

Unit Competence Scheme and Continuation Training Checklist

UNIT COMPETENCE SCHEME, REFRESHER and CONVERSION TRAINING CHECKLIST			
DATE COMPLETED		COMPLETED BY	

NAME OF TRAINING ORGANISATION

DETAILS OF UNIT COMPETENCE SCHEME (ISSUE#, DATE OF ISSUE, AMENDMENT STATE)

Unit Competency Scheme Checklist				
Required Content	Detailed content	Question	Y/N	Notes
ATCO.B.025 (a) (1) The validity of the unit endorsement in accordance with ATCO.B.020(e)	ATCO.B.020(e). Unit endorsements shall be valid for a period defined in the unit competence scheme. This period shall not exceed three years.	Is the period for the validity of Unit Endorsements defined as 12 Month?		
ATCO.B.025 (a) (2) The maximum continuous period when the privileges of a unit endorsement are not exercised during its validity	This period shall not exceed 90 calendar days.	Is the maximum period set at 90 days or less?		
ATCO.B.025 (a) (3) The minimum number of hours for exercising the privileges of the unit endorsement within a defined period of time, which shall not exceed 12 months,	ATCO.B.020(g) Unit endorsements shall be revalidated if: The applicant has been exercising the privileges of the licence for a minimum number of hours as defined in the unit competence scheme. In addition:	Is the minimum number of hours for exercising the privileges of unit endorsements defined and is that minimum number of hours set within a 12 months period or less?		

<p>for the purpose of ATCO.B.020(g)</p>	<p>To comply with this requirement records are to be kept of the hours, during which each licence holder exercises the privileges of his/her unit endorsement working in sectors, group of sectors and/or working positions in the ATC unit and shall provide that data to CAAT and to the licence holder upon request.</p>	<p>Are adequate records kept? Note: this does not have to be detailed within the UCS, however; such records must be maintained.</p>		
<p>ATCO.B.025 (a) (3) For on-the-job training instructors exercising the privileges of the OJTI endorsement the time spent instructing shall be counted for the maximum of 50 % of the hours required for revalidation of the unit endorsement</p>	<p>For an OJTIs to maintain their unit endorsement, up to 50% the minimum number of hours required for exercising the privileges of their endorsement can be counted from the time spent instructing in the relevant rating endorsement.</p>	<p>Is this requirement documented in the UCS?</p>		
<p>ATCO.B.025 (a) (4) Procedures for the cases where the licence holder does</p>	<p>ATCO.B.025 (2) the maximum continuous period when the privileges of a unit endorsement are not exercised during</p>	<p>Does the UCS detail a process for managing ATCOs who have been unable to meet the required minimum</p>		

<p>not meet the requirements set out in point (a)(2) and (3) of ATCO.B.025</p>	<p>its validity. This period shall not exceed 180 calendar days; (3) the minimum number of hours for exercising the privileges of the unit endorsement shall not less than 12 hours on operational working positions or 18 hours in synthetic training device within 180 calendar days.</p>	<p>number of hours to maintain their unit endorsement(s)?</p>		
<p>ATCO.B.025 (a) (5) Processes for assessing competence, including assessment of the refresher training subjects according to ATCO.D.080(b)</p>	<p>AMC1 ATCO.B.025(a)(5) ;(6) requires the following: (a) The practical performance and skills should be assessed in live traffic situations.</p>	<p>Does the UCS describe a process for assessing practical performance and skills in live traffic situations.</p>		

<p>ATCO.B.025 (a) (5) Processes for assessing competence, including assessment of the refresher training subjects according to ATCO.D.080(b)</p>	<p>AMC1 ATCO.B.025(a)(5) ;(6) requires the following: (b) Theoretical competence should be examined to ascertain the knowledge and understanding of air traffic controllers.</p>	<p>Does the UCS describe a process the examination of theoretical competence?</p>		
<p>ATCO.B.025 (a) (5) Processes for assessing competence, including assessment of the refresher training subjects according to ATCO.D.080(b)</p>	<p>AMC1 ATCO.B.025(a)(5) ;(6) requires the following: Subjects taught during refresher training such as standard practices and procedures, abnormal and emergency situations and human factors should be assessed on STD or in other simulated environments and/or examined.</p>	<p>Does the UCS describe a process for assessing the subjects taught during refresher training on an STD and/or by examination?</p>		
<p>ATCO.B.025 (a) (6) Processes for the examination of theoretical knowledge and understanding necessary to exercise privileges of the</p>	<p>The examination may be written or oral. Note the following from GM1 ATCO.B.025(a)(6) Oral examinations should be used to test understanding of applicable techniques and the rules governing them, particularly of unit and national air traffic control procedures. Scenario-</p>	<p>Does the UCS describe a process for the examinations?</p>		

<p>ratings and endorsements</p>	<p>type questioning allows the assessor to gather additional evidence of how an air traffic controller would react in circumstances that are not observable but are nevertheless considered important to the overall operation at that ATC unit.</p>			
<p>ATCO.B.025 (a) (7) Processes to identify the topics and subtopics, objectives and training methods for continuation training;</p>	<p>The process should be looking at the methodology on how the content of continuation is decided. Such topics should fall under the following headings:</p> <p>Refresher Training</p> <ol style="list-style-type: none"> 1) Standard practices and procedures training, using approved phraseology and effective communication; 2) abnormal and emergency situations training, using approved phraseology and effective communication; 3) human factors training. <p>Conversion Training:</p> <ol style="list-style-type: none"> 1) The appropriate training method for and duration of the course, considering the nature and extent of the change; 	<p>Does the UCS describe a process to identify the topics and subtopics, objectives and training methods for continuation training.</p>		

	2) the examination and/or assessment methods for the conversion training.			
ATCO.B.025 (a) (8) The minimum duration and frequency of the refresher training	The duration for refresher training is not defined however; CAAT recommends this to be a minimum 4 hours.	Is the minimum duration and frequency of refresher training defined?		
ATCO.B.025 (a) (9) Processes for the examination of theoretical knowledge and/or the assessment of practical skills acquired during conversion training, including pass marks for examinations	Not all units will have conversion training in place. ATCO.D.085 (b) states: Conversion training shall be designed to provide knowledge and skills appropriate to a change in the operational environment and shall be provided by training organisations when the safety assessment of the change concludes the need for such training.	Where conversion training has not been developed is there a commitment in the UCS that indicates that it will be developed if a safety assessment of change concludes the need for such training? Where conversion training has been developed does the UCS indicate the process for examination and/or assessment and the pass marks for examination where appropriate.		
ATCO.B.025 (a) (10) Processes in case of failure of an		Does the UCs detail the actions to be taken in the event of a failure of		

examination or assessment, including the appeal processes;		an examination or assessment and does this action include the appeal process		
ATCO.B.025 (a) (11) Training personnel qualifications, roles and responsibilities	Examinations and assessments should be conducted by appropriately qualified personnel.	Are the roles and responsibilities and required qualifications of all personnel involved in training detailed?		
ATCO.B.025 (a) (12) Procedure to ensure that practical instructors have practised instructional techniques in the procedures in which it is intended to provide instruction in accordance with ATCO.C.010(b)(3) and ATCO.C.030(b)(3)	ATCO.C.010(b) Holders of an OJTI endorsement shall only exercise the privileges of the endorsement if they have: (3) practised instructional skills in those procedures in which it is intended to provide instruction. ATCO.C.030(b) Holders of an STD1 endorsement shall only exercise the privileges of the endorsement if they have; (3) practised instructional techniques in those procedures in which it is intended to provide instruction.	Is there a process detailing the currency requirements of OJTIs and STDIs, as appropriate, which includes the practicing of instructional techniques?		
ATCO.B.025 (a) (13)	ATCO.A.015	Does the UCS include the requirements for the declaration and		

<p>Procedures for the declaration and the management of cases of provisional inability to exercise the privileges of a licence, as well as for informing CAAT in accordance with ATCO.A.015(d)</p>	<p>(d) Air navigation service providers shall develop and implement objective, transparent and non-discriminatory procedures to enable licence holders declaring provisional inability to exercise the privileges of their licence in accordance with point (b), to declare the provisional inability of the licence holder in accordance with point (c), to manage the operational impact of provisional inability cases and to inform CAAT as defined in that procedure.</p> <p>ATCO.A.015</p> <p>(b) Licence holders shall not exercise the privileges of their licence when having doubts of being able to safely exercise the privileges of the licence and shall in such cases immediately notify the relevant air navigation service provider of the provisional inability to exercise the privileges of their licence.</p> <p>ATCO.A.015</p> <p>(c) Air navigation service providers may declare the provisional inability of the</p>	<p>management of provisional inability?</p>		
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	licence holder if they become aware of any doubt concerning the ability of the licence holder to safely exercise the privileges of the licence.			
ATCO.B.025 (a) (14) identification of records to be kept specific to continuation training and assessments, in accordance with ATCO.OR C.020.	ATCO.OR.C.020 Record keeping (a) Training organisations shall retain detailed records of persons undertaking or having undertaken training to show that all requirements of the training courses have been met.	Does the UCS identify such records?		
ATCO.B.025 (a) (15) Process and reasons for reviewing and amending the unit competence scheme and its submission to CAAT.	The review of the unit competence scheme shall take place at least once every three years.	Does the UCS detail a process for reviewing the UCS and its submission to CAAT for approval if amendments have been made.		
ATCO.D.080 (b) Refresher training shall be designed to review, reinforce or enhance the existing knowledge and skills	Syllabus content. (1) Standard practices and procedures training, using approved phraseology and effective communication;	Has a refresher training syllabus been developed that includes, as a minimum these subject areas?		

<p>of air traffic controllers to provide a safe, orderly and expeditious flow of air traffic and shall contain at least these subject areas in the syllabus.</p>	<p>(2) Abnormal and emergency situations training, using approved phraseology and effective communication</p> <p>(3) Human factors training</p>			
<p>ATCO.D.080 (b) (1) (2)</p> <p>(1) standard practices and procedures training, using approved phraseology and effective communication;</p> <p>(2) abnormal and emergency situations training, using approved phraseology and effective communication;</p>	<p>AMC1 ATCO.D.080(b)(1);(2) Phraseology Training</p> <p>Training organisations should develop objectives for phraseology refresher training.</p>	<p>Has objectives for phraseology refresher training been developed</p>		

<p>ATCO.D.080 (b) (2)</p>	<p>AMC2 ATCO.D.080(b)(2) Refresher training</p>	<p>Does the ABES refresher training expose the trainee to circumstances</p>		
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<p>(2) abnormal and emergency situations training, using approved phraseology and effective communication;</p>	<p>ABNORMAL SITUATION AND EMERGENCY TRAINING</p> <p>Abnormal situation and emergency training should be designed to expose air traffic controllers to circumstances and situations which they do not habitually or commonly experience.</p> <p><i>The essential difference from an emergency situation is that the element of danger or serious risk is not necessarily present in an abnormal situation.</i></p>	<p>and situations which they do not habitually or commonly experience?</p>		
<p>ATCO.D.080 (b) (3)</p> <p>(3) human factors training</p>	<p>AMC1 ATCO.D.080(b)(3) (a) Refresher training. Human Factors</p> <p>Training organisations should train air traffic controllers at least in team resource management, fatigue management and stress management.</p>	<p>Does the refresher training course include team resource management, fatigue management and stress management?</p>		
<p>ATCO.D.080 (b) (3)</p> <p>(3) human factors training</p>	<p>AMC1 ATCO.D.080(b)(3) (b) Refresher training. Human Factors</p> <p>The team resource management training may also make use of STD and/or occurrence case studies.</p>	<p>Does the refresher training course make use of STD and/or occurrence case studies as part of the resource management training?</p>		
<p>ATCO.D.090 (a)</p>	<p>ATCO.D.090 (a) (2)</p>	<p>Does the scope of the refresher training course include training for OJTIs?</p>		

Training of practical instructors shall be developed and provided by training organisations	shall consist of: a refresher training course on practical instructional skills;			
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THIS SECTION ONLY APPLICABLE TO UNITS THAT HAVE ASSESSORS				
Refresher Training Course Checklist				
Required Content	Detailed content	Question	Y/N	Notes
ATCO.D.095 (a) Training of Assessors shall be developed and provided by training organisations	ATCO.D.095 (a) (2) Shall consist of: a refresher training course on assessment skills.	Does the scope of the refresher training course include training for Assessors?		
ATCO.D.095 (a) Training of Assessors shall be developed and provided by training organisations	AMC1 ATCO.D.095(a)(2) Training of assessors. Refresher Training in Assessment Skills. Refresher training in assessment skills should prevent knowledge and skills erosion and it should be designed to maintain skills in assessment techniques and awareness of the regulatory environment.	Does the refresher training for assessors meet the requirements of this AMC?		

CONVERSION TRAINING
<p>Conversion training does not need to be developed or included within the UCS unless there is a change in the operational environment and a safety assessment identifies the need for such training. Such a change in operating environment which results in a change to the UCS should have been notified to the CAAT as a change that will require prior approval and the following checklist should be used. This will require the re-approval of the UCS to cover the additional content.</p>

ATCO.D.085 Conversion Training Course Checklist				
Required Content	Detailed content	Question	Y/N	Notes
Conversion training shall be designed to provide knowledge and skills appropriate to a change in the operational environment		Is the conversion training course appropriate to the change in the operational environment?		
Conversion training courses shall include the determination of the appropriate training method for and duration of the course	The nature and extent of the change should be considered when determining training methods to be used.	Does the conversion training course determine the appropriate training methods?		

<p>Conversion training courses shall include the determination of: the duration of the course</p>	<p>The nature and extent of the change should be considered when determining the duration of the course.</p>	<p>Does the conversion training course determine an appropriate duration for the course considering the extent of the change?</p>		
<p>Conversion training courses shall include the determination of examination and/or assessment methods</p>		<p>Does the conversion training course determine appropriate examination and/or assessment methods?</p>		