TRAINING PROGRAMME FOR ATS STAFF

1.0  PURPOSE

1.1. Under regulation 17 of the Civil Aviation (Air Navigation Services) Regulations, an Air Navigation Services Provider (ANSP) is required to develop and implement a training programme for all the ATS staff.

1.2. This Advisory Circular (AC) is issued to provide general information and guidance on training of personnel engaged in the provision of Air Traffic Services.

2.0  REFERENCES.

2.1  The Civil Aviation (Air Navigation services) Regulations;
2.2  The Civil Aviation (Personnel Licensing) Regulations;
2.3  ICAO Doc 9426 – ATS Planning Manual

3.0  GUIDANCE AND PROCEDURES

3.1  General

3.1.1  Formal training of ATS personnel is usually carried out in an aviation training school established by the State. Advantages of a centralized establishment, where training courses are provided in a number of disciplines, is that much of the technical training space and many training aids can be more fully utilized by judicious course scheduling and specialist instructors can be used to greater advantage by time sharing.

3.1.2  Standardization of procedures and methods regarding the recruitment, training, performance and, where required, licensing of air traffic services (ATS) personnel is essential in a service which has international obligations and uses procedures involving more than one unit. The degree of standardization achieved is directly related to the proficiency with which individuals perform their duties.

3.2  Structure of the ATS Training
3.2.1 The ATS training programme should be structured in such a way such that it includes the following:
   a) basic training;
   b) advanced training;
   c) refresher training;
   d) specialized training (radar, computer, management).

3.2.2 The ANSP in developing and implementing the ATS training programme should structure it as reflected in 3.2.1 above and may include the following:
   a) Induction Training
   b) Basic Controller Training
   c) Aerodrome Control Training
   d) Approach Non-Radar Training
   e) Approach Radar Control Training
   f) Area Non-Radar Training
   g) Area Radar Control Training
   h) Computer Training
   i) Management Training
   j) Human Factors Principles
   k) Safety Management Systems Training
   l) RVSM, ADS-B and PBN Concepts

3.3 Training records

3.3.1 The ANSP shall ensure that training records, including OJT are properly kept for inspection.

3.3.2 The training records shall include certificates, OJT tasks performed and any other documents related to training and approval of jobs performed.

3.4 Requirement for approved curriculum

3.4.1 The ANSP shall develop training curricula for all types of training as required by this circular. The curricula shall be approved by the Authority.

Civil Aviation Authority