

Air Traffic Controllers - Training

CAP 584



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CAP 584

Air Traffic Controllers - Training

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Enquiries regarding the content of this publication should be addressed to:

Aerodrome and Air Traffic Standards Division, Safety and Airspace Regulation Group, Civil Aviation Authority, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR.

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Revision History

Amendment 2007/01 31 August 2007

This amendment incorporates the updated ANO article reference number for the approval of courses, persons and simulators. The section 'Assessment of Previous Competence - Individuals' has been removed and incorporated into CAP 744 United Kingdom Manual of Personnel Licensing - Air Traffic Controllers.

Edition 7 1 September 2009

CAP 584, Air Traffic Controllers - Training is revised to reflect changes to the UK regulatory requirements resulting from implementation of the European Union Community Air Traffic Controller Licence Directive (2006/23/EC). In addition to the requirements for the regulation of Initial training providers, this edition incorporates requirements for the regulation of unit and continuation training provision.

Amendment 2010/01 29 October 2010

This amendment incorporates the updated ANO article references for the certification of training providers and the approval of courses, person and simulators. This edition also incorporates the procedures for assessor and verifier training together with Assessment of Competence procedures and requirements.

Amendment 2011/01 4 April 2011

This amendment incorporates the requirements for the English Language Proficiency assessments for Controllers.

Amendment 2011/02 23 September 2011

This amendment incorporates the terminal objectives for initial rating training. This edition also incorporates the revision of the initial training assessment process and four additional definitions have been added.

Amendment 2012/01 4 May 2012

This amendment incorporates the European Union Commission Regulation (EU) 805/2011 references and terminology. This amendment also includes corrected Terminal Objectives for Aerodrome Control Instrument (ADI).

Edition 8 April 2015

This amendment has updated the Terminal Objectives for Aerodrome Control Instrument (ADI) and Approach Control Surveillance (APS) and incorporated the new group and departmental names for the CAA. A change in the term assessor to evaluator. The introduction of Section 5 Training approvals.

Edition 9 (2015/02) November 2015

This amendment has been produced to cover the transition period of derogation undertaken by the UK CAA against Commission Regulation (EU) 2015/340 and incorporates the new requirements for this regulation and, additional guidelines for refresher training courses.

Foreword

1 Introduction

- 1.1 The United Kingdom, as a member of the International Civil Aviation Organisation and signatory to the Chicago Convention, complies as far as possible with the standards published in the Annexes to the Convention on International Civil Aviation. The Civil Aviation Act empowers the United Kingdom to implement the Chicago Convention.
- 1.2 The United Kingdom, as a member of the European Union, also complies with Community legislation in respect of the training and licensing of air traffic controllers, specifically Commission Regulation (EU) 2015/340.
- 1.3 In addition, the United Kingdom, as a signatory to the EUROCONTROL Convention, complies as far as is practicable with EUROCONTROL Safety and Regulatory Requirements, specifically, in the case of air traffic controller licensing.
- 1.4 This document, CAP 584, Air Traffic Controllers - Training, together with CAP 744, Air Traffic Controllers – Licensing, and the CAP 624 series, Air Traffic Controllers - Performance Objectives, represents the United Kingdom's compliance with Commission Regulation (EU) 2015/340 in respect of the training and licensing of air traffic controllers. CAP794 Air traffic Controller - Initial Performance Objectives also represents the additional national objectives for initial training which has to be completed prior to the issue of a student air traffic controller licence or an additional rating to an air traffic controller licence.
- 1.5 Specifically, this document contains the requirements for the certification and ongoing regulatory oversight of ATC initial, unit and continuation training organisations and associated courses.
- 1.6 In order to discharge its responsibilities, the CAA specifies in this document the requirements for the certification of ATC training organisations to provide initial ATC training courses, unit training and continuation training. The CAA shall grant a certificate which will state the type(s) of training and courses approved and which confirms that a training organisation complies with the requirements laid down in this document.
- 1.7 Initial ATC training courses must provide student and/or trainee air traffic controllers with the necessary skills and knowledge to a level of competence that will prepare them for training at operational units and, as a minimum, comply with the requirements of Commission Regulation (EU) 2015/340 Annex 1 – PART ATCO, Subpart D Section 2 Initial training requirements and associated acceptable means of compliance. .

- 1.8 Unit Training must provide the student or trainee air traffic controller with the necessary skills and knowledge to a level of competence that ensures that they are able to deliver safely an operational service at that unit and comply with Commission Regulation (EU) 2015/340 Annex 1 – PART ATCO, Subpart D Section 3 Unit training requirements and associated acceptable means of compliance, together with the requirements of the relevant rating part of the CAP 624.
- 1.9 Continuation Training must provide the air traffic controller with the necessary knowledge and understanding to continue to maintain that level of competence and comply with Commission Regulation (EU) 2015/340 Annex 1 – PART ATCO, Subpart D Section 3 Continuation training requirements and associated acceptable means of compliance.

2 Format of this Document

- 2.1 This document should be read in conjunction with the Commission Regulation (EU) 2015/340 and associated acceptable means of compliance as references will be made to the relevant regulation and AMCs.
- 2.2 The words 'must' and 'shall' as used within the requirements indicate that compliance is compulsory.
- 2.3 In this document, reference to the male gender should be understood to include both male and female persons, except where inappropriate.
- 2.4 Feedback from industry requested that the definitions from the Commission Regulation (EU) 2015/340 are included in the definitions of this document.

Definitions

Abormal Situation

Circumstances including degraded situations, which are neither routinely nor commonly experienced and for which an air traffic controller has not developed automatic skills.

Reference: Commission Regulation (EU) 2015/340

Acceptable Means of Compliance (AMC)

Non-binding standards adopted by the Agency to illustrate means by which to establish compliance with regulation (EC) No 216/2008 and its implementing rules.

Reference: Commission Regulation (EU) 2015/340

Air Traffic Control (ATC) Service

A service provided for the purpose of:

- (a) preventing collisions:
 - between aircraft, and,
 - in the manoeuvring area, between aircraft and obstructions: and
- (b) expediting and maintaining an orderly flow of air traffic.

Reference: Commission Regulation (EU) 2015/40

Air Traffic Control (ATC) Unit

A generic term meaning variously area control centre, approach control unit or aerodrome control tower.

Reference: Commission Regulation (EU) 2015/340

Alternative Means of Compliance

An alternative to an existing AMC or a new means to establish compliance with regulation (EC) No 216/2008 and its implementing rules for which no associated AMC have been adopted by the Agency.

Reference: Commission Regulation (EU) 2015/340

Assessment

An evaluation of the practical skills leading to the issue of the licence, rating and/or rating endorsement(s) and their revalidation and/or renewal, including behaviour and the practical application of knowledge and understanding being demonstrated by the person being assessed.

Reference: Commission Regulation (EU) 2015/340

Assessor Endorsement

The authorisation entered on and forming part of the licence, indicating the competence of the holder to assess the practical skills of student air traffic controller and air traffic

controller.

Reference: Commission Regulation (EU) 2015/340

Competence

The appropriate knowledge, skills and experience to provide the valid air traffic control services stated in an air traffic controller's licence.

Reference: European Manual of Personnel Licensing - Air Traffic Controllers

Competence Check

A formal process whereby an ATC Assessor, by examination or assessment, by continuous assessment, or by a combination of both methods confirms the competence of an Air Traffic Controller to provide an Air Traffic Service, or a Training Centre Verifier confirms the competence of a Training Centre Instructor.

Reference: UK Definition

Competent Authority

For the purpose of Commission Regulation (EU) 2015/340, the competent authority is the authority nominated or established by each Member State as their National Supervisory Authority.

Reference Commission Regulation (EU) 2015/340

Course Design Document

For the purposes of this document, a course design document is a submission from a training organisation seeking approval to conduct a course of ATC training.

Reference: UK Definition

Critical Incident Stress

The manifestation of unusual and/or extreme emotional, physical and/or behavioural reactions in an individual following an unexpected event, and accident, and incident or serious incident.

Reference: Commission Regulation (EU) 2015/340

Emergency Situation

A serious and dangerous situation requiring immediate action.

Reference: Commission Regulation (EU) 2015/340

Evidence

Anything that is presented as proof of competence. It includes:

1. Direct evidence - produced as a result of direct observation by the evaluator, including performance evidence and supplementary evidence.
2. Performance evidence - generated from observation of personal work including simulation.

3. Supplementary evidence - the result of questioning to determine understanding and underpinning knowledge.
4. Diverse evidence - the combination of direct and indirect evidence.
5. Indirect evidence - produced by other assessors or qualified instructors to support direct evidence.

Reference: UK Definition

Examination

A formalised test evaluating the person's knowledge and understanding.

Reference: Commission Regulation (EU) 2015/340

Exposition

For the purposes of this document, an exposition is a submission from an organisation seeking certification as an ATC training organisation.

Reference: UK Definition

Final Training/Level Check

A Training/Level Check conducted to confirm that a trainee or student is ready to be presented as a candidate for a Rating or Unit Endorsement Examination.

Reference: UK Definition

Formative Report

A report that describes the progress of a student, mainly for the benefit of the student.

Reference: UK Definition

Guidance Material (GM)

A non-binding material developed by the Agency that helps to illustrate the meaning of a requirement or specification and is used to support the interpretation of Regulation (EC) No 216/2008, its implementing rules and AMC.

Reference: Commission Regulation (EU) 2015/340

Initial Training

Training, leading to the issue of a student air traffic controller licence or to the issue of an additional rating and, if applicable, rating endorsement, providing:

(i) 'basic training': theoretical and practical training designed to impart fundamental knowledge and practical skills related to basic operational procedures;

(ii) 'rating training': theoretical and practical training designed to impart knowledge and practical skills related to a specific rating and, if applicable, to rating endorsement

Reference: Commission Regulation (EU) 2015/340

Initial Training Evaluator

An air traffic controller authorised by the CAA to make judgements about performance against the requirements of a course of training being undertaken and CAP 794 Air Traffic Controllers - Initial Performance Objectives.

Reference: UK Definition

Inspector of Air Traffic Services

An official of the CAA authorised to ensure that the level of competence of licensed air traffic service personnel at air traffic service units, and the operations of those units, meet and comply with the standards and requirements of the CAA.

Reference: UK Definition

Inspector of Air Traffic Services (Training)

An official of the CAA authorised to ensure that the level of competence of students completing courses of training, and the operations of the respective training organisations, meet and comply with the standards and requirements of the CAA.

Reference: UK Definition

Language Proficiency Endorsement

A statement entered on and forming part of a licence, indicating the language proficiency of the holder.

Reference: Commission Regulation (EU) 2015/340

Learner

A generic term for the person performing a learning activity without any reference to his/her statute.

Reference: UK Definition

NOTE: This generic term has been adopted in Section 2 of this document for ease of use.

Licence

A document issued and endorsed in accordance with Commission Regulation (EU) 2015/340 and entitling its lawful holder to exercise the privileges of the ratings and endorsements contained therein.

Reference: Commission Regulation (EU) 2015/340

On-the-Job Training Instruction

The phase of unit training during which previously acquired job related routines and skills are integrated in practice under the supervision of a qualified On-the-Job Training Instructor (OJTI) in a live traffic situation.

Reference: Commission Regulation (EU) 2015/340

On-the-Job Training Instructor (OJT) Instructor

An authorisation entered on and forming part of a licence indicating the competence of the holder to give on-the-job training instruction and instruction on synthetic training devices.

Reference: Commission Regulation (EU) 2015/340

Operational Position

A position provided and equipped for the purpose of providing an aerodrome control, approach control procedural, approach control surveillance or area control surveillance service.

Reference: UK Definition

Operational Refresher Familiarisation (ORF)

An objective-based programme by which ATC instructors may refresh their knowledge of current operational practice and gain experience of new techniques and equipment.

Reference: UK Definition

Part-task Trainer (PTT)

A synthetic training device to provide training for specific and selected operational tasks without requiring the learner to practise all of the tasks which are normally associated with a fully operational environment;

Reference: Commission Regulation (EU) 2015/340

Performance Objectives

A clear and unambiguous statement of the performance expected of the person undertaking the training, the conditions under which the performance takes place and the standards that the person undertaking training should meet;

Reference: Commission Regulation (EU) 2015/340

Pre On-the-Job-Training

The phase of locally based training during which extensive use of simulation, using site-specific facilities, will enhance the development of previously acquired routines and abilities to an exceptionally high level of achievement.

Reference: EATMP Air Traffic Controller Training at Operational Units, HUM.ET1.ST05.4000- GUI-01

NOTE: "Exceptionally high level of achievement" is taken to mean that the simulator time will substitute for part of the OJT, for example, the first 100 hours of training.

Provisional Inability

A temporary state in which the licence holder is prevented from exercising the privileges of the licence when ratings, endorsements and his/her medical certificate are valid.

Reference: Commission Regulation (EU) 2015/340

Psychoactive Substance

Alcohol , opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens and volatile solvents, whereas caffeine and tobacco are excluded.

Reference: Commission Regulation (EU) 2015/340

Rating Endorsement

The authorisation entered on and forming part of a licence, indicating the specific conditions, privileges or limitations pertaining to the relevant rating.

Reference: Commission Regulation (EU) 2015/340

Renewal

The administrative act taken after a rating, endorsement or certificate has expired that renew the privileges of the rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements.

Reference: Commission Regulation (EU) 2015/340

Revalidation

The administrative act taken within the period of validity of a rating, endorsement or certificate that allows the holder to continue to exercise the privileges of a rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements.

Reference: Commission Regulation (EU) 2015/340

Sector

A part of a control area and/or part of a flight information region/upper region.

Reference: Commission Regulation (EU) 2015/340

Simulator

A synthetic training device that presents the important features of the real operational environment and reproduces the operational conditions under which the person undertaking training can practice real-time tasks directly;

Reference: Commission Regulation (EU) 2015/340

Student

A participant who holds a student air traffic controller licence and is undergoing unit training.

Reference: Eurocontrol Definition

Successful Completion

For the purposes of this document, this term, or its variant 'successfully completed' is used to indicate that all required parts of training, training courses, associated examinations or assessments or other assessments or examinations have been completed to a satisfactory standard.

Reference: UK Definition

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Summative Report

A report that describes the learner's achievement during a summative phase of training and is used to assess the standard of practical performance.

Reference: UK Definition

Synthetic Training Device

Any type of device by which operational conditions are simulated, including simulators and part-task trainers.

Reference: Commission Regulation (EU) 2015/340

Synthetic Training Device Instructor (STDI) Endorsement

The authorisation entered on and forming part of a licence, indicating the competence of the holder to give instruction on synthetic training devices.

Reference: Commission Regulation (EU) 2015/340

Terminal Objective

A terminal objective is a specific statement of the performance which learners must demonstrate in order to attain the course aim. A terminal objective identifies what the learner will be able to do in terms of observable and assessable behaviour.

Reference: UK Definition

Trainee

A participant who holds an Air Traffic Controller Licence and is undertaking continuation or development training, or a participant of additional rating training.

Reference: UK Definition

Training Centre

The location(s) at which a certified training organisation conducts approved initial training.

Reference: UK Definition

Training Centre Instructor – Practical

Is an individual who holds or has held an air traffic controller licence with an On-the Job-Training Instructor endorsement who meets the requirements of Section 2, Part 1, paragraph 5.5 of this document and who has successfully completed the Initial Training Centre unit training plan to allow him to give practical instruction through simulation.

Reference: UK Definition

Training Course

The theoretical and/or practical instruction developed within a structured framework and delivered within a defined duration.

Reference: Commission Regulation (EU) 2015/340

Training Instructor – Theoretical

Is an individual who holds or has held an air traffic controller licence with at least two year operational experience in the relevant rating, or is a subject matter specialist with recognised professional qualifications and has successfully undertaken a course and been assessed in classroom instructional techniques to allow him to deliver theoretical content

Reference: UK Definition

Training/Level Check

A formal process whereby an Evaluator determines how a trainee or student is progressing against the expectations laid out in the Unit Training and Assessment Plan. The evaluator will conduct an OJT session with the trainee and compare observed performance with that noted by OJTs in recent training reports and in other available evidence, in order to obtain a balanced view of the trainee's progress, identify areas of achievement and determine suitable training strategies to support areas of weakness. The results of such a check require to be ratified by a Verifier.

Reference: UK Definition

Training Organisation

An organisation which has been certified by the competent authority to provide one or more types of training.

Reference: Commission Regulation (EU) 2015/340

Transitional Training Phase

The stage following initial training during which site specific theoretical knowledge and understanding will be transferred to the trainee using a variety of methods and during which skills will be developed through the use of site specific simulations.

Reference: EATMP Air Traffic Controller Training at Operational Units, HUM.ET1.ST05.4000- GUI-01

Reference: UK Definition

Unit Endorsement

The authorisation entered on and forming part of a licence, indicating the ICAO location indicator and the sectors and/or working positions where the holder of the licence is competent to work.

Reference: Commission Regulation (EU) 2015/340

Unit Evaluator

An air traffic controller authorised by the CAA to make judgements about performance against the requirements of a course of training being undertaken and CAP 624 Air Traffic Controllers - Performance Objectives.

Reference: UK definition

Unit Training Plan

An approved plan detailing the processes and timing required to allow the unit procedures to be applied to the local area under the supervision of an On-the-Job Training Instructor.

Reference: Commission Regulation (EU) 2015/340

NOTE: For initial training organisations at approved training centres, the term unit training plan has been adopted for the training of staff at those training centres.

Validation

A process by which, through the successful completion of a unit endorsement course associated to a rating or a rating endorsement, the holder may start exercising the privileges of that rating or rating endorsement.

Reference: Commission Regulation (EU) 2015/340

Verifier

An Evaluator approved by the CAA to monitor that an assessment process is carried out according to set procedures and to the specified requirements.

Reference: UK Definition

Abbreviations

Alt MOC	Alternative Means of Compliance
AMC	Acceptable Means of Compliance
APC	Assessment of Previous Competence
ATC	Air Traffic Control
ATCO	Air Traffic Control Officer
CDD	Course Design Document
PTT	Part-task Trainer
ORF	Operational Refresher Familiarisation
OJT	On-the-Job Training
OJTI	On-the-Job Training Instructor
SIM	Simulator
STD	Synthetic Training Device
STDI	Synthetic Training Device Instructor
UCS	Unit Competence Scheme
UE	Unit Endorsement
UEC	Unit Endorsement Course
UTP	Unit Training Plan

SECTION 1**Part 1: General Requirements and Administration**

1 Introduction

- 1.1 The regulations laid down in this document apply to any ATC training organisation having its principal place of operation and, if any, its registered office within the United Kingdom.
- 1.2 The training of air traffic controllers must adequately prepare an ab initio for the grant of an air traffic controller licence and/or a trainee air traffic controller for the grant of an associated rating(s). Such training must provide the necessary skills and knowledge to an appropriate level of competence to enable student or trainee air traffic controllers to provide an air traffic control service while operating under the supervision of an OJTI.
- 1.3 For the purposes of safety regulation procedures, air traffic controller training is divided into three phases in accordance with Commission Regulation (EU) 2015/340 Part ATCO, Subpart D:
1. initial training, incorporating basic and/or rating training;
 2. unit training, comprising transitional training, pre on-the-job training and OJT;
 3. continuation training comprising of refresher training and conversion training when relevant.
- 1.4 In addition to 1.3 above training is also to be undertaken in accordance with Commission Regulation (EU) 2015/340 when an individual has been identified as suitable for and recommended by the ANSP for an OJTI and/or Assessor endorsement.
- 1.5 In accordance with Articles 196 and 197 of the ANO, the CAA approves all types of training courses and the simulators used on those courses. The requirement for an approval extends across the whole range of air traffic controller training courses.
- 1.6 The requirements on which air traffic controller training courses are based, are specified in Commission Regulation (EU) 2015/340 Part ATCO, Subpart D, Section 2 and its associated AMCs, CAP 79 and CAP 624.
- CAP 624 states the performance objectives that controllers must demonstrate in any particular rating and/or rating endorsement.

- 1.7 All training plans are required to indicate the amount of training, if any, that will be conducted on a simulator. The simulator will be approved by the CAA as part of the course approval process for any particular training plan. Criteria for the use of simulators in ATC training are contained in Section 3, Appendix J of this document which complies with Commission Regulation (EU) 2015/340 ATCO.OR.C.015(b). The ATC training organisation is required to demonstrate how the simulator and the associated exercises will provide adequate support for the particular training plan. The approval of the use of a simulator and the part of the particular training plan for which the provider proposes to use it will be based on an assessment against the criteria listed in Section 3, Appendix J.
- 1.8 In accordance with Commission Regulation (EU) 2015/340 Article 5 air traffic controller training organisations shall be subject to certification. The Air Navigation Order, Article 198 requires the CAA as the competent authority to conduct this process.

The Air Navigation Order, Article 198 – Certification of training organisations and mutual recognition of training certificates:

1. A training organisation must not provide training unless it has been certified:
 - a) by the CAA; or
 - b) by a Competent Authority of another Member State which has been recognised by the CAA.
2. Applications for certification to be a training organisation must be submitted to the CAA where the applicant has its principal place of operation and business in the United Kingdom.
3. The CAA must issue a certificate when it is satisfied that the training organisation fulfils the requirements set out in Commission Regulation (EU) 2015/340 Part AR, Subpart E and its associated AMCs. The certificate must specify the information set out in Commission Regulation (EU) 2015/340 Part AR, Subpart E and its associated AMCs.
4. The function of recognising training certificates issued by another Member State in accordance with Commission Regulation (EU) 2015/340 Part AR, Subpart A, ATCO.AR.A.010 Tasks of the competent authorities is designated on the CAA.
5. The CAA must recognise all certificates issued in another Member State if it is satisfied that the training organisation fulfils the requirements set out in Commission Regulation (EU) 2015/340 Part AR, Subpart A, ATCO.AR.A.010 Tasks of the competent authorities .
6. The CAA must monitor compliance by the training organisation with the requirements and conditions attached to the certificate.

7. If the CAA finds that the holder of the certificate issued by the CAA no longer satisfies the requirements laid down and the conditions attached to the certificate, it may take appropriate measures which may include the revocation of the certificate.
8. If the CAA finds that the holder of a certificate issued in another Member State no longer satisfies the requirements laid down and the conditions attached to the certificate, it may withdraw recognition of the training certificate.
9. The CAA must audit each training organisation for which it has granted a certificate in accordance with paragraph 3 above on a regular basis to guarantee effective compliance with the standards in Commission Regulation (EU) 2015/340 ATCO AR Subpart C Oversight and enforcement and, in carrying out this function may make on the spot visits to training organisations.

- 1.9 Under the terms of Article 197 of the Air Navigation Order 2009 (as amended), air traffic controller training courses shall be subject to approval by the CAA.

The Air Navigation Order, Article 197 – Approval of courses, persons and simulators. For the purposes of this Part of the Order the CAA may:

1. approve any course of training or instruction;
2. authorise a person to conduct such examinations, assessments or tests as it may specify;
3. approve a person to provide any course of training or instruction; and d) approve a simulator.

2 UK CAA Safety and Airspace Regulation Group – Airspace, Air Traffic Management and Aerodromes (AAA)

- 2.1 AAA is responsible for:

1. establishing national training standards while ensuring compliance, where appropriate, with ICAO and European requirements;
2. undertaking the certification of training organisations, approval of air traffic controller training courses and ongoing regulatory oversight to ensure ongoing compliance with requirements and standards.

3 General Guidance for the Certification of Training Organisations

- 3.1 Training organisations will be considered for certification on the basis of information provided by them to the CAA, who may choose to undertake an audit of the organisation in order to evaluate the proposals.
- 3.2 Training organisations seeking certification are strongly advised to have exploratory discussions with the CAA prior to making a formal application.
- 3.3 Only certified training organisations who have been certified for the delivery of initial training, or those currently seeking certification for initial training, may submit courses of initial ATC training for CAA approval.
- 3.4 An initial training organisation will not be certified unless it has also received approval for at least one course of initial training.

4 Administrative Procedures for the Certification of Training Organisations

- 4.1 The CAA requires training organisations to apply for certification.
- 4.2 A training organisation may not provide ATC training until it has received CAA certification to do so.
- 4.3 Subject to the provision of all appropriate information to the satisfaction of the CAA, and where deemed necessary by the CAA, a satisfactory audit, a training organisation will be certified.
- 4.4 Certification will be subject to the satisfactory implementation of any requirements specified by the CAA.
- 4.5 Approvals for air traffic controller training courses may be suspended or revoked if it is found that any specified terms and conditions are not being satisfied.
- 4.6 An audit plan, detailing its objectives, scope and audit members, will be produced by the CAA prior to auditing a training organisation. The purpose of the plan is for all parties to prepare and agree dates, personnel and arrangements for the audit.
- 4.7 Audits will be carried out by an audit team from the CAA.
- 4.8 Communication with the CAA should be directed to:
 - 1. the appropriate CAA Regional Principal Inspector (Southern or Northern), in the case of aerodrome unit and continuation training; or
 - 2. the Principal Inspector (En-route), in the case of en-route unit and continuation training or initial training

Part 2: Certification of ATC Training Organisations

1 Training Organisation Application

- 1.1 Applications for training organisation certification shall be submitted to the CAA at least four months before the anticipated start of any proposed training.
- 1.2 On receipt of an application, the CAA will issue a general compliance matrix which the applicant will be required to complete. The completed matrix will indicate to the CAA any areas that need to be addressed by the applicant to achieve compliance with the requirements of Commission Regulation (EU) 2015/340 Part OR, Subparts A, B, C and D..
- 1.3 The applicant shall also be required to complete the following additional compliance matrices appropriate to the type(s) of training that they intend to provide:
 - Part A - Initial training
 - Part B - Unit training
 - Part C - Continuation training
- 1.4 The completed compliance matrices will indicate to the CAA any areas that need to be addressed by the applicant to achieve compliance with Commission Regulation (EU) 2015/340 Part OR, Subparts A, B, C and D..
- 1.5 A decision whether to grant a certificate will normally be given within two months of the application being received, but may take up to four months.
- 1.6 Should the completed compliance matrices indicate that the applicant is likely to achieve compliance, an audit of the applicant will be arranged.
- 1.7 Any findings and/or observations will be sent to the applicant within 10 working days of completion of the audit. The applicant will be allowed 10 working days to raise any factual inaccuracies contained in the audit report. The CAA will review the applicant's response and amend the report where considered appropriate.
- 1.8 If necessary, a subsequent meeting may be arranged with the applicant organisation by the CAA audit manager.
- 1.9 The final audit report and any recommendations will be sent within 10 working days of resolution of any issues identified in the draft audit report.
- 1.10 Following satisfactory closure of any audit findings, the CAA will consider all aspects and will advise the applicant of its decision to grant or deny certification.

- 1.11 Where certification is granted, the CAA shall issue a certificate which will be valid unless suspended, revoked by the CAA or relinquished by the training organisation.
- 1.12 A review meeting will be held six months after any certificate has been issued. The review will seek to confirm that the training organisation is operating in accordance with the conditions contained within the certificate.

2 Training Organisation Certificate

- 2.1 The certificate shall be issued in accordance with the requirements set out in Commission Regulation (EU) 2015/340 Annex III, Part ATCO OR and its associated AMCs.

3 Continued Compliance

- 3.1 A master copy of the compliance matrices showing all changes incorporated and the reasons for them shall be maintained and retained by the training organisation. It shall be possible to trace the developments within training organisations from these matrices.
- 3.2 The certified training organisation must notify the CAA of any proposed changes to the organisation that affect the certificate before any such change takes place, to enable the CAA to determine continued compliance with this document and to amend, if necessary, the training organisation certificate.
- 3.3 The CAA may prescribe the conditions under which the certified training organisation may operate during such changes unless the CAA determines that the certificate should be suspended.
- 3.4 The CAA will conduct an on site audit of every certified training organisation at least once every two years following certification. This audit will seek to confirm that the training organisation is operating in accordance with the requirements for certification.
- 3.5 As part of the CAA oversight of the training organisation and in addition to the on site audit, sampling may take place at regular intervals of the delivery of the training.
- 3.6 In accordance with Article 198 of the Air Navigation Order, the CAA shall monitor compliance with the requirements and conditions attached to the certificate.
- 3.7 The CAA may conduct an audit, as required, where changes to the organisational structure of the training organisation, to its management processes, its training facilities, its course design documents or unit training plans, so requires.

- 3.8 The CAA may elect to audit, at any time, any areas of a training organisation's operations which are subject to the requirements of this document.
- 3.9 If the CAA finds that the holder of a certificate no longer satisfies the requirements or conditions of that certificate, it shall take appropriate measures, which may include revocation of the certificate.

UKCAA CAP 584 2015

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Part 3: Assessment for Previous Competence and Evaluator and Verifier Training

1 Assessment for Previous Competence – Training Organisations

1A Requirement

- 1A.1 Certified initial training organisations offering approved courses of training and wishing to assess candidates for previous competence in accordance with Commission Regulation (EU) 2015/340 ATCO.B.005 Air traffic controller licence paragraph (e) or 010 Air traffic controller ratings paragraph (b) and, under the terms of this document, are required to submit their proposals to the CAA for approval.

1B Process for the conduct of APCs

- 1B.1 Proposals from certified initial training organisations for the conduct of assessments for previous competence shall include:
1. details of the assessments to be used; and
 2. nomination of the assessors who will conduct the assessments.
- 1B.2 Training organisations approved to conduct assessments for previous competence shall notify the CAA at least 30 working days before each assessment takes place. The CAA may require an Inspector of Air Traffic Services to be present at the assessment.

1C Guidance

- 1C.1 Prior to undertaking the assessment, the candidate should be interviewed and, if necessary, undertake a written test to enable assessment of his present level of knowledge and experience.
- 1C.2 Based on evidence from the interview and written test, the candidate may sit one or more assessments of the terminal objective standard as those used on the approved course relevant to the rating being assessed.
- 1C.3 Consultation with the CAA is recommended in order to determine the extent of the assessment for previous competence.
- 1C.4 The assessment shall be arranged in such a way that all sub-topics featured in the relevant rating course are adequately covered.
- 1C.5 The training organisation verifier shall submit to the CAA a report of the assessment showing the areas covered and the result of the assessment. Where

the verifier establishes there is a requirement for further training, the report shall include recommendations on those areas in need of additional training.

- 1C.5.1 The report shall be written in the format of the Assessment for Previous Competence Report in Section 1, Appendix A.

2 Assessment for Previous Competence – Individuals

2A Requirement

- 2A.1 Under the terms of CAP 744, candidates who are required to undertake an assessment for previous competence shall apply to the CAA's ATS Licensing Section in order to confirm their eligibility to do so.
- 2A.2 A letter of eligibility will be issued to the candidate of which a copy must be submitted to the training organisation who intends to conduct the APC.
- 2A.3 A Training organisation shall not conduct an APC without the letter of eligibility.

2B Process and administration

- 2B.1 Commission Regulation (EU) 2015/340 Part ATCO.B.001 (d) and ATCO.B.010(b) details the two situations in which individuals are required to undertake an APC. Individuals shall comply with these requirements.
- 2B.2 In addition to the two Commission Regulation (EU) 2015/340 requirements referenced in 2B.1 above, the CAA may also require an individual licence holder to undergo an APC.
- 2B.2 Where appropriate, the CAA shall check the evidence submitted and reply to applicants in writing stating whether or not they may present themselves to a training organisation for assessment.

3 Evaluator and Verifier Training

- 3.1 Certified training organisations wishing to provide evaluator and verifier training courses shall submit their proposals to the CAA for approval in the format required in Section 2, Appendix D.
- 3.2 Training Organisations wishing to provide evaluator and verifier training courses must have suitable training facilities to conduct the courses.

APPENDIX A

Assessment for the Previous Competence Report

(Reference CAP584 Section 1 Part 3)

Name and address of Training Organisation:

Rating	
Name	
Licence Number	
Dates of APC Programme	
Interview Observations	
ELA (if required)	
Written Test Result (if required)	
Verbal Assessment Result (if required)	
Practical Result	
Recommendations	
Verifier Name	
Verifier Signature	
Report Date	

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