**Initial Training Organisations – Basic Training Course Approval Checklist**

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| INITIAL TRAINING COURSE APPROVAL CHECKLIST  BASIC TRAINING | | | |
| DATE COMPLETED |  | COMPLETED BY |  |

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| NAME OF INITIAL TRAINING ORGANISATION |
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| Basic Training | | |
| Course Design Document Reference. Include version, Issue, date etc. | | |
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| Question | Y/N | Notes |
| Does the Course Design Document indicate that the content of the course includes the basic training subject objectives and training objectives detailed in Appendix 2 of Subpart D, Section 2? |  |  |
| Does the document include the elements required in ATCO.D.015 Initial training Plan, if not included elsewhere? |  |  |
| ATCO.D.020 Where Basic training is provided as part of an integrated course, is there a clear distinction between examinations and assessments for each Basic and rating training? |  |  |
| ATCO.D.020 & ATCO.OR.D.005 On successful completion of the Basic training course is a certificate available to be provided to the candidate on request? |  |  |
| ATCO.D.025 Does the Basic course contain both theoretical examinations and practical assessment? |  |  |
| ATCO.D.025 Is the pass mark for theoretical examination set at least 75%? |  |  |
| ATCO.D.025 Are assessment of performance objectives listed in ATCO.D.030 conducted on a Synthetic Training Device? |  |  |
| ATCO.D.025 Is a pass in an assessment awarded to an applicant when they consistently demonstrate the required performance of ATCO.D.030 and show the behaviour for safe operations? |  |  |
| ATCO.D.030 Are the performance objectives listed in ATCO.D.030 included in the assessment? |  |  |
| ATCO.OR.D.005 Does the training organisation make the results of examinations and assessments available to the applicant? |  |  |
| ATCO.OR.C.015 Are facilities sufficient to support the course participants? |  |  |

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| Associated STD Checklist | | | |
| To Identify the simulator associated with the course provide all available information, i.e. type, manufacturer, location, software version etc. | | | |
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| Topic | Question | Yes/No | Notes |
| General Environment | Does the general environment in which STD exercises may be run ensure that there will be no undue interference from unrelated activities? |  |  |
| The STD Layout | Does the layout facilitate the stated objectives of the practical training/ assessment exercises? |  |  |
| The Equipment provided | Does this equipment operate and function in a way to allow the performance objectives to be met? |  |  |
| The display | Is the presentation, functionality, and updating of operational information adequate? |  |  |
| Data displays, including strip displays, | Are these provided where appropriate to allow the performance objectives to be met? |  |  |
| Coordination facilities; | Do the facilities if provided allow for the performance objectives to be met? |  |  |
| Aircraft performance characteristics, | Are the performance characteristics adequate? E.g. do they include the availability of manoeuvres such as holding or ILS operation which may be required for a particular simulation. |  |  |
| Real time changes | Are real-time changes available during an exercise? |  |  |
| Voice recognition | Is the degree of realism of any voice recognition system associated with the STD adequate? |  |  |
| Where the simulator is an integral part of an operational ATC system | Can the training organisation demonstrate a process that assures that interference between the simulated and operational environments is prevented? |  |  |
| Instructor staff training | Are there adequate processes by which the training organisation can be assured that staff associated with the training conducted with the use of an STD are competent? |  |  |