

Initial Training Organisation - Initial Training Plan Checklist

INITIAL TRAINING PLAN CHECKLIST			
DATE COMPLETED		COMPLETED BY	

NAME OF INITIAL TRAINING ORGANISATION

DETAILS OF INITIAL TRAINING PLAN (ISSUE#, DATE OF ISSUE, AMENDMENT STATE)

ATCO.D.015 Initial Training Plan Checklist				
Required Content	Detailed content	Question	Y/N	Notes
ATCO.D.015 (a) The composition of the initial training course Basic Training	Refer to Appendix 2 of Subpart D, Section 2	Does initial training plan indicate that basic training comprises of these subjects as Appendix A Part 2 Section 2?		
ATCO.D.015 (a) The composition of the initial training course provided according to ATCO.D.010 (a)(2) Rating Training (i) Aerodrome Control Visual ADV. (ii) Aerodrome Control Instrument Rating for Tower ADI(TWR). (iii) Approach Control Procedural APP. (iv) Area Control Procedural ACP (v) Approach Control Surveillance APS	(i) Appendix 3 of Subpart D, Section 2 (ii) Appendix 4 of Subpart D, Section 2 (iii) Appendix 5 of Subpart D, Section 2 (iv) Appendix 6 of Subpart D, Section 2 (v) Appendix 7 of Subpart D, Section 2 (vi) Appendix 8 of Subpart D, Section 2	Does the initial training plan indicate that rating training for ADV, ADI, APP, ACP, APS and ACS comprises of the subjects detailed in relevant sections of initial rating training?		

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(vi) Area Control Surveillance ACS				
ATCO.D.015 (b) The structure of the initial training plan	Basic and rating training shall be provided as separate or integrated courses.	Does the training plan detail the structure of the initial training? Separate or integrated.		
ATCO.D.015 (c) The process for the conduct of the initial training course(s);		Does the training plan detail the process for the conduct of the initial training courses?		
ATCO.D.015 (d) The training methods		Does the training plan detail the training methods to be employed?		
ATCO.D.015 (e) Minimum and maximum duration of the initial training course(s);		Does the training plan detail the maximum and minimum duration of each training course?		
ATCO.D.015 (f) Process for adapting the initial training course(s) to take due account of a successfully completed basic training course;	Training for an additional rating	Does the training plan detail how the completion of basic training is taken into consideration when adapting a course for an additional rating?		

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<p>ATCO.D.015 (g) Processes for examinations and assessments according to ATCO.D.025 Basic Training</p>	<p>ATCO.D.025 Basic Training examinations and assessments (a) Basic training courses shall include theoretical examination(s) and assessment(s). (b) A pass in theoretical examination(s) shall be awarded to an applicant achieving a minimum of 75 % of the marks allocated to that examination. (c) Assessment(s) of performance objectives as listed in ATCO.D.030 shall be conducted on a part-task trainer or a simulator. (d) A pass in assessment(s) shall be awarded to an applicant who consistently demonstrates the required performance as listed in ATCO.D.030 and shows the behaviour required for safe operations within the air traffic control service.</p>	<p>Does the initial training plan detail these requirements for examinations and assessments for basic training?</p>		
<p>ATCO.D.015 (g) Performance objectives according to ATCO.D.030 Basic Training.</p>	<p>ATCO.D.030 Basic Training performance objectives Assessment(s) shall include evaluation of the following performance objectives: (a) checking and using the working position equipment;</p>	<p>Does the initial training plan indicate that the basic training assessments will evaluate the trainee against these performance objectives?</p>		

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	(b) developing and maintaining situational awareness by monitoring traffic and identifying aircraft when applicable; (c) monitoring and updating flight data display(s); (d) maintaining a continuous listening watch on the appropriate frequency; (e) issuing appropriate clearances, instructions and information to traffic; (f) using approved phraseology; (g) communicating effectively; (h) applying separation; (i) applying coordination as necessary; (j) applying the prescribed procedures for the simulated airspace; (k) detecting potential conflicts between aircraft; (l) appreciating priority of actions; (m) choosing appropriate separation methods.			
ATCO.D.015 (g) Processes for examinations and assessments according to ATCO.D.035.	ATCO.D.035 Rating training examinations and assessment (a) Rating training courses shall include theoretical examination(s) and assessment(s).	Does the initial training plan detail these requirements for examinations and assessments for rating training?		

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Rating Training	<p>(b) A pass in theoretical examination(s) shall be awarded to an applicant achieving a minimum of 75 % of the marks allocated to that examination.</p> <p>(c) Assessment(s) shall be based on the rating training performance objectives described in ATCO.D.040.</p> <p>(d) Assessment(s) shall be conducted on a simulator.</p> <p>(e) A pass in assessment(s) shall be awarded to an applicant who consistently demonstrates the required performance described in ATCO.D.040 and shows the behaviour required for safe operations within the air traffic control service.</p>			
ATCO.D.015 (g) Performance objectives according to ATCO.D.040.	<p>Rating Training performance objectives</p> <p>All Ratings</p> <p>1) demonstrate the ability to manage air traffic in a manner that ensures safe, orderly and expeditious services; and</p>	Does the initial training plan indicate that the rating training assessments will evaluate the trainee against these performance objectives as applicable?		
Rating Training				

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	(2) handle complex and dense traffic situations.		
	Aerodrome Control Visual (ADV) and Aerodrome Control Instrument (ADI)		
	(1) manage the workload and provide air traffic services within a defined aerodrome area of responsibility; and (2) apply aerodrome control techniques and operational procedures to aerodrome traffic.		
	Approach Control Procedural		
	1) manage the workload and provide air traffic services within a defined approach control area of responsibility; and (2) apply procedural approach control, planning techniques and operational procedures to arriving, holding, departing and transiting traffic		
	Approach Control Surveillance		
	1) manage the workload and provide air traffic services within a defined approach control area of responsibility; and		

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	(2) apply approach surveillance control, planning techniques and operational procedures to arriving, holding, departing and transiting traffic.			
	Area Control Procedural			
	(1) manage the workload and provide air traffic services within a defined area control area of responsibility; and (2) apply procedural area control, planning techniques and operational procedures to area traffic.			
	Area Control Surveillance			
	1) manage the workload and provide air traffic services within a defined area control area of responsibility; and (2) apply area surveillance control, planning techniques and operational procedures to area traffic.			
ATCO.D.015 (h) Training personnel qualifications, roles and responsibilities		Does the training plan include details of the training personnel's qualifications, roles and responsibilities?		

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ATCO.D.015 (i) Process for early termination of training		Does the training plan include details of how training can be terminated early?		
ATCO.D.015 (j) The appeal process		Does the training plan include details of the appeals process?		
ATCO.D.015 (k) Identification of records to be kept specific to initial training		Does the training plan include details which records are to be kept?		
ATCO.D.015 (l) Process and reasons for reviewing and amending the initial training plan and its submission to CAAT.	The review of the initial training plan shall take place at least once every three years	Does the training plan include details of the requirement for a review and for its submission to CAAT?		