2015

Centre Training Programme

Norway CTR – Oslo ATCC

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Updated: 2015-02-07 | February 07, 2015

Introduction

This is the official VATSIM Scandinavia training programme for students training for becoming an area controller at Oslo ATCC (Norway CTR). Each mentor is expected to take his student through these sessions. This is to make sure all students have been through the same core content in their training. The training is now based on multiple simulator sessions before starting to control live. The programme will have a steady increase of traffic and difficulty. This will make it easier for the student to monitor the progress of the student as it is not based on how many pilots are showing up for the training.

Qualifications required to start training

In order to start practical area control training at Oslo ATCC, a student must meet the following requirements:

- Be an active VATSIM, VATEUD and VACCSCA member
- Passed the official VATEUD theoretical ATSimTest as S1 and S2
- Passed the official *Gardermoen Theoretical Exam*
- Either:
    - Holding an S2MA rating,
    - Holding an S3MA rating, or
    - Be a visiting controller.

Syllabus for Oslo ATCC

Training and Assessment
Controller training and assessment in VATSIM Scandinavia is managed and logged electronically in the Norwegian Training System Administration (N-TAS). ATC training is guided by a set of mentoring criteria which are designed to fully prepare the student for an examination (or checkout). The electronic training report criteria are discussed below. When completing a mentoring report, mentor are to grade students on their overall performance in four categories:

1. Communications
    a. Standard and specific phraseology
    b. Text communications
    c. Pace and clarity
    d. Confirm incorrect read-backs
    e. Communication priority
2. Coordination
    a. Correct handoff procedure
    b. Coordinating with relevant sectors
    c. Coordinating on non-standard practices
3. Planning
    a. Flight plan and departure list maintenance
    b. Missed approach procedures
    c. Runway change, runway alternation
    d. Low visibility procedures
4. Controlling
    a. Airspace understanding
    b. Appropriate clearances
    c. Instructions
    d. Separation and sequencing
    e. Traffic/weather information
    f. Vectors

Training reports
After each training session, the mentor will complete an electronic training report in which each of the elements discussed above will be displayed. Topics will be grades as follows:

- *Not covered* – This subject is not covered or not relevant.
- *Work required* – Continuous mentor guidance is necessary in order to achieve higher grade.
- *Satisfactory* – A moderate assistance is required.
- *Good* – Occasional and minor mentor guidance is required in order to achieve *excellent.*
- *Validation standard* – No mentor input is required, candidate is fully competent in this area.

General curriculum
All C1 students training for Oslo ATCC shall be competent in the following areas before starting online training:

1. Understand and decode…
1.1. METAR
1.2. NOTAM
1.3. SNOWTAM
1.4. TAF

Curriculum for Oslo ATCC
C1 students shall be competent in the following areas:

1. General
1.1. Airspace classification
1.2. Airspace restrictions/limits

2. Oslo TMA
2.1. Comply with relevant night restrictions
2.2. Comply with relevant runway configuration
2.3. Coordination
2.4. Departure gap separation
2.5. Ensure separation
2.6. Missed approach procedure
2.7. Speed restrictions
2.8. Traffic information
2.9. Use of correct arrival runway in accordance with LoA
2.10. Use of correct climb
2.11. Use of correct descend in accordance with Point Merge
2.12. Use of correct direct routings
2.13. Use of correct military phraseology
2.14. Use of correct standard and specific Gardermoen phraseology
2.15. Use of vectors in TMA
2.16. VFR traffic
    2.16.1. In controlled airspace (TMA)
    2.16.2. In uncontrolled airspace

3. Farris TMA
3.1. Comply with relevant runway configuration
3.2. Coordination
3.3. Departure gap
3.4. Local procedures
    3.4.1. Sandefjord, Torp
    3.4.2. Moss, Rygge
    3.4.3. Skien, Geiteryggen
3.5. Ensure separation
3.6. Missed approach procedures
3.7. Speed restrictions

3.8. Use of correct direct routings
3.9. Use of correct military phraseology (especially at Rygge)
3.10. use of vectors in TMA

4. Kjevik TMA

4.1. Comply with relevant runway configuration
4.2. Coordination
4.3. Departure gap
4.4. Local procedures
    4.4.1. Kristiansand, Kjevik
4.5. Ensure separation
4.6. Missed approach procedures
4.7. Speed restrictions
4.8. Use of correct direct routings
4.9. Use of correct military phraseology (especially at Rygge)
4.10. use of vectors in TMA

5. Fagernes TIA / TIZ

5.1. Area of responsibility
5.2. Comply with relevant runway configuration
5.3. Coordination
5.4. IFR clearances
5.5. Local procedures
    5.5.1. Fagernes
5.6. Operate in uncontrolled airspace
5.7. Traffic information
5.8. VFR clearances

6. Norway ACC (Area Oslo)

6.1. AFIS procedures
6.2. Coordination
6.3. Delegated airspace
6.4. Descend allocation Oslo ATCC → Bodø ATCC (with destination within Møre TMA)
6.5. Descend allocation Oslo ATCC → Stavanger ATCC (with destination within West Coast TMA-south)
6.6. Level allocation – Farris TMA
6.7. Level allocation – Kjevik TMA
6.8. Level allocation – Oslo TMA
6.9. Level allocation / instructions – Fagernes TIA / TIZ
6.10. Letters of Agreement (LoA)
    6.10.1. Oslo ATCC → Bodø ATCC
    6.10.2. Oslo ATCC → Copenhagen ATCC
    6.10.3. Oslo ATCC → Malmø ATCC
    6.10.4. Oslo ATCC → Stavanger ATCC
    6.10.5. Oslo ATCC → Stockholm ATCC
    6.10.6. Oslo ATCC → Farris TMA
    6.10.7. Oslo ATCC → Oslo TMA
    6.10.8. Oslo ATCC → Kjevik TMA
    6.10.9. Oslo ATCC → Fagernes TIA / TIZ
6.11. Sequencing
6.12. Specific areas
    6.12.1. Oslo ATCC → Bodø ATCC
    6.12.2. Oslo ATCC → Copenhagen ATCC
    6.12.3. Oslo ATCC → Malmø ATCC
    6.12.4. Oslo ATCC → Stavanger ATCC
    6.12.5. Oslo ATCC → Stockholm ATCC
    6.12.6. Oslo ATCC → Farris TMA
    6.12.7. Oslo ATCC → Oslo TMA
6.13. Use of hold

6.14. Direct routings
6.15. Climb allocation
    6.15.1. Oslo ATCC → Stockholm ATCC
    6.15.2. Oslo ATCC → Malmø ATCC

Theoretical part

Introduction session
A theoretical session covering the following:

- Oslo TMA
- Kjevik TMA
- Farris TMA
- Fagernes TIA / TIZ
- Norway ACC sectors (Area of Responsibility)
- Neighbouring sectors
- Climb and/or descend level allocation
- VFR in uncontrolled / controlled airspace

Online training programme

After the simulator sessions, a minimum of five online sessions are required. If the mentor thinks the student has reached the desired level, the training is finished and he will have his checkout as soon as possible. If combined rating/major airport endorsement training is applied, and the mentor evaluates, that the student is able to handle one combined rating/MA CPT, the student can continue directly to a Major Airport endorsement training programme with the same mentor.

Examination

Norway CTR (Oslo ATCC) checkout:
Takes place on NOR_4_CTR

Time frame: 120 to 180 minutes