

Air Traffic Controllers – Training

CAP 584



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Revision history

Amendment 2007/01**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removed and incorporated into [CAP 744 United Kingdom Manual of Personnel Licensing - Air Traffic Controllers](#) (now withdrawn).

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.

Edition 10 (2017/01)**March 2017**

This amendment has been produced to update the reference for the Air Traffic Controllers – Licensing CAP which has changed from CAP 744 to [CAP 1251](#). The initial training terminal objectives for ratings have been moved to the [CAP 794](#). This update also reflects the post transition period of Commission Regulation (EU) 2015/340: the introduction of best practice for the conduct of written examinations.

Foreword

Introduction

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.
2. The UK Civil Aviation Authority is the nominated competent authority for the United Kingdom with respect to the provisions of [Commission Regulation \(EU\) 2015/340](#).
3. This document shall 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. CAP 584, Air Traffic Controllers - Training, together with [CAP 1251, 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. [CAP 794](#) also represents the additional national objectives for initial training which have to be completed prior to the issue of a student air traffic controller licence or an additional rating to an air traffic controller licence.
4. 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.
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.
6. In order to discharge its responsibilities, the UK CAA specifies in this document the additional requirements for the certification of ATC training

organisations to provide initial ATC training courses, unit training and continuation training. The UK 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.

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.
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](#).
9. Continuation Training must provide the air traffic controller with the necessary skills and knowledge 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.

Format of this document

10. The words 'must' and 'shall' as used within the requirements indicate that compliance is compulsory.
11. In this document, reference to the male gender should be understood to include both male and female persons, except where inappropriate.
12. UK specific definitions are included in this document.

Definitions

Abnormal and Emergency situations	The collective term referring to situations, including degraded situations, which are not routinely or commonly experienced and for which automatic skills have not been developed, and serious and dangerous situations requiring immediate actions. (UK CAA)
Ab-initio	A learner without previous air traffic control qualifications who is undertaking initial air traffic control training. (UK CAA)
Competence	The appropriate knowledge, skills and behaviours to provide air traffic control services stated in an air traffic controller's licence. (UK CAA)
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. (UK CAA)
English Language Rater	An individual who has successfully completed an approved English Language Proficiency Raters course for ATCOs and, who is approved to assess an individual to determine, in accordance with the ICAO language descriptors, the level of English language proficiency for a student air traffic controller or air traffic controller. (UK CAA)
Exposition	For the purposes of this document, an exposition is a submission from an organisation seeking certification as an ATC training organisation. (UK CAA)
Formative report	A report that describes the progress of a student, mainly for the benefit of the student. (UK CAA)
Learner	A generic term for the person performing a learning activity without any reference to his/her status. (UK CAA) NOTE: This generic term has been adopted in this document for ease of use.

Operational Refresher Familiarisation	An objective-based programme by which ATC instructors may refresh their knowledge of current operational practice and gain experience of new techniques and equipment. (UK CAA)
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. (UK CAA)
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. (UK CAA)
Unit Evaluator	An air traffic controller authorised by the UK CAA to make judgements about performance against the requirements of a Unit Endorsement Course. (UK CAA)
Verifier	A unit evaluator, approved by the UK CAA, to ensure that a process is carried out according to set procedures and to the specified requirements. (UK CAA)

Abbreviations

2015/340	Commission Regulation (EU) 2015/340
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
ITO	Initial Training Organisation
PTT	Part-task Trainer
ORF	Operational Refresher Familiarisation
OJT	On-the-Job Training
OJTI	On-the-Job Training Instructor
SIM	Simulator
SRA	Surveillance Radar Approach
STD	Synthetic Training Device
STDI	Synthetic Training Device Instructor
TO	Training Organisation
UCS	Unit Competence Scheme
UE	Unit Endorsement
UEC	Unit Endorsement Course
UTP	Unit Training Plan

Chapter 1

General requirements and administration

Introduction

- 1.1 Air traffic controller training is divided into three phases in accordance with [Commission Regulation \(EU\) 2015/340](#) Part ATCO, Subpart D:
- initial training, incorporating basic and/or rating training and/or rating endorsement training;
 - unit training and/or rating endorsement training, comprising transitional training, pre on-the-job training and OJT;
 - continuation training comprising of refresher training and conversion training when relevant.
- 1.2 In addition to 1.1 above training is also to be undertaken in accordance with 2015/340 when an individual has been identified as suitable for and recommended by the certificated ANSP or ITO, for an OJTI, STDI and/or Assessor endorsement.
- 1.3 In accordance with Articles 194 and 195 of the ANO, the UK CAA may approve different types of ATC and associated training courses and the simulators used on those courses.
- 1.4 The requirements on which air traffic controller training courses are based, are specified in 2015/340 Part ATCO, Subpart D and its associated AMCs.
- 1.5 Air traffic controller training organisations shall be subject to certification under 2015/340.
- 1.6 The UK CAA must issue a certificate when it is satisfied that the training organisation fulfils the requirements set out in 2015/340 ATCO.OR.B.001. The certificate must specify the information set out in 2015/340 ATCO.AR.E.001.

- 1.7 In accordance with [Commission Regulation \(EU\) 216/2008](#) Article 11(1) the UK CAA will facilitate the recognition of training organisation certificates issued by another Member State in accordance with 2015/340.
- 1.8 If the UK CAA oversight process identifies 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 will notify the Member State Competent Authority that issued the certificate of the results of the oversight in accordance with 2015/340 ATCO.AR.B.001(c).

General guidance for the certification of training organisations

- 1.9 Training organisations will be considered for certification on the basis of information provided by them to the UK CAA is in accordance with 2015/340.
- 1.10 Training organisations seeking certification are strongly advised to have exploratory discussions with the UK CAA prior to making a formal application.
- 1.11 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 UK CAA approval.
- 1.12 An initial training organisation will not be certified unless it has also received approval for at least one course of initial training.

Chapter 2

Certification of ATC training organisations

Training organisation application

- 2.1 The process for application and certification of training organisations shall be in accordance with the requirements set out in [Commission Regulation \(EU\) 2015/340](#) Annex III, Part ATCO OR and its associated AMCs.
- 2.2 Applications for certification as a training organisation must be submitted to the UK CAA where the applicant has its principal place of operation or its registered office, in the United Kingdom, in accordance with 2015/340 Article 6.
- 2.3 Applications for training organisation certification shall be submitted to the UK CAA at least four months before the anticipated start of any proposed training. There are specific requirements relating to application for an initial training organisation certificate and these are referenced in Chapter 3 Initial Training.
- 2.4 On receipt of an application, the UK CAA will issue a general compliance matrix which the applicant will be required to complete. The completed matrix will indicate to the UK CAA any areas that need to be addressed by the applicant to achieve compliance with the requirements of 2015/340 Part OR, Subparts A, B, C and D.
- 2.5 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

- 2.6 A decision whether to grant a training organisation certificate will normally be given within two months of the application being received, but may take up to four months.
- 2.7 After the compliance matrices have been reviewed by the UK CAA an audit of the training organisation will be arranged.
- 2.8 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 UK CAA will review the applicant's response and amend the report where considered appropriate.
- 2.9 If necessary, a subsequent meeting may be arranged with the training organisation by the UK CAA audit manager.
- 2.10 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.
- 2.11 Following satisfactory closure of any audit findings, the UK CAA will consider all aspects and will advise the applicant of its decision to grant or deny certification.
- 2.12 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.

Continued compliance

- 2.13 Oversight shall be in accordance with 2015/340 ATCO.AR.C001 and ATCO.AR.C.005.
- 2.14 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.

2.15 The certified training organisation must notify the UK CAA of any proposed changes to the organisation that affect the certificate before any such change takes place, in accordance with 2015/340 ATCO.OR.B.015, to enable the UK CAA to determine continued compliance with the 2015/340 regulation and to amend, if necessary, the training organisation certificate.

2.16 Changes to the following must be notified to the UK CAA asddocs@caa.co.uk:

- Name of the TO
- A change of legal entity
- The Training Organisation's principal place of operation
- The Training Organisation's types of training
- Approved training courses
- Unit Training Plans
- Unit Competency Schemes
- Additional locations of the Training Organisation
- The management system
- The change management procedure
- The accountable manager
- The safety policy
- Facilities
- Persons referred to in 2015/340 part ATCO.OR as follows:
 - Head of the Training Organisation
 - The person or persons responsible for training
 - Theoretical Instructors
 - Practical Instructors
 - Assessors

In addition the training organisations must send the UK CAA each management system amendment even if it does not require prior approval.

2.17 The UK CAA shall acknowledge receipt of the notification, assess the change notification and decide if a 'Review' is required. If a 'Review' is not

required the UK CAA will take no further action and after the 30 day notice period the change may be implemented by default. If a 'Review' of the change is required the unit shall be notified within the 30 day notice period.

- 2.18 The UK CAA may prescribe the conditions under which the certified training organisation may operate during such changes unless the UK CAA determines that the certificate should be suspended.
- 2.19 In accordance with 2015/340 ATCO.AR.C.001 the UK CAA shall conduct oversight of the training organisation including on-site inspections and may attend any element of training delivery and assessment.
- 2.20 If the UK 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.

Administrative procedures

- 2.21 A training organisation may not provide initial, unit or continuation ATC training until it has received UK CAA certification to do so.
- 2.22 Subject to the provision of all appropriate information to the satisfaction of the UK CAA, and where deemed necessary by the UK CAA, a satisfactory audit, a training organisation will be certified.
- 2.23 Certification will be subject to the satisfactory implementation of any requirements specified by the UK CAA.
- 2.24 An audit plan, detailing its objectives, scope and audit members, will be produced by the UK 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.
- 2.25 Audits will be carried out by an audit team from the UK CAA.

2.26 Communication with the UK CAA should be directed to:

- the appropriate UK CAA Regional Principal Inspector (Southern or Northern), in the case of aerodrome unit and continuation training; or
- the Principal Inspector (En-route), in the case of En-route and TC area unit and continuation training or initial training.

Chapter 3

Initial training

General

3.1 In accordance with [Commission Regulation \(EU\) 2015/340](#) Subpart D Section 1 ATCO.D.005, initial 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, shall consist of:

- 1) basic training: theoretical and practical training designed to impart fundamental knowledge and practical skills related to basic operational procedures;
- 2) rating training: theoretical and practical training designed to impart knowledge and practical skills related to a specific rating and, if applicable, to rating endorsement

3.2 Basic and Rating courses shall comply with the following requirements of 2015/340:

- 1) ATCO.D.025 Basic training examinations and assessment;
- 2) ATCO.D.030 Basic training performance objectives;
- 3) ATCO.D.035 Rating training examinations and assessment;
- 4) ATCO.D.040 Rating training performance objectives;

and their associated AMCs, or approved alternative means of compliance. In addition, for the issue of a UK student licence or additional rating to a UK licence, rating training shall comply with UK national requirements and procedures published in [CAP 794](#).

Certification of initial training

3.3 In addition to the provision of Chapter 2 of this document, the UK CAA has an additional requirement for application for certification as an initial training organisation.

- 3.4 Determination of an organisation's suitability to provide initial training will be by evaluation of the training certification application form and associated compliance matrices. The UK CAA also requires the training organisation to provide an organisational chart describing the organisation of the training provider.

Approvals of initial training courses and initial training plans

- 3.5 In accordance with 2015/340 ATCO.AR.E.005 Approval of training courses and training plans the UK CAA as the competent authority shall approve training courses and training plans submitted by UK initial training organisations.
- 3.6 Until such time as approval is granted, any promotional material or reference to the training organisation, its training centre(s) and training courses must clearly state that UK CAA approval has not yet been granted.
- 3.7 In accordance with 2015/340 ATCO.D.015 Initial training plans shall be established and submitted to the UK CAA. These training plans may be submitted in the form of a Course Design Document (CDD), a sample of which may be found in Appendix C below. The training plan or CDD will contain a statement from the accountable manager confirming that the course meets the requirements of 2015/340 and CAP 584.
- 3.8 For newly certified UK ITOs, the initial training plan or CDD for course approval shall be submitted to UK CAA at least twelve weeks before the training organisation intends to conduct the first course under that approval. However, for already established and certified UK ITOs, the initial training plan or CDD may be submitted to the UK CAA within a reduced period of at least eight weeks before the training organisation intends to conduct the first course. The UK CAA will give initial feedback on the submissions within three weeks and the course and training plan approval process is likely to involve discussions with the UK CAA.

- 3.9 The initial training plan or CDD shall contain the 12 requirements listed in 2015/340 ATCO.D.015 Initial Training plans.
- 3.10 A master copy of the initial training plan or CDD showing all changes incorporated and the reasons for them, shall be maintained by the initial training organisation. It shall be possible to trace the development of the course from this document.
- 3.11 A mapping document shall be maintained which shows how the ITO meets each performance objective of both 2015/340 and [CAP 794](#). This may be held as an Annex to the initial training plan or CDD or as separate document.

Continued compliance

- 3.12 ITOs shall update their courses in accordance with relevant regulatory requirements.
- 3.13 A review of the initial training plans shall take place at least once every three years and the process and reasons for any amendments shall be submitted to the UK CAA.
- 3.14 In accordance with 2015/340 ATCO.AR.C001 the UK CAA shall conduct oversight of the training organisation including on-site inspections and may attend any element of training delivery and assessment.

Approval of synthetic training devices

- 3.15 Synthetic training devices shall comply with 2015/340 ATCO.OR.C.015 paragraph (b). Appendix I below details the UK CAA requirements to gain approval.

Chapter 4

Staffing

Instructors

- 4.1 The ITO shall comply with the requirements of [Commission Regulation \(EU\) 2015/340](#) ATCO.OR.C.001(c).

Theoretical instructors

- 4.2 Theoretical training shall only be conducted by appropriately qualified instructors in accordance with 2015/340 ATCO.C.001.
- 4.3 In order to ensure that theoretical instructors are appropriately qualified, the ITO shall have a process to demonstrate compliance with 2015/340 GM1 ATCO.C.001(b)(1) and AMC 1 ATCO.C.001(b)(2). This compliance process may be captured in an ITO UTP.
- 4.4 ITOs shall have a procedure to ensure that competence of theoretical instructors is maintained.

Practical instructors

- 4.5 Practical training shall only be conducted by appropriately qualified instructors who hold an air traffic controller licence with an on-the-job training instructor (OJTI) or synthetic training device instructor (STDI) endorsement in accordance with 2015/340 ATCO.C.005. Details of OJTI privileges and STDI privileges, applications and validity are found in 2015/340 ATCO.C.010, C.015, C.020, C.025, C.030, C.035 and C.040.
- 4.6 In order to ensure that practical instructors are appropriately qualified the ITO shall have a process to comply with 2015/340 ATCO.D.090 which covers training of practical instructors. This compliance process may be captured in the UTP.
- 4.7 OJTI and STDI endorsements have a validity period of three years. Such an endorsement must be revalidated through successfully completing

refresher training within the validity period. In the event of such an endorsement having expired, it may be renewed by receiving refresher training and successfully passing a practical instructor competence assessment.

- 4.8 ITOs shall have a process to ensure that competence of practical instructors is maintained.
- 4.9 In accordance with 2015/340 an STDI endorsement holder must demonstrate knowledge of current operational practices. This will be through operational refresher training (ORF) at least once every three years in accordance with a procedure approved by the UK CAA. The completion and submission of an ORF report meets the requirements of 2015/340 of ATCO.C.040(b) and ATCO.C.040(c)(1) as far as refresher training on current operational practices is concerned for an STDI.
- 4.10 For STDI instructors who do not currently hold a unit endorsement, the ITO shall have a procedure approved by the UK CAA for ensuring that they maintain a level of practical competence sufficient to demonstrate the practical exercises and meet the training objectives and standards relevant to the practical instruction that they are providing. This procedure may be captured in the UTP.
- 4.11 Practical and theoretical instructors who fail to maintain competence or who are assessed as unsatisfactory shall be withdrawn immediately from instructional duties until they have demonstrated the required levels of competence and have been assessed as satisfactory.
- 4.12 STDI instructors do not need to hold a valid medical certificate.
- 4.13 For those controllers whose licence was not issued in the UK, the ITO shall have a process which must ensure that they have been trained and should be able to demonstrate practical competence to the rating terminal objectives, together with the subjects, topics and sub-topics of 2015/340, together with associated AMCs and the national requirements and procedures detailed in UK [CAP 794](#). This process shall be captured in the UTP.

Assessors

- 4.14 Details of Assessor privileges, applications and validity as well as other provisions related to an assessor endorsements are found in 2015/340 ATCO.C.045, C.050, C.055, C.060, and C.060.
- 4.15 In order to ensure that assessors are appropriately qualified the ITO shall have a process to comply with 2015/340 ATCO.D.095 which covers training of assessors. This compliance process may be captured in the UTP.
- 4.16 Prior to undertaking assessor training the ITO shall ensure that the individual concerned is currently providing practical instruction on a UK CAA approved basic and/or rating course.
- 4.17 ITO assessors can only assess on basic and/or rating courses for which they hold the relevant rating and have successfully demonstrated assessor competence in accordance with the approved procedure of the ITO at which they are assessing.
- 4.18 An assessor for initial training shall:
- 1) hold a current practical instructional competence, at the ITO concerned, for the basic course or the rating course they will be assessing;
 - 2) demonstrate that they have satisfactory knowledge of the relevant course structure, objectives, terminal objectives and the methods of assessment and examination used;
 - 3) provide evidence of having satisfactorily conducted, under the supervision of a qualified assessor, at least two assessments and oral examinations in the basic and/or rating courses they will be assessing.
- 4.19 Assessors who are authorised to assess during initial training for the issue of a student air traffic controller licence or for the issue of a new rating and/or rating endorsement, if applicable; are responsible for:

- 1) carrying out assessments and examinations as directed by the ITO;
- 2) conducting a proportion (minimum 10%) of individual practical assessments on the course that they are assessing;
- 3) integrating all forms of evidence in order to assess a learner's performance;
- 4) recording results of assessments and examinations in accordance with the ITO administrative procedures.

ITO Theoretical Examiner

- 4.20 An ITO Theoretical Examiner is not required to hold an Assessor endorsement.
- 4.21 The ITO shall detail to the UK CAA the qualifications and training required to become an ITO Theoretical Examiner.
- 4.22 A Theoretical Examiner shall demonstrate an understanding of the ITO methodology for the conduct of theoretical examinations and shall conduct two examinations under supervision before he can examine independently.
- 4.23 A Theoretical Examiner who is conducting oral examinations using scenario based questions on ATC operations shall hold an Air Traffic Controller Licence.

Simulator input staff

- 4.24 The ITO shall ensure that Simulator input staff are appropriately trained to conduct the tasks relevant to ATC training.
- 4.25 Simulator input staff who cannot demonstrate that they are competent to carry out the input tasks relevant to ATC training, shall not be utilised to deliver ATC practical training until they have satisfied the ITO that they are able to carry out the relevant tasks associated with ATC training.

Chapter 5

Conduct of initial training courses

Course compliance

- 5.1 Each initial training course shall comply with the relevant course approval. The accountable manager is responsible for ensuring that there are appropriate processes in place such that, theoretical and practical instruction is given in accordance with the relevant regulations with respect to both content and delivery.
- 5.2 In the event of any unexpected circumstances which may involve issues regarding compliance with the course approval, the ITO must contact the UK CAA ATS Inspector (Training) for advice.
- 5.3 Within the constraints of the course approval, changes to the programme, lesson material and delivery methods may be made without reference to the UK CAA although such changes must be recorded.
- 5.4 Training times may be adapted in accordance with the learning rates of the individual learners. Provided such adaptations are within 10% of the time normally spent on a particular subject or phase, no notification to the UK CAA need be made.

Course records

- 5.5 The ITO shall inform the UK CAA of the nominal roll and results for all initial training courses on Form SRG 1418. This form also requires the result of the English Language assessment, normally made during the first rating course undertaken by the individual learner.
- 5.6 Other records to be retained by the ITO are referenced in Appendix B below.

Course objectives

- 5.7 The performance objectives required for the satisfactory completion of each initial training course are specified in the [Commission Regulation \(EU\) 2015/340](#) and associated AMCs and UK [CAP 794](#) which details the terminal objectives for basic and the relevant rating courses including national requirements and procedures.
- 5.8 An assessment scheme to cover the objectives in 3.1 above shall be established in compliance with 2015/340 ATCO.D.025 Basic training examinations and assessment and 2015/340 ATCO.D.035 Rating training examinations and assessment.

Chapter 6

Assessments and examinations

General

- 6.1 In accordance with [Commission Regulation \(EU\) 2015/340](#) ATCO.D.015(g) ITOs must have established processes for examinations and assessments for basic training courses and rating training courses. These processes must be approved by the UK CAA.
- 6.2 Basic training examinations and assessments shall be compliant with 2015/340 ATCO.D.025 and shall cover at least the basic training performance objectives described in 2015/340 ATCO.D.030 and associated AMCs, as well as UK [CAP 794](#).
- 6.3 Rating training examinations and assessments shall be compliant with 2015/340 ATCO.D.035 and shall cover at least the rating training performance objectives described in 2015/340 ATCO.D.040 and associated AMCs, as well as UK [CAP 794](#).
- 6.4 Each basic and rating course shall contain at least one written and one oral (theoretical) examination together with a practical assessment against the terminal performance objectives of that course.
- 6.5 Objectives must be specified for each written and oral examination and for all practical assessments in accordance with the course approval.
- 6.6 Learners presenting themselves for an examination or summative exercise shall be deemed fit to take that examination or summative exercise.
- 6.7 Any learner failing to attend a scheduled summative exercise or examination shall be deemed unsatisfactory unless the appropriate ITO Manager (as described in the assessment process) is satisfied that there