Initial Training Organisations – Rating Training APP Checklist

INITIAL TRAINING COURSE APPROVAL CHECKLIST			
APPROACH CONTROL PROCEDURAL RATING TRAINING			
DATE COMPLETED		COMPLETED BY	

NAME OF INITIAL TRAINING ORGANISATION

Rating Training (Approach control procedural training)		
Course Design Document Reference. Include version, Issue, date etc.		
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 5 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?		

Associated STD Checklist			
To Identify the simulator associated with the course provide all available information, i.e. type, manufacturer, 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 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?		