate to improve performance;

   l) Use feedback to improve performance;

   m) Adapts to the demands of a situation as needed;

   n) Engage in continuous development activities.

6.3   Conversion training

6.3.1 The requirements for conversion training are set out in ATCO.D.085 of PART ATCO.

6.3.2 Apart from OJTI and Assessor training which are detailed in 6.4 below, a training organisation that has identified a need for conversion training shall submit its proposals to Authority for approval.

6.3.3 A training needs analysis shall identify the degree of training required and a training plan in accordance with the requirements set out in ATCO.D.085 (c) shall be developed.

6.4   Specific conversion training courses

6.4.1 The requirements for the training of instructors and assessors are set out in Section 5 of PART ATCO. Such training courses are designed to provide the required additional skills for air traffic controllers, to obtain an On-the-Job-Instructor (OJTI) endorsement, a Synthetic Training Device Instructor (STDI) endorsement or an Assessor endorsement.

6.4.2 Training organisations wishing to conduct such training courses are required to make their application for course approval in accordance with the procedures in Chapter 4 of this manual. Subject to compliance with the terms of the approval, it shall remain valid unless surrendered, superseded, limited, suspended or revoked.

6.4.3 Performance objectives shall be developed by training organisations for such courses as appropriate.

6.4.4 Chapter 4, section 4.8 of this manual shall apply to the qualifications of instructors on the course.

6.4.5 An important element of training towards the issue of an assessor endorsement is exposure to the many differing aspects of air traffic controller competence. This is best achieved by ensuring that the training courses include participants drawn from a broad cross section of the industry and that they are supported by training facilities and equipment that allows them to interact and engage.

6.4.6 Notification of the nominal roll and results of such courses shall be made using FORM SSR ATCL 1763/III-H.

6.5   Refresher training for revalidation of OJTI, STDI and Assessor endorsement

6.5.1 OJTI

6.5.1.1 The requirements governing the revalidation of an OJTI endorsement are set out in ATCO.C.020 (b) of PART ATCO.

6.5.1.2 AMC1 ATCO.D.090 (a) (2) Refresher training in practical instructional skills to PART ATCO shall be developed to prevent knowledge and skills erosion, with the procedures of 6.2.1 to 6.2.3 of this manual implemented.

6.5.1.3 Refresher training for OJTI shall be detailed in the UCS and shall be submitted to the Authority for approval.

6.5.2 STDI

6.5.2.1 The requirements governing the revalidation of an STDI endorsement are set out in ATCO.C.040 (b) of PART ATCO.

6.5.2.2 AMC1 ATCO.D.090 (a) (2) Refresher training in practical instructional skills to PART ATCO, shall be developed to prevent knowledge and skills erosion and be designed to maintain awareness of the current operational practices.

6.5.2.3 The refresher training for STDI shall be detailed in the UCS and shall submitted to the Authority for approval.

6.5.3 Assessor

6.5.3.1 The requirements governing the revalidation of an assessor endorsement are set forth in ATCO.C.060 (b) of PART ATCO.

6.5.3.2 AMC1 ATCO.D.095 (a) (2) Refresher training to PART ATCO, shall be developed to prevent knowledge and skills erosion and, be designed to maintain skills in assessment techniques and awareness of the technical standards.

6.5.3.3 The refresher training for assessors shall be detailed in the UCS and submitted to the Authority for approval.

INTENTIONALLY LEFT BLANK

Chapter 7

ASSESSMENTS OF PREVIOUS COMPETENCE

7.1   Requirement for assessment of previous competence

7.1.1 An assessment of previous competence (APC) is required for student air traffic controllers or air traffic controllers who have not exercised the privileges of their licence/rating for specified periods of time. The relevant time periods and training organisation authorised to conduct an APC are set out in ATCO.B.001 (d), ATCO.B.005 (e) and ATCO.B.010 (b) of PART ATCO. In addition to the those requirements, an APC may also be required at direction of the Authority.

7.1.2 The assessment must be carried out against the terminal objectives of the relevant rating course and by assessors competent to assess that rating.

7.2   Conduct of assessment of previous competence

7.2.1 Student air traffic controllers who are required to undertake an APC must apply to the PEL Office at PEL@scaa.sc in order to confirm their eligibility to do so. A letter of eligibility will be issued to the student of which a copy must be submitted to the training organisation, which intends to conduct the APC. A training organisation shall not conduct an APC without the letter of eligibility from the Authority.

7.2.2 Proposals from certified initial training organisations for the conduct of APC shall include details of the assessments to be used.

7.2.3 Initial training organisations approved to conduct APC for previous competence shall notify the Authority at least 20 working days before the APC is scheduled to take place.

7.2.4 Prior to undertaking the APC, the student air traffic controller should be interviewed and, if necessary, undertake examination(s) to verify his/her present level of knowledge and experience. The decision as to whether a written and/or oral examination is necessary lies with the initial training organisation.

7.2.5 Based on evidence from the interview and/or examination(s), the candidate may sit one or more summative exercises at the same standard as those used on the approved course relevant to the rating being assessed.

7.2.6 The initial training organisation shall submit a report of the assessment showing the areas covered and the outcome of the APC to the PEL Office. The report shall include recommendations either to progress onto unit training or to address those areas in need of additional training. Such additional training could be delivered at the initial training organisation or at the relevant ATSU depending on the subject matter. This decision shall be made in consultation with the PEL Office.

7.2.7 In circumstances where additional initial rating training is required to bring the individual up to rating standard again, the scenario may arise where the individual fails to achieve the rating standard following the additional training. In this event, consultation with the PEL Office is required as licensing action may result.

7.2.8 Initial training organisation shall make available the APC report to the student air traffic controller who has undertaken the assessment, available on the Authority website at
 http://www.scaa.sc/index.php?option=com_content&view=article&id=160:pel-forms&catid=51&Itemid=839.

7.2.9 Student air traffic controllers may appeal against the conduct of the APC direct to the Authority, under its established appeal procedures, in accordance with the requirements set out in ATCO.AR.A.010 (a) (13) of PART ATO, within 10 working days of the assessment result.

INTENTIONALLY LEFT BLANK

Chapter 8

ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

8.1   English language proficiency schemes

8.1.1 English language proficiency (ELP) assessment based on the ELP Rating Scale in Appendix 1 of PART ATCO, shall be conducted by approved ELP assessment services for the following:

a)   During initial training or immediately after initial training for a student air traffic controller;

b)   When an ELP endorsement at Level 4 or Level 5 held by an air traffic controller licence holder is due for a revalidation or renewal; or

c)   When specifically required by the Authority.

8.1.2 The ELP assessment shall comply with ATCO.B.040 of PART ATCO and its associated AMCs, and shall be approved by the Authority.

8.2   Application for ELP assessment services

Application for ELP assessment services approval shall be made by completing FORM SSR ATCL 1763/I-ELP and submitting it along with an ELP assessment sample to Authority at least 2 months before the anticipated start of any proposed assessment. The application form is available on the Authority website at
http://www.scaa.sc/index.php?option=com_content&view=article&id=160:pel-forms&catid=51&Itemid=839
or by request to email PEL@scaa.sc. The ELP assessment sample shall include the following:

a)   candidate documents (paper instructions, screen display, etc.);

b)   interlocutor instructions or prompts;

c)   rater documentation (answer key, rating scale, instructions);

d)   one complete sample of audio recordings (for listening sections or semi-direct prompts); and

e)   a demonstration of candidate/interlocutor interaction.

8.3   ELP assessment design and construct

8.3.1 The ELP assessment shall be designed to assess speaking and listening proficiency in accordance with each component of the holistic descriptor requirements set out in ATCO.B.030 (c) (1) to (5) and ELP Rating Scale in Appendix 1 of PART ATCO and not to assess the technical knowledge of air traffic control operations.

8.3.2 A definition of the ELP assessment purpose that describes the aims of the assessment, the target population description and rationale for assessment construct and how it corresponds to the PART ATCO, ELP requirements shall be accessible to all decision-makers in plain, layperson language.

8.3.3 The ELP assessment shall:

a)   be specific to aviation operations;

b)   comply with principles of good practice and a code of ethics which should be documented and the organisation should be able to provide evidence of adherence to that code;

c)   use face-to-face communication in some phases of the delivery and should also include a component devoting time to voice-only interaction;

d)   elicit plain language proficiency in the aviation context and not assess phraseology though it may contain a scripted task in which phraseology is included. If phraseology is included in a test, care should be taken that it is used appropriately and that it is consistent with ICAO standardised phraseology.

8.3.4 Should comprehension be assessed through a specific listening section with individual items, it should not be done to the detriment of assessing interaction.

8.3.5 The ELP assessment must be capable of differentiating between Levels 3, 4, 5 and 6 and must enable assessment and recording against each of all six elements being pronunciation, structure, vocabulary, fluency, comprehension and interaction of the ELP Rating Scale in Appendix 1 of PART ATCO.

8.3.6 The ELP assessment should be conducted in part on a simulator or in a simulated environment.

8.3.7 The final score for each candidate shall be the lowest rating obtained amongst the six element of the ELP Rating Scale in Appendix 1 of PART ATCO and not the average or aggregate of the ratings.

8.4   ELP assessment validity and reliability

8.4.1 A statement of evidence for the ELP assessment validity and reliability should be accessible to all decision-makers, in plain, layperson language.

8.4.2 A description of the development process that includes a summary of the development calendar and a report on each development phase should be accessible to all decision-makers.

8.4.3 An appraisal of expected effect the ELP assessment has on training or on candidates' behavior should be accessible to all decision-makers. The appraisal should demonstrate that the ELP assessment will have a positive effect on training and that it will not encourage training that focuses on memorisation and ELP assessment preparation rather than on building proficiency.

8.5   ELP assessment rating

8.5.1 Whether a rating is conducted "live" during the ELP assessment, or after the ELP assessment using recordings of the ELP assessment performance, the rating process shall be documented.

8.5.2 The ELP assessment shall be conducted by two qualified English Language raters/assessors who have been approved by the Authority to conduct such ELP assessments, one of which must be the holder of an air traffic controller licence issued or recognised by the Authority. A third rater/assessor may be consulted in the case of divergent scores of the two raters/assessors.

8.5.3 Initial and recurrent rater/assessor training should be documented. The rater/assessor training records shall be maintained and audits of raters/assessor shall be conducted and documented periodically.

8.5.4 If the rating is conducted using new technology, including speech recognition technology, then the correspondence of such rating to human rating, on all aspects of the ELP Rating Scale in Appendix 1 of PART ATCO, shall be clearly demonstrated, in layperson language, and be accessible to all decision-makers.

8.6   ELP assessment administration

8.6.1 The ELP assessment rating process and instructions to the candidate, ELP assessment administration team and raters/assessors shall be documented and the documentation shall include instructions on the extent and nature of evidence that raters/assessors have to collect. The equipment, human resources and facilities necessary for the ELP assessment shall be included in the instructions.

8.6.2 The ELP assessment location must offer moderate comfort, privacy and quiet.

8.6.3 A full description of ELP assessment administration policies and procedures must be available to all decision-makers, including information about the following:

  a) policies and procedures for retaking the ELP assessment;

  b) score reporting procedures (who receives the results of ELP assessments);

  c) record-keeping procedures; and

  d) plans for quality control, ELP assessment maintenance, ongoing ELP assessment development and purchasing conditions, if applicable.

8.6.4 A documented appeals process shall be established, and information about it made available to candidates and decision-makers at the beginning of the ELP assessment process.

8.7   ELP assessment security

8.7.1 A full description of security measures required to ensure the integrity of the ELP assessment process shall be documented and made available to all decision-makers. Other necessary security measures during ELP assessment administration should prevent:

  a) communication between candidates;

b) communication between candidates and individuals elsewhere during the ELP assessment, e.g. by use of a mobile telephone;

c) impersonation of others; and

d) the use of false identities.

8.7.2 Security measures shall ensure the authenticity of ELP assessment result data, including databases and certificates.

8.7.3 In the case of pre-scripted and pre-recorded ELP assessment prompts, there shall be adequate versions to meet the needs of the population to be tested with respect to its size and diversity.

A good security measure that ELP assessment organisations should adopt is to always include at least one completely new prompt or question in every version. A pattern of candidates achieving high scores on most or all ELP assessment prompts or questions, but failing the new prompt, may indicate a breach in ELP assessment security.

8.7.4 ELP assessment questions and prompts should be held in confidence, and not be published or provided to candidates prior to the ELP assessment event.

8.7.5 A documented policy for all aspects of ELP assessment security should be accessible to all decision-makers.

8.8   ELP assessment organisational information and infrastructure

8.8.1 The ELP assessment services shall provide clear information about its organisation and its relationships with other organisations. All associations or links with those organisations should be transparent and documented.

8.8.2 Where the ELP assessment services is also another service or training provider, there should be a clear and documented separation between the two activities.

8.8.3 The ELP assessment provider shall employ sufficient numbers of qualified interlocutors and raters/assessors to administer the required assessments.

8.8.4 Documentation on how the assessment is maintained, including a description of how ongoing assessment development is conducted, shall be provided.

8.9   ELP assessment team qualification

8.9.1 Within an ELP assessment team, the same person may possess several areas of expertise or play several roles. The team shall include ELP assessment designers and developers, where applicable, and administrators, interlocutors and raters/assessors.

8.9.2 All members of the team should be familiar with the following:

a) The ELP assessment requirements set out in ATCO.B.040 of PART ATCO and its associated AMCs;

b) ICAO Doc 9835; and

c) ICAO Rated Speech Samples CD.

8.9.3 The assessment design and development team shall include individuals with the operational, language assessment development, and linguistic expertise described below:

a) Operational expertise:

i) radiotelephony experience as a flight crew member, air traffic controller or aeronautical station operator; and

ii) experience in aeronautical operations and procedures and working knowledge of current practices.

b) Language assessment development expertise:

i) specialization in language assessment development through training, education or work experience; and

ii) working knowledge of the principles of best practice in language assessment development.

c) Linguistic expertise:

  i) working knowledge of the principles of theoretical and applied linguistics;

  ii) working knowledge of the principles of language learning; and

  iii) experience in language teaching.

8.9.4 Interlocutors shall:

 a) demonstrate language proficiency of at least Extended Level 5 of the ICAO ELP Rating Scale to be tested and proficiency at Expert Level 6 if the ELP assessment is designed to assess Expert Level 6 proficiency;

 b) have successfully completed initial interlocutor training;

 c) successfully complete recurrent interlocutor training at least every two years; and

 d) have appropriate aviation operational or language assessing expertise, or both.

8.9.5 Raters/Assessors shall:

 a) demonstrate language proficiency of at least Extended Level 5 of the ELP Rating Scale in Appendix 1 of PART ATCO. If the ELP assessment is designed to assess Expert Level 6 proficiency, raters/assessors shall demonstrate ELP at Expert Level 6;

 b) be familiar with aviation English and with any vocabulary and structures that are likely to be elicited by assessment prompts and interactions;

 c) have successfully completed initial rater/assessor training;

 d) successfully complete recurrent rater/assessor training at least every two years.

8.10 Records keeping

8.10.1 All proficiency ELP assessments of speaking ability involving interaction between the candidate and interlocutor during the ELP assessment shall be recorded on audio or video media.

8.10.2 Evaluation sheets and supporting documentation shall be filed for a predetermined and documented period of time of sufficient duration to ensure that rating decisions can no longer be appealed.

8.10.3 The score-reporting process shall be documented and scores maintained for the duration of the air traffic controller licence.

8.10.4 Results of ELP assessment shall be held in strict confidence and released only to candidates, their sponsors or employers and the Authority, unless candidates provide written permission to release their results to another person or organisation. The result shall be recorded on a certificate.

8.10.5 The record-keeping process shall be adequate for the scope of the ELP assessment and documented.

INTENTIONALLY LEFT BLANK

Appendix 1

RECORDS TO BE RETAINED BY INITIAL TRAINING ORGANISATIONS

A1.1   Initial training organisations must retain permanently master copies of their training and procedures manual.

A1.2   Training and assessment records shall be retained for 5 years following the completion of a course, as follows;

   a)   course nominal roll;

   b)   list of course managers, instructors and assessment staff for each course;

   c)   written assessment question papers;

   d)   written student answer papers;

   e)   oral assessment reports including questions asked and records of student responses;

   f)   practical formative reports;

   g)   practical summative reports;

   h)   practical assessment reports;

   i)   consolidated course results sheet with final assessment for each student;

   j)   course log detailing changes made to the course conduct and any significant events affecting the running of the course;

   k)   attendance records and any course programme changes to accommodate student absence; and

   l)   evidence that each student has a copy of the training organisation's appeal procedure.

A1.3   Records of instructional, simulator input and assessment staff competence, showing:

   a)   name and forename;

   b)   air traffic controller licence qualifications, if appropriate, including:

      i)   licence number; and

      ii) rating(s) and licence endorsement(s) held and unit endorsement(s).

   c)   details of theoretical and practical instructor, and assessor training undertaken; and

   d)   details of competence training and date(s) of last relevant competence check(s) undertaken at the training organisation.

A1.4   Records of internal and external audits.

INTENTIONALLY EFT BLANK

Appendix 2

CRITERIA FOR THE USE OF SYNTHETIC TRAINING DEVICES IN ATC TRAINING

A2.1 Introduction

A2.1.1 A synthetic training device is any type of device by which operational conditions are simulated, including simulators and part-task trainers. This appendix deals with the criteria for the use of simulators only.

A2.1.2 All training plans are required to indicate the amount of training, if any, that will be conducted on a synthetic training devices. The Authority will approve synthetic training devices as part of the course approval processes for the initial, unit and continuation training plans. A training organisation is required to demonstrate how its synthetic training device and the associated exercises will provide adequate support for the particular training plan.

A2.1.3 The approval of a synthetic training device and the part of the particular training plan for which the training organisation proposes to use it will be based on an assessment against the criteria listed below. The extent to which the synthetic training device achieves these criteria will be used to determine its adequacy for the proposed use. As a general principle, the greater the degree of replication of the operational position being represented, the greater the use that will be possible in any particular training plan. The criteria are:

a) the general environment, which should provide an environment in which simulator exercises may be run without undue interference from unrelated activities;

b) the simulator layout;

c) the equipment provided;

d) the display presentation, functionality, and updating of operational information;

e) data displays, including strip displays, where appropriate;

f) co-ordination facilities;

g) aircraft performance characteristics, including the availability of manoeuvres, e.g. holding or ILS operation, required for a particular simulation;

h) the availability of real-time changes during an exercise;

i) the ability of the simulated environment to enable students to meet the stated objectives of the practical training exercises;

j) the ability of the simulator and its exercises to enable the performance objectives to be assessed to the level determined in the training programme;

k) the procedures by which the training organisation can be assured that staff associated with the conduct of the simulation are competent;

l) the degree of realism of any voice recognition system associated with the simulator;

m) where a synthetic training device is an integral part of an operational ATC system, the procedure by which the training organisation is assured that interference between the simulated and operational environments is prevented.

A2.2 On-the-job training

Subject to approval by the Authority, a synthetic training device may be used for the maintenance or renewal of OJTI competence.

A2.3 Refresher training

When a training organisation wishes to use a synthetic training device for training and assessment in TRUES, the synthetic training device will be approved for the particular training plan, based on its ability to adequately support the plan's training objectives and assessment requirements.

INTENTIONALLY LEFT BLANK

Appendix 3

AIR TRAFFIC CONTROLLER TRAINING ORGANISATION APPLICATION FORMS

Application for Air Traffic Controller Training Organisation Approval & Certification

1. Applicant *(The Applicant is the person responsible for payment of SCAA charges)*

Data protection: Personal data included in the application related to the "ATCO Training Organisation Approval" is processed by SCAA pursuant to Seychelles Constitution on the protection of individuals with regard to the processing of personal data by the Seychelles institutions and bodies and on the free movement of such data. It will be processed solely for the purposes of the performance, management and follow-up of the Application by the SCAA, without prejudice to possible transmission to internal audit services, to the Anti-Fraud Office for the purposes of safeguarding the financial interests of the Seychelles. The applicant shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete. Should the applicant have any queries concerning the processing of his/her personal data, he/she shall address them to the SCAA at the following address: ANSI@scaa.sc. The applicant shall have right of recourse at any time to the Data Protection Authority Seychelles.

1.1 Applicant Data

1.1.1 Customer Number		
1.1.2 Applicant Name (Company Name or Legal Person name)		
1.1.3 Applicant Address *(registered business address/address of registry)*	Street / Nr	
	Post Code	
	City	
	Country	
1.1.4 Contact Person *(responsible for this application)*	Title	☐ Mr ☐ Ms
	Surname	
	First name	
	Post title	
	Phone/Fax	
	Email	

1.2 Principal Location		☐ Same as Applicant Data in section 1.1 *(→continue with section 1.3)*	
1.2.1 Applicant Name	☐ Same as in section 1.1.2 Applicant Name		☐ Other (please specify below)
	Name		
1.2.2 Principal Location Address	☐ Same as in section 1.1.3 Address		☐ Other (please specify below)
	Street / Nr		
	Post Code		
	City		
	Country		

1.3 Additional Locations	☐ Yes		☐ No
1.3.1 Applicant Name	☐ Same as in section 1.1.2 Applicant Name		☐ Other (please specify below)
	Name		
1.3.2 Location Address	Street / Nr		
	Post Code		
	City		
	Country		

Please duplicate this table to add further locations

1.4 Billing Data	☐ Same as Applicant Data in section 1.1 *(→continue with section 1.4.4)*		
1.4.1 (Company) Name	☐ Same as in section 1.1.2 Applicant Name *(other name only in exceptional cases)*		
1.4.2 Billing Address	☐ Same as in section 1.1.3 Applicant Address		☐ Other (please specify below)
	Street / Nr		
	PO Box		
	Post Code		
	City		
	Country		
1.4.3 Contact Person *(Financial)*	☐ Same as in section 1.1.4 Contact Person		☐ Other (please specify below)
	Title	☐ Mr ☐ Ms	
	Surname		
	First name		
	Post title		
	Phone/Fax		
1.4.4 Financial Contact Email *Invoice PDF copy will be issued to this address*			
1.5 Approval Delivery Data	☐ Same as Applicant Data in section 1.1		
1.5.1 Applicant Name	☐ Same as in section 1.1.2 Applicant Name		☐ Other (please specify below)
	Name		
1.5.2 Delivery Address	☐ Same as in section 1.1.3 Applicant Address		☐ Other (please specify below)
	Street / Nr		
	PO Box		
	Post Code		
	City		
	Country		

1.5.3 Contact Person (Approval Delivery)	☐ Same as in section 1.1.4 Contact Person		☐ Other (please specify below)	
	Title	☐ Mr ☐ Ms		
	Surname			
	First name			
	Post title			
	Phone/Fax			
	Email			

2. Applicant's Reference *(Please provide an individual reference to this application)*

Your reference	

3. Identification of Activity

3.1 Activity	3.1.1 ☐ Application for initial Approval
	3.1.2 ☐ Application for change to Approval
3.2 Original Approval Ref. *(please complete in case of 3.1.2)*	
3.3 Issued by *(please complete in case of 3.1.2)*	

4. Type of Training

4.1 ☐ ATCO Initial Training

Type of Service	Part of Service	Sub-part of Service
☐ Basic Training	N/A	N/A
☐ Rating Training	☐ Aerodrome Control Visual (ADV)	N/A
	☐ Aerodrome Control Instrument (ADI)	☐ Tower Control (TWR)
	☐ Approach Control Procedural (APP)	N/A
	☐ Approach Control Surveillance (APS)	☐ Radar (RAD)
		☐ Precision Approach Radar (PAR)
		☐ Automatic Dependent Surveillance (ADS)
	☐ Area Control Procedural (ACP)	N/A
	☐ Area Control Surveillance (ACS)	☐ Radar (RAD)
		☐ Automatic Dependent Surveillance (ADS)
4.1.1 Special Limitations / Conditions		

4.2 ☐ ATCO Unit Training

Type of Service	☐ Transitional Training
	☐ On-the-job Training
4.2.1 Special Limitations / Conditions	

4.3 ☐ **ATCO Continuation Training**	
4.3.1 Special Limitations / Conditions	
4.4 ☐ **OJTI Training**	
4.4.1 Special Limitations / Conditions	
4.5 ☐ **Training for Assessors**	
Type of Service	☐ Training for Examiners ☐ Training for Assessors
4.5.1 Special Limitations / Conditions	

5. Other

5.1. Number of staff involved in the activities under the Type of Training	

5.2 List of documentation to be provided with the application

    a)   Training and procedures manual as relevant to the type of training to be provided

    b)   A copy of the National Companies register/Certificate of Incorporation / QMS (ISO 9001 :20015) Certificate *(if certified)*

6. Fees

The fee(s) required for an application for Approval and Certification as an Initial Training Organisation, Unit Training Organisation and Continuation Training Organisation, as provided in the SCAA Personnel Licensing Scheme of Charges, available at http://www.scaa.sc/index.php?option=com_content&view=category&id=43&Itemid=831, are to be paid on application as instructed herein.

NB: This application will not be processed until the applicable fees have been received.

Total fees included is: For local training organisation SR: ………………………………..

                                For overseas training organisation USD: …………………………
                                (must be calculated on current rate of exchange for USD to SR and must not including bank charges)

IMPORTANT NOTES:

If an SCAA personnel is required to travel overseas in respect of this application you are advised to read the SCAA Personnel Licensing Scheme of Charges to which this application relates with regards to additional charge where functions are performed abroad.

In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge will reflects the work carried out by the SCAA on behalf of the applicant up to the point of cancellation and will be deducted from any refund made in respect of the application following cancellation.

7. Declaration

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I enclose any charges payable on application in accordance with the SCAA Personnel Licensing Scheme of Charges.

Name of Applicant: ....

Signature of Applicant or Authorised Representative: ....   Date: ....

1. Submission instructions

Please submit the application form by clicking on the "Submit Button", by e-mail or by regular mail to:

> ANS & ATC Licensing Inspectorate
> Safety & Security Regulation Department
> SCAA, P. O. Box 181
> Seychelles International Airport
>
> E-mail: ANSI@scaa.sc
>
> Telephone enquiries: +248 4384271

Payment Authorisation

Payment details

Payment type (please tick your chosen method of payment).

(Note: For local remittance, it can either be by cheque or bank transfer whereas remittance from overseas clients, SCAA prefers bank transfer)

Cheque ☐   Bank Transfer ☐

JP Morgan Chase Bank NA Address 270 Park Avenue New York, NY 10017 USA	Account Number: 826214236 SWIFT CODE: CHASUS33
Barclays Bank Seychelles Ltd Commercial Banking, P.O.Box 167 Independence Avenue Victoria, Mahe Seychelles	Account Name: Seychelles Civil Aviation Authority Account Number: 010 7620214 SWIFT Code: BARCSCSC IBAN: SC16BARC01030000000107620214USD
Standard Chartered Bank One Madison Avenue New York 10010-3603 USA	Favouring: Nouvobanq SIMBC, Seychelles Account Number.3582086430001 ABA: 026002561 SWIFT Code: SCBLUS33
Nouvobanq SIMBC Nouvobanq House, Francis Rachel Street, P.O Box 241 Victoria, Mahe Seychelles	Account Name: Seychelles Civil Aviation Authority Account Number. 32002027364003 *(USD Remittance)* Account Number: 01002027364003 *(SCR Remittance)* SWIFT Code: NOVHSCSC IBAN: SC64NOVH02010032002027364003USD

Note: 1. *Please ensure that all bank charges are borne by your organisation when making payment;*

　　　2. *A copy of the SWIFT transfer is sent to SCAA for bank reference;*

For more information, please contact us at finance@scaa.sc

Payer: .... Email: .... Date of transfer: ....

**Air Traffic Controller Training Organisation
EASA L63, ANNEX III PART ATCO.OR Compliance
Questionnaire**

SAFETY & SECURITY REGULATION DEPARTMENT

SUBPART C – MANAGEMENT OF AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS

ATCO.OR.C.001 Management system of training organisations

(a) Training organisations shall establish, implement and maintain a management system that includes:

(1) clearly defined lines of responsibility and accountability throughout the organisation, including direct safety accountability of the accountable manager;

(2) a description of the overall principles of the organisation with regard to safety, referred to as the safety policy;

(3) the identification of aviation safety hazards entailed by the activities of the training organisation, their evaluation and the management of associated risks, including actions to mitigate the risk and verify their effectiveness;

(4) maintaining personnel trained and competent to perform their tasks;

(5) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;

(6) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary;

(7) The management system shall be proportionate to the size of the organisation and its activities, taking into account the hazards and associated risks inherent in those activities.

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 organisation 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.

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.

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.

ATCO.OR.C.020 Record keeping

(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.

(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.

(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:

   (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.

(d) The archiving process including the format of the records shall be specified in the training organisation's management system.

(e) Records shall be stored in a secure manner.

ATCO.OR.C.025 Funding and insurances

Training organisations shall demonstrate that sufficient funding is available to conduct the training according to this Regulation and that the activities have sufficient insurance cover in accordance with the nature of the training provided and all activities can be carried out in accordance with this Regulation.

Explanatory Note

Training organisations need to have an efficient management system to ensure the quality of training they offer.

Questions against ATCO.OR.C requirements:

1. Is safety accountability clearly defined throughout the TO? Yes ☐ No ☐

2. Is there direct accountability for safety on the part of senior management? Yes ☐ No ☐

3. Does the TO have adequately trained and competent to perform appropriate tasks? Yes ☐ No ☐

4. Does the TO document all management system key processes inclusive of a process which ensures personnel are aware of their specific responsibilities and for amending such documents? Yes ☐ No ☐

5. If no such processes in 4 above currently exist, is there any plan to develop them within the next 2 years? Yes ☐ No ☐

6. Does the TO have a system to monitor compliance with PART ATCO.OR and PART ATCO requirement? Yes ☐ No ☐

7. Does the TO ensure that the management system take into account the hazards and associated risks inherent in its activities? Yes ☐ No ☐

8. Does the TO ensure that any contracted or purchased part of its activities conform to applicable requirements? Yes ☐ No ☐

9. Where the TO contracts any part of its activities to an organisation which is not itself certified, does the TO ensure that the organisation works under the terms and conditions of its certificate and that the Authority is given access to the contracted part to determine continued compliance with the applicable requirements? Yes ☐ No ☐

10. Are the facilities, equipment and accommodation appropriate for of all planned tasks and activities?

11. Does the TO maintain a secure recording-keeping system for persons undertaking or having undertaken training which shows that all requirements of the training courses have been met and also for recording the professional qualifications and instructional techniques assessments of instructors and assessors, inclusive of the subjects they are entitled to teach? Yes ☐ No ☐

12. If the answer is yes for 9 above, are the records kept for a minimum period of 5 years? Yes ☐ No ☐

13. Does the TO have sufficient funds to conduct the proposed training? Yes ☐ No ☐

**Notification of a Proposed Change by an Air Navigation Service Provider
(STS-ANS) or ATCO Training Organisation (EASA L63, ANNEX III, PART ATCO.OR).**

Please complete this form electronically then click on the "Submit" box to submit to ANS & ATC Licensing Inspectorate or submit to the email address provided in the section 11.

Please read the attached guidance notes before completing the form.

FALSE REPRESENTATION STATEMENT
It is an offence under regulation 84.(c)(1) of the Civil Aviation (Safety) Regulations, 2017 to make false representation for procuring for him/herself or another person, a grant, an issue, a renewal or a variation of a certificate, licence, approval, permission, exemption, authorisation or any other document. Under regulation 99.(4), any person who commits an offence shall be liable to imprisonment not exceeding two years or to a fine of SR200,000.00 or both.

1. APPROVAL/CERTIFICATE HOLDER DETAILS	
1.1 Registered Company Name	
1.2 Registration Number	
1.3 Current Certificate Number	
1.4 Submission Date	
1.5 Contact Person	**Title:** ………… **Surname:** …………………………… **Name:** …………………………………… **Position:** ……………………………………………………………………………………….. **Phone:** ……………………………….………… **Email:** ………………………………………

2. REFERENCE NUMBER OF THIS NOTIFICATION
(Please provide your internal and unique reference number for this change with version number)

Reference Number: ………………………………………………	Version Number: ………………………………………………….

3. TITLE FOR THE PROPOSED CHANGE

4. DESCRIPTION OF AND REASON FOR THE PROPOSED CHANGE

5. PROPOSED DATE FOR THE INTRODUCTION OF THE PROPOSED CHANGE

6. ORGANISATION INVOLVED IN DEVELOPING THE SAFETY CASE

7. OTHER SERVICE PROVIDERS OR ORGANISATIONS AFFECTED BY THE PROPOSED CHANGE

8. SAFETY RISK CLASSIFICATION (PRIOR TO MITIGATION)	
Risk Assessment *(Enter the risk classification for the change. See Part 2 Section 8 of the attached guidance)*	**Severity:** ………………………………………………. **Probability:** ………………………………………………. **Risk Level:** ……………………………………………….

9. SERVICE(S) OR TRAINING IMPACTED BY THE PROPOSED CHANGE

- ☐ Air Traffic Control
- ☐ Aerodrome Flight Information Service
- ☐ Communication systems
- ☐ Navigation systems
- ☐ Surveillance systems
- ☐ Aeronautical Information Services
- ☐ Meteorological Services
- ☐ Air Space Management
- ☐ Air Traffic Flow Management
- ☐ Unit Training
- ☐ Initial Training
- ☐ Continuation Training
- ☐ Others *(provide details)*: ……..

10. PROPOSED CHANGE REQUIRE PRIOR APPROVAL BY THE AUTHORITY

Yes ☐   No ☐

11. DECLARATION BY APPLICANT

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

Name of applicant: ……………………………………………………………………….............................

Signature of applicant: …………………………………………………… Date: …………………………………

12. SUBMISSION INSTRUCTIONS

Please check:

- All sections relevant to the notification have been completed; and
- The declaration has been signed.

   Telephone Enquiries: +248 4384271
   E-mail: ANSI@scaa.sc

Assessment for Previous Competence Report

(Reference TP ATCL 01, Chapter 7)

Please complete this form electronically and email to PEL Office by clicking on the "Submit" button at the bottom of the form

Name and address of training organisation	
Rating	
Name	
Licence number	
Dates of APC programme	
Interview observations	
ELA (if required)	
Written test result (if required)	
Verbal assessment result (if required)	
Practical result	
Recommendation for any training required or to progress onto unit training	
Assessor name	
Assessor signature	
Report date	

FORM SSR ATCL1763/I-APC (Nov 2019)

Air Traffic Controller Training

This form is intended for use by Authority Approved ATC Training Organisations to provide information about all air traffic controller training course details to the PEL Office. This includes Initial, OJTI and Assessor training courses.

Section 1 and Section 2, columns 1, 2 and 3 shall be completed and a copy of the form is to be sent to Personnel Licensing Office, Safety Regulation Division, Seychelles Civil Aviation Authority, P. O. Box 181 (Email: PEL@scaa.sc, Fax +248 4384269), at least one week prior to the start date of the course.

After the course, columns 4, 5 and 6 of Section 2 and Section 3 shall be completed. The completed form shall then be submitted to PEL Office within one week after the end of the course.

1. COURSE DETAILS

Name of Training Organisation: ....

Title of Approved Training Course: ....

Course Reference Number: ....

Start date of course: ....

End date of course: ....

2. COURSE ATTENDEE DETAILS

Note: Columns 1, 2 and 3 shall be completed at least one week prior to the start date of the course. Columns 4, 5 and 6 shall be completed within one week after the end of the course.

1	2	3	4	5	6
Surname	Forenames	ATC Licence Number/SCAA Medical Number[1]	Satisfactory (S)/ Unsatisfactory (U)	English Language Proficiency[2]	Comment (if any)

1. If Licence Number or Medical Number is not available, please insert candidate's date of birth;

2. Insert English Language Proficiency rating awarded in accordance with the Language Proficiency Rating Scale of EASA L63, ANNEX I, PART ATCO. This is only required for candidates attending their first rating course.

3. DECLARATION BY APPROVED ATC TRAINING ORGANISATION

I hereby declare that the above results are correct.

Signature: ....   Date: ....

Forenames: ....   Position: ....

Form SSR ATCL 1763/I-H (Nov 2019)   Page 1 of 1

Application for Aviation English Language Proficiency Assessment Services Approval

Data protection: Personal data included in the application related to the ELP Assessment Services Approval is processed by SCAA pursuant to Seychelles Constitution on the protection of individuals with regard to the processing of personal data by the Seychelles institutions and bodies and on the free movement of such data. It will be processed solely for the purposes of the performance, management and follow-up of the Application by the SCAA, without prejudice to possible transmission to internal audit services and to the Anti-Fraud Office for the purposes of safeguarding the financial interests of the Seychelles. The Applicant shall have the right of access to the data and the right to rectify any such data that is inaccurate or incomplete. Should the Applicant have any queries concerning the processing of the data, it is to be addressed to the SCAA at the following address: ANSI@scaa.sc. The Applicant shall have right of recourse at any time to the Data Protection Authority Seychelles.	
1. Applicant name and address	
2. Trade name (if different)	
3. Location(s) for which the approval is applied for	
4. Confirm a complete test sample is submitted with this application	
5. Approximate number of qualified staff engaged or intended to be engaged in the test activities	
6. Name of the Accountable Manager	
Date: _____	**Signature of the Accountable Manager:** _____

FORM SSR ATCL 1763/I-ELP

Suggested content of an ELP Certificate

The ELP Certificate issued by the ELP Assessment Services shall include the following information:

(a) full name, date of birth and air traffic controller licence number (where held) of the individual to whom the certificate is awarded;

(b) name of the assessing ELP Assessment Services;

(c) level of ELP awarded, in accordance with the Language Proficiency Rating Scale in Appendix 1 of PART ATCO;

(d) the date the ELP assessment was undertaken; and

(e) name, signature and position of the assessing ELP Assessment Services representative issuing the certificate.

INTENTIONALLY LEFT BLANK

Appendix 4

RECOMMENDED SYLLABUSES FOR SPECIFIC CONTINUATION TRAINING

A4.1   OJTI Course

For the OJTI course to be adequate, it should include the following broad areas:

a) Training Objectives

b) Unit Training Plan

c) Unit training structure

d) Regulation

e) Teaching and learning

f) Team resource management (TRM)

g) Communication skills

h) Human performance

i) Concepts of threat and error management (TEM)

j) OJTI - Professional and personal profile

k) Stress management

l) Training session and trainee performance assessment

m) Progress monitoring and review

n) Briefing and debriefing

o) Report writing and recording

A4.2   Assessor Course

For the Assessor course to be adequate, it should include the following broad areas:

a) Introduction to the cours

b) Unit Training plans

c) Assessment Philosophy

d) Testing Methodology

e) Assessment conduct

f) Practical testing techniques – note taking

g) Verbal testing techniques

h) Question preparation (homework)

i) Record keeping

j) Course wash up

A4.3   ATS Instructor Course

For the ATS Instructor course to be adequate, it should include the following broad areas:

a) Training objectives

b) Unit Training Plan

c) Unit training structure

d) Teaching and learning process

e) Systems approach to training

f) The Role of the instructor

g) Human performance

h) Questioning technique

i) Class management

j) Notes and handouts

k) Visual and audio-visual resources instruction

l) Computer-based training techniques

m) Talks, lectures and lessons

n) Designing, planning and preparation

o) Assessment and evaluation

p) Practical exercise planning, instruction and assessment

q) Briefing, monitoring and debriefing

r) Report writing and recording

A4.4   Acceptance of Previous Competence Course

For the APC course to be adequate, it should include the following broad areas:

a) Basic techniques

b) Phraseology

c) Equipment developments

d) ATC discipline overview

e) Practical exercises as required by discipline

INTENTIONALLY LEFT BLANK