



SCAA

Seychelles Civil Aviation Authority

Air Traffic Controller Training Approval Manual

TP ATM 01

1st Edition
July 2013

SAFETY REGULATION DIVISION



DOCUMENT APPROVAL

This **Air Traffic Controller Training – Approval Manual**, document reference **TP ATM 01**, 1st Edition of July 2013, has been approved by the Deputy General Manager Safety Regulation of the Seychelles Civil Aviation Authority.

Signature: *G-S v*



Date and official stamp: *16/07/13*



RECORD OF AMENDMENTS

Amendment No.	Subject	Source	Section affected	Entered by (Date)	Effective Date
-	Initial issue				July 2013
01	Bilateral approval agreements for foreign Training Organisations	ICAO Doc 9841, 2 nd 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)	01 April 2015
	Enforcement measures by the Authority	SAR-ATCL 61	3.4		



FOREWORD

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.

This manual complies with the ICAO Annex 1 SARPs in respect of the issuance of approval and continued validity of the approval of training organisations and the air traffic service provider to provide training as applicable.

Safety Regulation Division (SRD) regulates air traffic controller training organisations and the air traffic service provider under powers granted to it by the Civil Aviation Act, 2005 (Act 5) and in accordance with SAR-ATCL 61. Air Traffic Standards (ATStd) is responsible for:

- a) establishing national training standards while ensuring compliance, where appropriate, with ICAO Annex 1 SARPs and SAR-ATCL 61 regulatory requirements;
- b) undertaking the approval of air traffic controller training organisations, approval of air traffic controller training courses, unit training plans, continuation training plan and ongoing regulatory oversight to ensure ongoing compliance with requirements.

The latest version of this manual is available in electronic format on the Authority website at

http://www.scaa.sc/index.php?option=com_content&view=article&id=230&Itemid=358

or on request from the Air Navigation Standards Inspectorate at the email below.

The content of this manual is controlled by an approved amendment system and is not to be removed and used in any other format where it may be outside the control of the amendment system. All amendments will be in the form of a complete electronic update of the manual by individual page replacement. The ANS Inspector (ATS&AIS) is responsible for amendments to this manual. Readers should forward advice of errors, inconsistencies or suggestions for improvement to the ANS Inspector at the address below.

ANS Inspector (ATS/AIS)
Safety Regulation Division
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
Chapter 1.	Introduction	1
1.0	Purpose of the manual	1
1.1	Structure of the manual	1
1.2	Definitions and terminologies	1
Chapter 2.	General approval administration	3
2.0	Introduction	3
2.1	General guidance for the approval of training organisations	3
2.2	Administrative procedures for the approval of training organisation	3
Chapter 3.	Approval of training organisations	4
3.0	Application for approval.....	4
3.1	Continued compliance.....	4
3.2	Enforcement measures by the Authority.....	5
3.3	Renewal of approval	5
3.4	Bilateral approval agreements for foreign training organisations.....	5
Chapter 4.	Initial training	6
4.0	Approval of initial training courses	6
4.1	Application for initial training	6
4.2	Training organisation suitability	6
4.3	Facilities, equipment and accommodation	6
4.4	Staffing	7
4.5	Assessment procedures	7
4.6	Appeal procedure	7
4.7	Quality Management System	6
4.8	Record keeping	8
4.9	Document confidentiality	8
Chapter 5.	Assessment for Previous Competence	9
5.0	Requirement for APC	9
5.1	APC at approved training organisations	9
5.2	APC at the ATSTU	9
Chapter 6.	English Language Proficiency Test	11
6.0	Scheme	11
6.1	Design and construct	11
6.2	Validity and reliability.....	11
6.3	Rating.....	12
6.4	Administration.....	12
6.5	Security	12
6.6	Record keeping	13
6.7	Organisational information and infrastructure	13
6.8	Team qualification	13
Chapter 7.	Unit training	15
7.0	Unit training plan	15
7.1	Phases of unit training.....	15
7.1.1	Transitional training.....	15
7.1.2	Pre-on-the-job training	15
7.1.3	On-the-job training	15
7.2	Administrative procedures	15
7.3	Content of a UTP	15
7.4	Instruction	16
7.5	Assessment	17
7.6	Examination	17
Chapter 8.	Continuation training	18
8.0	Continuation training proposals	18



SAFETY REGULATION DIVISION
AIR TRAFFIC CONTROLLER TRAINING – APPROVAL MANUAL

8.1	Procedures for continuation training	18
8.2	Specific continuation training courses	18
8.3	Training in Unusual and Emergency Situations (TRUES)	18
8.3.1	Objective	18
8.3.2	Requirement	19
8.3.3	Content of TRUES plans	19
8.3.4	Programme of training	19
8.3.5	Conduct of training	19
8.3.6	Persons authorised to assess TRUES	20
8.3.7	Assessment	20
8.3.8	Air traffic controllers assessed as not competent	20
8.3.9	Counting of items towards TRUES	20
8.3.10	Air traffic controller hours and fatigue	21
8.3.11	Records to be kept	21
Appendix 1	Records to be retained by training organisations providing initial training	22
Appendix 2	Suggested content of the Course Design Document and Organisation Exposition ...	23
A.	Course Design Document	31
B.	Training Organisation Exposition	31
Appendix 3	Suggested content of a Unit Training Plan	26
Appendix 4	Criteria for the use of simulators in ATM Training	30
Appendix 5	Training organisation course application documents	31
A.	Application form	31
B.	Certificate for ATCO Training Organisations	36
C.	ATCO Training Organisation SAR-ATCL 61 Compliance Questionnaire	38
Appendix 6	ELPT Service Provider documents	39
A.	Application form	39
B.	Suggested content of an ELP Certificate	39
Appendix 7	Recommended syllabuses for specific continuation training	40
A.	On-The-Job Training Instructor Course	40
B.	Air Traffic Services Instructor Course	40
C.	ATC Examiner Course	41
D.	Assessment for Previous Competence Course	41



ACRONYMS

ANO	Air Navigation Order
ATC	Air Traffic Control
ATM	Air Traffic Management
ATO	Approved Training Organisation
ATS	Air Traffic Services
ATSI	Air Traffic Services Instructor
ATSP	Air Traffic Services Provider
ATStd	Air Traffic Standards
ATSTU	Air Traffic Services Training Unit
CDD	Course Design Document
CTP	Continuation Training Programme
ELP	English Language Proficiency
ELPT	English Language Proficiency Test
ITP	Initial Training Plan
HANSI	Head of Air Navigation Standard Inspectorate
OE	Organisation Exposition
OJT	On-the-Job Training
OJTI	On-the-Job Training Instructor
PLO	Personnel Licensing Office
SRD	Safety Regulation Division
TRUES	Training in Unusual and Emergency Situation
UCS	Unit Competency Scheme
UTP	Unit Training Plan



Chapter 1

INTRODUCTION

1.0 Purpose of this manual

- 1.0.1 This manual provides ATStd with the process and guidance to support the implementation of safety oversight arrangements consistently with the safety oversight regulations set out in the Seychelles ANO (as amended), in the approval scheme to recognise the capability of training organisations to provide air traffic controller initial and specific continuation training to student air traffic controllers and approval of the ATSP to provide unit and continuation training.
- 1.0.2 The contents of this manual are intended to support the approval of training organisations against the requirements set out in SUBPART D, Appendix 3, A and C, as applicable, of SAR-ATCL 61 and approval of unit and continuation training provided by the ATSP against the requirements set out in Appendix 3, B and C, as applicable, of SAR-ATCL 61.

1.1 Structure of this manual

- 1.1.1 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.

1.2 Definitions and terminologies

Assessment. The process for making judgements about performance.

ATC Examiner. A rated air traffic controller with an air traffic controller licence authorised by the Authority to carry out examinations in the operational environment for which the rating is issued.

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.

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

Competence. The appropriate knowledge, skills and experience to provide the valid air traffic control services stated in an air traffic controller licence.

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 ATCO training.

Initial Training. Training conducted by approved training organisations on courses approved by the Authority. Initial training comprises basic training and rating training. The object of initial training is to prepare a student for unit training.

Language Endorsement. The authorisation entered on and forming part of a licence, indicating the language proficiency of the holder.

On-the-Job Training. The integration in practice of previously acquired job related routines and skills under the supervision of a qualified On-the-Job Training Instructor in a live traffic situation.

On-the-Job Training Instructor. A rated air traffic controller with an air traffic control licence endorsed with a current qualification that permits the holder to carry out instruction in the operational environment for which the rating is issued.

Operational Position. A position provided and equipped for the purpose of providing an aerodrome control, approach control procedural, approach control surveillance, area control procedural or area control surveillance service.

Performance Objectives. These are established by the ATSP and describe the actions of the air traffic controller that demonstrate the correct performance in specific areas of the topics of the training.

Pre On-the-Job-Training. The phase of locally based training during which extensive use of simulation, using site specific facilities, will enhance the development of previously acquired routines and abilities to the required performance level.



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.

Rating Endorsement. The authorisation entered on and forming part of a licence, indicating the specific conditions, privileges or limitations pertaining to the relevant rating.

Sector. A part of a control area and/or part of a flight information region/upper region.

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 Examiners.

Training Organisation. An organisation which has been certified by the Authority to provide one or more types of training.

Transitional Training Phase. The stage following initial training during which site specific theoretical knowledge and understanding will be transferred to the student air traffic controller using a variety of methods and during which skills will be developed through the use of site specific simulations.

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

Unit Endorsement. The authorisation entered on and forming part of a licence, indicating the ICAO location indicator and the sectors and/or working positions where the holder of the licence is competent to work.

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.

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.



Chapter 2

GENERAL APPROVAL ADMINISTRATION

2.0 Introduction

- 2.0.1 In order to discharge its responsibilities, the Authority specifies in this manual the requirement for air traffic controller training organisations to be approved in order to provide initial training courses and unit training and specific continuation training. The Authority shall grant a certificate which will state the type(s) of training courses approved and which confirms that a training organisation complies with the requirements set out in SUBPART D of SAR-ATCL 61.
- 2.0.2 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.
- 2.0.2 Initial air traffic controller training courses must provide student air traffic controllers with the necessary skills and knowledge to a level of competence upon having satisfactorily achieved the performance objectives of the initial training plan that will prepare them for unit training.
- 2.0.3 Unit training must provide student air traffic controllers with the necessary skills and knowledge to a level of competence upon having satisfactorily achieved the performance objectives of the unit training plan that ensures that they are able provide safely an air traffic control service at a particular operational unit under the supervision of an on-the-job training instructor.
- 2.0.4 Continuation training must provide air traffic controllers with the necessary skills and knowledge to continue to maintain that level of competence through refresher courses, emergency training and, where appropriate, linguistic training and advance their skills and knowledge through OJTI ATC Examiner and ATS Instructor training courses.

2.1 General guidance for the approval of training organisations

- 2.1.1 Training organisations will be considered for approval on the basis of information provided by them to ATStd, who may choose to undertake an audit of the organisation in order to evaluate the proposals.
- 2.1.2 A training organisation providing initial training will not be approved unless it has also received provisional approval for at least one course of initial training.

2.2 Administrative procedures for the approval of training organisations

- 2.2.1 The Authority requires training organisations to apply for approval and a training organisation may not provide air traffic controller training until it has received the Authority approval to do so.
- 2.2.2 Subject to the provision of all appropriate information to the satisfaction of ATStd, and where deemed necessary by ATStd, a satisfactory audit, a training organisation will be approved.
- 2.2.3 Provisional approval or approval will be subject to the satisfactory implementation of any requirements specified by ATStd.
- 2.2.4 Any or all provisional approvals or approvals for air traffic controller training courses may be suspended or revoked if it is found that any specified terms and conditions are not being satisfied.
- 2.2.5 An audit plan, detailing its objectives, scope and audit members, will be produced by ATStd 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.
- 2.2.6 Audits will be carried out by an audit team from ATStd.
- 2.2.7 Any communication with the Authority should be directed to the ANS Inspector.



Chapter 3

APPROVAL OF TRAINING ORGANISATIONS

3.0 Application for approval

- 3.0.1 Applications for approval, for both local and foreign training organisations, shall be submitted to ATStd at least 3 months before the anticipated start of any proposed training in form prescribed in Appendix 5, A, Form SCAA TO/ATM 6100. The application form can be obtained from the Authority website or by request to email ANSI@scaa.sc. Foreign training organisation applications for Initial Training shall be considered only if they are Approved Training Organisations in their State of registry.
- 3.0.2 On receipt of an application, ATStd will issue a training organisation a SAR-ATCL 61 compliance questionnaire in the form prescribed in Appendix 5, C, of this manual, which the applicant will be required to complete. The completed compliance questionnaire will indicate to ATStd any areas that need to be addressed by the applicant to achieve compliance with the requirements set out in SUBPART D, Appendix 3, A and C, as applicable, of SAR-ATCL 61.
- 3.0.3 The applicant shall be required to complete compliance questionnaires for the following types of training:
- Initial training (Chapter 4); and
 - Continuation training (Chapter 8).
- 3.0.4 Should the completed compliance questionnaire indicate that the applicant is likely to achieve compliance, an audit of the applicant will be arranged.
- 3.0.5 An interim audit report will be sent to the applicant within 28 working days of completion of the audit. The applicant will be allowed 15 working days to raise any factual inaccuracies contained in the audit report. ATStd will review the applicant's response and amend the report where considered appropriate.
- 3.0.6 If necessary, a subsequent meeting may be arranged with the applicant organisation by the ANS Inspector.
- 3.0.7 The final audit report and any recommendations will be sent within 28 working days of resolution of any issues identified in the interim audit report.
- 3.0.8 Following satisfactory resolution of any audit recommendations, ATStd will consider all aspects and will advise the applicant of the Authority's decision to grant or deny approval.
- 3.0.9 Where approval is granted, the Authority shall issue an Approved Training Organisation Certificate (ATOC) in the form prescribed in Appendix 5, B.
- 3.0.10 A review meeting will be held 6 months after any approval has been issued. The review will seek to confirm that the Approved Training Organisation (ATO) is operating in accordance with the conditions contained within the letter or certificate.

3.1 Continued compliance

- 3.1.1 A master copy of the compliance questionnaire showing all changes incorporated and the reasons for them shall be maintained and retained by the ATO. It shall be possible to trace the developments within ATOs from the questionnaire.
- 3.1.2 The ATO must notify the ATStd of any proposed changes to the organisation that affect the approval before any such change takes place, to enable the ATStd to determine continued compliance with the applicable requirements and to amend, if necessary, the approval.
- 3.1.3 ATStd may prescribe the conditions under which the ATO may operate during such changes unless the ATStd determines that the approval should be suspended.
- 3.1.4 ATStd will audit every ATO at least once every 2 years following approval. This audit will seek to confirm that the ATO is operating in accordance with the requirements for approval.
- 3.1.5 ATStd shall monitor compliance with the requirements and conditions attached to the approval.
- 3.1.6 ATStd may conduct an audit where changes to the organisational structure of the ATO, its quality assurance processes, its training facilities or its CDD if so required.



- 3.1.7 ATStd may elect to audit, at any time, any areas of an ATO's operations which are subject to the requirements of SUBPART D of SAR-ATCL 61.

3.2 Enforcement measures by the Authority

- 3.2.1 If ATStd finds that an ATO no longer satisfies the requirements or conditions of an ATO certificate, it shall immediately provide the information needed to the HANSI, based upon objective evidence obtained during the audit, who will take appropriate enforcement measures.
- 3.2.2 Depending upon the case, the enforcement measures may include the determination of corrective actions to be implemented by the ANSP in a specific period of time, the limitation, suspension or revocation of the ATO Certificate.
- 3.2.3 Non-conformities shall be classed into two basic categories associated with levels of safety significance as follows:
- a) Category “Level 1” shall include any non-compliance with the applicable regulatory requirements which lowers the safety standard and is significantly hazardous to the safety of air traffic; and
 - b) Category “Level 2” shall include any non-compliance with the applicable safety regulatory requirements which lowers the safety standard and may possibly be hazardous to the safety of air traffic.
- 3.2.4 Immediate action will be taken by the Authority without waiting for the audit report where a “Level 1” non-conformity is revealed. The ANS Inspector will need to immediately report the situation to the HANSI who will decide on the enforcement measure to be taken and notify the ATO in writing.
- 3.2.5 For “Level 2” non-conformities, the normal corrective action process must always be followed and therefore, the Authority must not interfere with the determination of corrective actions by the ATO.
- 3.2.6 Only Authority inspectors can exceptionally act as representatives of the Authority beyond their audit responsibilities if a serious safety issue is revealed in an audit. This should not be possible if the audit is conducted by recognised organisations.
- 3.2.7 Upon surrender or revocation, an ATO Certificate shall be returned to the Authority.

3.3 Renewal of an approval

- 3.3.1 Three months prior to the expiry of an approval, the ATO shall submit an application for renewal and provide ATStd with up-to-date compliance questionnaire as appropriate to the type(s) of training provided.
- 3.3.2 The Authority will issue a new approval, subject to a satisfactory review of the compliance questionnaire and of any audits that have taken place since the issue of the previous approval.

3.4 Bilateral approval agreements for foreign training organisations

- 3.4.1 Following the initial issuance of a foreign training organisation approval, the Authority will embark on a bilateral approval agreement with the ATO's host Authority and shall set up a jointly agreed-to procedure to minimize the likelihood of imposing undue burden on its oversight programme with the duplication of an approval activity which is already carried out by the ATO's host Authority.
- 3.4.2 The bilateral approval agreement shall only be undertaken after the Authority has compared its approval process with that of the ATO's host Authority and entering into shared best practices for a mutually beneficial ongoing oversight programme of the ATO.
- 3.4.3 The issue of a new approval of the foreign ATO by the Authority shall henceforth be subject to the ongoing approval process of the ATO's host Authority. The ATOC issued by the host Authority after each approval process cycle shall be recognised by the Authority as being equivalent to its own ATO Certificate.
- 3.4.4 Where changes to the foreign ATO which will affect the approval are necessary, 3.1.2 to 3.1.5 of the preceding page shall apply.



Chapter 4

INITIAL TRAINING

4.0 Approval of initial training courses

- 4.0.1 Training organisations wishing to offer courses of air traffic controller initial training towards the grant of a rating or rating endorsement are required to apply for approval of their courses by the Authority.
- 4.0.2 Training organisations shall submit, in the form of a CDD, their proposed training courses to the ATStd. The CDD will contain a statement from the accountable manager confirming that the course meets the requirements of SAR-ATCL 61.
- 4.0.3 The CDD shall be submitted at least 3 months before the training organisation intends to conduct the first course along with the Form SCAA TO/ATM 6100.
- 4.0.4 The CDD structure is shown in Appendix 2, A, of this manual.
- 4.0.5 When satisfied with the proposed initial training course, ATStd shall grant provisional approval of the course, valid for 6 months, to the training organisation before the conduct of the first course. The conduct of the first course will be subject to audit by ATStd and, if satisfactory, ATStd will grant full approval of the course to the training organisation.
- 4.0.6 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 the Authority approval has not yet been granted.
- 4.0.7 Training organisations are advised not to embark upon any contractual arrangements until provisional approval of the relevant courses has been obtained.

4.1 Initial training application

- 4.1.1 A training organisation seeking approval shall follow the procedures laid down in Chapters 2 and 3 of this manual.
- 4.1.2 The first application for training organisation approval and course approval shall be made concurrently.

4.2 Training organisation suitability

- 4.2.1 Determination of an organisation's suitability to provide initial training will be by evaluation of the Organisation Exposition (OE) submitted to ATStd as explained in Appendix 2, B, of this manual.
- 4.2.2 The training organisation will be required to 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.
- 4.2.3 The OE shall include an organisational chart and shall document individual accountabilities and responsibilities.
- 4.2.4 The training organisation must demonstrate that it has sufficient competent staff to plan and carry out theoretical and practical training and associated assessments.
- 4.2.5 The training organisation shall have a procedure by which students may appeal against the conduct of an assessment.

4.3 Facilities, equipment and accommodation

- 4.3.1 The training organisation shall provide adequate classroom, simulator, office and rest accommodation in order to satisfactorily carry out and support all planned training courses.
- 4.3.2 Simulators shall be subject to approval, according to the criteria published in Appendix 5 of this manual.
- 4.3.3 Secure storage facilities must be provided for training and assessment records. The storage environment must be such that documents remain in good condition. If documents are held in electronic format, the training organisation shall demonstrate that it has adequate



provisions in place to ensure the security and safety of such documents. The storage facilities and office accommodation may be combined, subject to adequate security.

- 4.3.4 A library must be provided containing all current training material appropriate to the scope and level of training undertaken. This should include the list of documents published in the Manual of Air Traffic Management under Publications. If the library provides training material in electronic format, there must be adequate facilities allowing for the production of printed copies of part or all of any document used by either students or instructors. Any copyright arrangements required to comply with this requirement shall be the responsibility of the training provider.

4.4 Staffing

- 4.4.1 Instructional and assessment staff shall meet the required performance objectives established by the Authority. The training organisation shall have procedures by which staff involved in training may achieve, maintain and, if appropriate, regain competence. As appropriate, the procedures shall also specify the training requirements for classroom and simulator training and for assessment and verification duties. The processes by which such training will be assessed shall be described. These procedures shall be contained in the training organisation's Unit Training Plan (UTP), which shall be approved by the Authority.
- 4.4.2 Procedures contained in the UTP shall include requirements for simulator instructors and simulator input staff to:
- a) complete a minimum specified number of practical simulator hours each month on the rating(s) for which they are competent; and
 - b) be subject to an assessment of their continuing competence by continuous assessment, by a dedicated competence check, or by a combination of both.
- 4.4.3 Simulator instructors and simulator input staff who fail to comply with the requirements of paragraph 4.4.2 a) or who are assessed as unsatisfactory shall be withdrawn immediately from instructional duties, as appropriate, until they have been assessed as satisfactory.

4.5 Assessment procedures

- 4.5.1 The training organisation shall have course assessment procedures acceptable to the Authority. Written, practical and verbal assessment procedures shall be documented.
- 4.5.2 Assessment procedures shall ensure that students are kept aware of their progress during the course, including any areas where improvement is required and the goals they must achieve to successfully complete the course.
- 4.5.3 Assessment exercise reports shall only be completed by suitably trained instructors.
- 4.5.4 Students shall sign all summative reports to acknowledge their content.
- 4.5.5 All assessments shall be carried out by qualified assessors.

4.6 Appeal procedure

- 4.6.1 Training organisations shall establish and publish an internal appeal procedure for use by any student who believes he/she has been disadvantaged by the conduct of an assessment or summative report.
- 4.6.2 Records shall be maintained which show that students have acknowledged receipt of the appeal procedure.

4.7 Quality Management System (QMS)

- 4.7.1 The training organisation shall design, operate and maintain a QMS, which shall include processes by which it will manage, develop, deliver and maintain training in accordance with the requirements prescribed in SAR-ATCL 61.
- 4.7.2 The QMS shall be a process based system and shall specify the training organisation's processes with respect to its management structure, course design and conduct, the assessment scheme and the competence of instructional and assessment staff.
- 4.7.3 The QMS should include a requirement for an independent audit by an external organisation to monitor training standards, the integrity of theory and practical assessments and



compliance with and adequacy of procedures. The management of the quality system should include feedback from the independent audit findings to the accountable manager to ensure, where necessary, corrective action is taken.

4.8 Record keeping

- 4.8.1 Records to be retained by an initial ATO are shown in Appendix 1 of this manual.
- 4.8.2 The ATO shall inform ATStd of the nominal roll and results for all training courses on Form SR ATCL 1418 which is available on the Authority website or by request to email ANSI@scaa.sc.

4.9 Document confidentiality

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



Chapter 5

ASSESSMENTS FOR PREVIOUS COMPETENCE (APC)

5.0 Requirement for APC

- 5.0.1 APC are required:
- when a student air traffic controller does not commence unit training within 6 months of completing an approved course of initial training;
 - when an air traffic controller will be commencing unit training in a particular rating or rating endorsement, the privileges of which he/she has not exercised for 4 years or more; and
 - when an air traffic controller's ability to provide a safe air traffic control service is in doubt.
 - when specifically required by the Authority.
- 5.0.2 The assessment may be conducted either:
- at an ATO; or
 - at the ATSP where the air traffic controller will undergo unit training, provided the unit has been approved by the Authority to conduct such assessments.
- 5.0.3 The ATO or ATSP must notify the Authority in writing of the student or air traffic controller who is required to undertake an APC and of the schedule for the assessment at least 28 days before each assessment takes place. The Authority may require the ANS Inspector to be present at the assessment.
- 5.0.4 The ATO or ATSP shall submit to the ATStd a report of the assessment showing the areas covered and the result of the assessment. Where it is established there is a requirement for further training, the report shall include recommendations on those areas in need of additional training.

5.1 APC at Approved Training Organisations

- 5.1.1 ATOs offering initial training and wishing to conduct APC shall submit their proposals to the Authority for approval.
- 5.1.2 Where so approved, ATOs shall conduct APC for:
- air traffic controllers who have not exercised the privileges of a particular rating or rating endorsement for more than 4 years;
 - air traffic controllers who are specifically required by the Authority to undertake an assessment for previous competence;
 - student air traffic controllers who have not commenced unit training within 6 months of completing an approved initial training course.
- 5.1.3 Proposals for assessments for previous competence should include:
- details of the assessments to be used; and
 - nomination of the examiners who will conduct the assessments.
- 5.1.4 ATOs shall inform the Authority prior to each assessment taking place.

5.2 APC at the ATS Training Unit

- 5.2.1 To be considered for approval by the Authority to conduct APC, the ATSTU must have an approved UTP.
- 5.2.2 The ATSTU shall submit its proposal to Authority for approval if it wishes to assess air traffic controllers for previous competence. Approval will be considered only if the ATSTU has appropriate simulation facilities. The unit's proposal to assess for previous competence must include:
- details of the assessments to be used; and



- b) nomination of the ATC Examiners who will conduct the assessments.
- 5.2.3 Prior to conducting any APC, the ATSTU shall inform the ANS Inspector who may wish to be present at the assessment.
- 5.2.4 The ATSTU may apply for approval to assess the competence of:
- a) air traffic controllers who have not exercised the privileges of a particular rating and rating endorsement (if any) for the more than 4 years;
 - b) student air traffic controllers who have not commenced unit training within 6 months of completing an approved initial training course.
- 5.2.5 A separate assessment must be made for each rating and associated rating endorsement (if any).
- 5.2.6 An air traffic controller whose competence is assessed at an ATSTU may only commence unit training at that unit. Should an air traffic controller not be granted a unit endorsement at a particular ATS unit, he/she may commence unit training for another ATS unit without the need for a further assessment provided that the period between ending training at the first unit and commencing training at the second unit is not greater than 6 months.
- 5.2.7 An air traffic controller who is to undertake an APC at an ATS unit may commence unit training, but only that part of the unit training that is designed to prepare him/her for the APC.

Following the APC, the air traffic controller shall be required to satisfactorily complete any training to satisfy deficiencies in his/her knowledge, skill or competence identified by the APC, and undertake any further assessments required.



Chapter 6

ENGLISH LANGUAGE PROFICIENCY TEST (ELPT)

6.0 Schemes

- 6.0.1 Tests of the ICAO ELP Rating Scale in Appendix 3 of SAR-ATCL 61 shall be undertaken by approved Test Service Provider (TSP) raters;
- during a student's first initial training course;
 - when an ELP Endorsement at Level 4 or Level 5 held by an air traffic controller licence holder is due for a renewal; or
 - when specifically required by the Authority.

6.1 Application for ELP TSP approval

- 6.1.1 Application for ELP TSP approval shall be submitted to ATStd at least 2 months before the anticipated start of any proposed ELP test in form prescribed in Appendix 6, A, Form SCAA TSP 6106. The application form is available on the Authority website or by request to email ANSI@scaa.sc.
- 6.1.2 The applicant shall submit a sample of its ELP test for the proposed test services to ATStd along with the application. The ELP test sample shall include the following:
- candidate documents (paper instructions, screen display, etc.);
 - interlocutor instructions or prompts;
 - rater documentation (answer key, rating scale, instructions);
 - one complete sample of audio recordings (for listening sections or semi-direct prompts); and
 - a demonstration of candidate/interlocutor interaction.
- 6.1.3 When satisfied with the ELP test sample, the Authority shall grant provisional approval of the test services before the conduct of the first ELPT.
- 6.1.4 Until such time as approval is granted, any promotional material or reference to the test service provider must clearly state that the Authority approval has not yet been granted.
- 6.1.5 An ELP TSP is advised not to embark upon any contractual arrangements until provisional approval of the relevant ELP test has been obtained.
- 6.1.6 The conduct of the first ELP test will be subject to audit by ATStd. Should the audit prove satisfactory, the Authority will grant full approval of the ELP test to the TSP and an Approved TSP Certificate will be issued.
- 6.1.7 ATStd will audit ELP TSPs at least once every 3 years following approval. This audit will seek to confirm continuous compliance with the requirements and conditions of the approval.

6.2 Design and construct

- 6.2.1 The ELP test should be designed to assess speaking and listening proficiency in accordance with each component of the holistic descriptor requirements set out in SAR-ATCL 61.060 (c) and ICAO ELP Rating Scale and not to assess the technical knowledge of operations.
- 6.2.2 A definition of the ELP test purpose that describes the aims of the ELP test, the target population description and rationale for ELP test construct and how it corresponds to the SAR-ATCL 61 ELP requirements should be accessible to all decision-makers in plain, layperson language.
- 6.2.3 The ELP test should:
- be specific to aviation operations;
 - 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;
 - 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.
- 6.2.4 Should comprehension be assessed through a specific listening section with individual items, it should not be done to the detriment of assessing interaction.
- 6.2.5 The ELP test should not focus on:
 - a) discrete-point items in that it should test individual, specific features of the language thought to underlie language skills;
 - b) on grammar explicitly; or
 - c) on discrete vocabulary items.
- 6.2.6 The ELP test must be capable of differentiating between Levels 3, 4, 5 and 6 and must enable evaluation and recording against each of all six elements being Pronunciation, Structure, Vocabulary, Fluency, Comprehension and Interaction of the ICAO ELP Rating Scale.
- 6.2.7 If, during an ELP test, a candidate does not demonstrate language proficiency at the Expert Level 6 of the ICAO ELP Rating Scale, a further ELP test must be undertaken to determine the language proficiency level of the candidate.
- 6.2.8 The ELP test should be conducted in part on a simulator or in a simulated environment.
- 6.2.9 The final score for each candidate should not be the average or aggregate of the ratings in each of the six SAR-ATCL 61 language proficiency skills, but the lowest of these six ratings.

6.3 Validity and reliability

- 6.3.1 A statement of evidence for ELP test validity and reliability should be accessible to all decision-makers, in plain, layperson language.
- 6.3.2 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.
- 6.3.3 An appraisal of expected effect the ELP test has on training or on candidates' behavior should be accessible to all decision-makers. The appraisal should demonstrate that the ELP test will have a positive effect on training and that it will not encourage training that focuses on memorisation and ELP test preparation rather than on building proficiency.

6.4 Rating

- 6.4.1 Whether a rating is conducted "live" during the ELP test, or after the ELP test using recordings of the ELP test performance, the rating process should be documented.
- 6.4.2 The ELP test must be conducted by two qualified English Language raters/assessors who have been approved by the Authority to conduct such ELP tests, 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.
- 6.4.3 Initial and recurrent rater/assessor training should be documented. The rater/assessor training records should be maintained and audits of raters/assessor should be conducted and documented periodically.
- 6.4.4 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 ICAO ELP Rating Scale, should be clearly demonstrated, in layperson language, and be accessible to all decision-makers.

6.5 Administration

- 6.5.1 The ELP test rating process and instructions to the candidate, ELP test administration team and raters/assessors should be documented and the documentation should include instructions on the extent and nature of evidence that raters/assessors should collect. The equipment, human resources and facilities necessary for the ELP test should be included in the instructions.
- 6.5.2 The ELP test location should offer moderate comfort, privacy and quiet.



- 6.5.3 A full description of ELP test administration policies and procedures should be available to all decision-makers, including information about the following:
- a) policies and procedures for retaking the ELP test;
 - b) score reporting procedures (who receives the results of ELP tests?);
 - c) record-keeping procedures; and
 - d) plans for quality control, ELP test maintenance, ongoing ELP test development and purchasing conditions, if applicable.
- 6.5.4 A documented appeals process should be established, and information about it should be available to candidates and decision-makers at the beginning of the ELP test process.

6.6 Security

- 6.6.1 A full description of security measures required to ensure the integrity of the ELP test process should be documented and available to all decision-makers. Other necessary security measures during ELP test administration should prevent:
- a) communication between candidates;
 - b) communication between candidates and individuals elsewhere during the ELP test, e.g. by use of a mobile telephone;
 - c) impersonation of others; and
 - d) the use of false identities.
- 6.6.2 Security measures should ensure the authenticity of ELP test result data, including databases and certificates.
- 6.6.3 In the case of pre-scripted and pre-recorded ELP test prompts, there should 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 test 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 test prompts or questions, but failing the new prompt, may indicate a breach in ELP test security.
- 6.6.4 ELP test questions and prompts should be held in confidence, and not be published or provided to candidates prior to the ELP test event.
- 6.6.5 A documented policy for all aspects of ELP test security should be accessible to all decision-makers.

6.7 Records keeping

- 6.7.1 All proficiency ELP tests of speaking ability involving interaction between the candidate and interlocutor during the ELP test should be recorded on audio or video media.
- 6.7.2 Evaluation sheets and supporting documentation should be filed for a predetermined and documented period of time of sufficient duration to ensure that rating decisions can no longer be appealed.
- 6.7.3 The record-keeping process should be adequate for the scope of the ELP test and should be documented.
- 6.7.4 The score-reporting process should be documented and scores maintained for the duration of the air traffic controller licence.
- 6.7.5 Results of ELP test must 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 must be recorded on a certificate. The certificate must include the items detailed in Appendix 6, B.

6.8 Organisational information and infrastructure

- 6.8.1 The ELP TSP should provide clear information about its organisation and its relationships with other organisations. All associations or links with those organisations should be transparent and documented.



- 6.8.2 Where the ELP TSP is also a service provider, there should be a clear and documented separation between the two activities.
- 6.8.3 The ELP TSP should employ sufficient numbers of qualified interlocutors and raters/assessors to administer the required tests.
- 6.8.4 Documentation on how the test is maintained, including a description of how ongoing test development is conducted, should be provided.

6.9 Team qualification

- 6.9.1 Within an ELP test team, the same person may possess several areas of expertise or play several roles. The team should include ELP test designers and developers, where applicable, administrators, interlocutors and raters/assessors.
- 6.9.2 All members of the team should be familiar with the following:
 - a) regulatory requirements set out in SAR-ATCL 61.060 and the ICAO ELP Rating Scale;
 - b) ICAO Doc 9835; and
 - c) ICAO Rated Speech Samples CD.
- 6.9.3 The test design and development team should include individuals with the operational, language test 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 test development expertise:
 - i) specialization in language test development through training, education or work experience; and
 - ii) working knowledge of the principles of best practice in language test 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.
- 6.9.4 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 test 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 testing expertise, or both.
- 6.9.5 Raters/Assessors shall:
 - a) demonstrate language proficiency of at least Extended Level 5 of the ICAO ELP Rating Scale. If the test 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 test prompts and interactions;
 - c) have successfully completed initial rater/assessor training;
 - d) successfully complete recurrent rater/assessor training at least every two years.



Chapter 7

UNIT TRAINING

7.0 Unit Training Plan

Every air traffic control unit must have a Unit Training Plan (UTP), approved by the Authority. The UTP will detail the processes by which student air traffic controllers are trained. Because all operational ATS units are different, student air traffic controllers will require specific unit training in addition to initial training before commencing OJT. The ATSP shall notify the ATStd when a student air traffic controller commences unit training.

7.1 Phases of unit training

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. Unit training is divided into three phases:

- a) transitional training;
- b) pre on-the-job training;
- c) on-the-job training.

7.1.1 *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 through the use of site-specific simulations.

7.1.2 *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.

7.1.3 *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.

7.2 Administrative procedures

- 7.2.1 The ATSP shall submit a draft of its UTP to the ATStd as appropriate for approval.
- 7.2.2 The ATSP must notify ATStd of any proposed changes and amendments to the approved UTP in order to obtain continued approval.
- 7.2.3 The ATSP shall retain the complete training records for all student air traffic controllers which should include records of transitional, pre-OJT, OJT training and validation examination. All records should be of a common format.

7.3 Content of a UTP

- 7.3.1 The content of a UTP shall meet the requirements set out in Appendix 2, B of SAR-ATCL 61 and should be as suggested in Appendix 3 of this manual.
- 7.3.2 The approved UTP will include indications of all elements of the competence assessment system.
- 7.3.3 The UTP shall be fully documented, indicating:
 - a) the objectives of the training;
 - b) the training processes by which the objectives will be met;



- c) the assessment process by which progress will be judged;
 - d) the minimum training time and the maximum time in which student air traffic controllers who are training towards the issue of an air traffic controller licence and/or an additional rating or rating endorsement are expected to achieve the objectives of the training;
 - e) the process by which successful completion of OJT is to be judged;
- 7.3.4 Notwithstanding any other competence time restraints, the ATSP shall ensure that an OJTI is permitted to provide an air traffic control service without any training responsibilities for at least 25% of his/her operational time on the specific sector or operational position for which he/she provides OJT.
- 7.3.5 The ATSP 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.
- 7.3.6 To prevent fatigue, the ATSP shall ensure that the provisions of a scheme for the regulation of air traffic controller hours are applied to student air traffic controllers undertaking OJT as if they were operational air traffic controllers.
- 7.3.7 The ATSP 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. These reports shall be completed at regular intervals.
- 7.3.8 The ATSP shall ensure that the part of the UTP relating to the OJT processes is subject to regular review to ensure that it continues to satisfy the training objectives. As part of this review, the ATSP shall ensure that the progress of student air traffic controllers undertaking OJT is monitored to identify any additional skills or knowledge that should be taught during the transition or pre on-the-job training instruction phases.
- 7.3.9 The ATSP shall ensure that changes to the OJT processes which are made as a result of the review should be documented in the UTP together with the reasons for making them.
- 7.3.10 ATStd may audit all aspects of the unit training and assessment. .

7.4 Instruction

- 7.4.1 ATS Instructors whose duties involve classroom instructions of site-specific air traffic control and practical simulations shall:
- a) hold an air traffic controller licence and a unit endorsement in the rating(s) concerned for a minimum period of two years;
 - b) hold a valid medical certificate;
 - c) have successfully completed an approved instructional techniques course.
- 7.4.2 ATS Instructors who are authorised by the Authority to conduct classroom instructions of site-specific air traffic control and practical simulations will be issued with an ATS Instructor Letter of Authorisation.
- 7.4.3 The ATSP shall have procedures by which ATS Instructors may achieve, maintain and regain competence. The procedures shall also specify the training requirements for classroom and simulator training. The processes by which such training will be assessed shall be described. These procedures shall be contained in the UTP, which shall be approved by the Authority.
- 7.4.4 The ATSP is responsible for identifying the required training and to submit a training plan to ATStd at least 3 months before commencement of the training. Such training shall be successfully completed before the instructor may commence the UTP.
- (See Appendix 7, B for recommended syllabus for ATS Instructor course)*
- 7.4.5 The ATSP shall ensure that ATS Instructors who conduct classroom lessons have successfully completed the relevant training programme as defined in the UTP and shall have been assessed as competent. They shall be assessed for continuing competence at least every 3 years.



- 7.4.6 The ATSP shall ensure that ATS Instructors who conduct practical simulator training shall have successfully completed the relevant training programme as defined in the UTP and shall have been assessed as competent. They shall be assessed for continuing competence, including TRUES, at least annually.
- 7.4.7 The knowledge of ATS Instructors pertaining to current operational practices and procedures must be updated, at least annually. This should include a period of operational refresher familiarisation at appropriate operational units.
- 7.4.8 ATS Instructors who are assessed as incompetent shall be withdrawn immediately from instructional duties, as appropriate, until they have been assessed as competent.

7.5 Assessment

- 7.5.1 The ATSP shall ensure that the training progress of student air traffic controllers undertaking unit training are assessed by OJTIs approved by the Authority. OJTIs who are authorised by the Authority to conduct on-the-job training will be issued with an OJTI endorsement in their licence.
- 7.5.2 The OJTIs shall meet the requirements SAR-ATCL 61.065.
- 7.5.3 An OJTI shall be responsible for:
- a) the conduct of individual student air traffic controller assessments;
 - b) identifying any deficiencies in knowledge or skill of the student air traffic controller and recommending remedial training;
 - c) grading the student air traffic controller's performance;
 - d) collecting, collating and reporting evidence of the student air traffic controller's performance; and
 - e) recommending student air traffic controllers as being at an appropriate level of competence where they should be successful at a rating or unit endorsement examination.
- 7.5.4 An OJTI who is authorised to assess the training progress on a UTP shall only assess the progress of student air traffic controllers at that unit.
- 7.5.5 On transferring to another unit, the OJTI shall have to satisfy the criteria for assessing training progress on the UTP before he/she can conduct assessments at the new unit.
- 7.5.6 The ATSP is responsible for identifying the required OJTI training and to submit a training plan to ATStd at least 3 months before commencement of the training. Such training shall be successfully completed before the OJTI may commence the UTP.
- (See Appendix 7, A for recommended syllabus for OJTI course)*

7.6 Examination

- 7.6.1 The ATSP shall ensure that student air traffic controllers who are recommended as being at an appropriate level of competence where they should be successful at a rating or unit endorsement examination are examined by an ATC Examiner approved by the Authority. ATC Examiners who are authorised by the Authority to conduct examinations for the ATC licence will be issued with an ATC Examiner Letter of Authorisation.
- 7.6.2 The ATSP is responsible for identifying the required ATC Examiner training and to submit a training plan to ATStd at least 3 months before commencement of the training. Such training shall be successfully completed before the examiner may commence the UTP.
- (See Appendix 7, C for recommended syllabus for ATC Examiner course)*



Chapter 8

CONTINUATION TRAINING

8.0 Continuation training proposals

- 8.0.1 Continuation training consists of training to maintain the skills of air traffic controllers, refresher courses, training in unusual and emergency situations (TRUES) and, where appropriate, linguistic training. This also includes OJTI, ATS Instructor and ATC Examiner training.
- 8.0.2 An ATSP providing approved unit training shall establish a unit competence scheme detailing the processes, manning and timing necessary to provide for appropriate continuation training and to demonstrate competence.
- 8.0.3 All competence schemes and continuation training shall be reviewed and approved by the Authority at least every 2 years.
- 8.0.4 The duration of the continuation training will be decided in accordance with the functional needs of the air traffic controllers working at that unit, taking into consideration any changes or planned changes in procedures or equipment and overall safety management requirements.
- 8.0.5 Continuation training proposals, which include unit competency scheme proposals, shall meet the requirements set out in Appendix 3, C of SAR-ATCL 61.

8.1 Procedures for continuation training

- 8.1.1 Apart from OJTI, ATS Instructor and ATC Examiner training which is detailed in 8.2 below, the ATSP shall submit its continuation training proposals to ATStd for approval when it has identified a need for continuation training.
- 8.1.2 This proposal should contain details of the training to be provided, together with the timetable for the completion of the proposed training.

NOTE: This proposal could take the form of a CDD as detailed in Appendix 2, A of this manual.

8.2 Specific continuation training courses

Training organisations wishing to conduct the following courses will be required to make their application for course approval in accordance with the provisions of Chapter 4 of this manual:

- a) On-the-Job Training Instructor;
- b) ATS Instructor; and
- c) ATC Examiner.

8.3 Training in Unusual and Emergency Situations (TRUES)

8.3.1 Objective

- 8.3.1.1 The objective of the TRUES scheme is to ensure that staff involved in the provision of air traffic control services are trained to recognise and handle unusual situations and emergency occurrences.
- 8.3.1.2 In order to meet this objective, the ATSP is required to assure the Authority as to the appropriateness and completeness of their TRUES plans. Examples of topics that should be addressed in TRUES plans 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 and operations in adverse weather conditions.



8.3.2 **Requirement**

- 8.3.2.1 Each air traffic control unit shall include within its UTP a TRUES plan containing sufficient detail to provide assurance that the objectives of the TRUES scheme will be satisfied.
- 8.3.2.2 The Authority will approve ATS units' TRUES plans as part of the approval of UTPs. The plan shall require air traffic controllers to complete at least 3 hours TRUES every 12 months and be assessed as competent to handle unusual circumstances and aircraft in emergency before being granted a unit endorsement. The TRUES plans shall be reviewed periodically to ensure that they continue to meet the scheme objectives.
- 8.3.2.3 The ATSP shall maintain accurate records of training conducted in accordance with the TRUES plans.

8.3.3 **Content of TRUES plans**

- 8.3.3.1 TRUES plans will usually include reference and training material and details of a practical training element to complement ATC staff theoretical knowledge.
- 8.3.3.2 The plan may identify broad categories of unusual circumstances or aircraft emergency which may occur at the unit, to document the possible causes and effects and describe the resources that may be of use to the air traffic controller in managing the situation.
- 8.3.3.3 The TRUES plan should give details of the planned duration of training sessions. In order to be approved, the TRUES plan should contain at least 3 hours of training dedicated to improving technique or practical skills for each staff member prior to undertaking an examination for the issue, or annual renewal, of a unit endorsement. This minimum need not apply to support staff participating in the training if they do not form an integral part of the unit's response to unusual circumstances or aircraft emergencies.
- 8.3.3.4 There is a variety of sources that may be available for reference and training material. Some example are:
 - a) Video programmes, particularly those showing aircraft flight deck procedures;
 - b) Visits to 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 unit;
 - e) Incident and accident summaries and reports;
 - f) Simulator exercises;
 - g) Table-top exercises.
- 8.3.3.5 The practical training element may consist of simulator exercises, practice drills and simulated emergencies and unusual situations utilising live aircraft.
- 8.3.3.6 TRUES plans must be reviewed periodically to ensure that they still adequately meet the scheme objectives. Lessons learned from an actual unusual event or aircraft emergency should be reviewed and the TRUES plan amended if considered necessary.

8.3.4 **Programme of training**

- 8.3.4.1 The TRUES plan should describe the programme of training to be undertaken by each air traffic controller before a unit endorsement is issued and during each 12 month period whilst the air traffic controller holds a unit endorsement. Where support staff participate in training exercises, the plan should similarly detail the programme of training they will undertake.
- 8.3.4.2 The ATSP may choose to develop a core training programme appropriate for all staff at an ATS unit, supplemented by training applicable to the ratings and endorsements held by each air traffic controller

8.3.5 **Conduct of training**

- 8.3.5.1 The manner in which TRUES is conducted is determined by many factors and is largely at the discretion of the ATSP, subject to approval by the Authority.



- 8.3.5.2 The use of simulators to provide practical experience of unusual traffic situations or aircraft emergencies is recommended, although it should be noted that other methods of training are also likely to be necessary if the objectives of the TRUES scheme are to be achieved. The ATSP should determine the likely period of training that will be required to achieve the objectives of the scheme.
- 8.3.5.3 TRUES exercises should be organised as team exercises wherever possible and include support staff. 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.
- 8.3.5.4 TRUES plans should include a variety of exercises from which a selection is undertaken by air traffic controllers prior to the issue of a unit endorsement. Records should clearly indicate which exercises have been completed. Future exercises should be selected to avoid repetition of the same or similar exercises. This will also ensure exposure to the broadest possible range of training scenarios.
- 8.3.5.5 In order for TRUES to be of real value it is essential that feedback on the performance of those participating in the training exercise is provided by the trainer. TRUES plans should include details of the system used to provide feedback to those taking part.

8.3.6 **Persons authorised to assess TRUES**

ATC Examiners are authorised to assess TRUES exercises. The ANS Inspector is authorised to attend the exercises as part of the safety oversight responsibilities as an observer.

8.3.7 **Assessment**

- 8.3.7.1 Although the TRUES plan may require support staff to undertake training, the assessment discussed in this section relates to air traffic controller licensing requirements and is applicable to holders of student air traffic controller and air traffic controller licences.
- 8.3.7.2 Prior to the issue of a unit endorsement, air traffic controllers are required to satisfactorily complete the appropriate TRUES and be assessed as competent to handle unusual circumstances and aircraft in emergency. Competence to handle unusual circumstances and aircraft emergencies is an element of overall competence to exercise the privileges of an air traffic controller licence and associated ratings. Competence in this element is assessed in the same way as overall competence. The TRUES plan should indicate the assessment process used at the unit. The assessment of an air traffic controller's performance in practical elements associated with handling unusual circumstances or aircraft emergencies may be conducted at the same time as a routine unit competence examination check or, alternatively, during a dedicated TRUES assessment period.
- 8.3.7.3 A unit endorsement will not be issued unless the air traffic controller is assessed as competent to handle unusual circumstances and aircraft emergencies, in addition to other elements of overall competence.

8.3.8 **Air traffic controller assessed as not competent**

- 8.3.8.1 The ATSP shall ensure that an air traffic controller who is assessed as not competent to handle unusual circumstances and aircraft emergencies is withdrawn from duty. In such cases the ATSP must immediately report the action to the ANS Inspector who will arrange for the provisional suspension of the rating in which the air traffic controller failed to demonstrate competence in handling unusual circumstances and aircraft in emergency.
- 8.3.8.2 In consultation with the ATSP, the ATStd will determine the conditions for the withdrawal of the provisional suspension, normally a period of retraining and assessment. Provided the air traffic controller satisfies these conditions, the provisional suspension will be withdrawn. Failure to meet the conditions will result in the Authority taking further licensing action as appropriate.

8.3.9 **Counting of items towards TRUES**

- 8.3.9.1 Air traffic controller participation in practice emergency exercises of the type required at licensed aerodromes should be recorded. Provided they are described in the TRUES plan, such exercises can in part be counted towards the TRUES training required. Similarly, time spent during air traffic controller de-briefing following an actual unusual event or aircraft emergency can be counted towards training described in the plan.



8.3.9.2 A maximum of 50% of the training required to be undertaken by an air traffic controller in any 12-month period may take the form of participation in emergency exercises and/or debriefing as described above. It should be noted however, that heavy reliance on real emergencies and practice emergency exercises is unlikely to give the breadth of experience or feedback necessary to satisfy the scheme objectives.

8.3.10 Air traffic controller hours and fatigue

8.3.10.1 Exercises that are carried out whilst simultaneously providing an air traffic control service from an operational position or practice drill to declare an emergency, should clearly count as operational duty. Time spent on simulator-based TRUES exercises that are assessed have the potential to affect an air traffic controller's licence and are considered as operational duty.

8.3.10.2 Other TRUES exercises, such as table-top discussions or oral board style assessments, do not readily fall within the categorisations of duty. The ATSP should ensure that the periods between these activities and operational duty are adequate and that air traffic controllers are not fatigued when they next undertake an operational duty.

8.3.11 Records to be kept

8.3.11.1 Irrespective of the method of training and assessment that may be used, the ATSP must maintain an accurate record of the training that is conducted in accordance with the TRUES plan. The TRUES plan should describe the method used to record the training that has been conducted and successfully completed by each controller. It is useful for the training records to include the comments of both the trainer and air traffic controller to aid the feedback process.

8.3.11.2 The TRUES records must include details of the ATC Examiner's assessment of the air traffic controller's performance.

8.3.11.3 TRUES documentation, training and assessment records are subject to inspection or audit by ATStd.



Appendix 1

RECORDS TO BE RETAINED BY TRAINING ORGANISATIONS PROVIDING ATCO INITIAL TRAINING

- 1.0 Training organisations which provide ATCO initial training must retain permanently master copies of their training CDDs.
- 1.1 Training and assessment records are to be retained for 2 years following the completion of a course, as follows;
 - a) list of course managers, instructors and assessment staff for each course;
 - b) written assessment question papers;
 - c) written student answer papers;
 - d) verbal assessment reports including questions asked and records of student responses;
 - e) practical formative reports;
 - f) practical summative reports;
 - g) practical assessment reports;
 - h) consolidated course results sheet with final assessment for each student;
 - i) course log detailing changes made to the course conduct and any significant events affecting the running of the course;
 - j) attendance records and any course programme changes to accommodate student absence; and
 - k) evidence that each student has a copy of the training organisation's appeal procedure.
- 1.2 Records of instructional, simulator input and assessment staff competence, showing:
 - a) name and forename;
 - b) ATC licence qualifications, if appropriate, including:
 - i) licence number; and
 - ii) ratings and licence endorsements held and unit endorsement records.
 - c) details of OJTI, ATS Instructor and ATC Examiner training undertaken; and
 - d) details of competence training and date(s) of last relevant competence check(s) undertaken at the training organisation.
- 1.3 Records of external audits.



Appendix 2

SUGGESTED CONTENT OF THE COURSE DESIGN DOCUMENT AND ORGANISATION EXPOSITION

A. Course Design Document (CDD)

The document must be typed, with paragraphs and pages numbered, following the sequence specified below.

Cover page

- b) name of training organisation and, if different, name(s) and address(es) of the training centre(s) to which the application applies;
- c) title of submission;
- d) version number;
- e) date of document.

SECTION 1 – Introduction

In this section, the training organisation shall provide an outline of the course development process with details of participants, including operational input from the ATSP and any other professional sources. The following information shall be included:

- a) the proposed start date of the first course;
- b) the number of courses planned per annum;
- c) the planned minimum and maximum number of students on the course;
- d) the number of simulator training positions available for the course.

SECTION 2 – Compliance

In this section, the training organisation shall show how it complies with the requirements of SUBPART D and Appendix 3, A and C as applicable, of SAR-ATCL 61. In addition, the CDD shall contain a statement, signed by the accountable manager, confirming that the CDD defines the training organisation's compliance with those requirements and which will be complied with at all times.

In showing compliance with the requirements, the course design document shall show:

- a) the timetable of lessons and practical exercises for the course, including details of any self-study arrangements. The timetable should show that briefings relating to practical simulation exercises are provided to the students at appropriate times;
- b) outline lesson plans showing the sub-topic to which the lesson relates, the underpinning knowledge and the method by which the student's performance is assessed;
- c) details of the practical simulation exercises showing how they increase in complexity and traffic loading through the course and the topics to which the exercises relate;
- d) the planned assessment scheme, with representative examples of assessments;
- e) briefing details given to students on the assessment scheme;
- f) the process used to obtain student and sponsor input concerning the extent to which the course meets their objectives.

SECTION 3 – Staffing

Staff details for those who will contribute to the course:

- a) name;
- b) topics in the course to which the instructor will contribute, showing whether directed towards theoretical or practical training or a mixture of both;
- c) additional responsibilities in respect of the course or other courses, for example designated course manager;
- d) experience in course development;



- e) any other relevant professional information.

SECTION 4 – Guidance

- 4.4.1 The timetable should enable ATStd to identify the contribution that each classroom and practical session makes within the course in order to determine its compliance with this manual.
- 4.4.2 The outline lesson plans and exercise details should show the sub-topics to which they relate. It is appreciated that the complex interrelations of the sub-topics that comprise the controller's task mean that one classroom or practical exercise may cover a variety of sub-topics, either wholly or in part.



B. Training Organisation Exposition

In order to obtain Authority approval to conduct ATC initial and continuation training courses, training organisations must provide an exposition containing the following information. The exposition should be typed, with paragraphs and pages numbered, following the sequence specified below.

Cover page

- a) Name of training organisation;
- b) Title of exposition;
- c) Version number; and
- d) Date of document.

SECTION 1 – Administrative information

- a) Name and address of the training organisation and, if different, name and address of the training centre to which the exposition refers;
- b) The names, telephone, fax numbers and email addresses of the following:
 - i) the accountable manager;
 - ii) the head of the training centre; and
 - iii) the person nominated by the training organisation as the focal point for communication with the Authority;
- c) Training organisation chart. Organisational information should show how the training centre is linked to the training organisation, how the courses will be administered and how the instructional and any support staff will be organised, their development maintained and competence ensured. The interrelationships with any other activities of the training centre should also be shown.

SECTION 2 – Compliance

In this section, the training organisation shall show how it complies with the regulatory requirements. In addition, the exposition shall contain a statement, signed by the accountable manager, confirming that the training organisation exposition defines the training provider's compliance with the regulatory requirements and will be complied with at all times.



Appendix 3

SUGGESTED CONTENT OF THE UTP

The guidance in this appendix indicates the minimum that would be needed to satisfy the criteria for the Authority approval of a UTP.

Introduction and contents pages

The introduction should identify the ATSU, the ATSP and a synopsis on the UTP. A list of contents is useful but, at the least, all pages should clearly indicate the page and version number, and the date.

Content of a UTP

A UTP will consist of transitional training, Pre-OJT and OJT.

The transitional training will consist of classroom instruction, formal written and oral assessments and, where appropriate, simulator training and the assessment of the application of ATC procedures.

Pre-OJT training will only be conducted where the unit has a simulator capable of faithfully replicating the ATC environment and operations at that unit.

Units with UTPs that includes the unit competence scheme shall apply to the Authority to be granted the additional privileges of conducting assessments and examinations, as specified below:

- a) unit endorsement examinations;
- b) assessments for previous competence for air traffic controllers who will be training at that unit; and

SECTION 1 – Organisation of training and personnel responsibilities

Section 1 of the UTP should contain:

- a) an organisational tree of the training structure;
- b) the job titles, roles and responsibilities of persons involved in:
 - i) training policy and its application;
 - ii) transitional and pre-OJT training;
 - iii) the roles and responsibilities of OJTIs as per SUBPART B of SAR-ATCL 61 and additional responsibilities should be added where necessary;
- c) details of the process by which the ATSP ensures the competence and ongoing competence of OJTIs and section 6.6.3 of this manual, (assessment responsibilities);
- d) a brief statement of any other unit policies, such as recruitment, initial training, retraining and termination policies;
- e) details of the process for reviewing the UTP, including any documentation to be used. This should include:
 - i) determining from the OJTI any shortcomings in the student air traffic controllers' knowledge, understanding or application that should be addressed during transitional training;
 - ii) determining from student air traffic controller any additions or changes to the transitional training that would better prepare them for OJT.

SECTION 2 – Training plan structure and time periods

Section 2 of the UTP should contain:

- a) an overview of the UTP which identifies the structure of the unit training in terms of transitional training, pre-OJT training where appropriate, OJT and the time periods allocated to each phase of training;
- b) details of the transitional training and the pre-OJT training including:



- i) the training timetable;
 - ii) the methods used for training, e.g. classroom lessons, guided self-study and simulator training;
 - iii) the objectives of training for each phase; and
 - iv) the assessment programme;
- c) details of OJT including:
- i) the training timetable, giving the minimum and maximum times to complete this phase of training;
'minimum time' relates to student air traffic controllers who are training towards the particular rating for the first time. Air traffic controllers who had previously held the rating in question may, however be accelerated through the UTP provided they meet the training objectives.
'maximum time' would be the time at which the student air traffic controllers should be withdrawn from OJT as having failed to meet the objectives, and a major review of his/her progress conducted. The outcome should be either a structured plan of re-training, with a time limit for satisfying the objectives, or termination of training.
 - ii) the objectives of the assessments to be conducted.;
 - iii) the traffic levels (low, medium or high) at which the objectives will be assessed; and
 - iv) the time periods at which assessments are to be conducted.

Transitional training should be fully documented showing the structure of this phase, its objectives and the teaching methods and assessments to be used. The objectives of each of the classroom lessons, guided self-study and simulations should be included in the training plan. If these are available elsewhere, such as in the lesson packs or simulator briefs, this should be stated and only the subject need be noted in the plan.

The pre-OJT phase should be fully documented. The type of simulator to be used and brief specifications indicating the extent to which it replicates the operational environment should be included. The objectives of each simulation exercise should be noted unless they are available in the exercise documentation, in which case an outline of the training purpose of each simulation or groups of simulations is all that would be required in the plan.

The objectives for each level of OJT should be referenced against the Topics and Sub-Topics from the rating requirements.

SECTION 3 – Training in Unusual and Emergency Situations (TRUES)

This of the UTP should contain details of TRUES, including:

- a) site-specific emergency training given to student air traffic controllers before a unit endorsement examination; and
- b) site-specific emergency training given routinely prior to each renewal of a unit endorsement.

SECTION 4 – Assessments

Assessment of the student air traffic controller's development is an integral part of the training plan. The method of assessing and the assessment regime will need to be detailed in the plan. This effectively sets the targets for the trainee and trainer alike.

This section should include:

- a) the occasions upon which student air traffic controllers will be assessed;
- b) the methods by which the assessments will be carried out;
- c) unit-specific responsibilities of OJTIs in the assessment process;
- d) the process to be followed when a student air traffic controller is shown to be making less than satisfactory progress, particularly in respect of remedial training.



Assessing Transitional and pre-OJT Training

Student air traffic controllers should be assessed at the end of transitional training and pre-OJT. Failure to reach a satisfactory standard should preclude progression to the next stage of training. Assessment at these phases may include written, verbal and practical assessments using simulation. These phases should also be used to confirm that the student air traffic controllers have retained the knowledge and skills gained on the initial rating courses that they will be required to apply during OJT.

Assessing OJT

Student air traffic controllers should be assessed at the end of each OJT for which training objectives have been identified. Assessment of this phase consists of observation of practical work and reference to training reports from other OJTIs for supporting evidence.

Supplementary oral questioning should be used to ELPT understanding of the applicable techniques and rules governing them. Understanding can be tested orally during pre-briefing and de-briefing of practical training sessions. Where time constraints are not a major consideration, table-top exercises (analytical simulations) can be used as a means of practically testing scenarios that units are unable to simulate. Essential knowledge can also be tested orally and, although this is more difficult to administer than written questioning, it is more flexible and allows for the student air traffic controller's answers to be probed. Units should take care, however, not to confront the student air traffic controller with an unnecessarily intimidating oral board, as this could be counterproductive.

OJT progress reports of the student air traffic controller performance should be completed after each training session and should be sufficiently detailed to enable other OJTIs to determine his/her strengths, weaknesses and level of competence. It is important to make sure that the reports are formulated using the training plan objectives as a standard and should indicate the level of traffic the trainee handled during the practical session.

SECTION 5 – Training records

This section should include complete training records for all student air traffic controllers and cover all phases of the UTP. Records of transitional, pre-OJT, OJT training and assessments should be of a common format.



Appendix 4

CRITERIA FOR THE USE OF SIMULATORS IN ATCO TRAINING

Introduction

All training plans are required to indicate the amount of training, if any, that will be conducted on a simulator. The simulator will be approved by the Authority as part of the course approval process for the initial training plan and as part of the approval process for the unit training and continuation training plan. The training organisation and ATSP are required to demonstrate how the simulator and the associated exercises will provide adequate support for the particular training plan.

The approval of the use of a simulator and the part of the particular training plan for which the training organisation and ATSP proposes to use it will be based on an assessment against the criteria listed below. The extent to which the simulator achieves these criteria will be used to determine the adequacy of the simulator 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 processes by which the provider 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 simulator is an integral part of an operational ATC system, the processes by which the ATSP is assured that interference between the simulated and operational environments is prevented.

Training in Unusual and Emergency Situations

When an ATSTU wishes to use a simulator for training and assessment in unusual and emergency situations, the simulator will be approved for the particular training plan on the basis of its ability to adequately support the plan's training objectives and assessment requirements.



Appendix 5

ATCO TRAINING ORGANISATION COURSE APPLICATION DOCUMENTS

A. Application Form



Seychelles Civil Aviation Authority

Form SCAA TO/ATM 6100

Application for Air Traffic Controller (ATCO) Training Organisation Approval

Applicant

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

Name

First name

Job 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



SAFETY REGULATION DIVISION

AIR TRAFFIC CONTROLLER TRAINING – APPROVAL MANUAL

1.3 Additional Locations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.3.1 Applicant Name	<input type="checkbox"/> Same as in section 1.1.2 Applicant Name	<input type="checkbox"/> 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	<input type="checkbox"/> Same as Applicant Data in section 1.1 (→continue with section 1.4.4)	
1.4.1 (Company) Name	<input type="checkbox"/> Same as in section 1.1.2 Applicant Name (other name only in exceptional cases)	
1.4.2 Billing Address	<input type="checkbox"/> Same as in section 1.1.3 Applicant Address	<input type="checkbox"/> Other (please specify below)
	Street / Nr	
	PO Box	
	Post Code	
	City	
	Country	
1.4.3 Contact Person (Financial)	<input type="checkbox"/> Same as in section 1.1.4 Contact Person	<input type="checkbox"/> Other (please specify below)
	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Name	
	First name	
	Job title	
	Phone/Fax	
1.4.4 Financial Contact Email Invoice PDF copy will be issued to this address		
1.5 Approval Delivery Data	<input type="checkbox"/> Same as Applicant Data in section 1.1	
1.5.1 Applicant Name	<input type="checkbox"/> Same as in section 1.1.2 Applicant Name	<input type="checkbox"/> Other (please specify below)
	Name	
1.5.2 Delivery Address	<input type="checkbox"/> Same as in section 1.1.3 Applicant Address	<input type="checkbox"/> Other (please specify below)
	Street / Nr	
	PO Box	
	Post Code	
	City	
	Country	



1.5.3 Contact Person (Approval Delivery)	<input type="checkbox"/> Same as in section 1.1.4 Contact Person		<input type="checkbox"/> Other (please specify below)		
	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms			
	Name				
	First name				
	Job 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 <input type="checkbox"/> Application for initial Approval 3.1.2 <input type="checkbox"/> 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 for which approval and certification is requested in accordance with the provision of SAR-ATCL 61					
4.1 <input type="checkbox"/> ATCO Initial Training					
Type of Service	Part of Service	Sub-part of Service			
<input type="checkbox"/> Basic Training	N/A	N/A			
<input type="checkbox"/> Rating Training	<input type="checkbox"/> Aerodrome Control Visual (ADV)	N/A			
	<input type="checkbox"/> Aerodrome Control Instrument (ADI)	<input type="checkbox"/> Tower Control (TWR)			
	<input type="checkbox"/> Approach Control Procedural (APP)	N/A			
	<input type="checkbox"/> Approach Control Surveillance (APS)	<input type="checkbox"/> Radar (RAD)			
		<input type="checkbox"/> Precision Approach Radar (PAR)			
		<input type="checkbox"/> Automatic Dependent Surveillance (ADS)			
	<input type="checkbox"/> Area Control Procedural (ACP)	N/A			
<input type="checkbox"/> Area Control Surveillance (ACS)	<input type="checkbox"/> Radar (RAD)				
	<input type="checkbox"/> Automatic Dependent Surveillance (ADS)				
4.1.1 Special Limitations / Conditions					



4.2 <input type="checkbox"/> ATCO Unit Training	
Type of Service	<input type="checkbox"/> Transitional Training <input type="checkbox"/> On-the-job Training
4.2.1 Special Limitations / Conditions	
4.3 <input type="checkbox"/> ATCO Continuation Training	
4.3.1 Special Limitations / Conditions	
4.4 <input type="checkbox"/> OJTI Training	
4.4.1 Special Limitations / Conditions	
4.5 <input type="checkbox"/> Training for Examiners and/or Assessors	
Type of Service	<input type="checkbox"/> Training for Examiners <input type="checkbox"/> Training for Assessors
4.5.1 Special Limitations / Conditions	
5. Description of changes applied for under existing Approval Certificate	
5.1 <input type="checkbox"/> Changes to the Organisation	
5.2 <input type="checkbox"/> Changes to the Services	



6. Other

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

6.2 List of documentation to be provided with the application

- a) Organisation Exposition including company flow-chart and Course Design Document and, as relevant, description and information on organisation activities and organisation of partners or subcontractors.
- b) Initial Training Plan / Unit Training Plan / Unit Competence Scheme, as applicable
- c) A copy of the National Companies register / Certificate of Incorporation / QMS (ISO 9001 :2008) Certificate

7. Applicant's declaration and acceptance of the General Conditions and Terms of Payment

I declare that I have the legal capacity to submit this application to SCAA and that all information provided in this application form is correct and complete.

Date/Place	Name of Accountable Manager	Signature

This Application should be sent by fax, e-mail or regular mail to:

Air Traffic Standards
Safety Regulation Division
SCAA
P. O. Box 181
Victoria
Seychelles

Fax: +248 4384269

E-mail: ANSI@scaa.sc

Important Note: SCAA cannot accept applications without signature. Please make sure that you sign the application.



B. Certificate or ATCO Training Organisation



Seychelles Civil Aviation Authority

CERTIFICATE FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATION

Certificate Number:

Reference:

Pursuant to SAR-ATCL 61 and subject to the conditions specified below, the
Seychelles Civil Aviation Authority hereby certifies:

[Training Organisation's Name]

[Address of the Training Organisation]

As a SUBPART D certified Training Organisation with the privilege to
provide APPENDIX 2 - ATCO Training, as listed in the attached training
approval.

Terms of approval and privileges

- a. This certificate is limited to the privileges and the scope of providing training as listed in the attached training approval.
- b. This certificate is valid whilst the certified organisation remains in compliance with SAR-ATCL 61, SUBPART D, APPENDIX 2 and other applicable regulations.
- c. Subject to compliance with the foregoing terms of approval and privileges, this certificate shall remain valid unless the certificate has been surrendered, superseded, limited, suspended or revoked.

Date of issue:

Signed:

Safety Regulation Division



CERTIFICATE FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATION TRAINING APPROVAL

Attachment to ATCO TO Certificate Number:

[CERTIFICATE NUMBER/REFERENCE]

[NAME OF THE TRAINING ORGANISATION]

has obtained the privileges to provide and conduct the following training in accordance with SAR-ATCL 61:

TYPE(S) OF TRAINING and/or SERVICE(S)			
Type of training	Course	Rating Endorsements ¹	Remarks ²
<input type="checkbox"/> ATCO Initial Training	<input type="checkbox"/> Basic training	n/a	
	<input type="checkbox"/> Rating training ³		
<input type="checkbox"/> ATCO Unit training ⁴		
<input type="checkbox"/> ATCO Refreshing training	n/a		
<input type="checkbox"/> ATCO Conversion training	n/a		
<input type="checkbox"/> ATS Instructor training	<input type="checkbox"/> Initial training	n/a	
	<input type="checkbox"/> Refresher training	n/a	
<input type="checkbox"/> ATC Examiner training	<input type="checkbox"/> Initial training	n/a	
	<input type="checkbox"/> Refresher training	n/a	

This training course approval is valid as long as:

- (b) the ATCO TO certificate has not been surrendered, superseded, limited, suspended or revoked; and
- (c) all operations are conducted in compliance with SUBPART D and APPENDIX 2 of SAR-ATCL 61, other applicable regulations, and, when relevant, with the procedures in the organisation's documentation as required by SUBPART D of SAR-ATCL 61.

Date of issue: _____

Signed: _____

¹ The Authority shall specify the rating endorsements according to SAR-ATCL.61.050 for which the training is provided, if appropriate.

² Wherever necessary.

³ The Authority shall specify the ratings according SAR-ATCL 61.045 for which the training is provided.

⁴ The Authority shall specify the unit endorsement(s) for which the training is provided.

⁵ Not generic training, provided on an ad hoc basis following a specific approval by the Authority.



C. ATCO Training Organisation SAR-ATCL 61 Compliance Questionnaire



SUBPART D – REQUIREMENTS FOR TRAINING ORGANISATIONS

SAR-ATCL 61.095.TO Management system of training organisations

(a) Training organisations shall:

- (1) have an efficient management system and sufficient staff with adequate qualifications and experience to provide training according to this SAR;
- (2) clearly define lines of safety accountability throughout the approved training organisation, including a direct accountability for safety on the part of senior management;
- (3) have available the necessary facilities, equipment and accommodation appropriate for the type of training offered;
- (4) furnish proof of a quality assurance system, acceptable to the Authority, which ensure that the training and instructional practices provided satisfy the requirements set out in this SAR;
- (5) include a system of record-keeping that allows adequate storage and reliable traceability of the relevant activities;
- (6) ensure that sufficient funding is available to conduct the training according to SAR-ATCL 61 training requirements and that the activities have sufficient insurance cover in accordance with the nature of the training provided;

Explanatory Note

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

Questions against SAR-ATCL 61.095.TO:

1. Does the TO have sufficient staff with adequate qualifications and experience to provide training? Yes No
2. Is safety accountability clearly defined throughout the TO? Yes No
3. Is there direct accountability for safety on the part of senior management? Yes No
4. Are the facilities, equipment and accommodation appropriate for the type of training offered? Yes No
5. Does the TO have a quality assurance system (QAS) which ensures the training services satisfy SAR-ATCL 61 requirements? Yes No
6. If no QAS currently exists, is there any plan to develop one within the next 2 years? Yes No
7. Does the TO maintain a system of recording-keeping that allows adequate storage and reliable traceability of relevant training activities? Yes No
8. If the answer is yes for 7 above, for how long are the records kept? _____
9. Does the TO have sufficient funds to conduct the proposed SAR-ATCL 61 training? Yes No
10. Are the activities of the TO sufficiently insured in accordance with the nature of the training provided? Yes No



SAR-ATCL 61.100.TO Requirements with regards to training courses, initial and unit training plans and unit competence schemes

- (a) Training organisations shall provide to the Authority the methodology they will use in the form of a Course Design Document to establish details of the content, organisation and duration of training courses.
- (b) This shall include the way examinations or assessments are organised. For examinations related to initial training, including simulation training, the qualifications of the examiners shall be indicated in detail.

Explanatory Note

Training organisations must have a course design in place which explains in details the training programme for the type of training it plans to offer. The course design presented in the form of a document will meet all the requirements of this SAR associated with training course.

Question against SAR-ATCL 61.100.TO:

1. Is the Course Design Document submitted with this questionnaire? Yes No



Appendix 6

EPLT SERVICE PROVIDER DOCUMENTS

A. Application Form



Seychelles Civil Aviation Authority

SCAA TSP 6106

Application for Aviation English Language Proficiency Test Service Provider (TSP) Approval

Data protection: Personal data included in the application related to the “ELP TSP 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. Position and name of the accountable manager:	
<hr style="width: 30%; margin: 0 auto;"/> Date	<hr style="width: 30%; margin: 0 auto;"/> Signature of the accountable manager

B. Suggested content of an ELP Certificate

The ELP Certificate issued by the TSP 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 TSP;
- c) level of ELP awarded, in accordance with the ICAO Language Proficiency Rating Scale;
- f) the date the ELP assessment was undertaken; and
- g) name, signature and position of the assessing TSP representative issuing the certificate.



Appendix 7

RECOMMENDED SYLLABUSES FOR SPECIFIC CONTINUATION TRAINING

A. 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

B. 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

C. ATC Examiner Course

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

- a) Unit Training Plan
- b) Unit training structure
- c) Regulation
- d) Preparation of examinations and assessments of competence
- e) Conduct of examinations and assessments of competence
- f) Questioning techniques
- g) Assessing Competence
- h) Scenario practical and oral assessment
- i) Personal data protection and liability
- j) Report writing and recording

D. APC 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



SAFETY REGULATION DIVISION
AIR TRAFFIC CONTROLLER TRAINING – APPROVAL MANUAL

INTENTIONALLY LEFT BLANK