



Air Traffic Control Policies
ATC Training Policy

Middle East & North Africa ATC Department

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1. Control Pages

1.1. Document Identification

Document Identification	
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1.2. Revision Records

Revision Number	Date	Summary of Changes	Authors
01/2021	15/01/2021	New policy.	Suprojit Paul
01/2022	13/05/2022	Policy review.	Chriss Klosowski

2. General Provisions

2.1. Applicability

This policy governs all rating upgrades and ATC training conducted within the VATMENA division. All vACCs within the VATMENA division shall comply with all requirements as provided herein.

2.2. Changes

This policy is subject to change at short notice/with immediate effect at any time. Staff members shall ensure they always remain up to date with the latest policy and procedure changes.

2.3. Non-compliance

If a VATMENA vACC is in breach of the requirements contained herein or in breach of any VATMENA divisional policies, VATMENA divisional staff reserve the right to invalidate any training that has been conducted within the vACC.

Any deviation from the requirements in this policy requires explicit written approval from the VATMENA divisional ATC training director.

3. ATC Training Requirements

3.1. Theoretical Examination

3.1.1. VATMENA Divisional Examination

All members shall have passed the divisional theoretical examination relevant to that rating with a minimum score of 80% before a rating change is made.

If the rating change requires a controller practical test (CPT), the member shall have passed the divisional theoretical examination relevant to that rating before a CPT is conducted.

3.1.2. Local Examination

Each vACC within the VATMENA division may require a member to have passed additional examinations before a rating change is made.

3.2. Practical Examination

All members of the VATMENA division shall be required to pass a controller practical test (CPT) before a rating change to S2, S3, C1 or C3 is made.

For members eligible for the “fast-track” programme, they shall be only required to pass a CPT before a rating change to S3, C1 or C3 is made.

All practical examinations within VATMENA shall be conducted as provided in the VATMENA *Controller Practical Examination Policy*.

3.3. Training Programme

3.3.1. Structured training

Each vACC within the VATMENA division shall maintain a structured training programme and may include requirements that are more restrictive than those provided herein.

3.3.2. Mentors

Each vACC may maintain a roster of their own mentors who provide training to their home members. Except as provided in 5.2, mentors shall only be permitted to instruct members who are training for the next lowest rating.

Mentor Rating	Can conduct training for
S2	S1 rating (Ground/Delivery)
S3	S2 rating (Tower)
C1 or C3	S3 rating (Approach/Departure)

S1 rated members shall not be permitted to conduct training.

Except as provided in 5.2, C1 and C3 rated members shall only be permitted to conduct training for an S3 rating.

3.4. Controller Competency

Each vACC shall ensure that controllers on their roster comply with the minimum competencies as provided in the VATSIM Global Ratings Policy before a rating change is made.

Members who are found to be unfamiliar with local procedures may be denied controlling privileges by a vACC pending additional training until they are considered familiar.

3.5. Rating Assignment

All rating changes except Instructor (I1), Senior Instructor (I3) shall be approved by the VATMENA divisional ATC training director or their designee before they are made effective.

I1 and I3 rating changes shall be conducted as provided in 5.4 and 5.5.

4. Senior Controller (C3) Rating

4.1. Definition

The Senior Controller (C3) rating may be granted to members of VATMENA who have demonstrated superior knowledge of Air Traffic Control procedures and have been recognised for their invaluable contributions to the VATMENA division.

4.2. Privileges

The C3 rating shall not grant the member any additional privileges and shall be subject to the same privileges of C1-rated members as provided in the VATSIM Global Ratings Policy.

4.3. Eligibility

To be eligible for a Senior Controller (C3) rating, members shall meet the following minimum requirements:

- Hold a C1 permanent rating
- Have a combined total of 500 hours controlling experience on their C1 rating or any instructor ratings they may hold
- Have a minimum of 50 hours controlling experience in the preceding six months within the VATMENA division
- Be in good standing within the VATMENA division
- Pass the VATMENA senior controller practical test (CPT)
- Demonstrate good knowledge of ATC procedures and the appropriate practical controlling skillset
- Demonstrate good command of the English language, both written and spoken
- Be recommended by either:
 - Their home VATMENA vACC director and ATC training director or;
 - The VATMENA divisional ATC training director

4.4. Application Process

For a candidate to be considered for a C3 rating, the member's home vACC shall send a CPT request to the VATMENA ATC training department as provided in the VATMENA *Controller Practical Examination Policy*.

5. Instructor Ratings

5.1. Definitions

The Instructor (I1) and Senior Instructor (I3) are administrative rating for members holding either a Controller (C1) or Senior Controller (C3) permanent rating.

These ratings may be granted to members of VATMENA who have demonstrated superior knowledge of Air Traffic Control procedures, teaching skills, and who are also actively involved in the daily Air Traffic Control training duties in their local vACC.

5.2. Privileges

Instructor (I1) and Senior Instructor (I3) rated home members shall be permitted to conduct the following:

- Conduct all training up to and including en-route (C1) controller training within their home VATMENA vACC
- Examine any S2, S3 and C1 CPTs within their home vACC in the capacity of local examiner as provided in Section 7.

In addition to the above, Senior Instructors (I3) shall be permitted to conduct the following:

- Examine any S3, C1 and C3 CPTs within the VATMENA division in the capacity of divisional or local examiner
- Conduct recurrent training for Instructor (I1) and other Senior Instructor (I3) rated members of VATMENA

5.3. Limitations

Members of VATMENA holding Instructor (I1) and Senior Instructor (I3) ratings shall be subject to the following limitations:

- Home members shall not use these ratings to instruct or conduct training of any kind outside the VATMENA division.
- Home members shall not display the I1 or I3 rating when controlling a position outside of VATMENA. Instead, only the member's permanent rating shall be displayed.
- Members holding an I1 rating shall not act in the capacity of divisional examiner for any CPT unless they have been approved as a divisional examiner by the VATMENA divisional ATC training director.
- Visitor members of the VATMENA division shall not be permitted to exercise the privileges of their I1 or I3 ratings unless otherwise approved by the VATMENA ATC training director.
- Visitor members of the VATMENA division holding I1 or I3 ratings shall not display this rating when controlling within VATMENA. Instead, only their permanent rating shall be displayed.

5.4. Rating Assignment

If an application is approved by the VATMENA divisional ATC training director, the member's rating upgrade shall be conducted by the VATMENA divisional ATC training director only.

Each vACC within VATMENA shall be limited to one instructor per 50 members.

5.5. Removal of Rating

Instructor (I1) and Senior Instructor (I3) ratings are non-permanent may be revoked at any time by the VATMENA divisional ATC training director if it is deemed the member does not have the specific competencies required by the rating, or if requested by the respective VATMENA vACC director.

5.6. Roster

The VATMENA ATC training director shall maintain a roster of all active I1 and I3 rated members which shall be made available to the ATC training director of each VATMENA vACC.

6. Instructor Rating Requirements

6.1. Eligibility

6.1.1. Instructor (I1)

To be eligible for an Instructor (I1) rating, members shall meet the following minimum requirements:

- Hold a C1 or C3 permanent rating
- Have a minimum of 150 hours controlling experience on their C1 rating
- Have a minimum of 50 hours controlling experience in the preceding six months
- Be in good standing within the VATMENA division
- Pass the VATMENA instructor theory examination
- Have successfully completed training with an approved VATMENA divisional examiner
- Demonstrate good teaching skills
- Demonstrate good knowledge of ATC procedures and the appropriate practical controlling skillset
- Demonstrate good command of the English language, both written and spoken
- Have conducted a minimum of six mentoring sessions in the preceding six months
- Be recommended by either:
 - Their home VATMENA vACC director and ATC training director or;
 - The VATMENA divisional ATC training director

6.1.2. Senior Instructor (I3)

To be eligible for a Senior Instructor (I3) rating, members shall comply with the following minimum requirements:

- Hold an I1 rating within the VATMENA division
- Have a minimum of 150 hours of instructional experience on their I1 rating within VATMENA
- Have a minimum of 50 hours controlling or instructional experience in the preceding six months within VATMENA
- Pass the VATMENA senior instructor theory examination
- Have successfully completed training with the VATMENA divisional ATC training director or their designee as provided in 6.3
- Demonstrate exceptional teaching skills
- Demonstrate exceptional knowledge of ATC procedures and the appropriate practical controlling skillset
- Demonstrate good command of the English language, both written and spoken
- Have conducted a minimum of six mentoring sessions in the preceding six months within the VATMENA division
- Have examined a minimum of three CPTs within the preceding six months in the capacity of divisional examiner
- Be recommended by the VATMENA divisional ATC training director

6.2. Application Process

6.2.1. Instructor (I1)

For a candidate to be considered for an I1 rating, their home VATMENA vACC ATC training director shall send an application by email to the VATMENA divisional ATC training director (atc@vatsim.me) or a ticket to the ATC department via the VATMENA helpdesk nominating the member. The email/ticket must include the following:

- The prospective member's VATSIM CID and permanent rating as provided in 4.1
- The prospective member's controlling hours on their permanent rating
- Evidence of training have been conducted by the prospective member in as provided in 4.1
- Evidence of activity of the prospective member as provided in 4.1
- A letter of recommendation detailing why the candidate is suitable for an instructor rating from the VATMENA vACC ATC training director; or if the applicant is the VATMENA vACC ATC training director, a letter of recommendation from the VATMENA vACC director

6.2.2. Senior Instructor (I3)

For a candidate to be considered for an I3 rating, the VATMENA ATC training director shall nominate them for the position.

6.3. Training Process for Instructor Ratings

6.3.1. General process

Training for an I1 or I3 rating shall include the following:

- An evaluation phase
- A controlling competency check
- An instructional competency check

Following successful completion of all three of these, the candidate shall be awarded their rating.

6.3.2. Evaluation

The evaluation phase shall require the VATMENA ATC training director or their designee to observe the candidate during a minimum of two of their mentoring sessions. This is an opportunity for the candidate to receive feedback on their instructional skills.

6.3.3. Controlling Competency Check

The competency check shall require the VATMENA ATC training director or their designee to assess the candidate's controlling ability either online on the live network or on the Sweatbox simulator server.

The scenario shall require the candidate to operate top-down from an en-route position covering at least approach in one session.

6.3.4. Instructional Competency Check

The instructional competency check shall require the candidate to conduct a training session with the VATMENA ATC training director or their designee who shall act as a “student” to be taught by the candidate. The “student” may intentionally make errors which will require the candidate to provide feedback on.

The scenario shall be either for S3 or C1 training and include the following:

- A briefing to be conducted for the “student” by the candidate to explain the basic concepts of the position.
- A demonstration of the candidate’s competency in the operation of the Sweatbox simulator server while the VATMENA ATC training director or their designee acts as the “student”.

The goal of the instructional competency check is to have the candidate demonstrate sound instructional ability and a good understanding of the basic concepts of radar controlling.

6.4. Recurrent Checks

All Instructor and Senior Instructor rated members shall be required to undergo a recurrent competency check at least every twelve months. The check shall include a variation of any one of the scenarios described in 6.3 at the discretion of the examiner.

I1 and I3 rated members shall not be permitted to exercise the privileges of their ratings pending a recurrent check.

6.5. Activity Requirements

6.5.1. Mentoring sessions

All members holding an instructor rating shall be required to conduct or examine a combined total of at least three mentoring sessions or CPTs per quarter.

6.5.2. Hour requirements

All members holding an instructor rating shall be required to control a minimum of six hours per quarter within the VATMENA division.

6.6. Inactivity and Removal

If an instructor-rated member fails to meet the activity requirements as provided in 6.5, they shall be considered “inactive” and will be required to conduct a recurrent check as provided in 6.4 upon their return.

If an instructor-rated member becomes inactive for more than six months, they shall have their rating revoked and will be required to re-apply as provided in 6.2.