**Initial Training Organisations – Rating Training ACP Checklist**

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| INITIAL TRAINING COURSE APPROVAL CHECKLIST  AREA CONTROL PROCEDURAL RATING TRAINING | | | |
| DATE COMPLETED |  | COMPLETED BY |  |

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| NAME OF INITIAL TRAINING ORGANISATION |
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| Rating Training (Area Control Procedural 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 rating training subject objectives and training objectives detailed in Appendix 6 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 utilised as 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 rating training course (including all subjects, topics and subtopics are completed; and once all examinations and assessments are passed); is a certificate available to be provided to the candidate? |  |  |
| ATCO.D.035 Does the rating course contain both theoretical examinations and practical assessment? |  |  |
| ATCO.D.035 Is the pass mark for theoretical examination set at least 75%? |  |  |
| ATCO.D.035 Are the assessments based on the rating training performance objectives described in ATCO.D.040? |  |  |
| ATCO.D.035 Are assessments conducted on a simulator? |  |  |
| ATCO.D.035 Is a pass in an assessment awarded to an applicant when they consistently demonstrate the required performance of ATCO.D.040 and show the behaviour for safe operations? |  |  |
| ATCO.D.040 Are rating training performance objectives and performance objective tasks defined for this course? |  |  |
| ATCO.D.040 Do the assessments ensure the candidate can manage air traffic in a way that ensures safe, orderly and expeditious services in complex and dense traffic environments? |  |  |
| ATCO.D.040 Are detailed performance objectives defined for each rating course as well as the training scenario? |  |  |

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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 this represent a similar layout to an operations room using equipment and systems configured to similar specifications; if not, does the layout facilitate the stated objectives of the practical training and assessment exercises? |  |  |
| The Equipment provided | Does this equipment operate and function in the same manner as an operations room, or at least 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 with a similar method of data entry as an Ops room, or at least in a way to facilitate the stated objectives of the practical training and assessment exercises? |  |  |
| Coordination facilities; | Does this have the same capacities and configuration as an Ops room or at least in a way to facilitate the stated objectives of the practical training and assessment exercises? |  |  |
| 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 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? |  |  |