**Initial Training Organisation/Training Organisation Assessment of Previous Competence and STD Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| ASSESSMENT OF PREVIOUS COMPETENCE and STD CHECKLIST | | | |
| DATE COMPLETED |  | COMPLETED BY |  |

|  |
| --- |
| NAME OF TRAINING ORGANISATION |
|  |

|  |  |  |
| --- | --- | --- |
| DETAILS OF APC | | |
| BASIC/RATING COURSE | ENDORSEMENT(S) IF APPLICABLE |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| APC Checklist | | | | | |
| Required Content | Detailed Content | Question | Y/N | Notes |
| ATCO.B.001  Student ATCO licence | AMC1 ATCO.B.001 (d)  When establishing previous competence in a rating, the assessment should be based on the requirements set out in Part ATCO, Subpart D, Section 2 General Requirements | Is the APC based upon the training objectives in Part ATCO, Subpart D, Section 2? |  |  |
| ATCO.B.005  ATCO licence | ATCO.B.005(e)  The holder of an air traffic controller licence who has not started exercising the privileges of any rating within one year from the date of its issue may only start unit training in that rating after an assessment of his/her previous competence, conducted by a training organisation satisfying the requirements laid down in Part ATCO.OR and certified to provide initial training relevant to the rating, as to whether he/she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment | Does the TO satisfy the requirements of Part ATCO.OR and are they certified to provide Initial Training relevant to the rating? |  |  |
| ATCO.B.010  Air traffic Controller Ratings | AMC1 ATCO.B.010(b) Air traffic controller ratings  ASSESSMENT OF PREVIOUS COMPETENCE  When establishing previous competence in a rating, the assessment should be based on the requirements set out in Part ATCO, Subpart D, Section 2. | Is the assessment based on the requirements of Part ATCO, Subpart D Section 2 (Initial Training content)? |  |  |
| ATCO.D.010  Composition of Initial training | (c) Training intended for the reactivation of a rating following a not successful assessment of previous competence according to ATCO.B.010(b) shall be tailored according to the result of that assessment. | Is there a process to adapt future training according to the result of the assessment? |  |  |
| Advance notification | CAAT must be given a minimum of 10 days’ notice of an APC. | Does the process include informing CAAT in the timescale noted? |  |  |
| Present level of knowledge | Prior to undertaking the assessment, the candidate should be interviewed and, if necessary, undertake examination(s) to enable assessment of his present level of knowledge, understanding and experience. The decision as to whether a written and/or oral examination is necessary lies with the initial training organisation. | Does the assessment process include the requirement for an interview?  Does the assessment process include a written and oral examination, together with examples of these? |  |  |
| Written report | The initial training organisation shall submit to CAAT a report of the assessment showing the areas covered and the outcome of the assessment. The report shall include recommendations to either progress onto unit training or to address those areas in need of additional training, such additional training could be delivered at the initial training organisation or at the relevant unit depending on the subject matter. This decision will be made in consultation with CAAT. | Does the process include the provision of a report to CAAT? |  |  |
| Written report | The initial training organisation shall make available the assessment of previous competence report to the individual who has undertaken the assessment. | Does the process include the provision of the report to the candidate on request? |  |  |
| Appealing the conduct of an assessment | Individuals may appeal against the conduct of the assessment of previous competence direct to CAAT within 14 days of the assessment result. | Does the process ensure the candidate is informed about the right of appeal? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Synthetic Training Device Checklist - (THIS SECTION TO BE COMPLETED) | | | |
| Identify the simulator associated with the course, i.e. type, manufacture, location, software version etc. | | | |
|  | | | |
| 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 this represent a similar layout to the operations room using equipment and systems configured to the same or similar specifications? |  |  |
| The Equipment provided | Does this equipment operate and function in the same manner as the operations room? |  |  |
| The display | Is the presentation, functionality, and updating of operational information adequate |  |  |
| Data displays, including strip displays | Are these provided where appropriate with the same method of data entry as the Ops room? |  |  |
| Coordination facilities | Does this have the same capacities and configuration as the Ops room? |  |  |
| Aircraft performance characteristics | Are the performance characteristics adequate? E.g. do they include the availability of manoeuvres such as holding or instrumental landing system (ILS) operation which may be required for a particular simulation; |  |  |
| Real time changes | Are real-time changes the available of 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 | Is there an adequate process by which the training organisation can be assured that staff associated with the training conducted with the use of an STD are competent |  |  |