

Training Policy

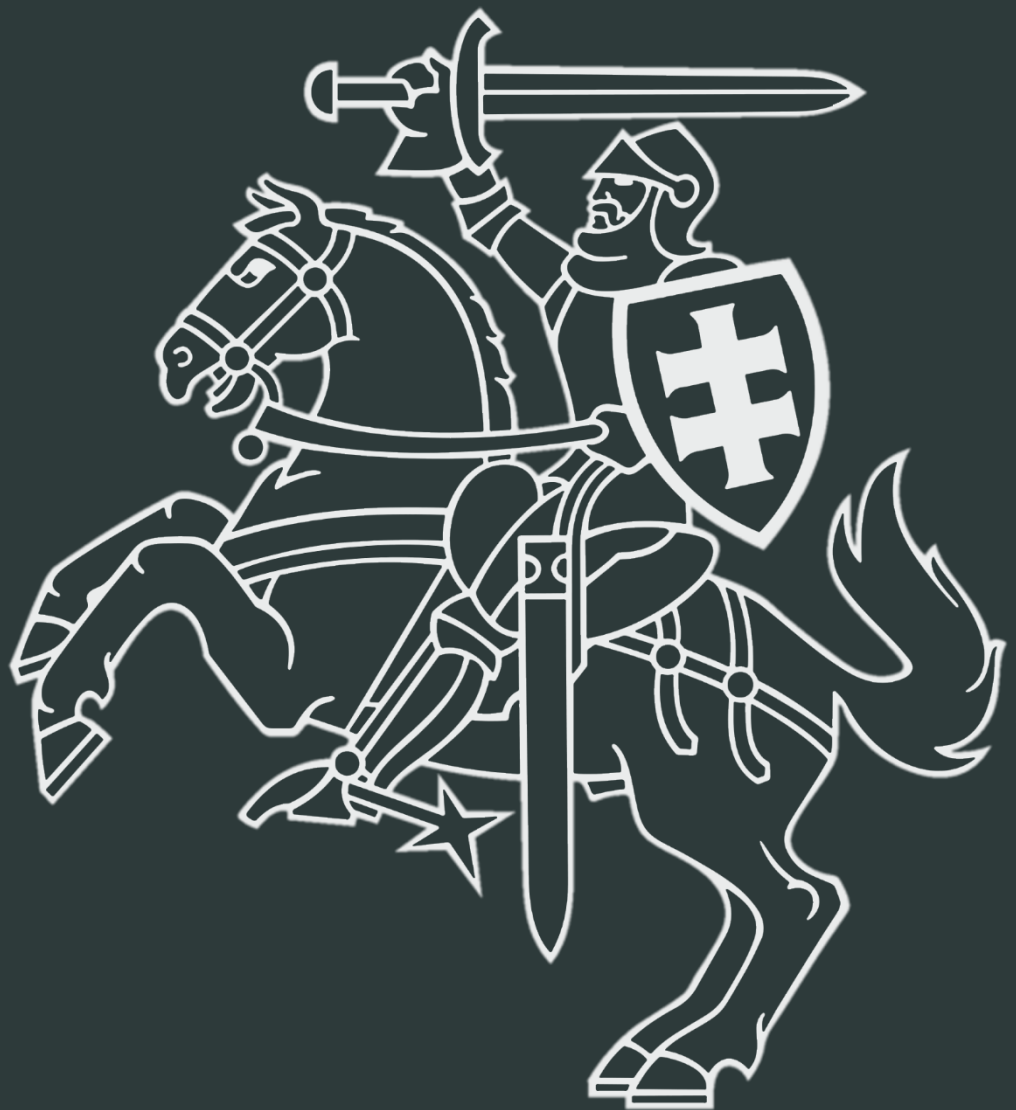


Table of Contents

List of Revisions.....	2
Table of Contents.....	3
Section A – General.....	4
1. Compliance.....	4
2. Definitions.....	4
3. Document Control.....	4
Section B – Ratings.....	5
1. Compliance.....	5
2. Ratings issued by vACC Lithuania	5
2.1. Tower Trainee (S1).....	5
2.2. Tower Controller (S2)	5
2.3. TMA Controller (S3).....	5
2.4. Enroute Controller (C1)	5
2.5. Senior Controller (C3)	5
2.6. Instructor (I1).....	5
3. Additional Considerations	6
Section C – Training.....	7
1. General.....	7
2. Training Practices	7
3. Training Program	7
3.1. Tower Trainee (S1).....	7
3.2. Tower Controller (S2)	7
3.3. TMA Controller (S3).....	7
3.4. Enroute Controller (C1)	8
4. Additional Considerations	8
4.1. Requirements for commencing a Training.....	8
4.2. Requirements for completing CPT.....	8
Section D – Annexes	9

Section A – General

1. Compliance

The Training provided by vACC Lithuania shall resume in compliance with VATSIM Global Rating Policy (hereafter VATSIM GRP), VATEUD Policies and vACC Lithuania Subdivision Policy.

2. Definitions

Within the Subdivision Policy the following verbs are used and shall be clarified:

- Shall – determines the mandatory item, action or statement;
- Shall not – determines a prohibition;
- Should – determines the item, action or statement that are considered to be a good practice;
- May – determines the item, action or statement that are recommended or optional.

The following roles shall be established in terms of the Training process:

- Trainee – a person required or undergoing training within vACC Lithuania;
- Instructor – a person qualified and approved by vACC Lithuania as an authorized ATC Instructor;
- Mentor – a person nominated by Instructor as qualified to provide additional training for Trainee but not authorized as Instructor;
- Examiner – a person who is approved as an authorized ATC Instructor and holds a corresponding Theoretical or Controller Practical Test (hereafter CPT);
- Examinee – a Trainee who is undergoing a Theoretical Test or CPT.

3. Document Control

In order to maintain an appropriate quality of service provided by vACC Lithuania, the major policies such as Subdivision Policy and Training Policy shall be reviewed on annual basis by the vACC Lithuania Staff Members, and in case of any accepted to this document changes, issue a revision of the document with the appropriate changes added to the document.

Additionally, new revision shall be issued if there is a need to document and implement new or reviewed policy procedure or practice beyond the Annual Review process.

While issuing a new revision, the proper changes should be made in the List of Revisions section of this Policy, the reviewed paragraph shall be marked with vertical line next to the changes inserted.

Members of vACC concerned should be notified of issuing a new Revision by means of announcement through the appropriate means of social networking.

ATC Training Manager bears final responsibility for maintaining Training Policy valid and hold Training Policy Review meeting on annual basis (ref. Subdivision Policy – Section A, Subsection 5).

Section B – Ratings

1. Compliance

vACC Lithuania follows VATSIM GRP applying Local regulations stated in Subdivision Policy - Section C, item 3.

2. Ratings issued by vACC Lithuania

2.1. Tower Trainee (S1)

Positions: nil

Certification: nil

Notes: This rating is given without any exam as a part of training process for S2 rating since there are no GND and DEL positions in Lithuania. Upon completion of theoretical part of S2 training the person will be assigned with S1 rating in order to perform a practical stage of S2 training.

2.2. Tower Controller (S2)

Positions: EYVI_TWR

Certification: Tower theoretical exam, CPT

Notes: The only non-radar Tower in Lithuania is Vilnius. This rating does not give the right to provide air traffic service on other Tower positions.

2.3. TMA Controller (S3)

Positions: EYVI_TWR, EYVI_APP, EYKA_TWR, EYSA_TWR, EYPA_TWR

Certification: Approach theoretical exam, CPT

Notes: TMA controller knows how to operate with radar equipment, all radar towers as well as approaches are available.

2.4. Enroute Controller (C1)

Positions: all from S2, S3 ratings and EYVL_W_CTR, EYVL_E_CTR, EYVL_CTR

Certification: Enroute theoretical exam, CPT

Notes: nil

2.5. Senior Controller (C3)

Positions: all possible

Certification: nil

Notes: this rating is “awarded” to people in a good stand and experience working on C1 positions

2.6. Instructor (I1)

Positions: all possible

Certification: TBD

Notes: this rating belongs to people providing ATC training

3. Additional Considerations

Transfer and visiting controllers shall follow the VATSIM Transfer and Visiting Controller Policy as well as Subdivision Policy Section C – Subsection 6.

Real-life ATCs ratings shall be handled on a case-by-case basis.

Section C – Training

1. General

vACC Lithuania provides training for all possible controller ratings in VATSIM according to Global Rating Policy.

In the case of VATSIM Rules violation (ref. - Code of Conduct, Code of Regulations etc.) action would be taken by the Network Administration.

Any member of vACC Lithuania can apply for a training for next rating or current rating (to refresh knowledge, improve skills etc.).

Nobody can be prohibited from servicing a position if such person has a proper ATC rating (ref. -VATSIM GRP) nevertheless in case of noticeable changes in Rules of Air, or poor performance on position, based on Instructors and Mentors observations, feedback form, vACC Lithuania reserves the right to force a member to get additional training until this matter is resolved.

2. Training Practices

There are four different training parts implemented within vACC Lithuania:

- Theoretical Training;
- Practical Training in Sweatbox Simulator;
- Practical Training under Instructor Supervision;
- Practical Training using Solo Approval.

3. Training Program

3.1. Tower Trainee (S1)

- Theoretical Training (self-study) - Rules of Air in Lithuania;
- Theoretical Training (self-study) - Tower Controller Guide.

3.2. Tower Controller (S2)

- Practical Training (Sweatbox) - Ground operations: weather information, departure clearance, push back, towing (including de-icing), engines start up, taxiing, lining up, runway vacating, runway crossing;
- Practical Training (Sweatbox) - Air operations: takeoff clearance, landing clearance, separation in CTR;
- Practical Training (Sweatbox) - VFR operations: clearance, departure conditions, aerodrome circuit, entering, leaving, crossing CTR, IFR to VFR and VFR to IFR flight plan changes, flight plan closure and opening;
- Practical Training (Supervised) - operating as EYVI_TWR under the supervision by Instructor or Mentor;
- Practical Training (optional) - operating as EYVI_TWR for training purposes, when cleared by Instructor;
- CPT.

3.3. TMA Controller (S3)

- Theoretical Training (self-study) - Rules of Air in Lithuania;
- Theoretical Training (self-study) - Approach Controller Guide;
- Practical Training (Sweatbox) - Standard departure, standard arrival procedures, understanding instrument approach procedures (ILS, VOR, RNP, Visual);
- Practical Training (Sweatbox) - Radar Operations: radar vectoring, speed restrictions, route shortcuts, coordination between positions, how to handle overwhelming traffic;

- Practical Training (Sweatbox) - Resolving conflict situations (MTCA, STCA), resolving emergency situations;
- Practical Training (Supervised) - operating as EYVI_T_APP under the supervision by Instructor or Mentor;
- Practical Training (optional) - operating as EYVI_APP with Solo Approval;
- CPT.

3.4. Enroute Controller (C1)

- Theoretical Training (self-study) - Letter of Agreement with neighbor FIRs (if applicable);
- Practical Training (Sweatbox) - arrival and departure efficient service techniques, CTR-TMA coordination and agreement processes;
- Practical Training (Sweatbox) - Flight Information Service, transit traffic control service, working with neighbor sectors, speed control in Mach numbers;
- Practical Training (Supervised) - operating as EYVL_T_CTR under the supervision by Instructor or Mentor;
- Practical Training (optional) - operating as EYVL_CTR with Solo Approval;
- CPT.

4. Additional Considerations

Additional training sessions such as Theoretical, Practical (Sweatbox) or Practical (Supervised) can be taken at any time if needed or required by vACC Lithuania Instructor.

4.1. Requirements for commencing a Training

In order to proceed with training, the Trainee shall meet the following requirements relative to Training to be taken:

- Tower Trainee (S1) – hold a valid VATSIM account and be a member of vACC Lithuania;
- Tower Controller (S2) – hold S1 rating within VATEUD;
- TMA Controller (S3) – hold S2 rating within VATEUD, be positively assessed for further training by vACC Lithuania Instructor;
- Enroute Controller (C1) – hold S3 rating within VATEUD, be positively assessed for further training by vACC Lithuania Instructor;
- Senior Controller (C3) – hold C1 rating within VATEUD, maintain good performance on position;
- Instructor (I1) – hold C1 rating within VATEUD at least, be ready to involve in teaching and training process, have good understanding on how air rules work and why good practices are good, have a general understanding of Crew Resource Management and Human Factor.

4.2. Requirements for completing CPT

In order for CPT to be regarded as valid, the following requirements shall apply:

- Tower Controller (S2) – manage at least 20 IFR flights, at least 2 VFR flights while the CPT is in progress;
- TMA Controller (S3) – manage at least 20 IFR flights CPT is in progress;
- Enroute Controller (C1) – manage at least 30 IFR flights CPT is in progress;

This provision is a matter for exemption under authorization of Examiner.

Section D – Annexes

Reserved