



## **ATC Training Policy**

ATC Department

EFFECTIVE 01 MAR 2024



# Table of Contents

<b>1. Control Pages</b>	<b>7</b>
1.1. Document Identification	7
1.2. Revision Records	7
<b>2. General Provisions</b>	<b>8</b>
2.1. Applicability	8
2.2. Non-Compliance	8
2.3. Changes	8
<b>3. ATC Training Structure</b>	<b>9</b>
3.1. Training Airports	9
3.1.1. Solo Endorsements	9
3.1.2. Approval and Management of Training Airports	9
3.1.3. Training Airport Requirements	9
3.1.4. Training Flexibility	9
3.1.5. Trainee Choices and Obligations	9
3.1.6. Training times	9
3.1.7. Application for Tier Endorsements	9
3.1.8. Encouragement of Efficient Training Practices	9
<b>4. Training Process</b>	<b>10</b>
4.1. OBS to S1	10
4.1.1. Ground Training	10
4.1.2. Theory Examination	10
4.1.3. Inclusion on the Controller Roster	10
4.1.4. Extension to Tower Training	10
4.1.5. Training Oversight and Resources	10
4.2. S1 to S2	10
4.2.1. Consolidation	10
4.2.2. Additional Training Sessions	10
4.2.3. Training Location	10
4.2.4. Solo Endorsements	11
4.2.5. Ongoing Training and Monitoring	11
4.2.6. Exam Requirements	11
4.2.7. CPT Requirements	11
4.2.8. Competency and Certification	11
4.3. S2 to S3	11



4.3.1.	Consolidation.....	11
4.3.2.	Additional Training Sessions.....	11
4.3.3.	Training Location .....	11
4.3.4.	Training for S3 .....	11
4.3.5.	Solo Endorsements Duration and Renewal .....	11
4.3.6.	Monitoring Progress .....	12
4.3.7.	Exam Requirements .....	12
4.3.8.	CPT Requirements .....	12
4.3.9.	Competency and Certification .....	12
4.4.	S3 to C1 .....	12
4.4.1.	Consolidation.....	12
4.4.2.	Additional Training Sessions.....	12
4.4.3.	Selection of CTR Training Sector.....	12
4.4.4.	Training for C1 .....	12
4.4.5.	Solo Endorsement Duration and Renewal .....	12
4.4.6.	Monitoring Progress .....	12
4.4.7.	Exam Requirements .....	13
4.4.8.	CPT Requirements .....	13
4.4.9.	Competency and Certification.....	13
<b>5.</b>	<b>Waiting Lists.....</b>	<b>13</b>
5.1.	Establishment of Waiting Lists .....	13
5.2.	Prioritization of CPTs .....	13
5.3.	Training Session Prioritization .....	13
5.4.	Management of Waiting Lists .....	13
5.5.	Response to Training Offers .....	13
5.6.	Readiness for Training.....	13
5.7.	Communication with Trainees .....	13
5.8.	Removal from the Waiting Lists .....	13
5.9.	Supportive Roles and Prioritization.....	14
<b>6.</b>	<b>Positions Designation.....</b>	<b>14</b>
6.1.	Unrestricted Positions.....	14
6.1.1.	Eligibility for Controlling Unrestricted Positions .....	14
6.1.2.	Controller Roster and Rating Compliance .....	14
6.1.3.	Visiting Controller Privileges.....	14
6.1.4.	SOPs and Training Requirements .....	14



6.1.5.	e-Learning and SOP Compliance .....	14
6.1.6.	Addressing Deficiencies in SOP Knowledge.....	14
6.2.	Tier 1 Designation .....	15
6.2.1.	Endorsement Designation .....	15
6.2.2.	Participating in Endorsement Program .....	15
6.2.3.	Endorsement Training Sessions.....	15
6.2.4.	Demonstrating Competency .....	15
6.2.5.	Issuance and Reapplication of Endorsement .....	15
6.2.6.	Application of Activity Requirements.....	15
6.2.7.	Revocation of Endorsement .....	15
6.2.8.	Application of General Policies.....	15
6.3.	Tier 2 Designation .....	16
6.3.1.	Definition and Designation .....	16
6.3.2.	Endorsement Consolidation .....	16
6.3.3.	Training Program Requirements .....	16
6.3.4.	Procedural Training Sessions.....	16
6.3.5.	Participation in Endorsement Programs .....	16
6.3.6.	Activity and Currency Requirements.....	16
6.3.7.	Application of General Rules .....	16
6.4.	Super Center Designation .....	16
6.5.	Traffic Flow Positions .....	16
6.6.	<b>Applying for Position Designation .....</b>	<b>17</b>
<b>7.</b>	<b>Activity Requirements.....</b>	<b>17</b>
<b>8.</b>	<b>Currency and Competency requirements .....</b>	<b>18</b>
8.1.	Importance of Currency and Competency .....	18
8.2.	Currency Requirements and Controller Roster .....	18
8.3.	Endorsement Removal .....	18
8.4.	Reinstating Controlling Privileges.....	18
8.5.	Addressing Incompetence.....	18
8.6.	Training Plan for Regaining Privileges .....	18
8.7.	Controller Competency and Progression Criteria .....	19
8.8.	Additional Considerations for Controller Currency.....	19
<b>9.</b>	<b>Underperforming Trainees .....</b>	<b>19</b>
9.1.	Identification and Assessment .....	19
9.2.	Remedial Training Program.....	19



9.3.	Progress Reviews.....	19
9.4.	Additional Support .....	19
9.5.	Final Assessment and Decision .....	20
9.6.	Documentation and Transparency.....	20
<b>10.</b>	<b>Examination .....</b>	<b>20</b>
10.1.	Theoretical Examination .....	20
10.1.1.	VATMENA Divisional Examination.....	20
10.1.2.	Local Examination (vACC/subdivision) .....	20
10.1.3.	Practical Examination (CPT).....	20
10.1.4.	Guidelines for CPT .....	21
<b>11.</b>	<b>Solo Endorsement .....</b>	<b>21</b>
<b>12.</b>	<b>Training Callsign .....</b>	<b>21</b>
12.1.	Mentors.....	21
12.2.	Solo Endorsement Sessions.....	21
<b>13.</b>	<b>Instructor Ratings.....</b>	<b>22</b>
13.1.	Eligibility .....	22
13.1.1.	Instructor (I1).....	22
13.1.2.	Senior Instructor (I3) .....	22
13.2.	Application Process .....	23
13.3.	Instructor Training Process .....	23
13.3.1.	General process.....	23
13.3.2.	Evaluation.....	23
13.3.3.	Controlling Competency Check .....	23
13.3.4.	Instructional Competency Check.....	23
13.4.	Activity Requirements .....	24
13.4.1.	Mentoring Sessions .....	24
13.4.2.	Hour Requirements .....	24
13.5.	Inactivity and Removal.....	24
<b>14.</b>	<b>Fast-Track Ratings .....</b>	<b>24</b>
14.1.	Application Requirement .....	24
14.2.	Fast-track Training Program .....	24
14.2.1.	IVAO Fast-tracks .....	24
14.2.2.	Real-world Fast-tracks .....	24
14.3.	Fast-track Controller Performance.....	25
14.4.	Fast Track Program: Procedures .....	25



14.5.	Refusal of Fast Track Rating Procedure.....	25
15.	<b>Rating Assignment .....</b>	<b>25</b>
16.	<b>vACC Administrative Obligations.....</b>	<b>26</b>



# 1. Control Pages

## 1.1. Document Identification

Document Identification	
Type	Policy
Revision	01/2024
Issue Date	01 MAR 2024
Effective Date	01 MAR 2024
Prepared By	Rashid Raikhy – MENA31, Nadeem – MENA3
Approved By	John Koranteng – MENA1
Next Review Due	01 SEP 2024
Identification	VATMENA_POL_TRP_01-2024.pdf

## 1.2. Revision Records

Revision Number	Date	Summary of Changes	Authors
01/2024	01/03/2024	Initial issue	Rashid R, John K



## 2. General Provisions

### 2.1. Applicability

This policy applies to all rating upgrades and ATC training activities conducted within the VATMENA division. Each virtual Area Control Centre (vACC) – subdivision within the VATMENA division must comply to the requirements outlined in this document.

The content of this document reflects the essential modifications and regulations concerning the recently introduced **Global Controller Administration Policy (GCAP)**.

### 2.2. Non-Compliance

If any subdivision under VATMENA 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, and take further action if deemed required.

Any deviation away from the requirements stated in this policy, requires explicit written approval from the VATMENA Divisional ATC Training Director – VATMENA3.

### 2.3. Changes

This policy is subject to change at short notice or take immediate effect at any time.

Staff members are responsible for staying consistently informed about the most recent updates in policies and procedures.





## 3. ATC Training Structure

### 3.1. Training Airports

#### 3.1.1. Solo Endorsements

Solo endorsements at VATMENA are issued with the goal of providing trainees the opportunity to practice independently in a live environment while ensuring safety and efficiency. These endorsements and the facilitation of CPTs are exclusive to designated training airports that meet the established traffic and complexity criteria.

#### 3.1.2. Approval and Management of Training Airports

Training airports within VATMENA are subject to approval by the Divisional Training Department. This approval is contingent upon the airport's ability to meet the required traffic levels and procedural complexity. The status of a training airport may be reviewed and revoked if it no longer meets these requirements or at the request of the Divisional Training Manager.

#### 3.1.3. Training Airport Requirements

A VATMENA training airport must sustain adequate traffic flow and offer a range of operational challenges that mirror the demands of unrestricted ATC positions. These conditions are essential for preparing trainees for the practical realities they will face after certification.

#### 3.1.4. Training Flexibility

In VATMENA, trainees are encouraged to train at various airport tiers to gain comprehensive experience. However, trainees are not obligated to train at tier 1 or tier 2 airports if their skill level does not necessitate it, as per their current rating and training progress.

#### 3.1.5. Trainee Choices and Obligations

VATMENA trainees have the liberty to select their preferred training airport within the subdivision. However, a VACC Training Director may assign a trainee to an unrestricted airport if it is deemed beneficial for the trainee's development. A trainee should not be compelled to train at a tier 1 or tier 2 airport against their will.

#### 3.1.6. Training times

Training at unrestricted airports within VATMENA is designed to be efficient, recognizing that familiarity with high-traffic and complex operations is crucial. However, when necessary, additional training efforts will be made to ensure competency in tier 1 or tier 2 airport operations.

#### 3.1.7. Application for Tier Endorsements

Controllers who have demonstrated proficiency in their current roles at unrestricted airports may apply for tier 1 or tier 2 endorsements within their vACC. These applications will be evaluated based on the controller's operational competency and adherence to vACC training standards. (Sections [7.2](#) and [7.3](#) apply)

#### 3.1.8. Encouragement of Efficient Training Practices

If a vACC is able to train at least 50% of their trainees at an unrestricted airport without increasing waiting time for trainees, they are encouraged to do so.



## 4. Training Process

### 4.1. OBS to S1

Trainees begin their VATMENA ATC journey with an Observer (OBS) rating, setting the foundation for their future roles in air traffic control.

#### 4.1.1. Ground Training

The progression to the S1 rating should be swift and efficient, focusing on the trainee's ability to handle Ground (GND) positions at unrestricted airports. This typically includes an e-learning course and no more than two practical training sessions with a mentor. These sessions may take place on a simulation server like VATSIM sweatbox.

#### 4.1.2. Theory Examination

The S1 rating is awarded after the trainee successfully passes the S1 theory examination provided by VATMENA, which must be taken independently. The VATMENA ATD must authorize the exam request.

#### 4.1.3. Inclusion on the Controller Roster

Following the theory exam, trainees are added to vACC's controller roster for GND positions at unrestricted airports, marking the beginning of their practical ATC experience.

#### 4.1.4. Extension to Tower Training

vACC's may extend the training to include Tower (TWR) positions at unrestricted airports, ensuring that trainees are equipped with the basic concepts of TWR control.

#### 4.1.5. Training Oversight and Resources

Before assuming the S1 rating, the vACC must publish a list of airports on which live traffic training for the S1 rating will take place. The VATMENA ATD must approve any changes to the training locations, maintaining a standardized training experience for all trainees. The VATMENA ATD may deny such changes or instruct amendments to the list.

### 4.2. S1 to S2

#### 4.2.1. Consolidation

Trainees will be required to log up to 50 hours on the network before continuing with S2 training to ensure adequate exposure to the live environment. This includes acting as a Tower (TWR) or Ground (GND) controller after obtaining the necessary solo endorsement where applicable. The trainee is also required to have actively controlled in the weeks leading up to the start of their S2 training. Where possible, this activity should include GND or TWR positions on their TWR training airport.

#### 4.2.2. Additional Training Sessions

VATMENA vACCs can mandate extra training sessions at unrestricted GND or TWR positions before S2 training initiation, although this should be the exception rather than the rule.

#### 4.2.3. Training Location

S2 training is conducted exclusively at designated training airports within a vACC in VATMENA, emphasizing hands-on experience with actual traffic.



#### 4.2.4. Solo Endorsements

Trainees will be offered solo endorsements for GND and TWR positions once they demonstrate sufficient familiarity with the station. These endorsements are specific and cannot overlap between multiple airports or be valid for more than 30 days without renewal.

#### 4.2.5. Ongoing Training and Monitoring

During the solo endorsement period, additional training sessions are to be scheduled to monitor and support the trainee's development closely.

#### 4.2.6. Exam Requirements

The S2 theoretical exam, as provided by VATMENA, must be passed before the Controller Practical Test (CPT) can be scheduled. Trainees are responsible for requesting to take the exam.

#### 4.2.7. CPT Requirements

A CPT must be attempted within the first 60 days of receiving a solo endorsement. A reserve 30 days of solo endorsement may be utilized under exceptional circumstances.

#### 4.2.8. Competency and Certification

Trainees must exhibit proficiency in both GND and TWR operations, meeting VATMENA's competency standards. The S2 rating is conferred after a trainee successfully passes the S2 CPT.

### **4.3. S2 to S3**

#### 4.3.1. Consolidation

VATMENA trainees are required by the VATMENA ATD to control up to 50 hours on TWR positions after the S2 CPT before continuing with S3 training. This real-world experience should be accumulated in the weeks leading up to the start of their S3 training and include TWR positions at their training airport.

#### 4.3.2. Additional Training Sessions

The vACC may require trainees to participate in additional TWR training sessions before S3 training begins, although this should be avoided where possible.

#### 4.3.3. Training Location

S3 training is exclusively conducted at the vACC's designated training airports to ensure focused and relevant learning environments.

#### 4.3.4. Training for S3

The trainee will be trained to a level at which they are familiar with the specific APP station, which is the focus of the S3 training. A solo endorsement for the APP position will be issued once they reach the required level of familiarity. Solo endorsements may be combined with tier 1 or 2 endorsements but cannot be active for more than one airport simultaneously.

#### 4.3.5. Solo Endorsements Duration and Renewal

Solo endorsements for S3 training must not exceed a duration of 30 days. After this period, they must be reviewed and potentially renewed.



#### 4.3.6. Monitoring Progress

Further training sessions will be scheduled during the active solo endorsement period to closely monitor the trainee's progression.

#### 4.3.7. Exam Requirements

The S3 theoretical exam provided by VATMENA must be passed before the S3 CPT is scheduled. Trainees must request to take the exam on their own initiative, and this request must be approved by the VATMENA ATD.

#### 4.3.8. CPT Requirements

A CPT must be conducted within the first 60 days of the solo endorsement. A reserve solo endorsement should be held as a backup, to be utilized only under exceptional circumstances.

#### 4.3.9. Competency and Certification

Trainees must demonstrate competency in both GND and TWR positions to qualify for the S3 rating, which is awarded after successfully passing the S3 CPT.

### **4.4. S3 to C1**

#### 4.4.1. Consolidation

VATMENA trainees may be required by the VATMENA ATD to accumulate up to 50 hours on Approach (APP) positions after their S3 CPT before moving on to C1 training. This includes actively controlling in the weeks leading up to the start of their C1 training and should involve APP positions at their training airport.

#### 4.4.2. Additional Training Sessions

A vACC may require a trainee to engage in additional training on APP positions before C1 training initiation, striving to avoid this where practicable.

#### 4.4.3. Selection of CTR Training Sector

A vACC may approve a trainee to participate in a Control (CTR) training sector. Trainees may select among those offered by their vACC but may also consider sectors of airports which are approved top-down by the training sector. These sectors must provide sufficient traffic complexity to prepare the trainee to cover airports top-down and to effectively train all common separation techniques.

#### 4.4.4. Training for C1

The trainee will be brought up to a level of familiarity with the specific CTR training sector, which is of primary concern. Upon reaching the required proficiency, a solo endorsement for the CTR sector will be issued.

#### 4.4.5. Solo Endorsement Duration and Renewal

Solo endorsements are strictly limited to a 30-day period. Should the endorsement expire, it must be renewed to continue training.

#### 4.4.6. Monitoring Progress

During the period of active solo endorsement, the trainee's progress will be closely monitored through further training sessions provided by VATMENA.



#### 4.4.7. Exam Requirements

Before advancing to the C1 rating, the trainee must pass the C1 theoretical exam provided by VATMENA and subsequently complete the C1 CPT. The exam and the CPT request must be initiated by the trainee and approved by the VATMENA ATD.

#### 4.4.8. CPT Requirements

The CPT must occur within the first 60 days of receiving the solo endorsement. A backup solo endorsement may be issued, intended for use only in extraordinary circumstances.

#### 4.4.9. Competency and Certification

Trainees must demonstrate competency for the C1 rating, which is awarded after successfully passing the C1 CPT.

## 5. Waiting Lists

### 5.1. Establishment of Waiting Lists

All vACCs within VATMENA must maintain waiting lists for trainees eager to start training for a controller rating or an endorsement, ensuring a structured and fair progression for all candidates.

### 5.2. Prioritization of CPTs

Controller Practical Tests (CPTs) conducted during a trainee's active solo endorsement period should be prioritized over all other training types to capitalize on the trainee's current engagement and readiness.

### 5.3. Training Session Prioritization

If a trainee already has a training session scheduled within the same rating stage (e.g., S3), these sessions should be prioritized over new requests from other trainees who are initiating a new stage of training.

### 5.4. Management of Waiting Lists

The waiting list must be processed in a first-come, first-served manner, taking into account the availability of trainers and operational reasons that may justify deviations from the waiting time order.

### 5.5. Response to Training Offers

Trainees who do not respond to training offers by vACC ATD members for four weeks may be considered for removal from the waiting list to maintain its efficacy and relevancy.

### 5.6. Readiness for Training

Trainees at the front of the waiting list who do not yet meet the requirements for starting as described in Sections [5.2.1](#), [5.3.1](#), or [5.4.1](#), can be placed on standby until they fulfill the necessary prerequisites.

### 5.7. Communication with Trainees

VATMENA vACCs are expected to send monthly updates to trainees on waiting lists. Inactivity or non-responsiveness to such communications may lead to removal from the list, provided trainees are aware of the expectation to respond.

### 5.8. Removal from the Waiting Lists



Any VATMENA trainee with an S1 rating or higher who is removed from the active controller roster can be brought to the top of the waiting list but must start from the beginning of the training process for the new rating.

## 5.9. Supportive Roles and Prioritization

Active participants in VATSIM community roles or controllers diligently supporting network activity may receive prioritization, with the understanding that this is to support active VATMENA trainees who do not yet hold their certification for the training [stage 5.1](#) and should be used cautiously.

# 6. Positions Designation

## 6.1. Unrestricted Positions

### 6.1.1. Eligibility for Controlling Unrestricted Positions

In VATMENA, any position not classified as Tier 1, Tier 2, or a Super Center is regarded as unrestricted. Controllers must be listed on their respective vACC's controller roster and possess the appropriate controller rating to operate these positions. The ease of procedural complexity is emphasized to facilitate an efficient training environment without compromising service quality.

### 6.1.2. Controller Roster and Rating Compliance

A full vACC member must be included on the vACC's controller roster to control unrestricted positions and are required to possess the relevant controller rating. This ensures a standardized level of competence and readiness among controllers operating within the division.

### 6.1.3. Visiting Controller Privileges

VATMENA vACCs can set limitations on visiting controllers' access to unrestricted positions, such as only allowing control up to TWR or APP level. Visiting controllers must undergo a check similar to the initial check when they were accepted as visiting controllers. The details of this will align with specific VATMENA regulations.

### 6.1.4. SOPs and Training Requirements

All unrestricted airports in VATMENA are required to have succinct and clear Standard Operating Procedure (SOP) documents. Controllers must study these SOPs before controlling at any airport. If an airport houses both restricted and unrestricted positions, efforts should be made to keep procedures for the unrestricted positions as simple as possible.

### 6.1.5. e-Learning and SOP Compliance

For unrestricted airports, vACCs may develop brief e-learning modules to cover essential procedures, offering an alternative to unguided SOP reading. This is especially useful for transient positions like TWR and APP. Non-compliance with the SOP review or e-learning module completion may be subject to penalties under VATMENA's currency requirements.

### 6.1.6. Addressing Deficiencies in SOP Knowledge

Significant deficiencies in SOP knowledge or service quality may lead to disciplinary actions as outlined in the relevant VATMENA sections on underperforming controllers according to [Section 9](#).



## 6.2. Tier 1 Designation

### 6.2.1. Endorsement Designation

Any Tier 1 designation within VATMENA pertains to specific ATC stations which need to be outlined during the application process for such a designation. Extending a Tier 1 designation to additional stations or airspaces is not permissible without approval from VATMENA division. However, vACCs within VATMENA can reorganize pre-approved Tier 1 stations or airspaces without seeking additional divisional approval.

### 6.2.2. Participating in Endorsement Program

All vACC members and visiting controllers within VATMENA should have the opportunity to participate in any vACC's Tier 1 endorsement program. Although full vACC members may be given priority, the system must ensure that visiting controllers also have a feasible path to obtaining a Tier 1 endorsement.

### 6.2.3. Endorsement Training Sessions

Acquiring a Tier 1 endorsement for the station groups of GND, TWR, APP, and CTR should not require more than an average of 3 mentoring sessions, coupled with self-study, provided the trainee already possesses the controller rating to staff unrestricted positions within these groups. DEL stations should be excluded from the Tier 1 endorsement requirements or be included within the GND sector group training. The GND and TWR station groups may be combined for endorsement purposes, where applicable.

### 6.2.4. Demonstrating Competency

Acquiring a Tier 1 endorsement for the station groups of GND, TWR, APP, and CTR should not require more than an average of 3 mentoring sessions, coupled with self-study, provided the trainee already possesses the controller rating to staff unrestricted positions within these groups. DEL stations should be excluded from the Tier 1 endorsement requirements or be included within the GND sector group training. The GND and TWR station groups may be combined for endorsement purposes, where applicable.

### 6.2.5. Issuance and Reapplication of Endorsement

Acquiring a Tier 1 endorsement for the station groups of GND, TWR, APP, and CTR should not require more than an average of 3 mentoring sessions, coupled with self-study, provided the trainee already possesses the controller rating to staff unrestricted positions within these groups. DEL stations should be excluded from the Tier 1 endorsement requirements or be included within the GND sector group training. The GND and TWR station groups may be combined for endorsement purposes, where applicable.

### 6.2.6. Application of Activity Requirements

Activity requirements as stated in section 4 of this policy can be applicable to Tier 1 endorsements, provided they are explicitly mentioned on the vACC's official website.

### 6.2.7. Revocation of Endorsement

Tier 1 endorsements may be revoked if a controller fails to meet the activity or currency requirements, or if they are removed from the vACC's controller roster for any reason.

### 6.2.8. Application of General Policies

General policies as noted in [Section 8.5](#) of the VATMENA Division Training Policy are applicable to Tier 1 endorsements.



## 6.3. Tier 2 Designation

### 6.3.1. Definition and Designation

A Tier 2 designation within VATMENA is assigned to a specific set of ATC stations as stipulated in the application for such designation. Extensions to include additional stations or airspaces to a Tier 2 designation are not permissible without approval from VATMENA Division. However, VATMENA vACCs are authorized to subdivide or reconfigure the boundaries of already approved Tier 2 stations or airspaces without needing further divisional approval.

### 6.3.2. Endorsement Consolidation

Where feasible, several airports may be amalgamated under a single Tier 2 endorsement to streamline controller endorsements within VATMENA.

### 6.3.3. Training Program Requirements

Tier 2 training programs in VATMENA may incorporate independent study and no more than one mentoring session if the trainee possesses the requisite controller rating to manage any unrestricted position applicable to the Tier 2 position. If the trainee lacks the necessary controller rating, they must adhere to the requirements outlined in [Sections 9.2](#) and [9.3](#).

### 6.3.4. Procedural Training Sessions

Training for procedural Tier 2 TWR or APP positions may typically necessitate up to three mentoring sessions on average.

### 6.3.5. Participation in Endorsement Programs

All members of VATMENA vACCs, including visiting controllers, are entitled to participate in any vACC's Tier 2 endorsement program, ensuring equal opportunities for advancement within the division.

### 6.3.6. Activity and Currency Requirements

Tier 2 endorsements should not be subject to activity quotas. However, these endorsements may be rescinded if the controller does not meet the ongoing currency or competency standards, or if they are removed from their vACC's controller roster.

### 6.3.7. Application of General Rules

The general rules as outlined in [Section 6.5](#) of the VATMENA Division Training Policy apply to Tier 2 endorsements as well.

## 6.4. Super Center Designation

An airspace spanning exceptionally large enroute airspace including multiple divisions or subdivisions are classified as Super Center. Any Super Center training program within VATMENA must be approved by the VATMENA ATC Department Lead.

## 6.5. Traffic Flow Positions

Within VATMENA, vACCs have the autonomy to establish traffic flow positions in accordance with the guidelines set forth in the Global Controller Administration Policy (GCAP). The establishment of these positions is aimed at enhancing the management and efficiency of air traffic within the region. It is incumbent





upon each vACC to clearly communicate the availability of these positions to their controllers, ensuring that there is transparency regarding when and how these positions can be staffed.

The process for obtaining the endorsement necessary to control these traffic flow positions must be standardized across VATMENA, ensuring fairness and clarity in the advancement of controllers. Such endorsements may be integrated into specific tier 1 endorsements or controller ratings. While vACCs may stipulate that certain tier 1 endorsements or controller ratings are required as prerequisites for these traffic flow positions, they are prohibited from setting additional prerequisites. Furthermore, for special events, vACCs are permitted to roster controllers specifically for managing traffic flow positions, thereby ensuring that events run smoothly and efficiently.

## 6.6. Applying for Position Designation

A subdivision must request approval from the VATMENA division for any positions to be classified as Tier 1, Tier 2 or Super Center.

This request must be provided with a document justifying the need for this designation. Any extension of additional stations or airspaces will have to go through the same process of approval by the VATMENA division.

## 7. Activity Requirements

- I. vACC ATDs may implement activity requirements for visiting controllers, home controllers, and tier 1 endorsements. No activity requirement can be more stringent than 5 hours of controlling within each rolling 6 months period. VATMENA vACCs are encouraged to set their own activity requirements, as long as they are not more restrictive than this standard.
- II. Activity requirements for visiting controllers should not exceed those set for home controllers. This ensures a fair and consistent approach across all controllers within VATMENA.
- III. Failure to meet the activity requirements will result in the revocation of the corresponding controlling privileges. Controllers must be duly informed about the removal of any specific privileges.
- IV. The removal of controlling privileges due to inactivity as outlined in this section is considered an administrative action. The vACC ATD is not required to inform the VATMENA ATD about such actions unless regional procedures dictate otherwise.
- V. If controlling privileges are withdrawn due to inactivity or currency reasons, the process for regaining them should be straightforward for all controllers, potentially involving:
  - A theoretical exam by the vACC.
  - An oral theoretical exam before any practical sessions, with the understanding that if the oral exam is not passed, no practical session shall proceed.
  - A maximum of one practical session to regain a specific controlling privilege, with the possibility of additional sessions for each endorsement as needed.
- VI. Should a controller's performance be deemed inadequate in the practical session, the related controlling privilege may still be granted, but a follow-up session will be mandated. If unacceptable competency standards persist, the procedures outlined in section 5.5 of the VATMENA Division Training Policy shall apply.



## 8. Currency and Competency requirements

### 8.1. Importance of Currency and Competency

It's vital to differentiate between a controller's lack of currency - not having controlled recently enough to be considered current - and a lack of general controlling competency, which implies a need for further training or review.

### 8.2. Currency Requirements and Controller Roster

Controllers who do not meet the currency requirements as defined in the Global Controller Administration Policy (GCAP) must be removed from the VATMENA vACC's controller roster. The GCAP process must be adhered to, involving a warning phase allowing the controller a fair chance to regain currency.

Should removal be necessary, the VATMENA Division Training Department (ATD) must be notified with a summary of the case, including dates of warning and removal.

### 8.3. Endorsement Removal

Endorsements can be revoked following the currency requirements process. However, removal of an endorsement does not necessarily equate to the complete removal of a controller from a vACC's controller roster.

### 8.4. Reinstating Controlling Privileges

Regaining controlling privileges after removal for activity or currency reasons should be a straightforward process for all controllers, potentially involving:

- A theoretical exam by the vACC.
- An oral theoretical exam before any practical sessions, where failure means no practical session may proceed.
- A limit of one practical session to regain each specific controlling privilege, with additional sessions for each endorsement as needed.

### 8.5. Addressing Incompetence

If a controller does not maintain the required competency levels, they can be issued a warning by the vACC Training Director and must undergo at least two additional training sessions to address the issue. An assessment by a vACC examiner will follow. If competency is still not achieved, the VATMENA ATD must be informed, and they may involve the VATMEA Region Vice President for further action, which could include removal of endorsements or additional position restrictions.

### 8.6. Training Plan for Regaining Privileges

A theoretical examination and practical training sessions may be required to regain lost controlling privileges. A training plan should be agreed upon between the vACC ATD and the controller to bring them back to the minimum acceptable standards. If an agreement cannot be reached, the VATMENA ATD should be consulted. Once competency is re-established, the vACC will reissue the controlling privileges and inform the VATMENA ATD Director.



## 8.7. Controller Competency and Progression Criteria

Each subdivision shall ensure that controllers on their roster comply to the minimum competencies as outlined in the VATSIM Global Controller Administrative Policy (GCAP).

Additionally, members seeking a rating advancement must fulfil the subsequent criteria before progressing to the next rating.

- Accumulate a minimum of **50 hours** of network controlling on their current rating.

It is important to note that consolidation **must** occur in the subdivision where the next rating is being trained for. Therefore, if a member transfers to a different subdivision, they must re-consolidate in that subdivision before receiving training for the next rating. This ensures that controllers are familiar with specific procedures of the airspace in which they are seeking advancement.

Members who are found to be unfamiliar with local procedures may be denied controlling privileges by a subdivision and removed from the controller roster. Additional training may be scheduled until they are considered familiar and up to the VATMENA and/or subdivision standards.

Removal from the controller roster should be done in accordance with GCAP.

## 8.8. Additional Considerations for Controller Currency

The VATMENA division has chosen to enforce a standardized approach for maintaining up-to-date rosters, specifically focusing on controller currency.

This standard choice is applicable to all the subdivisions within VATMENA, and these subdivisions are encouraged to adhere to the criteria mentioned in GCAP section 9.4(c)(i).

# 9. Underperforming Trainees

## 9.1. Identification and Assessment

Underperformance in VATMENA trainees is identified through regular assessments and monitoring of their progress. If a trainee consistently fails to meet the training benchmarks or shows a lack of understanding of the essential competencies, they are classified as underperforming.

## 9.2. Remedial Training Program

A specific remedial training program is designed for underperforming trainees, including additional sessions with mentors, focused instruction on areas of weakness, and personalized learning plans to address their specific needs.

## 9.3. Progress Reviews

Regular progress reviews are conducted to ensure that the remedial measures are effective. These reviews include re-assessments, feedback sessions, and potentially re-examinations to measure improvement.

## 9.4. Additional Support

VATMENA provides additional support resources, such as access to advanced training materials, peer support groups, and counseling sessions with experienced controllers to help trainees overcome their challenges.



## 9.5. Final Assessment and Decision

After a designated period, a final assessment is conducted to determine if the trainee has improved to the required standard. If the trainee still fails to meet the necessary competencies, a consultation with the VATMENA ATD lead is held to decide the future course of action, which may include extended training, temporary suspension, or reassignment to less complex positions.

## 9.6. Documentation and Transparency

All stages of the remedial process, from identification to the final decision, are documented thoroughly. This ensures transparency and provides a clear record of the efforts made and the trainee's response to the remedial actions.

# 10. Examination

## 10.1. Theoretical Examination

### 10.1.1. VATMENA Divisional Examination

All members undergoing training must achieve a **minimum score of 80%** on the Divisional Theoretical Examination (written exam) corresponding to the rating they are training for before the rating change is granted. They are also expected to meet the competencies outlined in GCAP Appendix A.

Additionally, for ratings S2 and above, successful completion of a Controller Practical Test (CPT) is mandatory, with members required to pass the Divisional Theoretical Exam before attempting a CPT.

The use of the VATMENA Scoresheet is mandatory as well as assessment of the competencies for each rating in accordance with the scoresheet.

### 10.1.2. Local Examination (vACC/subdivision)

Each subdivision within the VATMENA division has the authority to mandate additional examinations for members before applying for a rating change. These specific requirements must be clearly outlined in the subdivision's policies and procedures documentation repository. Additionally, they must align with the standard VATMENA requirements, including the **minimum passing score of 80%**.

A cooldown period not exceeding 72 hours may be imposed by the subdivision if the member fails to have a successful attempt.

As mentioned under section 3.2.1, a subdivision is restricted from requiring an attempt at the written exam for unrestricted positions.

### 10.1.3. Practical Examination (CPT)

All members within VATMENA must complete a Controller Practical Test (CPT) before a rating change to S2, S3, C1 or C3 is granted.

For those eligible for the "fast-track" program, a CPT is mandatory before being granted a rating of S3, C1 or C3. Fast-track program CPT should be conducted on the VATSIM network and assessed by both local subdivisional examiner and a VATMENA divisional examiner.

All practical examinations within VATMENA must be conducted according to the guidelines outlined in the VATMENA Controller Practical Examination Policy.



#### 10.1.4. Guidelines for CPT

All Practical examinations must evaluate the proficiency of the controller and examine the competencies outlined in Appendix A of the GCAP.

Controller Practical Test should be examined by the local subdivisional examiner. Furthermore, CPTs for S3 and higher ratings should include both a Divisional Examiner and a Local Examiner.

## 11. Solo Endorsement

The member's respective subdivision (Mentor/ATC Department) is responsible for applying solo endorsement approvals by submitting a request on the VATMENA Divisional HQ. The solo endorsements will be publicly displayed on the Divisional Website.

Members operating under solo endorsement are advised to check their solo validity before connecting to the network. Members are allowed approvals for a maximum total period of 90 days, with each renewal being limited to a maximum of 30 days. (In accordance with GCAP).

The VATMENA Division strongly encourages its subdivisions to organize a member's CPT within the initial 30 to 45 days following the issuance of their solo endorsement.

## 12. Training Callsign

### 12.1. Mentors

Each subdivision must maintain a roster of their own mentors who provide training to their resident members. Mentors shall only be permitted to instruct members who are training for the next lowest rating.

Mentors conducting sessions on the VATSIM network are **required** to append “\_M\_” to their regular callsign, along with their facility.

### 12.2. Solo Endorsement Sessions

Each subdivision is **encouraged** to make members under solo approvals to append “\_T\_” to their regular callsign, along with their facility.

The VATMENA ATC Department has implemented this for auditing purposes.



## 13. Instructor Ratings

The VATMENA Divisional and subdivision's training staff, may attain the titles of Instructor (I1) or Senior Instructor (I3). These designations are applicable only within the subdivisions where they are assigned. The division's ATC department is responsible for reviewing and approving these nominations once all necessary criteria are satisfied.

### 13.1. Eligibility

#### 13.1.1. Instructor (I1)

To qualify for an Instructor (I1) rating, members must meet the following minimum requirements:

- Hold a permanent C1 or C3 rating.
- Accumulate at least 150 hours of controlling experience with a C1 rating.
- Acquire a minimum of 50 hours of controlling experience within the last six months.
- Maintain good standing within the VATMENA division.
- Successfully pass the VATMENA instructor theory examination.
- Demonstrate effective teaching abilities.
- Exhibit proficient knowledge of ATC procedures and practical controlling skills.
- Demonstrate proficient command of the English language, both written and spoken.
- Conduct a minimum of six mentoring sessions within the last six months.
- Be recommended by either:
  - Their home subdivision's Director and/or ATC Training Director;
  - VATMENA Divisional ATC Director.

#### 13.1.2. Senior Instructor (I3)

To qualify for a Senior Instructor (I3) rating, members must meet the following minimum requirements:

- Hold an I1 rating within the VATMENA division
- Possess a minimum of 150 hours of instructional experience on their I1 rating within VATMENA.
- Acquire a minimum of 50 hours of controlling or instructional experience within the preceding six months within VATMENA.
- Successfully complete training with the VATMENA Divisional ATC Training Director or their designated representative.
- Demonstrate effective teaching abilities.
- Exhibit proficient knowledge of ATC procedures and practical controlling skills.
- Demonstrate proficient command of the English language, both written and spoken.
- Conduct a minimum of six mentoring sessions within the last six months.
- Evaluate a minimum of three CPTs within the preceding six months in the capacity of divisional examiner.
- Be recommended by either:
  - VATMENA Divisional Director or
  - VATMENA ATC Divisional Director.



## 13.2. Application Process

For a candidate to be considered for an I1 rating, their home VATMENA subdivision's ATC Training Director shall send an application by email to the VATMENA Divisional ATC Department ([atc@vatsim.me](mailto:atc@vatsim.me)). The email must include:

- The prospective member's VATSIM CID,
- The prospective member's controlling hours on their permanent rating,
- A letter of recommendation detailing why the member is suitable for an instructor rating.

## 13.3. Instructor Training Process

### 13.3.1. General process

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

- An evaluation phase
- A controlling competency check
- An instructional competency check
- Any other necessary checks or competencies required by the VATMENA ATC Training department staff

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

### 13.3.2. 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.

### 13.3.3. 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.

### 13.3.4. 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.



## 13.4. Activity Requirements

### 13.4.1. Mentoring Sessions

All members holding an instructor rating shall be required to conduct or examine a combined total of a minimum of three (3) mentoring sessions or CPTs per quarter.

### 13.4.2. Hour Requirements

All members holding an instructor rating shall be required to control a minimum of six (6) hours per quarter within the VATMENA division.

## 13.5. Inactivity and Removal

If an instructor rated member does not meet the specified activity requirements as outlined in section 6.4, they will be considered as “inactive”.

If inactive marked instructors’ members stay inactive for more than three months, they shall have their rating revoked and will be required to re-apply as provided in section 7.2.

## 14. Fast-Track Ratings

All applications for the fast-track members under VATMENA division must be addressed to VATMENA ATC Training Department ([atc@vatsim.me](mailto:atc@vatsim.me)). Fast track members shall be treated as regular subdivision controllers when it comes to priority in training process.

### 14.1. Application Requirement

Fast-track members should attempt the VATMENA Divisional Exam corresponding to the rating they are pursuing. After having a successful attempt, the members subdivision is requested to apply for their rating process by sending an email to the VATMENA Divisional ATC Department.

The documents below are required while submitting request for Fast-track students.

- Screenshot of IVAO profile or the real-world license

### 14.2. Fast-track Training Program

#### 14.2.1. IVAO Fast-tracks

IVAO Fast Track	
ADC and below	No fast track possible
APC	S2
ACC and above	S3

#### 14.2.2. Real-world Fast-tracks

Real-World Fast Track	
Frozen ATPL, ATPL, MPL and real-world ATCO up to TWR	S2
All real-world Atco’s	S3





### 14.3. Fast-track Controller Performance

The VATMENA Division or subdivision retains the authority to reject the candidate's Fast-track if their performance is significantly poor or if their knowledge gap is deemed too substantial.

Additionally, the VATMENA Division holds the authority to grant the subdivision the ability to accelerate training up to the C1 rating based on the Fast-track candidate's performance.

### 14.4. Fast Track Program: Procedures

Candidates carrying out the ATC fast track program must complete, but are not limited to completing, the following.

- Complete the VATMENA S1 theory exam.
- Pass a small practical session on sweatbox with local knowledge of the aerodrome, as well as a session introducing the student to Euroscope or the relevant ATC client.
- Complete the VATMENA S2 theory exam.
- Pass standard CPT on the network.
- Complete the VATMENA S3 theory exam.
- Pass a standard CPT on the network.
- Complete the VATMENA C1 theory exam.
- Pass standard CPT on the network.

All ratings will be issued individually after passing each theory exam and practical exam for the rating. Remember that the purpose of the fast-track program is to reduce the training time than a regular member, which can take months or years before a C1 rating is achieved.

### 14.5. Refusal of Fast Track Rating Procedure

VATMENA has the right to refuse the "Fast Track Upgrade" if the applicant...

- Fails to provide a copy of their real-life licenses or submit evidence of an IVAO Rating.
- Proves to have a bad VATSIM Record.
- Displays immature behavior.
- Fails to understand and comply with the concepts of virtual controlling.
- Fails to pass the Divisional Theory Exams.
- Fails to meet the set rating requirements.

## 15. Rating Assignment

All subdivisions under VATMENA seeking a rating upgrade for their members must submit their request to VATMENA Staff HQ, along with the below mentioned details:

- Students' session scoresheet.
- Online VATSIM session or sweatbox session report log file. (S2 and higher).

The processing of the rating will commence immediately upon submission of the request, with the aim of completing it within 48 hours.



## 16. vACC Administrative Obligations

- I. vACCs within VATMENA are mandated to comply with this and all other relevant policies. Any local vACC procedures or rules that conflict with VATSIM policy are considered invalid. In case of any policy-related issues or discrepancies, the vACC is required to seek clarification from VATMENA as swiftly as possible. Policy clarification is provided by the VATMENA ATD.
- II. The vACC ATD lead is accountable for all vACC ATC training activities within their vACC. They must ensure adherence to all pertinent policies and professional and fair treatment of all trainees. If any issues arise concerning the conduct of ATC training staff or trainees, particularly those that reflect on VATSIM's reputation, the vACC ATD lead is obligated to address and resolve these issues promptly and, if necessary, escalate them to the VATMENA ATD or VATMENA Director where division guidance is required.
- III. vACCs are obliged to inform the VATMENA ATD of any changes in the vACC ATD lead.
- IV. If the VATMENA ATD requests information, or if there is a subject access request, the vACC ATD lead must furnish this information promptly.
- V. The vACC ATD lead must inform the VATMENA ATD Director if a vACC's I1 rating holder no longer meets the I1 rating requirements.
- VI. vACCs are required to compile and maintain a list of their tier 1 and tier 2 positions as well as VATMENA approved training airports. These lists should be accessible to all VATSIM members.
- VII. vACCs must keep their controller roster, staff roster, tier 1, tier 2, and solo endorsement lists current and available. These lists must be transparent and available to all VATSIM members.
- VIII. If VATMENA provides rosters as described in Section [16 \(6\)](#) and/or [16 \(7\)](#) on their own website, and/or if this information is replicated on the VATMENA website, it implies that vACCs must align their lists with VATMENA's. Should there be a discrepancy, the VATMENA representation of these lists is considered authoritative and supersedes local lists if there is a conflict.
- IX. The VATMENA Divisional ATD department will conduct random audits on training sessions conducted by its vACC's. These audits will involve divisional staff participation in mentoring sessions with students and requesting their training scoresheets/log files. The purpose of these audits is to ensure that training complies with the GCAP policy and the ATC standards are maintained.

