Division Training Policy

Document Identification:

Document	Identification
Type	Policy
Version	1.0
Issue Date	11/11/2025
Effective Date	24/11/2025
Scope	To govern all ATC related activities within the division.
Prepared By	Rahul Chakraborty (VATWA Division Training Director)
Approved By	Brodie Murdoch (WA2)
Review Date	01/03/2026

Revision Records:

Revision No.	Date	Description of Change	Author
1	11/11/25	Policy Establishment	Rahul C. (WA3)

Index:

1 - Abbreviations & Definitions:

1. **VATWA** - VATSIM West Asia Division.
2. **GCAP** - Global Controller Administration Policy.
3. **Controller Ratings** - These denote the stages of progression for air traffic controllers on the VATSIM network and include:
    a. Observer (OBS),
    b. Developing Controller (S1),
    c. Aerodrome Controller (S2),
    d. Terminal Controller (S3),
    e. Enroute Controller (C1),
4. **Honorary Ratings** - These ratings do not grant the authority to provide any additional ATC services beyond those the controller is currently authorized for. These include:
    a. Senior Controller (C3)
5. **Training Associated Ratings** - These ratings confer eligibility to serve as examiners during Controller Practical Tests (CPTs). These include:
    a. Instructor (i1)
    b. Senior Instructor (i3)
6. **Trainee** - Any VATSIM member actively participating in ATC training towards a rating or endorsement within the VATSIM West Asia Division. This classification excludes individuals who have completed a rating and are not pursuing further advancement.
7. **Unrestricted Positions** - A controller listed on the roster of a Division or vACC is permitted to operate any unrestricted position within that vACC, provided they hold the appropriate ATC rating required for that position.
8. **Tier 1 Endorsement** - A controller listed on the roster of a Division or vACC may operate a designated Tier 1 position only if explicitly endorsed for that position on the roster.
9. **Tier 2 Endorsement** - A controller listed on the roster of a Division or vACC may operate a group of Tier 2 positions (e.g., Procedural Towers, Oceanic) only if they hold a rostered endorsement for that specific group.
10. **Super-Center Endorsements** - A controller listed on the roster of a Division or vACC may operate a designated super-center position only if explicitly endorsed for that position on the roster.
11. **Division ATC Training Director (DATD)** - Serves as the principal authority responsible for managing and overseeing all air traffic controller training activities within the division. This role leads a team of Mentors and Examiners. The ATD is also responsible for reviewing and approving rating upgrades for trainees, ensuring they meet all required competencies before advancement.
12. **Divisional Examiners** - Controllers authorized to conduct practical assessments (CPTs) across the division and are responsible for upholding training standards throughout the division. They are appointed by the VATWA Director by recommendation of Division ATC Training Director (DATD).

13. **vACC (Virtual Area Control Center) -** A local area control center within the VATWA division.
14. **vACC Training Department (vACC ATD)** - The local training body within a vACC, composed of the training director, deputy, mentors, examiners, and any appointed training staff.
15. **Local Examiners** - Controllers eligible to conduct CPTs within their respective vACC. Such individuals must have previously served as mentors and possess a minimum i1 rating, along with experience relevant to the ratings they evaluate. Appointments are made by the Division ATD by recommendation of vACC Director or vACC ATC Training Director.
16. **Mentors** - Certified members responsible for delivering theoretical and practical training to trainees. Mentors must hold at least an S2 rating and be mandatorily endorsed or rated for the position they are mentoring on.
17. **Theory Session** - A session focused on theory or procedural instruction conducted between a mentor and one or more trainees.
18. **Practical Session** - A hands-on, scenario-based session conducted on the VATSIM network or a simulator (sweatbox). While one trainee is actively coached, others may attend as observers.
19. **Written Examinations** - An evaluation of an account holder's theoretical knowledge of controlling, conducted without observing their practical performance, used to assess readiness for rating progression in addition to practical methods.
20. **Over-the-Shoulder (OTS) Session** - An evaluative training session where the mentor determines a trainee's readiness for progression. It functions as a preliminary performance check.
21. **Controller Practical Test (CPT)** - A formal, assessed session by an examiner on the VATSIM Network. A successful CPT results in an official rating upgrade under VATSIM's controller rating system.

2 - ATC Training

2.1 - Training Aerodrome

2.1.1 - A training aerodrome is an airfield designated for conducting practical sessions to facilitate promotions for S1, S2, and/or S3 ratings.

2.1.2 - Solo validations and Controller Practical Tests (CPTs) are strictly permitted only at recognized training aerodromes.

2.1.3 - To qualify as a training aerodrome, the facility must consistently experience moderate-to-high traffic levels and exhibit sufficient complexity to ensure that trainees are adequately prepared for staffing unrestricted positions relevant to their upcoming rating.

2.1.4 - Aerodromes are designated as training-aerodrome by approval of the VATWA ATC Training Director. This status may be revoked either at the request of the respective vACC's training lead or if the location ceases to meet the standards outlined in this document.

2.1.5 - All trainees must be given the opportunity to complete their training up to the S3 level at unrestricted aerodromes.

2.1.6 - Each vACC must ensure that the number of unrestricted training aerodromes is at least equal to the combined number of its Tier 1 and Tier 2 training aerodromes.

2.1.7 - While trainees MAY indicate their preferred training airport, a vACC ATC Training Director retains the right to assign them to unrestricted aerodromes when necessary. However, under no circumstance shall a trainee be mandated to train at a Tier 1 or Tier 2 position.

2.1.8 - Unrestricted aerodromes should typically allow for faster progression, as they do not involve the additional complexities tied to Tier 1 or Tier 2 procedures. If a trainee is struggling to meet the required standards, training must be relocated to an unrestricted airport for better focus.

2.1.9 - Controllers who complete their CPTs at unrestricted aerodromes retain full eligibility to pursue Tier 1 or Tier 2 endorsements within their vACC, provided they meet the requisite rating prerequisites, as detailed in Sections 2.5.2, 2.5.3 and 2.5.4.

2.1.10 - vACCs that can train at least 50% of their trainees using unrestricted aerodromes without increasing wait times, are strongly encouraged to do so as a best practice.

2.2 - Rating Progression

2.2.1 - OBS to S1

2.2.1 (a) - The trainee must be provided with the foundational knowledge and operational awareness (including controlling softwares) necessary to manage unrestricted Ground (GND) positions at training aerodromes. The process may include a self-learning module developed by the vACC, supplemented by one optional theory session and a minimum of two (2) practical sessions conducted by a mentor. All sessions must be conducted using simulation tools such as the VATSIM Sweatbox, as OBS-rated individuals are not authorized to control live traffic.

2.2.1 (b) - Eligibility for the Developing Controller (S1) rating upgrade is upon successful completion of a Written Examination conducted by the Division ATC Training Department. This exam must be requested by the vACC Training Department and completed independently by the trainee.

2.2.1 (c) - Upon successful completion of the Divisional Written Examination and fulfillment of all applicable vACC requirements, the vACC ATC Training Director shall submit a written request to the Divisional ATC Training Director for the processing of the rating upgrade.

2.2.1 (d) - Upon successful attainment of the Developing Controller (S1) rating, the trainee must be added to the vACC's controller roster. Once listed, they are permitted to control Delivery and Ground positions at any unrestricted airport within that vACC, in accordance with their rating and the policies set forth in this document.

2.2.2 - S1 to S2

2.2.2 (a) - Prior to initiating the S2 training phase, the Division ATC Training Department requires the trainee to log up to 50 hours of active controlling on the VATSIM network.

2.2.2 (b) - If deemed necessary, the vACC ATC Training Director may assign additional Theory or Practical Sessions on unrestricted GND to reinforce core skills prior to beginning the formal rating progression. However, this requirement should be used sparingly.

2.2.2 (c) - Aerodrome Controller (S2) training may only be conducted at a designated Training Aerodrome that meets the division's criteria for traffic volume and procedural complexity as mentioned in §2.1 of this document.

2.2.2 (d) - During this phase, the trainee will be trained to a level of operational readiness where Aerodrome Tower Controlling procedures are the primary focus. Upon attaining this stage, a Solo Endorsement may be issued for TWR position at that airport, if necessary. Where applicable, this endorsement may be coupled with a Tier 1 or Tier 2 Endorsement. A Solo Endorsement is strictly limited to a single airport at any time and may not be active concurrently at multiple locations.

2.2.2 (e) - Solo Endorsements are valid for a maximum of 30 days. If the trainee fails to complete the required assessments within the specified timeframe, the endorsement shall expire and must be renewed. This renewal may be granted a maximum of three (3) times.

2.2.2 (f) - It is recommended that additional practical sessions be scheduled during the Solo Endorsement period to closely monitor the trainee's performance. The scheduling of such sessions shall be at the sole discretion of the assigned Mentor.

2.2.2 (g) - Before scheduling the Controller Practical Test (CPT), the trainee must independently complete the Aerodrome Controller (S2) Written Examination conducted by the VATWA Division ATC Training Department. This exam must be requested by the vACC Training Department and completed independently by the trainee.

2.2.2 (h) - The CPT must be conducted within the duration of the Solo Endorsement period. The trainee is required to complete a minimum of 21 days under the Solo Endorsement before becoming eligible to undertake the CPT.

2.2.2 (i) - The CPT for the Aerodrome Controller (S2) rating upgrade must evaluate the trainee's operational proficiency in both Ground and Tower positions, in line with the division's competency benchmarks.

2.2.2 (j) - Successful completion of the CPT will result in the trainee being awarded the Aerodrome Controller (S2) rating. Upon successful attainment of the Aerodrome Controller (S2) rating, the trainee must be added to the vACC's controller roster with TWR approvals. Once listed, they are permitted to control Tower positions at any unrestricted airport within that vACC, in accordance with their rating and the policies set forth in this document.

2.2.3 - S2 to S3

2.2.3 (a) - Prior to initiating Terminal Controller (S3) training, the Division ATC Training Department requires the trainee to complete up to 50 hours of live controlling on Tower (TWR) positions following the successful completion of their S2 CPT.

2.2.3 (b) - If deemed necessary, the vACC ATC Training Director may assign additional Theory or Practical Sessions on unrestricted TWR to reinforce core skills prior to beginning the formal rating progression. However, this requirement should be used sparingly.

2.2.3 (c) - Training toward the Terminal Controller (S3) rating must be conducted at an approved Training Aerodrome.

2.2.3 (d) - During this stage, the trainee must be trained for the specifics of the designated Approach sector. Once the trainee demonstrates readiness at this level, a Solo Endorsement for the APP position may be granted. In cases where applicable, the Solo Endorsement may be paired with a Tier 1 or Tier 2 Endorsement. A Solo Endorsement may only be active for one airport at a time.

2.2.3 (e) - Solo Endorsements are valid for a maximum of 30 days. If the trainee fails to complete the required assessments within the specified timeframe, the endorsement shall expire and must be renewed. This renewal may be granted a maximum of three (3) times.

2.2.3 (f) - It is recommended that additional practical sessions be scheduled during the Solo Endorsement period to closely monitor the trainee's performance. The scheduling of such sessions shall be at the sole discretion of the assigned Mentor.

2.2.3 (g) - Before scheduling the Controller Practical Test (CPT), the trainee must independently complete the Terminal Controller (S3) Written Examination conducted by the VATWA Division ATC Training Department. This exam must be requested by the vACC Training Department and completed independently by the trainee.

2.2.3 (h) - The CPT must be conducted within the duration of the Solo Endorsement period. The trainee is required to complete a minimum of 21 days under the Solo Endorsement before becoming eligible to undertake the CPT.

2.2.3 (i) - The CPT for the Terminal Controller (S3) rating upgrade must evaluate the trainee's operational proficiency in Approach Radar positions, in line with the division's competency benchmarks.

2.2.3 (j) - Successful completion of the CPT will result in the trainee being awarded the Terminal Controller (S3) rating. Upon successful attainment of the Terminal Controller (S3) rating, the trainee must be added to the vACC's controller roster with APP approvals. Once listed, they are permitted to control Approach/Departure positions at any unrestricted airport within that vACC, in accordance with their rating and the policies set forth in this document.

2.2.4 - S3 to C1

2.2.4 (a) - Prior to initiating the C1 training phase, the Division ATC Training Department requires the trainee to log up to 50 hours of active controlling on the VATSIM network. It is also expected that the trainee has maintained recent activity, particularly in the weeks preceding the initiation of Enroute Controller (C1) training.

2.2.4 (b) - vACCs may designate specific CTR sectors as eligible training areas for C1 progression. Trainees are allowed to select from among the approved sectors, provided they meet the necessary prerequisites. This may include holding relevant Tier 1 or Tier 2 Endorsements for airports falling under the top-down coverage of the chosen sector. The CTR training sector must present adequate traffic complexity to ensure exposure to standard enroute operations and conflict resolution techniques.

2.2.4 (c) - If deemed necessary, the vACC ATC Training Director may assign additional Theory or Practical Sessions on APP positions falling under the training CTR sector to establish competency prior to beginning the formal rating progression. However, this requirement should be applied by the sole discretion of the vACC ATC Training Director.

2.2.4 (d) - The primary goal of this phase is to achieve familiarity with the designated CTR training sector and Enroute controlling. Upon reaching the appropriate level of competency, a Solo Endorsement for the specific sector may be issued.

2.2.4 (e) - Solo Endorsements are valid for a maximum of 30 days. If the trainee fails to complete the required assessments within the specified timeframe, the endorsement shall expire and must be renewed. This renewal may be granted a maximum of three (3) times.

2.2.4 (f) - It is recommended that additional practical sessions be scheduled during the Solo Endorsement period to closely monitor the trainee's performance. The scheduling of such sessions shall be at the sole discretion of the assigned Mentor.

2.2.4 (g) - Before scheduling the Controller Practical Test (CPT), the trainee must independently complete the Enroute Controller (C1) Written Examination conducted by the VATWA Division ATC Training Department. This exam must be requested by the vACC Training Department and completed independently by the trainee.

2.2.4 (h) - The CPT must be conducted within the duration of the Solo Endorsement period. The trainee is required to complete a minimum of 21 days under the Solo Endorsement before becoming eligible to undertake the CPT.

2.2.4 (i) - The CPT for the Enroute Controller (C1) rating upgrade must evaluate the trainee's operational proficiency in Enroute positions, in line with the division's competency benchmarks.

2.2.4 (j) - Successful completion of the CPT will result in the trainee being awarded the Enroute Controller (C1) rating. Upon successful attainment of the Enroute Controller (C1) rating, the trainee must be added to the vACC's controller roster with CTR approvals. Once listed, they are permitted to control Approach/Departure positions at any unrestricted airport within that vACC, in accordance with their rating and the policies set forth in this document.

2.2.5 - C1 to C3

2.2.5 (a) - The Senior Controller (C3) rating is an honorary designation awarded to experienced and exemplary controllers within the VATWA Division. Although it does not provide any additional controlling privileges beyond that of Enroute Controller (C1) rating, it formally recognizes the controller's long-standing contribution, professionalism, and service excellence across the VATSIM network. This shall not be treated as a standard progression, unlike other rating upgrades.

2.2.5 (b) - To be eligible for the C3 rating, the controller must meet the following minimum requirements:

- Have held the C1 rating for a minimum of one (1) years.

- Have accumulated at least 500 hours of controlling under the C1 rating and a minimum of 300 hours in CTR positions.

- Have completed a minimum of 150 hours of active controlling on Enroute (CTR) positions within VATWA division during the preceding 12 months.

- Be in good standing and possess a consistently professional reputation within their home vACC and VATSIM.

- Possesses superior knowledge in air traffic control operations and a thorough understanding of local procedures.

- Be officially recommended to the VATWA Division ATC Training Director by the vACC ATC Training Director or another authorized senior vACC official.

2.2.5 (c) - In addition to meeting the minimum criteria listed in 2.2.5 (b), the candidate must fulfill at least two (2) of the following extended contribution requirements:

- Have served in a recognized VATSIM staff role (at any level) for a minimum of one (1) years.

- Has served as an active Mentor for a minimum of one (1) year and has provided training to no less than twenty (20) students.

- Have made positive, demonstrable contributions to their vACC or the broader VATSIM community.

- Have accrued an additional 200 hours under the C1 rating or higher (totaling 700 hours) and have held the C1 rating for a total of two (2) years

2.2.5 (d) - Controllers interested in pursuing the C3 rating must contact their vACC ATC Training Director, who will verify that the candidate meets the eligibility criteria. Upon validation, a formal request, including a written recommendation letter and evidence of the candidate's records (e.g. hour requirement, mentoring sessions), shall be submitted to the Division ATC Training Director (DATD).

2.2.5 (e) - The Division may place the request on a waiting list, depending on availability of examiners and volume of active applications. Where possible, CPT slots will be offered at least 4 weeks in advance. Shorter timeframes may be arranged upon mutual agreement between the vACC and Division.

2.2.5 (f) - Prior to confirming a CPT slot, the vACC must:

- Ensure at least one Local Examiner authorized to conduct C1-level CPTs is available.

- Coordinate with the Division ATC Training Director for a Divisional Examiner to conduct C3 CPT.

- Provide appropriate underlying ATC coverage at a suitable Major or designated airport, ensuring the candidate can demonstrate top-down controlling proficiency.

- Assume responsibility for publicizing the CPT in the same manner as a local C1 exam; VATWA will assist with division-level promotion.

2.2.5 (g) - Upon confirmation, the Division ATC Training Director (DATD) will assign a Divisional Examiner to lead the CPT and provide contact details to the vACC. The vACC must provide the examiner with:

- Access to communication platforms (e.g., Discord/TeamSpeak)

- Required sector files and documentation (Euroscope, SOPs, LOAs, etc.) at least 72 hours before the scheduled CPT

2.2.5 (h) - The Divisional Examiner is not expected to study local procedures in detail prior to the exam. It is the responsibility of the vACC to offer the necessary support and orientation for sector-specific expectations.

2.2.5 (i) - If the applicant is themselves a vACC ATC Training Director (VATD), the request must be submitted directly to the VATWA ATC Training Director (DATD). In such cases, the Division ATC Training Director (DATD) may request the vACC Director to provide the formal recommendation.

2.3 - Training Queue Management

2.3.1 - Each vACC under VATWA must maintain an organized waiting list system for trainees requesting to begin training toward a new controller rating or endorsement.

2.3.2 - Training sessions for CPT preparation during an active Solo Endorsement period are to be given highest priority over all other types of training sessions.

2.3.3 - Trainees who are already engaged in a specific training stage and are continuing from a previous session within that same stage should be prioritized ahead of new applicants who have not yet started that stage.

2.3.4 - Waiting lists must generally be processed in order of longest waiting time to shortest. Minor deviations due to mentor availability, scheduling constraints, or short-term operational needs are permitted but must not undermine the overarching principle of fairness based on wait time.

2.3.5 - Trainees who fail to respond to communication or training offers from the vACC Training Department over a continuous two-week period may be removed from the waiting list.

2.3.6 - If a trainee reaches the top of the list but does not fulfill the minimum criteria to begin training such as those outlined in sections 2.2.2(a), 2.2.3(a) and 2.2.4(a). They may be temporarily moved to a standby status until the requirements are met.

2.3.7 - vACCs may conduct monthly check-ins via email to verify the continued interest of trainees on the waiting list. If a trainee does not respond within two weeks of such a check-in message, they may be removed from the list. vACCs are responsible for notifying trainees in advance that such communication is expected. In the event a trainee returns shortly after removal due to non-response, the vACC may, but is not obligated to restore the trainee to their original position on the list.

2.3.8 - Any trainee who holds a valid Developing Controller (S1) rating or higher but is no longer included on a vACC's official controller roster may be removed from all related waiting lists.

2.3.9 - Trainees who demonstrate consistent activity on the network or serve in recognized VATSIM staff roles may receive limited prioritization over others. However, such discretion lies solely with the vACC ATC Training Director and must be exercised carefully. It is particularly important that less active trainees, especially those at early training stages (e.g., progressing from Observer to S1), are still afforded a fair opportunity to begin training.

2.4 - Fast-Track Procedures

To be established.

2.5 - GCAP Compliance

2.5.1 – Unrestricted Positions

2.5.1 (a) - Positions not designated as requiring a specific GCAP Endorsement shall be considered Unrestricted, provided the controller holds the appropriate rating for the position.

2.5.1 (b) - An airport shall be considered an Unrestricted Airport if all of its positions are classified as Unrestricted.

2.5.1 (c) - All visiting controllers shall be initially limited to Unrestricted Positions up to and including Approach (APP) when beginning training within the Division. This restriction shall remain in place until the controller has completed a minimum of ten (10) hours of controlling on Unrestricted Positions. Only after meeting this requirement may the controller request training for Endorsed Positions.

2.5.2 – Endorsements for Tiered Positions

2.5.2 (a) - All Endorsements tied to Tier 1/Tier 2 training shall follow a standardized training plan including a minimum of one (2) practical sessions and additional theory requirements as set by the vACC in coordination with Division ATC Training Director (DATD).

2.5.2 (b) - Division ATC Training Director (DATD) will lead the effort to ensure Training pathways and material to uphold standards.

2.5.2 (c) - vACCs may develop endorsement training programs for specialized positions. All such programs must be submitted to and approved by the Division ATC Training Director (DATD), who may impose standardization measures to ensure consistency across vACCs.

2.5.3 – Training Pathways for Endorsed Positions

2.5.3 (a) - Controllers eligible for endorsement training must hold the minimum required rating (S2 for TWR or below, S3 for APP or below, C1 for CTR or higher).

2.5.3 (b) - The standard training duration for an Endorsed Position should not exceed the following unless otherwise approved by the Division:

- Tier 1 endorsements: 3 sessions (theory/practical) + self-study.

- Tier 2 endorsements (e.g., Procedural Towers, Oceanic): 2 sessions (theory/practical) + self-study.

- Super Center endorsements: At least 1 theory session by an Instructor (I1/I3), with additional sessions at sole discretion of the Instructor.

2.5.3 (c) - All endorsement training must culminate in a competency evaluation. Upon successful completion, the endorsement shall be granted immediately. Failure to meet standards shall result in a reassessment plan, as determined by the local policies.

2.5.4 – Endorsement Access and Activity

2.5.4 (a) - Endorsement training must be made accessible to both resident and visiting controllers. vACCs may prioritize resident members but shall not impose barriers that deny equal opportunity for visiting controllers.

2.5.4 (b) - Activity or currency requirements for maintaining endorsements may be imposed with a maximum of three (3) hours per quarter. All such requirements must be publicly documented and consistently enforced.

2.5.4 (c) - Endorsements may be withdrawn if the controller is removed from the vACC roster, fails to meet activity/currency standards (if applicable), or no longer satisfies the competency benchmarks established by the Local and/or Divisional Policies.

2.6 - Conflicts in training session

2.6.1 - Practical Sessions with a Mentor or CPTs take precedence over all other controller bookings. This includes not only the primary training or examination position but also any adjacent or top-down positions that may be operated as part of the session (e.g., a TWR training may encompass control of GND and DEL positions, which must remain unlocked during the session).

2.6.2 - To ensure priority of controller bookings, all on-network training sessions must be scheduled no less than 24 hours in advance of their start time. While CPTs retain overriding priority regardless of when they are booked, it is strongly recommended that CPTs positions be booked at least 48 hours prior to the examination start time to provide adequate notice and coordination.

2.6.3 - If an ATC station is already booked and subsequently required for an upcoming training session or CPT, the controller holding the existing booking must be notified as soon as the session is confirmed. Courtesy and clarity in communication are expected.

2.6.4 - All controllers operating within VATWA division are required to relinquish any active or future bookings that conflict with scheduled training sessions or CPTs, in accordance with the guidelines set forth in this section.

2.7 - Low Proficiency Trainees

2.7.1 - A Low Proficiency Trainee is defined as an individual whose progression through a specific training stage significantly lags behind the average standards. When a trainee requires substantially more mentoring time than others to meet minimum competency expectations, it may result in delayed progress for other trainees and place an unsustainable burden on available training resources.

2.7.2 - This section shall not be applied to trainees undergoing training at Tier 1 or Tier 2 airports for the S2 or S3 Controller Practical Test (CPT). In such cases, if a trainee is struggling, they must be redirected to an Unrestricted Position environment for continued training.

2.7.3 - If, after three (3) completed Practical Sessions within a particular training phase, a Mentor determines that a trainee's performance is consistently and significantly below expectations, the Mentor may raise the concern with the vACC ATC Training Director (VATD) while keeping the Division ATC Training Director (DATD) in loop.

2.7.4 - Upon review, if the vACC ATC Training Director (VATD) concurs, the trainee must be formally notified that their performance is under review. At this point, the trainee is to be scheduled for two (2) additional sessions with an Instructor (I1) or Senior Instructor (I3) providing an opportunity to demonstrate measurable improvement.

2.7.5 - Should the Instructor or Senior Instructor conclude that satisfactory progress has been made, standard training may resume. However, if the examiners determine that the trainee remains below the minimum performance threshold and is unlikely to complete the stage successfully, they must notify both the trainee and the vACC ATC Training Director. A written case summary must then be submitted to the Division ATC Training Director (DATD) for review.

2.7.6 - Based on the circumstances, the vACC ATC Training Director with written permission from Division ATC Training Director (DATD) may impose a temporary pause on the trainee's progression, not to exceed six (6) months. After this period, the trainee may reapply for the same training stage. While there is no obligation to grant priority placement on the waiting list, the trainee must be treated without prejudice. Upon reentry, the trainee will begin the stage as a new trainee.

3 - Controller Practical Test (CPT)

3.1 - General Guidelines

3.1.1 - The primary purpose of any Controller Practical Test (CPT) is to assess whether the examinee can manage a realistic level of air traffic with both safety and efficiency, in accordance with the operational standards set by VATWA and vACCs.

3.1.2 - If a vACC is unable to assign a Local Examiner for a CPT, a formal request must be made to the Division ATC Training Director (DATD) for the assignment of a Divisional Examiner.

3.1.3 - All examiners are expected to maintain impartiality throughout the assessment process. The evaluation must focus solely on the examinee's real-time performance and adherence to procedural standards, prior training history or personal familiarity with the trainee must not influence the outcome. If impartiality is in question, the vACC must request a Divisional Examiner to lead the CPT.

3.1.4 - Additional CPT specific procedures, clarifications, or documentation may be developed by the vACC ATC Training Director, provided that they remain consistent with this policy and the official VATWA CPT guidelines issued by the Division ATC Training Director.

3.2 - S2 CPTs

3.2.1 - All Controller Practical Tests (CPTs) for the Aerodrome Controller (S2) Ratings must be conducted by at least one (1) approved Local Examiner.

3.2.2 - All CPTs must strictly adhere to VATWA CPT guidelines. Any deviation from these standards will render the exam invalid and require the CPT to be rescheduled and retaken in full.

3.2.3 - The decision of the examiners shall be considered final. Should internal consultation with the vACC Training Director and/or Division Training Director be deemed necessary, it shall be limited to a maximum duration of one hour. The examiners must communicate the outcome of the CPT to the examinee within 24 hours of the session's conclusion.

3.2.4 - If the outcome of the CPT hinges on a single, ambiguous scenario, the examiners may document a summary of the event and submit it, along with the exam log file, to the vACC ATC Training Director (VATD) for a final determination on the result.

3.2.5 - The vACC ATC Training Director (VATD), with explicit written authorization from the Division ATC Training Director (DATD), reserves the right to override decisions made pursuant to §3.2.3 and §3.2.4.

3.3 - S3 CPTs

3.3.1 - All Controller Practical Tests (CPTs) for Terminal Controller (S3) Rating must be conducted by at least one (1) approved Local Examiner. Where feasible, an additional Mentor or Examiner should be present as a supporting observer. At least one examiner involved in the session must possess local operational knowledge of the exam airport. If only one qualified Local Examiner is present, they retain final decision-making authority. However, input from the supporting examiner should still be considered, and consensus is preferred wherever possible.

3.3.2 - All provisions of §3.2 shall apply, with the exception of §3.2.1.

3.4 - C1 CPTs

3.4.1 - All Controller Practical Tests (CPTs) for Enroute Controller (C1) Rating must be conducted by at least one (1) approved Local Examiner and at least one (1) approved Divisional Examiner. The Local Examiner retains final decision-making authority. However, input from the supporting examiner should still be considered, and consensus is preferred wherever possible.

3.4.2 - The requirement for a Divisional Examiner may be substituted, provided written authorization is obtained from the Division ATC Training Director (DATD). In such cases, the assessment shall be conducted by two examiners: Local Examiner and the vACC ATC Training Director (VATD).

3.4.3 - All provisions of §3.2 shall apply, with the exception of §3.2.1.

3.5 - C3 CPTs

3.5.1 - All Controller Practical Tests (CPTs) for the Senior Controller (C3) rating must be led by at least one (1) Divisional Examiner, who holds primary authority over the assessment and final decision. A Local Examiner familiar with the exam sector must be assigned to assist and provide regional expertise. While the Divisional Examiner retains final judgment, input from the Local Examiner shall be taken into consideration, and a consensus outcome is preferred wherever possible.

3.5.2 - Should a Local Examiner not be available for the CPT, the Divisional Examiner must not proceed alone.

3.5.3 - All provisions of §3.2 shall apply, with the exception of §3.2.1.

3.6 - CPT Grading

3.6.1 – The CPT sheet must provide a concise summary of the trainee's performance and act as a supporting tool in determining whether the CPT is passed or failed.

3.6.2 – If the traffic encountered during the CPT is deemed Unsatisfactory as per the below mentioned standards to evaluate essential competencies, the examiner must select the outcome "Trainee needs to be observed again." In such cases, the CPT is considered inconclusive and must be rescheduled.

- 10 movements for S2 CPT

- 15 movements for S3 CPT

- 20 movements for C1 CPT (inclusive of en-route traffic)

- 25 movements for C3 CPT (inclusive of en-route traffic)

3.6.3 – A CPT must evaluate the trainee's ability to manage traffic safely and efficiently under normal operational conditions. Past performance must not influence the evaluation, except in limited cases where:

- A critical scenario did not occur during the CPT

- The trainee demonstrated successful handling of that specific scenario in previous sessions This information may be taken into account but cannot be the sole factor in determining the CPT outcome.

3.6.4 – If the traffic during a CPT becomes excessive, the examinee has the option to request relief stations (e.g., DEL). It is at the examiner's discretion and in accordance with vACC or VATWA policy to:

- Approve or suggest the use of supporting positions

- Split the CPT into segments (e.g., TWR & APP separately)

3.6.5 – Any CPT conducted in a non-network environment (e.g., sweatbox simulation) must receive prior approval from the VATWA Division ATC Training Director (ATD). This requirement should be used sparingly.

3.6.6 – Examiners must follow defined grading guidelines when assessing individual competencies. If a task is marked as Unsatisfactory, a clear justification must be provided in the comment section for that specific item. A general summary of the CPT is mandatory in the overall comments section.

3.6.7 – Grading definitions:

- N/A (Not applicable) – Situation did not occur or is not relevant

- U (Unsatisfactory) – Unsafe / incorrect / demonstrates lack of understanding

- IR (Improvement Required) – Safe but inefficient / hesitant / minor errors recurring

- S (Satisfactory) – Meets required standard consistently

3.6.8 – A CPT cannot be failed if no competencies are marked as Unsatisfactory or Improvement. Conversely, if the trainee is marked as passed despite an Unsatisfactory, a clear rationale must be documented in the overall comments.

3.6.9 – Loss of separation will automatically result in a CPT failure, unless one of the following applies:

- The incident was partly due to an adjacent ATC station, and the trainee responded quickly and appropriately.

- The issue was partly caused by pilot error, and the trainee took corrective action without the examiner's intervention.

- The complexity of the traffic exceeded what could reasonably be managed by a single controller, even with a high level of skill. In such cases, the examiner is responsible for recognizing the unrealistic load or for not providing additional staffing support where needed.

3.7 - Aerodrome Controller (S2) CPT Grading

General -

- **Demonstrates an understanding of the role of the local (tower) controller**
  Understands responsibilities of the Tower position, including traffic flow, ATZ and coordination.

- **Selects the appropriate runway configuration based on weather, procedure, and operational requirements**
  Chooses runways using METAR/TAF and local SOPs.

- **Issues appropriate takeoff and departure instructions as needed**
  Delivers clearances in line with procedures and with efficient planning.

- **Uses prescribed phraseology for takeoff and landing clearances**
  Applies correct phraseology for takeoffs and landings at all times.

- **Defines all parts of a VFR traffic pattern (circuit)**
  Identifies and understands all legs of the standard VFR circuit.

- **Ensures aircraft are separated as required**
  Maintains minimum separation standards between arrivals and departures.

- **Issues missed approach / go around instructions using prescribed phraseology**
  Handles go-arounds with correct instructions and phraseology.

- **Ensures adequate wake turbulence and departure separation exists**
  Applies proper spacing based on aircraft category and wake separation rules.

- **Correctly transfers aircraft to the next controller**
  Executes timely and accurate handoffs per LoA.

- **Demonstrates a basic level of scan**
  Maintains situational awareness of air and ground traffic.

Coordination -

- **Coordinates missed approaches / go-arounds with the appropriate controller**
  Communicates go-arounds to APP or adjacent positions promptly.

- **Coordinates changes in runway configurations with the appropriate controllers**
Advises and agrees on runway changes with relevant units.

- **Coordinates other elements as required with the appropriate controller**
Performs additional coordination tasks per SOP and operational need.

3.8 - Terminal Controller (S3) CPT Grading

General -

- **Understands the role of the arrival and departure controller**
  Demonstrates clear knowledge of APP/DEP responsibilities and flow management.

- **Understands horizontal and vertical airspace boundaries**
  Knows sector limits and applies correct altitude and lateral separation accordingly.

- **Ensures aircraft are properly transferred to the next controller**
  Performs timely handoffs to adjacent sectors or FIRs as per SOP.

- **Handles procedural aerodromes operations in accordance with policy**
  Manages inbound/outbound traffic at procedural aerodromes using standard procedures.

- **Shows intermediate scan techniques**
  Maintains ongoing awareness of traffic, separation, and frequency activity.

- **Verifies mode C altitude of aircraft**
  Checks and cross-verifies Mode C readouts for assigned altitudes.

- **Issues alerts / traffic information to aircraft using prescribed phraseology as required**
  Delivers traffic calls and safety alerts clearly and in compliance with phraseology standards.

- **Adjusts aircraft speed, heading, and altitude as needed to achieve required separation**
  Applies tactical control techniques to maintain spacing and resolve conflicts.

- **Correctly transfer radar tag ownership and communication to the next controller**
  Executes proper coordination and tag handoff procedures with neighboring units.

- **Ability to utilize the approved ATC client to work the control position**
  Effectively operates Euroscope or relevant client per terminal sector setup.

Approach Controller -

- **Issues approach clearances using prescribed phraseology**

Delivers approach instructions (e.g., ILS, RNP, VOR) clearly and in correct format.

- **Applies separation minima as required by airspace class**
  Maintains correct lateral and vertical separation standards per local standards.

- **Ensures pilots have current weather, provide TRL when necessary**
  Provides weather information to inbound aircraft in a timely manner.

- **Provides runway and approach information as soon as practical to pilots**
  Delivers details (runway, type of approach, expected vectoring) early in the arrival sequence.

- **Demonstrates an understanding of the different types of approaches**
  Knows and uses appropriate procedures for ILS, RNP and VOR approaches

- **Issues holding instructions using prescribed phraseology**
  Handles holding clearances properly when needed, using standard phraseology.

- **Correctly transfers radar identification and communication to the next controller**
  Performs both radar and communication handoffs correctly, ensuring continuity of service.

Departure Controller -

- **Ability to cancel departure procedures and apply vectors or additional instructions as necessary**
  Can modify or override SID assignments to safely integrate traffic into enroute flow.

Coordination -

- **Ability to coordinate missed approaches and runway changes with the local controller**
  Effectively communicates deviations and changes with TWR for situational continuity.

- **Ability to coordinate exceptions to local standard operating procedures**
  Initiates coordination when deviating from published SOPs, ensuring safety and flow.

3.9 - Enroute Controller (C1) CPT Grading

General -

- **Demonstrates an understanding of the enroute environment and role of the enroute controller**
Understands the purpose, scope, and responsibilities of enroute (CTR) control within the FIR.

- **Ability to connect to the network utilizing an approved enroute controller client and manage multiple frequencies / transceivers within the audio client**
Connects using appropriate tools and manages multiple frequencies or radios efficiently within Audio for VATSIM.

- **Demonstrates an advanced level of situational awareness and scan**
Maintains a high-level overview of traffic flows, airspace boundaries, and potential conflicts.

Coordination -

- **Coordinates with other Air Traffic Controllers when necessary, to ensure traffic is adequately spaced and sequenced**
Effectively communicates with adjacent units to manage crossings, handoffs, and sequencing.

Traffic Management -

- **Using prescribed phraseology, provides necessary vectors to aircraft in a manner consistent with the expeditious flow of traffic**
Issues clear and standard heading instructions to maintain flow and resolve conflicts.

- **Adjusts aircraft speed or track to achieve initial sequencing for arrival**
Applies speed and route adjustments to facilitate smooth arrival transitions.

- **Provides appropriate lateral and vertical separation to aircraft in a surveillance / non-surveillance environment**
Ensures proper spacing using radar or procedural methods, as appropriate to coverage type.

- **Demonstrates the concept of positive control by avoiding issuing control instructions that could cause conflict**
Applies conflict-free clearances and avoids assigning instructions that could lead to loss of separation.

Airspace Services -

- **Provides traffic services as appropriate to the class of airspace**
  Delivers services based on the applicable airspace classification and aircraft needs.

- **Provides weather, traffic, and any other information to pilots using prescribed phraseology**
  Supplies essential information promptly and clearly, using standard ICAO phraseology.

- **Issues descent and STAR clearances / instructions in a timely manner using prescribed phraseology**
  Issues STARs and descent profiles early, maintaining clarity and procedural compliance.

- **Understands and approves route deviation requests by pilots when able**
  Evaluates and approves reroutes or deviations when operationally feasible and safe.

4 - Instructor Ratings

4.1 - Instructor (I1)

4.1.1 - The Instructor (I1) rating is a non-permanent rating and will be awarded to the members of ATC Training within resident subdivision to perform as sub-divisional instructors.

4.1.2 - Members with these ratings shall only use the rating within the Subdivisions where they are appointed and only for the duration of their appointment.

4.1.3 - An Instructor is responsible for upholding training standards within the vACC, serving as one of the senior-most members of the training staff. Additionally, the Instructor must assist in conducting CPTs as directed by the vACC ATC Training Director (VATD).

4.1.4 - To be eligible for the I1 rating, the controller must meet the following minimum requirements:

- Demonstrated knowledge of proficiency with local ATC procedures, policies and language English.

- Holds a consolidated C1 rating or higher for a minimum of one (1) year.

- Must be an active mentor of the vACC for a minimum of one (1) year.

4.1.5 - Exceptions to §4.1.4 may be granted at the sole discretion of the Division ATC Training Director, evaluated on a case-by-case basis.

4.1.6 - The vACC ATC Training Director (VATD) shall submit a written recommendation to the Division ATC Training Director (DATD) for the consideration of awarding the Local Instructor rating.

4.1.7 - Upon approval of the candidate's Instructor rating by the Division ATC Training Director (DATD), the candidate shall be granted the opportunity to attempt two (2) written examinations for the Instructor rating, conducted by the VATWA Division.

4.1.8 - At the end of their appointment, an account holder shall be returned to their highest achieved permanent ATC rating.

4.2 - Senior Instructor (I3)

4.2.1 - The Senior Instructor (I3) rating is a non-permanent rating and will be awarded to the members of ATC Training within the resident division to perform as divisional instructors.

4.2.2 - Members with these ratings shall only use the rating within the division where they are appointed and only for the duration of their appointment.

4.2.3 - A Divisional Instructor is responsible for upholding training standards within the division, serving as senior-most members of the training staff across the division. Additionally, the divisional Instructors must assist in conducting CPTs as requested by the Division ATC Training Director (DATD).

4.2.4 - To be eligible for the I3 rating, the controller must meet the following minimum requirements:

- Demonstrated knowledge of proficiency with Divisional ATC procedures, policies and language english.

- Holds a I1 rating for a minimum of six (6) months.

- Have conducted a minimum of 2 CPTs each for S2, S3 and C1 rating upgrades being I1 rated.

- Holds a role related to training for a minimum of one (1) year in any vACC within the VATWA Division.

4.2.5 - Exceptions to §4.2.4 may be granted at the sole discretion of the Division ATC Training Director in consultation with the Division Director, evaluated on a case-by-case basis.

4.2.6 - The Division ATC Training Director (DATD) shall submit a written recommendation to the Division Director for the consideration of awarding the Divisional Instructor rating.

4.2.7 - Upon approval of the candidate's Divisional Instructor rating by the Division Director, the rating shall be formally issued to the candidate.

4.2.8 - At the end of their appointment, an account holder shall be returned to their highest achieved permanent ATC rating.

5 - ATC Operations

5.1 - Currency Requirements

5.1.1 - Currency refers to a controller's ongoing activity and compliance with the minimum operational hours and recency requirements as defined in the Global Controller Administration Policy (GCAP). Currency is not a reflection of skill or performance, but of time-based engagement.

5.1.2 - Controllers who fail to meet the GCAP-defined currency thresholds shall be removed from the vACC's controller roster in accordance with the following process:

- The vACC Membership Director in collaboration with vACC ATC Training Director must issue a formal warning, giving the controller a reasonable opportunity to regain currency before removal.

- Should the controller not take corrective action, they may be removed from the roster after the GCAP grace period expires.

- The vACC ATC Training Director must inform the VATWA Division ATC Training Director (ATD) in writing of the removal, including:

  - A brief summary of the case
  - Date of warning
  - Effective date of controlling privilege removal

5.1.3 - The standard and maximum currency requirement for controllers within a vACC is a minimum of three (3) hours of active controlling per quarter for Unrestricted, Tier 1 & Tier 2 Positions. This requirement may be relaxed through local vACC policies, subject to the explicit approval of the Division ATC Training Director (DATD).

5.1.4 - The controller acknowledges changes to local procedures. A controller is only
considered out of date if they have not acknowledged changes that are over two months old. Prior to removing a controller from the roster a Subdivision shall notify the controller to allow them to re-establish currency within a one month period. Acknowledging changes to procedures may only consist of reading, accepting and responding to information. [GCAP 9.4(c)(iii)]

5.1.5 - To reinstate a controller previously removed from the roster pursuant to §5.1, the vACC shall conduct a minimum of one (1) practical session, either on the live network or within a simulated environment, by a Mentor.

5.1.6 - The controller shall not be permitted to undergo training for rating progression as outlined in §2.2 until the currency requirement has been fulfilled. Completion of this requirement shall be mandatory prior to any advancement in rating.

5.2 - Competency Requirements

5.2.1 - Competency refers to the controller's ability to perform safely and efficiently according to GCAP's operational standards, regardless of recent activity.

5.2.2 - Controllers who are actively controlling but display persistent performance issues may be warned by the vACC ATC Training Director (VATD). The following steps must then be taken:

- A minimum of two (2) Practical Sessions must be conducted to address shortcomings.

- The controller is expected to cooperate fully. If cooperation is not forthcoming, the vACC ATC Training Director (VATD) must escalate the matter to the VATWA ATC Training Director (DATD).

- The final training session must be conducted by a Local Examiner or vACC ATC Training Director (VATD).

5.2.3 - If performance remains unsatisfactory, the vACC ATC Training Director (VATD) must:

- Submit a formal written report to the VATWA ATD, which must Include:

  ○ A summary of the issues and GCAP standards not met

  ○ Evidence of impact on other VATSIM members or operations

  ○ A description of corrective attempts

  ○ A recommendation (e.g., restriction or endorsement removal)

The VATWA ATC Training Director (DATD) will review the case and coordinate with the Division Director and the APAC Regional Vice President, then advise the vACC on the outcome.

5.2.4 - Controllers seeking reinstatement after a competency-related removal must:

- Undergo additional theory and/or practical training

- Request the vACC ATC Training Director (ATD) to create a custom training plan

- Once standards are met, the vACC may reinstate privileges, notifying the VATWA ATC Training Director (DATD) accordingly

- If multiple privileges were removed, they may be reinstated progressively

If an agreement on the training plan cannot be reached, the VATWA ATC Training Director (DATD) will mediate.

6 - Scope of Authority

6.1 - Divisional Scope of Authority

6.1.1 - The Division ATC Training Director (DATD) reserves the authority to revoke the examiner status of any individual within the division. In cases where the individual holds the position of Local Examiner, the Division ATC Training Director (DATD) shall consult with the respective vACC ATC Training Director (VATD) prior to taking such action; however, the final decision shall rest solely with the Division ATC Training Director (DATD).

6.1.2 - Divisional Examiners are permitted to observe any CPT conducted within VATWA. If requested, the local examiner must explain the rationale behind their decisions to the observing Divisional Examiner. However, observers must not influence the outcome of the CPT.

6.1.3 - With prior approval from the VATWA Division ATD, Divisional Examiners may be assigned to conduct CPTs or perform mentor and examiner duties within any vACC in the division.

6.1.4 - If training or examination standards within a vACC are found to deviate from division policy, global VATSIM policy, or official instructions from the VATWA Division ATC Training Director (DATD), the matter must be addressed with the vACC ATC Training Director (VATD). Cooperation is expected from the vACC. If the issue remains unresolved, the Division ATC Training Director (DATD) in coordination with the VATWA Division Director will take further action.