

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

Requirements	Action required: 1 – Not relevant or no action required for this. To be notified 2 – Specify in attached document 3 – Reference(s) to SMS 4 – Explanation	Applicant 1 2 – Attachment no. 3 – References 4 – Explanation FC – Fully compliant PC – Partly compliant NC – Not compliant
Frame regulation GM 1 Art. 4 (6) Assessment (formative evaluation of practical skills during training should not be considered as an assessment).	1	
Annex III SUBPART B — Requirements for air traffic controller training organisations ATCO.OR.B.010 Terms of approval and privileges of a training organisation certificate (a) Training organisations shall comply with the scope and privileges defined in the terms of approval attached to the organisation's certificate.	1	
ATCO.OR.B.015 Changes to the training organisation (a) Changes to the organisation that affect the certificate or the terms of approval of the training organisation or any relevant element of the training organisation's management systems shall require prior approval by the competent authority. (b) Training organisations shall agree with their competent authority on the changes that require prior approval in addition to those specified in point (a). (c) For any changes requiring prior approval in accordance with points (a) and (b), the training organisation shall apply for and obtain an approval issued by the competent authority. The application shall be submitted before any such change takes place in order to enable the competent authority to determine continued compliance with this Regulation and to amend, if necessary, the training organisation certificate and related terms of approval attached to it. Training organisations shall provide the competent authority with all relevant documentation. The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with ATCO.AR.E.010.	(a)(b)(c)(d)(f): 1 (e): 2-3-4	

<p>Training organisations shall operate under the conditions prescribed by the competent authority during such changes, as applicable.</p> <p>(d) Changes to the elements referred to in point (a) due to unforeseen circumstances shall be notified to the competent authority without delay in order to obtain approval as necessary.</p> <p>(e) All changes not requiring prior approval shall be managed and notified to the competent authority as defined in the procedure approved by the competent authority in accordance with ATCO.AR.E.010.</p> <p>(f) Training organisations shall notify the competent authority when they cease their activities.</p>		
<p>SUBPART C — Management of air traffic controller training organisations</p> <p>ATCO.OR.C.005 Contracted activities</p> <p>(a) Training organisations shall ensure that when contracting or purchasing any parts of their activities, the contracted or purchased activity or part of activity conform to the applicable requirements.</p> <p>(b) When a training organisation contracts any part of its activity to an organisation that is not itself certified in accordance with this Regulation to carry out such activity, the contracted organization shall work under the terms of approval contained in the certificate issued to the contracting training organisation. The contracting training organisation shall ensure that the competent authority is given access to the contracted organisation to determine continued compliance with the applicable requirements.</p>	3-4	
<p>ATCO.OR.C.010 Personnel requirements</p> <p>(a) Training organisations shall appoint an accountable manager.</p> <p>(b) A person or persons shall be nominated by the training organisation with the responsibility for training. Such person or persons shall be ultimately responsible to the accountable manager.</p> <p>(c) Training organisations shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.</p> <p>(d) Training organisations shall maintain a record of theoretical instructors with their relevant professional qualifications, adequate knowledge and experience and their demonstration, instructional techniques assessment and subjects they are entitled to teach.</p> <p>(e) Training organisations shall establish a procedure to maintain competence of the theoretical instructors.</p> <p>(f) Training organisations shall ensure that practical instructors and assessors successfully complete refresher training in order to revalidate the respective endorsement.</p> <p>(g) Training organisations shall maintain a record of persons qualified for assessing practical instructors' competence and assessors' competence, in accordance with ATCO.C.045, with their relevant endorsements.</p>	3-4	
<p>GM1 ATCO.OR.C.010(b);(c) Personnel requirements</p> <p>(a) Training organisations may nominate the person responsible for training and a person or persons subordinate to him or her as chief training instructor(s)/unit responsible training officer(s).</p> <p>(b) Usually, training organisations nominate only one person responsible for training.</p> <p>(c) Prerequisites, typical function and responsibilities of the person responsible for training may be:</p> <p>(1) to have extensive experience in instructing for all types of ATC training and possess sound managerial capability;</p>	1	

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

<p>AMC1 ATCO.OR.C.015(b) Facilities and equipment Specifications for synthetic training devices (a) Synthetic training devices classifications Synthetic training devices used for training should be classified according to one of the following classifications: (1) simulator (SIM); (2) part-task trainer (PTT). (b) Synthetic training device (STD) criteria If an STD is used for training, it should be approved by the competent authority as part of the course approval process for any training plan. Training organisations should demonstrate how the STD will provide adequate support for the intended training, in particular, how the STD will meet the stated objectives of the practical training exercises and enable the performance objectives to be assessed to the level determined in the training programme. This demonstration and the related documentation should include the following relevant criteria: (1) the general environment, which should provide an environment in which STD exercises may be run without undue interference from unrelated activities; (2) the STD layout; (3) the equipment provided; (4) the display presentation, functionality, and updating of operational information; (5) data displays, including strip displays, where appropriate; (6) coordination facilities; (7) aircraft performance characteristics, including the availability of manoeuvres, e.g. holding or instrumental landing system (ILS) operation, required for a particular simulation; (8) the availability of real-time changes during an exercise; (9) the processes by which the training organisation can be assured that staff associated with the training conducted with the use of an STD are competent; (10) the degree of realism of any voice recognition system associated with the STD; and (11) where a simulator is an integral part of an operational ATC system, the processes by which the training organisation is assured that interference between the simulated and operational environments is prevented. The extent to which the STD achieves the above criteria will be used to determine the adequacy of the STD for the proposed use. As a general principle, the greater the degree of replication of the operational position being represented, the greater the use will be possible for any particular training. (c) STD used for pre-on-the-job training When an STD is used for pre-on-the-job training and the training time is counted as operational training, the STD classification should be a full-size replica of a working position, including all equipment, and computer programmes necessary to represent the full tasks associated with that position, including realistic wind at all levels to facilitate SRA. In the case of a working position at a tower unit, it includes an out-of-the-tower view.</p>	<p>2-3-4</p>	
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<p>ATCO.OR.C.020 Record keeping</p> <p>(a) Training organisations shall retain detailed records of persons undertaking or having undertaken training to show that all requirements of the training courses have been met.</p> <p>(b) Training organisations shall establish and maintain a system for recording the professional qualifications and instructional techniques assessments of instructors and assessors, as well as the subjects they are entitled to teach, where appropriate.</p> <p>(c) The records required in points (a) and (b) shall be retained for a minimum period of five years' subject to the applicable national data protection law:</p> <p>(1) after the person undertaking training has completed the course; and</p> <p>(2) after the instructor or assessor ceases to perform a function for the training organisation, as applicable.</p> <p>(d) The archiving process including the format of the records shall be specified in the training organisation's management system.</p> <p>(e) Records shall be stored in a secure manner.</p>	3-4	
<p>AMC1 ATCO.OR.C.020(a);(b) Record keeping</p> <p>Training organisations should maintain the following records:</p> <p>(a) Records of persons undertaking training:</p> <p>(1) personal information;</p> <p>(2) details of training received including the starting date of the training, as well as the results of the examinations and assessments;</p> <p>(3) detailed and regular progress report forms;</p> <p>(4) certificate of completion of training courses.</p> <p>(b) Records of instructors and assessors:</p> <p>(1) personal information;</p> <p>(2) qualification records;</p> <p>(3) records of refresher training for instructors and assessors;</p> <p>(4) assessment reports;</p> <p>(5) instructional and/or assessment time records.</p> <p>Training organisations should submit training records and reports to the competent authority as required.</p>	3-4	
<p>SUBPART D – Requirements for training courses and training plans</p> <p>ATCO.OR.D.001 Requirements for training courses and training plans</p> <p>Training organisations shall develop:</p> <p>(a) training plans and training courses associated to the type(s) of training provided in accordance with the requirements set out in Annex I (Part ATCO), Subpart D;</p>	1	
<p>ATCO.OR.D.005 Examination and assessment results and certificates</p> <p>(a) The training organisation shall make available to the applicant his/her results of examinations and assessments and, upon applicant's request, issue a certificate with his/her result of examinations and assessments.</p>	3-4	

<p>Annex I SUBPART B — Licenses, ratings and endorsements ATCO.B.001 Student air traffic controller licence</p> <p>(a) Holders of a student air traffic controller licence shall be authorised to provide air traffic control services in accordance with the rating(s) and rating endorsement(s) contained in their licence under the supervision of an on-the-job training instructor and to undertake training for rating endorsement(s).</p> <p>(b) Applicants for the issue of a student air traffic controller licence shall:</p> <p>(1) be at least 18 years old;</p> <p>(2) have successfully completed initial training at a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) relevant to the rating, and if applicable, to the rating endorsement, as set out in Part ATCO, Subpart D, Section 2;</p> <p>(3) hold a valid medical certificate;</p> <p>(4) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030.</p> <p>(c) The student air traffic controller licence shall contain the language endorsement(s) and at least one rating and, if applicable, one rating endorsement.</p> <p>(d) The holder of a student air traffic controller licence who has not started exercising the privileges of that licence within one year from the date of its issue or has interrupted exercising those privileges for a period of more than one year may only start or continue unit training in that rating after an assessment of his/her previous competence, conducted by a training organization satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating, as to whether he/she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment.</p>	1	
<p>GM1 ATCO.B.001(b) Student air traffic controller licence Maturity of air traffic controllers</p> <p>Persons who wish to undertake air traffic controller training at a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) should be educationally, physically and mentally sufficiently mature. In order to assess their ability to complete air traffic controller training, training organisations may conduct aptitude assessments and/or set out educational or similar requirements which could serve as a prerequisite for commencing air traffic controller training.</p>	1	
<p>AMC1 ATCO.B.001(d) Student air traffic controller licence Assessment of previous competence</p> <p>When establishing previous competence in a rating, the assessment should be based on the requirements set out in Part ATCO, Subpart D, Section 2.</p>	2-3-4 Assessment forms	

<p>ATCO.B.005 Air traffic controller licence</p> <p>(a) Holders of an air traffic controller licence shall be authorised to provide air traffic control services in accordance with the ratings and rating endorsements of their licence, and to exercise the privileges of the endorsements contained therein.</p> <p>(b) The privileges of an air traffic controller licence shall include the privileges of a student air traffic controller licence as set out in ATCO.B.001(a).</p> <p>(c) Applicants for the first issue of an air traffic controller licence shall:</p> <ol style="list-style-type: none"> (1) hold a student air traffic controller licence; (2) have completed a unit endorsement course and successfully passed the appropriate examinations and assessments in accordance with the requirements set out in Part ATCO, Subpart D, Section 3; (3) hold a valid medical certificate; (4) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030. <p>(d) The air traffic controller licence shall be validated by the inclusion of one or more ratings and the relevant rating, unit and language proficiency endorsements for which the training was successful.</p> <p>(e) The holder of an air traffic controller licence who has not started exercising the privileges of any rating within one year from the date of its issue may only start unit training in that rating after an assessment of his/her previous competence, conducted by a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating, as to whether he/she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment.</p>	1	
<p>ATCO.B.010 Air traffic controller ratings</p> <p>(b) The holder of a rating who has interrupted exercising the privileges associated with that rating for a period of four or more immediately preceding consecutive years may only start unit training in that rating after assessment of previous competence, conducted by a training organization satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide training relevant to the rating, as to whether the person concerned continues to satisfy the conditions of that rating, and after satisfying any training requirements resulting from this assessment.</p>	2-3-4	
<p>AMC1 ATCO.B.010(b) Air traffic controller ratings</p> <p>Assessment of previous competence</p> <p>When establishing previous competence in a rating, the assessment should be based on the requirements set out in Part ATCO, Subpart D, Section 2.</p>	2-3-4	
<p>SUBPART C — Requirements for instructors and assessors</p> <p>ATCO.C.001 Theoretical instructors</p> <p>(a) Theoretical training shall only be carried out by appropriately qualified instructors.</p> <p>(b) A theoretical instructor is appropriately qualified if he/she:</p> <ol style="list-style-type: none"> (1) holds an air traffic controller licence and/or holds a professional qualification appropriate to the subject being taught and/or has demonstrated adequate knowledge and experience to the training organisation; (2) has demonstrated instructional skills to the training organisation. 	3-4	

GM1 ATCO.C.001(b)(1) Theoretical instructors Qualification of theoretical instructors Professional qualification appropriate to the subject should ensure sufficient level of current knowledge, which is relevant to the subject and its application in air traffic control.	1	
AMC1 ATCO.C.001(b)(2) Theoretical instructors Instructional skills for theoretical instructors A satisfactory demonstration of instructional skills for theoretical instructors should establish competence at least in the following areas: (a) lesson objectives are defined and communicated; (b) subject questions are fully answered; (c) visual aids are used appropriately; (d) language is unambiguous; (e) the lesson is correctly summarised; and (f) lesson objectives are fulfilled.	3-4	
ATCO.C.005 Practical instructors A person shall only carry out practical training when he/she holds an air traffic controller licence with an on-the-job training instructor (OJTI) endorsement or a synthetic training device instructor (STDI) endorsement.	1	
ATCO.C.030 Synthetic training device instructor (STDI) privileges (a) Holders of an STDI endorsement are authorised to provide practical training on synthetic training devices: (1) for subjects of practical nature during initial training; (2) for unit training other than OJT; and (3) for continuation training. Where the STDI is providing pre-OJT, he/she shall hold or have held the relevant unit endorsement. (b) Holders of an STDI endorsement shall only exercise the privileges of the endorsement if they have: (1) at least two years' experience in the rating they will instruct in; (2) demonstrated knowledge of current operational practices; (3) practised instructional techniques in those procedures in which it is intended to provide instruction. (c) Notwithstanding point (b)(1) (1) for the purpose of basic training any rating held is appropriate; (2) for the purpose of rating training, training may be provided for specific and selected operational tasks by an STDI holding a rating that is relevant for that specific and selected operational task.	1 See also ATCO.OR.C.010	
GM1 ATCO.C.030(a)(1) Synthetic training device instructor (STDI) privileges Subjects of practical nature Subjects with objectives at taxonomy level 3 or higher, related to Air Traffic Management Basic (ATMB), are considered of practical nature during initial training.	1	

<p>GM1 ATCO.C.030(c)(2) Synthetic training device instructor (STDI) privileges Provision of training for specific and selected operational tasks Some of the skills required for the two different aerodrome control ratings, for the two different procedural ratings, as well as for the two different surveillance ratings are the same or similar. Therefore, instruction not being specific for one rating or the training being for specific and selected operational tasks that do not require the learner to practise all of the tasks which are normally associated with a fully operational environment, may be provided by an STDI, having experience of at least two years in a rating that requires similar skills.</p>	1	
<p>ATCO.C.045 Assessor privileges (a) A person shall only carry out assessments when he/she holds an assessor endorsement. (b) Holders of an assessor endorsement are authorised to carry out assessments: (1) during initial training for the issue of a student air traffic controller license or for the issue of a new rating and/or rating endorsement, if applicable; (2) of previous competence for the purpose of ATCO.B.001(d) and ATCO.B.010(b); (3) of student air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable; (4) of air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable, as well as for revalidation and renewal of a unit endorsement; (5) of applicant practical instructors or applicant assessors when compliance with the requirements of point (d)(2) to (4) is ensured. (c) Holders of an assessor endorsement shall only exercise the privileges of the endorsement if they have: (1) at least two years' experience in the rating and rating endorsement(s) they will assess in; and (2) demonstrated knowledge of current operational practices. (d) In addition to the requirements set out in point (c), holders of an assessor endorsement shall only exercise the privileges of the endorsement: (1) for assessments leading to the issue, revalidation and renewal of a unit endorsement, if they also hold the unit endorsement associated with the assessment for an immediately preceding period of at least one year; (2) for assessing the competence of an applicant for the issue or renewal of an STDI endorsement, if they hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least three years; (3) for assessing the competence of an applicant for the issue or renewal of an OJTI endorsement, if they hold an OJTI endorsement and have exercised the privileges of that endorsement for at least three years; (4) for assessing the competence of an applicant for the issue or renewal of an assessor endorsement, if they have exercised the privileges of the assessor endorsement for at least three years. (e) When assessing for the purpose of issue and renewal of a unit endorsement, and for ensuring supervision on the operational working position, the assessor shall also hold an OJTI endorsement, or an OJTI holding the valid unit endorsement associated with the assessment shall be present.</p>	1 See also ATCO.OR.C.010	

SUBPART D — Air traffic controller training general requirements ATCO.D.001 Objectives of air traffic controller training Air traffic controller training shall cover the entirety of theoretical courses, practical exercises, including simulation, and on-the-job training required in order to acquire and maintain the skills to deliver safe, orderly and expeditious air traffic control services.	2-3-4	
ATCO.D.005 Types of air traffic controller training (a) Air traffic controller training shall consist of the following types: (1) initial training, leading to the issue of a student air traffic controller licence or to the issue of an additional rating and, if applicable, rating endorsement, providing: (i) 'basic training': theoretical and practical training designed to impart fundamental knowledge and practical skills related to basic operational procedures; (ii) 'rating training': theoretical and practical training designed to impart knowledge and practical skills related to a specific rating and, if applicable, to rating endorsement;	3-4 Describe the initial training	
ATCO.D.010 Composition of initial training (a) Initial training, intended for an applicant for a student air traffic controller license or for the issue of an additional rating and/or, if applicable, rating endorsement, shall consist of: (1) basic training, comprising all the subjects, topics and subtopics contained in Appendix 2 of Annex I; and (2) rating training, comprising the subjects, topics and subtopics of at least one of the following: (i) Aerodrome Control Visual Rating — ADV, defined in Appendix 3 of Annex I; (ii) Aerodrome Control Instrument Rating for Tower — ADI (TWR), defined in Appendix 4 of Annex I; (iii) Approach Control Procedural Rating — APP, defined in Appendix 5 of Annex I; (iv) Area Control Procedural Rating — ACP, defined in Appendix 6 of Annex I; (v) Approach Control Surveillance Rating — APS, defined in Appendix 7 of Annex I; (vi) Area Control Surveillance Rating — ACS, defined in Appendix 8 of Annex I. (b) Training intended for an additional rating shall consist of the subjects, topics and subtopics applicable to at least one of the ratings established in point (a)(2). (c) Training intended for the reactivation of a rating following a not successful assessment of previous competence according to ATCO.B.010(b) shall be tailored according to the result of that assessment. (d) Training intended for a rating endorsement other than ATCO.B.015(a)(3) shall consist of subjects, topics and subtopics developed by the training organisation and approved as part of the training course. (e) Basic and/or rating training may be complemented with subjects, topics and subtopics that are additional or specific to the Functional Airspace Block (FAB) or to the national environment.	(a)(b)(c)(d): 2-3-4 (e): 1 or 2-3-4 Ref. to national regulation and/or agreement	
AMC1 ATCO.D.010(a) Composition of initial training General (see further details in the Regulation)	2-3-4	

AMC2 ATCO.D.010(a) Composition of initial training List of acronyms/initialisms (see further details in the Regulation)	1	
AMC1 ATCO.D.010(a)(1) Composition of initial training/content Basic training — Subject objectives and training objectives (see further details in the Regulation)	1-2-3-4 as relevant	
AMC1 ATCO.D.010(a)(2)(i) Composition of initial training Aerodrome control visual rating (ADV) training — Subject objectives and training objectives (see further details in the Regulation)	1-2-3-4 as relevant	
AMC1 ATCO.D.010(a)(2)(ii) Composition of initial training Aerodrome control instrument rating for tower ADI (TWR) training — Subject objectives and training objectives (see further details in the Regulation)	1-2-3-4 as relevant	
AMC1 ATCO.D.010(a)(2)(iii) Composition of initial training Approach control procedural rating (APP) training — Subject objectives and training objectives (see further details in the Regulation)	1-2-3-4 as relevant	
AMC1 ATCO.D.010(a)(2)(iv) Composition of initial training Area control procedural rating (ACP) training — Subject objectives and training objectives (see further details in the Regulation)	1-2-3-4 as relevant	
AMC1 ATCO.D.010(a)(2)(v) Composition of initial training Approach control surveillance rating (APS) training — Subject objectives and training objectives (see further details in the Regulation)	1-2-3-4 as relevant	
AMC1 ATCO.D.010(a)(2)(vi) Composition of initial training Area control surveillance rating (ACS) training — Subject objectives and training objectives (see further details in the Regulation)	1-2-3-4 as relevant	

<p>GM1 ATCO.D.010 Composition of initial training</p> <p>General</p> <p>(a) Initial training consists of basic training which is common to all applicants and rating training of which there are six different rating syllabi.</p> <p>(b) Rating training may be commenced before the completion of the basic training.</p> <p>(c) If an applicant already holds a student air traffic controller license or an air traffic controller license, and there is a requirement for training to achieve an additional rating (and, if relevant, rating endorsement), the applicant should not repeat the basic training objectives; however, there is a requirement to achieve the objectives contained within the relevant rating training plus any additional objectives specific to the local or national environment.</p>	1	
<p>ATCO.D.015 Initial training plan</p> <p>An initial training plan shall be established by the training organisation and approved by the competent authority. It shall contain at least:</p> <p>(a) the composition of the initial training course provided according to ATCO.D.010;</p> <p>(b) the structure of the initial training provided according to ATCO.D.020(b);</p> <p>(c) the process for the conduct of the initial training course(s);</p> <p>(d) the training methods;</p> <p>(e) minimum and maximum duration of the initial training course(s);</p> <p>(f) with regard to ATCO.D.010(b), process for adapting the initial training course(s) to take due account of a successfully completed basic training course;</p> <p>(g) processes for examinations and assessments according to ATCO.D.025 and ATCO.D.035, as well as performance objectives according to ATCO.D.030 and ATCO.D.040;</p> <p>(h) training personnel qualifications, roles and responsibilities;</p> <p>(i) process for early termination of training;</p> <p>(j) the appeal process;</p> <p>(k) identification of records to be kept specific to initial training;</p> <p>(l) process and reasons for reviewing and amending the initial training plan and its submission to the competent authority. The review of the initial training plan shall take place at least once every three years.</p>	2-3-4	
<p>ATCO.D.020 Basic and rating training courses</p> <p>(a) Basic and rating training shall be provided as separate or integrated courses.</p> <p>(b) Basic and rating training courses or an integrated initial training course shall be developed and provided by training organisations and approved by the competent authority.</p> <p>(c) When initial training is provided as an integrated course, a clear distinction shall be made between the examinations and assessments for:</p> <p>(1) basic training; and</p> <p>(2) each rating training.</p> <p>(d) The successful completion of initial training, or of rating training for the issue of an additional rating, shall be demonstrated by a certificate issued by the training organisation.</p> <p>(e) The successful completion of basic training shall be demonstrated by a certificate issued by the training</p>	2-3-4	

organisation upon request of the applicant.		
GM1 ATCO.D.020(d) Basic and rating training courses Certificate of completion of initial training The certificate of completion may take any form and title and may cover multiple candidates.	1	
ATCO.D.025 Basic training examinations and assessment (a) Basic training courses shall include theoretical examination(s) and assessment(s). (b) A pass in theoretical examination(s) shall be awarded to an applicant achieving a minimum of 75 % of the marks allocated to that examination. (c) Assessment(s) of performance objectives as listed in ATCO.D.030 shall be conducted on a part task trainer or a simulator. (d) A pass in assessment(s) shall be awarded to an applicant who consistently demonstrates the required performance as listed in ATCO.D.030 and shows the behaviour required for safe operations within the air traffic control service.	2-3-4	
ATCO.D.030 Basic training performance objectives Assessment(s) shall include evaluation of the following performance objectives: (a) checking and using the working position equipment; (b) developing and maintaining situational awareness by monitoring traffic and identifying aircraft when applicable; (c) monitoring and updating flight data display(s); (d) maintaining a continuous listening watch on the appropriate frequency; (e) issuing appropriate clearances, instructions and information to traffic; (f) using approved phraseology; (g) communicating effectively; (h) applying separation; (i) applying coordination as necessary; (j) applying the prescribed procedures for the simulated airspace; (k) detecting potential conflicts between aircraft; (l) appreciating priority of actions; (m) choosing appropriate separation methods.	2-3-4	
ATCO.D.035 Rating training examinations and assessment (a) Rating training courses shall include theoretical examination(s) and assessment(s). (b) A pass in theoretical examination(s) shall be awarded to an applicant achieving a minimum of 75 % of the marks allocated to that examination. (c) Assessment(s) shall be based on the rating training performance objectives described in ATCO.D.040. (d) Assessment(s) shall be conducted on a simulator. (e) A pass in assessment(s) shall be awarded to an applicant who consistently demonstrates the required performance described in ATCO.D.040 and shows the behaviour required for safe operations within the air traffic control service.	2-3-4	

<p>ATCO.D.040 Rating training performance objectives</p> <p>(a) Rating training performance objectives and performance objective tasks shall be defined for each rating training course.</p> <p>(b) Rating training performance objectives shall require an applicant to:</p> <p>(1) demonstrate the ability to manage air traffic in a manner that ensures safe, orderly and expeditious services; and</p> <p>(2) handle complex and dense traffic situations.</p> <p>(c) In addition to point (b), rating training performance objectives for the Aerodrome Control Visual (ADV) and Aerodrome Control Instrument (ADI) rating shall ensure that applicants:</p> <p>(1) manage the workload and provide air traffic services within a defined aerodrome area of responsibility; and</p> <p>(2) apply aerodrome control techniques and operational procedures to aerodrome traffic.</p> <p>(d) In addition to point (b), rating training performance objectives for the Approach Control Procedural rating shall ensure that applicants:</p> <p>(1) manage the workload and provide air traffic services within a defined approach control area of responsibility; and</p> <p>(2) apply procedural approach control, planning techniques and operational procedures to arriving, holding, departing and transiting traffic.</p> <p>(e) In addition to point (b), rating training performance objectives for the Approach Control Surveillance rating shall ensure that applicants:</p> <p>(1) manage the workload and provide air traffic services within a defined approach control area of responsibility; and</p> <p>(2) apply approach surveillance control, planning techniques and operational procedures to arriving, holding, departing and transiting traffic.</p> <p>(f) In addition to point (b), rating training performance objectives for the Area Control Procedural rating shall ensure that applicants:</p> <p>(1) manage the workload and provide air traffic services within a defined area control area of responsibility; and</p> <p>(2) apply procedural area control, planning techniques and operational procedures to area traffic.</p> <p>(g) In addition to point (b), rating training performance objectives for the Area Control Surveillance rating shall ensure that applicants:</p> <p>(1) manage the workload and provide air traffic services within a defined area control area of responsibility; and</p> <p>(2) apply area surveillance control, planning techniques and operational procedures to area traffic.</p>	2-3-4	
<p>AMC1 ATCO.D.040 Rating training performance objectives</p> <p>General</p> <p>Training organisations should define the detailed performance objectives for each rating training course, as well as the training scenario.</p>	2-3-4	
<p>GM1 ATCO.D.040 Rating training performance objectives</p> <p>General</p> <p>A list of performance objectives tasks can be found in EUROCONTROL's document 'ATCO Rating Training Performance Objectives', Edition 1.0, dated 14.12.2010.</p>	1	