

2014



[STANDARD OPERATING PROCEDURES FOR STUDENTS IN VACCSCA]

General guidelines and regulations on mentoring and training in Vatsim-Scandinavia.

Version 1.1

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Mentoring

Introduction

To achieve a standard method and approach on training within Vatsim-Scandinavia, this SOP for ATC students has been established. The SOP focuses generally on responsibilities of the trainee.

In case of questions, both regarding this SOP and regarding the ATC training in general, feel free to contact your mentor, the local Chief of Training, or the Training Director of Vatsim Scandinavia.

Procedure

An available mentor will be assigned to the trainee by local Chief of Training. The trainee will be informed by email about the mentor assignment. Furthermore, the trainee has 7 days to establish contact with the mentor. If the trainee fails to do so, the trainee will be considered inactive and notified of this through email; the training request will be closed without delay.

Before the practical training begins, the trainee needs to have passed the theoretical examinations available through www.atsimtest.com. Note that the trainee only needs to pass the S1 test before taking on the S2 training. The mentor should request a test token by the TD for each exam, before it is available on www.atsimtest.com.

If a trainee fails a theoretical test, VATEUD recommends the trainee be pointed in the right direction to help him pass the manually created re-take. A mentor will be assigned to show the trainee what to study but also to make sure that the homework has been learned before we ask VATEUD for a new test.

During the S2 training, the trainee starts his practical sessions in the simulator with his OBS rating. This includes basic knowledge in how to handle a tower position, regional towers and AFIS. There may be minor differences depending on where you do your training. When the upgrade is done, the trainee may be online supervised by a mentor. At this time, the trainee should take his S2 theoretical test.

As the trainee reaches the levels described in the study plans, the mentor contacts local Chief of Training to book a practical exam. Training department needs approximately 1-2 weeks to plan and advertise a checkout on S2-S3 level and 3-4 weeks for a C1 or C3 Controller Practical Examination.

The local chief of training can issue a temporary permission for a student to do solo-endorsement training on a specific position. Solo-endorsement training can only be done in case the theory test has been passed, a checkout date has been set, and the local chief of training has confirmed this. Please note, that solo-endorsements are not necessarily used in all Scandinavian FIRs. Also, please note that the permission is only granted for a certain position, eventually under some restrictions. When in doubt, contact your mentor or local chief of training. If students are found to not confirm to these restrictions, the local chief of training/VATSCA Training Director can revoke the solo-endorsement permission without further notice.



All students online doing solo-endorsement training must include this text in the ATIS lines:

Solo-endorsement training, feedback: feedback@vatsim-scandinavia.org

Responsibilities

ATC Trainees

Vatsim Scandinavia ATC trainees have the following responsibilities towards the organization:

1. Establish contact with assigned mentor within 7 days from the notification email that a mentor has been assigned.
2. Be able to make oneself available at least 2 times/month on suggested dates from mentor.
3. Show up prepared 20 minutes before planned training session – unless other agreement has been made between mentor and student. The trainee must at least 6 hours before the session notify the mentor if unable to show up for the session with a valid reason. If the trainee fails to do so twice, his training request will be closed immediately.

In general, Vatsim Scandinavia would like all trainees to be aware that the mentors are volunteers, using their spare time on mentoring. Hence, we encourage all trainees to

- ...be well prepared before a training session, by reading the training report from previous session as well as material requested by the mentor.
- ...give the arranged training sessions priority, since the mentor has planned to spend time on the session, and has spent time preparing the session.