



Civil Aviation Authority
INFORMATION NOTICE
Number: IN-2014/025



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Amended Licensing Requirements for Air Traffic Controllers and Student Air Traffic Controllers

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Not primarily affected
Air Traffic:	All ATC Providers and CAA Approved Training Organisations
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	All ATCOs and Student ATCOs

1 Introduction

- 1.1 This Information Notice supersedes IN-2013/171 of the same title which has now expired; it is reissued in its entirety with a new IN reference number as the content remains valid pending its incorporation into the next amendment to CAP 744 Air Traffic Controllers - Licensing.
- 1.2 On 08 January 2013 the CAA issued [Information Notice IN-2013/002 Amended Administration Processes for Student ATCO and ATCO Licence Holders Associated with the Implementation of Commission Regulation \(EU\) No. 805/2011](#). This document confirmed the CAA's intention to publish, at the request of industry, a further IN, in advance of an amendment to CAP 744 Air Traffic Controllers - Licensing, outlining changes to certain requirements of a non-European regulatory or Air Navigation Order (ANO) nature held within the document.

2 Scope

- 2.1 This IN provides advance notice of changes to certain CAP 744 requirements.

3 Amendment to the Assessment for Previous Competence – the 6 Month Rule

- 3.1 CAP 744, Part 3, page 3, paragraph 3.4.1, currently states that a student or trainee air traffic controller who does not commence unit training within 6 months of having completed the initial course of training in the rating discipline in which they will be providing an air traffic control service under supervision, shall undertake an Assessment for Previous Competence (APC).

- 3.2 After internal discussion the CAA considered 6 months to be too short a period after the completion of an initial training course, for the implementation of the requirement to undertake an APC. Therefore, this period has been changed to 9 months and consequently, the rule will become the **9 Month Rule**.

4 Training in Unusual Circumstances and Emergencies

- 4.1 CAP 744, Part 3, page 17, paragraphs 10.2 and 10.3, currently outline certain Training in Unusual Circumstances and Emergencies (TRUCE) requirements. One of the requirements outlined within these paragraphs is that controllers shall complete the appropriate TRUCE and associated assessment every 12 months.
- 4.2 There has been some confusion regarding the specific date from which the 12 months should be calculated. Therefore, for clarification and with immediate effect, controllers shall complete the appropriate TRUCE and associated assessment in the 12 months preceding the renewal of their Unit Licence Endorsement.

5 Re-activation of On the Job Training Instructor (OJTI) Licence Endorsement

- 5.1 CAP 744, Part 2, page 6, paragraph 4.3.4 outlines what is required of a unit when one of their OJTIs is no longer able to demonstrate their competence in this endorsement. This paragraph does not, however, describe the process for the reactivation of an OJTI qualification once it has been lost or has lapsed.
- 5.2 Therefore, in an extension to the requirements outlined in CAP 744, Part 2, page 6, paragraph 4.3.4, if an ANSP wishes to reactivate an individual's OJTI Licence Endorsement they should first consult the appropriate ATS Regional Manager or Head of En-Route and College Regulation to agree the nature of the process to be undertaken by the applicant OJTI to regain their qualification and the evidence that will be required to be presented by the applicant ANSP within this process.
- 5.3 Evidence submitted to the CAA for the purposes of reactivation of an individual's OJTI qualification shall then be recorded in unit documentation showing that the licence holder is again competent to undertake this task.
- 5.4 Although a lapsed OJTI does not have to successfully complete another OJTI course to reactivate their qualification the list below, although not exhaustive, provides some examples of the type of evidence that could be provided by an applicant unit to reactivate an OJTI's lapsed or lost qualification:
- a) Practice OJTI sessions with valid controllers either live or in a simulator;
 - b) Refresher training for the applicant OJTI containing Unit Training Plan content and procedures;
 - c) Briefings on Human Factor issues that an OJTI may come across when providing on the job training.

6 Examiner Privileges

- 6.1 CAP 744, Part 2, page 9, paragraph e) will be removed in the next amendment of CAP 744, so that examiners may no longer undertake English Language level 6 assessments. The revised procedure for assessing English Language is in CAP 584, Part 5 and is effective immediately.