



Civil Aviation Authority Information Notice Number: IN-2015/099



Issued: 5 November 2015

European Regulation (EU) No. 2015/340 on ATCO Licensing and Training

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:	Not primarily affected

1 Introduction

- 1.1 All air traffic controller training organisations are required to be certificated in accordance with European Regulation (EU) No. 2015/340. The purpose of this Information Notice (IN) is to advise training organisations that an updated application form and associated compliance matrices are now available on the CAA website.

2 Scope

- 2.1 This IN applies to Initial Training Organisations (ITO) and all Air Navigation Service Providers (ANSPs) certified to conduct air traffic controller training.

3 European Commission Regulation (EU) No. 2015/340

- 3.1 All certified air traffic controller training organisations are required to be re-certificated as a training organisation under European Commission Regulation (EU) No. 2015/340.
- 3.2 Training organisations should apply to the CAA for Certification by submitting a completed application form, a completed general matrix and other matrices relevant to the type of training being delivered.
- 3.3 The CAA website also includes examples of completed matrices to illustrate the level of detail required by the CAA.

- 3.4 The application form and matrices are available on the CAA website through the following link: [ANSP and Training Organisation Certification Compliance Matrices](#).
- 3.5 The last date for submission of the application form and matrices is **31 July 2016**.
- 3.6 Information Notice 2015/089 requires that the latest submission date of an updated Unit Training Plan (UTP) and Unit Competency Scheme (UCS) for approval is 31 March 2016. Following feedback from industry, it has been decided that the UTP and UCS can be submitted in conjunction with the training organisation application and matrices, therefore, the final date for submission being **31 July 2016**.
- 3.7 An updated CAP 584 Air Traffic Controller – Training, which will include guidelines for refresher training, will be published by 30 November 2015.

4 Queries

- 4.1 Any queries or requests for further guidance as a result of this communication should be addressed to:

Airspace, ATM and Aerodromes
Safety and Airspace Regulation Group
Civil Aviation Authority
1E, Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

E-mail: ats.enquiries@caa.co.uk

FAO: ATS Inspector (Training)

5 Cancellation

- 5.1 This Information Notice will remain in force until 31 July 2016.