Training Policy

Issue 0 | Release 1

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1.   Introduction

This document defines the procedures of training within vACC Lithuania.

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Please note that this document does not contain sensitive data and its content is inspired by GCAP, DTP, and other policies at the level of VATSIM.

2.   Definitions

1. GCAP: Global Controller Administration Policy
2. DTP: Division Training Policy.
3. Controller rating: OBS, S1, S2, S3, C1
4. Trainee: Any VATSIM member who applied for VATSIM ATC training (any rating) or is subject to training. A member who has completed a rating or endorsement but does not apply for the next rating or endorsement is no longer considered to be a trainee.
5. vACC ATD: vACC ATC Training Department. It consists of the vACC ATD lead and all vACC ATC examiners/mentors.
6. vACC ATD lead: vACC ATC Training Department Director. A vACC ATD lead is also a vACC examiner.
7. vACC examiners: Examiners who can examine during CPTs. They are appointed by the vACC ATD lead. Any vACC examiner must have been a vACC mentor before with reasonable mentoring experience for the rating which they can examine. Any vACC examiner must hold a minimum rating of S3.
8. vACC mentor: vACC ATD members who may train trainees. They are appointed by the vACC ATD lead. Any vACC mentor must hold a minimum rating of S2. The mentor must hold the rating or endorsement for which they train a trainee.
9. Lesson: A theoretical session of a mentor with at least one trainee.
10. Training session: A practical training session of a mentor with one trainee. Multiple trainees may observe a training.
11. OTS: Over the shoulder session. A training session conducted by a vACC mentor who has not previously been involved in the current training process with the respective trainee. During this session, the mentor evaluates specific competencies to determine if the trainee is ready to proceed to the next training stage. Once the trainee passes the OTS assessment, they are granted SOLO validation or a specific endorsement.

12. CPT: Controller Practical Test. A practical exam. If it is passed, a new VATSIM controller rating will be granted to the examinee.

13. Controlling privilege: Anything which enables VATSIM members to staff an ATC position. This includes a vACC roster entry, a tier 1 endorsement, a tier 2 endorsement, a special center endorsement or a solo endorsement.

3. Training structure

1. Training within vACC Lithuania starts from applying for either a local controller or a visiting controller position. The applicant is then put into the waiting list and should wait for ATD lead or ATD lead's appointed person to contact them regarding the next steps that should be taken. The procedures which then follow are explained below.

2. ATD lead is responsible for appointment of a mentor to a new trainee. If the trainee does not contact the assigned mentor from the day of the appointment within 7 days he is moved to the back of the waiting list.

3. The training consists of theoretical lessons and training sessions, except when upgrading from OBS to S1 rating, as there are no GND positions within vACC Lithuania

3.1. OBS to S1

1. The trainee starts with an OBS rating.

2. The training for the S1 position consists of theoretical lessons only, which are combined with S2 training.

3. Theoretical lessons consist of:

   1. *Air Law*
   2. *Meteorology*
   3. *Flight Planning & Navigation*
   4. *Aircraft General Knowledge*
   5. *Radio Telephony*
   6. *Operations*

4. Once the trainee passes the ATD Theoretical Knowledge test, the VATEUD S1 theory exam will be assigned by ATD lead. The trainee must take the exam on their own and, if passed, the trainee will be granted the S1 rating. If the exam is failed, it can be reassigned to the trainee after 7 days.

3.2. S1 to S2

1. The training for S2 position consists of theoretical lessons which are mentioned in 3.1. and practical training sessions.

2. Upon completion of all theoretical lessons, the trainee moves on to the practical training.

3. Practical training sessions consist of learning every part of controlling TWR step by step:
    1. *Session #1 / Introduction*
    2. *Session #2 / IFR Departures*
    3. *Session #3 / IFR Arrivals*
    4. *Session #4 / IFR Departures + Arrivals*
    5. *Session #5 / VFR*
    6. *Session #6 / VFR & IFR*

4. This is only the minimum criteria that everyone must go through, the traffic amount may vary according to the level of the student. A mentor can decide how much more training sessions are needed to achieve a satisfactory level and proceed to the network. Every mentioned session can be repeated as many times as needed in order to get the trainee to a desired level.

5. Mentor is responsible to discuss unusual situations with a student during one of the sweatbox sessions. That includes new pilots, emergencies, no contact situations.

6. The trainee will be trained up to a level at which familiarization with the specific station is the primary concern. Once this level is achieved, the VATEUD S2 theory exam will be assigned to a trainee by ATD lead on the Core platform. The trainee must take the exam on their own. If the exam is failed, it can be reassigned to the trainee after 7 days.

7. Once the VATEUD S2 theory exam is passed, the mentor will propose the trainee internally for an OTS session with a different mentor, as a cross-check. If the trainee passes the OTS, they will be granted a solo endorsement.

8. Solo endorsement is issued for a 30-day period. After which it expires and needs to be renewed.

9. Within 60 days of Solo endorsement the student must attempt a CPT exam.

10. If the trainee fails to complete the CPT within 60 days of the solo endorsement, the current training will be terminated, and the trainee will not be eligible to apply for the same rating for one year. After this period, the trainee must restart the training process from the beginning.

11. After the solo endorsement is validated, additional training sessions can be conducted during the active solo period to closely monitor the trainee's progress. These sessions can be scheduled at the discretion of either the mentor or the trainee.

12. The CPT must examine both GND and TWR competencies.

13. The S2 rating is issued after a passed S2 CPT exam.

3.3. S2 to S3

1. The trainee is required to control 50 hours on TWR positions after receiving S2 rating before continuing with this training step.

2. The trainee is also required to have actively controlled in the weeks leading up to the start of their S3 training.

3. The training for S3 position consists of theoretical lessons and practical training sessions.

4. Theoretical lessons consist of:
    1. *Air Law*
    2. *Meteorology*
    3. *Flight Planning & Navigation*
    4. *Aircraft General Knowledge*
    5. *Radio Telephony*
    6. *Operations*

5. Practical training sessions consist of learning every part of controlling APP step by step:
    1. *Session #1 / Introduction*
    2. *Session #2 / Separation methods #1*
    3. *Session #3 / Separation methods #2*
    4. *Session #4 / IFR Departures & Arrivals*
    5. *Session #5 / IFR Departures & Arrivals*
    6. *Session #6 / IFR Departures, Arrivals & Visual Approaches*

6. This is only the minimum criteria that everyone must go through, the traffic amount may vary according to the level of the student. A mentor can decide how much more training sessions are needed to achieve a satisfactory level and proceed to the network. Every mentioned session can be repeated as many times as needed in order to get the trainee to a desired level.

7. The trainee will be trained up to a level at which familiarization with the specific station is the primary concern. Once this level is achieved, the VATEUD S3 theory exam will be assigned to a trainee by ATD lead on the Core platform. The trainee must take the exam on their own. If the exam is failed, it can be reassigned to a trainee after 7 days.

8. Once the VATEUD S3 theory exam is passed, the mentor will propose the trainee internally for an OTS session with a different mentor, as a cross-check. If the trainee passes the OTS, they will be granted a solo endorsement.

9. Solo endorsement is issued for a 30-day period. After which it expires and needs to be renewed.

10. Within 60 days of Solo endorsement the student must attempt a CPT exam.

11. If the trainee fails to complete the CPT within 60 days of the solo endorsement, the current training will be terminated, and the trainee will not be eligible to apply for the same rating for one year. After this period, the trainee must restart the training process from the beginning.

12. After the solo endorsement is validated, additional training sessions can be conducted during the active solo period to closely monitor the trainee's progress. These sessions can be scheduled at the discretion of either the mentor or the trainee.

13. The CPT must examine APP competencies.

14. The S3 rating is issued after a passed S3 CPT exam.

3.4. S3 to C1

1. The trainee is required to control 50 hours on APP positions after receiving S3 rating before continuing with this training step.

2. The trainee is also required to have actively controlled in the weeks leading up to the start of their C1 training.

3. C1 training can only be held in a CTR sector. The CTR training sector must provide sufficient traffic complexity to prepare a trainee to cover airports top-down and to frequently train all common separation techniques.

4. The vACC ATD may impose a trainee to participate in additional training sessions on APP positions before starting the C1 training.

5. The training for C1 position consists of theoretical lessons and practical training sessions.

6. Theoretical lessons consist of:
    1. *Air Law*
    2. *Meteorology*
    3. *Flight Planning & Navigation*
    4. *Aircraft General Knowledge*
    5. *Radio Telephony*
    6. *Operations*

7. In this training step, practical training sessions are not divided into different training scenarios. There is one general model and can be altered as the mentor wishes and can be done as many times as needed for the trainee to reach the desired level. They consist of:
    1. *Session #1 / 30 Aircraft movements inside CTR airspace*

8. This is only the minimum criteria that everyone must go through, the traffic amount may vary according to the level of the student. A mentor can decide how much more training

sessions are needed to achieve a satisfactory level and proceed to the network. Every mentioned session can be repeated as many times as needed in order to get the trainee to a desired level.

9. The trainee will be trained up to a level at which familiarization with the specific CTR training sector is the primary concern. Once this level is achieved, the VATEUD C1 theory exam will assigned to the trainee by ATD lead on the Core platform. The trainee must take the exam on their own. If the exam is failed, it can be reassigned to the trainee after 7 days.

10. Once the VATEUD C1 theory exam is passed, the mentor will propose the trainee internally for an OTS session with a different mentor, as a cross-check. If the trainee passes the OTS, they will be granted a solo endorsement.

11. Solo endorsement is issued for a 30-day period. After which it expires and needs to be renewed.

12. Within 60 days of Solo endorsement the student must attempt a CPT exam.

13. If the trainee fails to complete the CPT within 60 days of the solo endorsement, the current training will be terminated, and the trainee will not be eligible to apply for the same rating for one year. After this period, the trainee must restart the training process from the beginning.

14. After the solo endorsement is validated, additional training sessions can be conducted during the active solo period to closely monitor the trainee's progress. These sessions can be scheduled at the discretion of either the mentor or the trainee.

15. The CPT must examine all ATC competencies.

16. The C1 rating is issued after a passed C1 CPT exam.

4.   Activity requirements

1. The activity requirement for all controllers is a minimum of 5 hours of controlling within any rolling 6 month period.

2. Controllers activity will be reviewed monthly to ensure compliance with this requirement.

3. Not meeting activity requirements leads to removal of the corresponding controlling privileges. **Note:** The controller will be informed about the privileges which are removed

4. If controlling privileges were removed for activity or currency reasons, regaining them should be an efficient process for all controllers.

4.1.   An oral theoretical examination will be conducted before any practical session. If this oral exam is failed, the practical session cannot take place. No more than one practical session will be required to restore any specific controlling privilege.

4.2.   If the performance of the trainee is too bad in the practical session, the related controlling privilege shall still be issued but a follow-up-session can be made mandatory. If the unacceptable competency standard persists, 5.4. shall be applied.

5.   Competency requirements

1. Before each online session, the controller must ensure they are fully familiar with the SOPs, LOPs, and LOAs, including any updates made to them.

2. 4.1. applies

3.   Endorsements can be removed with the currency requirements procedure outlined above. The removal of an endorsement does not need to be connected to the full removal of a controller from a vACC's controller roster.

4.   Controllers who fail to remain competent as per GCAP standards can be warned by the vACC ATD lead. At least two training sessions shall be scheduled to resolve the situation. The controller is required to collaborate with the vACC ATD (otherwise the vACC ATD lead should involve the VATEUD ATD lead). The last of such training sessions must be held with a vACC examiner. If competency standards as per GCAP still are not met, the vACC ATD lead shall inform the VATEUD ATD lead in written form about the situation and recommend to the VATEUD ATD lead which actions shall be taken- this may include the removal of endorsements or other restrictions on positions to be staffed by the controller. The vACC ATD lead shall include a summary on how GCAP standards are not met (especially why other VATSIM members are impacted by this) and how they tried to resolve this. The VATEUD ATD lead will involve the VATEMEA Region Vice President in such cases and inform the vACC ATD lead about actions to be taken.

5. Regaining controlling privileges which were removed as described in point 5. may require a theory exam and practical training sessions. The vACC ATD and the controller should agree on a training plan to train the controller up to the minimum acceptable standards for their lost controlling privileges in order for them to be reissued. If no agreement can be reached, the VATEUD ATD shall be involved. Once the controller meets the competency standards as per GCAP, the vACC shall reissue the controlling privileges and inform the VATEUD ATD lead about doing so. If multiple privileges were removed, these may be reissued step by step

6. Underperforming trainees

1. After three training sessions in a specific stage of training, a mentor may inform the vACC ATD lead that the trainee's performance is consistently and significantly below average.

2. If the vACC ATD lead agrees, they must inform the trainee that they are considered to be potentially underperforming. The trainee will then have two additional training sessions with approved vACC examiners to attempt to resolve the situation.

3. If the vACC examiners determine that substantial progress has been made, regular training with the trainee will continue. If the examiners conclude that the trainee's performance remains significantly below the expected standard at this stage and that successful completion of the training is unlikely, the examiner will inform both the vACC ATD lead and the trainee that the trainee is underperforming.

4. The vACC ATD lead will decide how long training for the trainee is paused, but not longer than 6 months.

7. CPTs

1. Any CPT shall examine whether the examinee is able to handle a normal amount of traffic safely and efficiently.

2. If there are not enough examiners available for the CPT, the vACC may request a VATEUD examiner. In such cases, the vACC should make every effort to find an assisting vACC mentor or examiner who can support the VATEUD examiner with local expertise. This rule does not prevent the rescheduling of the CPT to a time when two local examiners are available.

3. Any examiner should objectively examine the performance of the trainee in the exam. Previous experience with the trainee shall not be taken into account. If the vACC believes an objective examination cannot be ensured for a specific trainee, a VATEUD examiner shall be requested.

4. At least one approved vACC examiner needs to examine an S2 and S3 CPT.

5. At least two approved vACC examiners need to examine the C1 CPT.

6. The VATEUD CPT guidelines and this policy need to be followed.

7. The decision of the examiners is final.

8. The vACC examiners should connect on the VATSIM network using the letter "X" for S2 and S3 CPTs and "X1" and "X2" for C1 CPTs.

8.   Visiting Controllers

1. To become a visitor within vACC Lithuania, a member shall meet the following requirements:

    1.1.   90 days should have passed since the last permanent rating upgrade.

    1.2.   90 days should have passed since the last recorded transfer of home facilities.

    1.3.   50 hours should have been controlled with the last awarded permanent controller rating.

    1.4.   Hold an S3 rating or higher.

2. The applicant shall contact vACC ATD lead and receive the appropriate visitor form to apply.

3. A visiting controller is expected to have knowledge on how to operate the positions of the respective rating they hold.

4. For a visiting controller to be endorsed or validated on the vACC roster, they must read and understand the SOPs, LOPs and LOAs for the position they are approved for, as per rating, complete and pass a theoretical/practical training.

5. Controller shall perform more than half of their controlling in their home Division.

6. 4.1. applies

9.   Mentors

1.   Any member of the vACC holding a rating of S2 or higher is eligible to become a mentor within the vACC ATD.

2. The appointment of mentors is entirely at the discretion of the vACC ATD lead.

3. Only authorized vACC mentors are permitted to conduct training sessions with trainees. Training activities with students outside of the assigned mentor's responsibility require prior approval from either the mentor or the vACC ATD.

4. Mentors must uphold strict confidentiality and not disclose any personal data or training information to individuals outside of the vACC ATD. Any unauthorized sharing is a breach of the Data Protection and Handling Policy.

5. Mentors are expected to stay updated on procedural changes and best practices to ensure the quality of training is maintained at all times.

6. Mentors should be prepared to offer at least one training session per two-week period, aiming for an average of one session per week. This helps to ensure that trainees receive consistent support.

7. Mentors must arrive at every session fully prepared, with clear goals and lesson plans tailored to the needs of the student. Preparation should include specific objectives for the training session.

8. Mentors are expected to provide constructive feedback in a respectful and professional manner. After each session, a debrief should be conducted that encourages self-reflection and allows the trainee to assess their own performance in addition to receiving mentor feedback.

9. In order to maintain their mentor status, each mentor must work with a minimum of two trainees over a rolling six-month period.

10. Trainees

1. Trainees must be fully committed to their training and ensure they are available for self-study and scheduled training sessions.

2. Trainees must contact their mentor within 7 days of receiving the mentor allocation official information.

3. Trainees must maintain regular communication with their mentor regarding their progress.

4. Trainees should propose at least one training session date every two weeks.

5. Trainees should be aware that their mentor is volunteering their time and should respect the mentor's effort by:

    5.1. Arriving at each session well-prepared, with questions and concerns ready or shared with the mentor in advance;

    5.2. Arriving on time for all scheduled sessions and notifying the mentor as early as possible if any unplanned issue affect punctuality;

    5.3. Informing the mentor as soon as possible if they need to cancel a session.
    Note: Repeated cancellations or late attendance may lead to an investigation of the trainee's eligibility for training.

    5.4. If a trainee fails to attend two consecutive sessions without notifying their mentor, the mentor reserves the right to discontinue the trainee's mentorship, thereby resulting in the suspension of the training process.

6. Trainees should inform their mentor of any absence longer than two weeks due to holidays, exams or other commitments.

7. Should circumstances arise necessitating a pause in training due to real-life obligations, the trainee is required to inform the vACC ATD Lead to facilitate the cancellation of the training process.

8. Trainees must understand and comply with these responsibilities. Failure to do so may result in the cancellation of the training request.