KHALEEJ vACC
BAHRAIN | KUWAIT

ATC TRAINING
POLICY

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Limitation of Liability

This document has been prepared for use on the VATSIM network and must not be used for real-world operations. The authors cannot be held liable for personal injury or loss of life due to misuse.

Scope

This document describes the training process for resident and visiting controllers in the Khaleej vACC. It outlines the different stages of training that controllers must follow to progress through the VATSIM rating system.

Contents

1. Definitions

Members	Individuals registered on the VATSIM network.
Students	Individuals planning to undergo training.
Residents	Members assigned to Khaleej vACC.
Visitors	Controllers having controlling approvals within Khaleej vACC
Hayya	Divisional HQ used for ATC Training
EuroScope	Controlling Client Software
TrackAudio	Audio Controlling Software (recommended)
vATIS	ATIS Client Software

2. Training Program

2.1   Controlling software setup and configuration

Members should refer to the Khaleej Controlling Software Installation Guide for a complete installation guide on all the necessary software.

2.2   Observation session

Once EuroScope has been set up and configured, students should connect observation sessions by logging in and monitoring ATC operations within the Khaleej vACC.

To be able to monitor the ATC session, students should follow these steps:

a. Ensure EuroScope is connected to the VATSIM network.
b. Open the TrackAudio client, click "Add a station" enter the callsign of the station to monitor (eg: "OBBI_GND") and then click Connect.
c. Select "RX" to receive audio transmissions from the relevant frequency.

2.3   Training Program (Residents)

Students must log in to our official HQ platform, Hayya, to submit their training requests. For step-by-step guidance on requesting training through Hayya, click here.

2.3.1   Observer (OBS) to Developing Controller (S1)

New members (OBS) and recently transferred Developing Controller (S1) members of the Khaleej vACC who wish to proceed with Delivery (DEL) and Ground (GND) training should follow the process outlined below.

2.3.1.1 Submission of Training Request (Step One)

To begin with training, students must visit our HQ (Hayya) and log in to the Khaleej vACC facility. From the top menu bar, navigate to the "Training" section. Under "Your Training" click on Enroll and join the appropriate training plan, which in this case is the (Developing Controller – S1) program.

Students are requested to remain patient after requesting enrollment in the training program, as session scheduling depends on mentor availability, the training sequence, and the availability of resources.

2.3.1.2 Availability Schedule (Step Two)

Once students are approved for the training plan, an additional option labeled "Request Training" will be active which allows them to provide their availability for one-on-one mentoring sessions.

By selecting "Add Availability", students can specify their available dates. They are encouraged to include multiple dates within a single request, covering not less than a week and not more than two weeks. Once all the desired dates are added, they should then click "Submit Request".

Submitting multiple requests for individual dates will result in those entries being removed from the schedule.

2.3.1.3 Mentoring Sessions (Step Three)

Once a mentor has scheduled their training session, students will be notified via the official Khaleej vACC Discord server. They must then visit the Hayya HQ platform to review the session details and requirements.

Students must join the Training Waiting Room at least 10 minutes before the session, fully prepared. Failure to attend without prior notice will result in the session being rescheduled to a future date.

2.3.1.4 VATMENA Divisional Exam (Step Four)

During their training, students who feel confident in their knowledge and understanding of the procedures taught should attempt the relevant divisional exam for their rating on the academy website.

Passing this exam is a mandatory requirement before submitting a rating upgrade request.

2.3.1.5 Khaleej Local Quiz (Step Five)

Students are encouraged to complete this optional quiz to assess their local knowledge within the Khaleej vACC region.

Note: All Khaleej vACC students must follow the specified flow chart as part of their training to achieve the Developing Controller (S1) rating. Once completed, they will be authorized to manage **unrestricted** DEL/GND position(s) within the Khaleej vACC.

2.3.2   Developing Controller (S1) to Aerodrome Controller (S2)

Developing controllers (S1) of the Khaleej vACC who wish to proceed with Tower (TWR) training should follow the process outlined below.

For further details on step one – step five, refer to section 2.3.1.1 above

2.3.2.1 Solo Endorsement

After completing their practical sessions, students will be permitted to operate the position with a solo endorsement. For more information on Solo Endorsement refer to section 6 below

2.3.2.2 Pre-CPT Check (Step Six)

A student is scheduled for a pre-CPT check, during which a mentor will evaluate their controlling skills to determine if they are prepared for the official network exam.

2.3.2.3 Formal CPT

After a successful attempt on a pre-cpt check, the student will undergo a controller practical test (CPT) on the network conducted by an examiner to evaluate their competencies. Successfully meeting all required criteria will allow them to advance toward obtaining their next rating.

All students of the Khaleej vACC must follow the above-mentioned flow chart as part of their training to achieve the Aerodrome Controller (S2) rating. Once completed, they will be authorized to manage any **unrestricted** TWR position(s) within the Khaleej vACC.

2.3.3   Aerodrome Controller (S2) to Terminal Controller (S3)

Aerodrome controllers (S2) of the Khaleej vACC who wish to proceed with Departure (DEP) and Arrival (APP) training should follow the process outlined below.

2.3.4   Terminal Controller (S3) to Enroute Controller (C1)

Terminal controllers (S3) of the Khaleej vACC who wish to proceed with En-route (CTR) training shall follow the process detailed in the flow chart mentioned in section 2.3.32.3.3 above.

To achieve further ratings, all Khaleej vACC students must follow the specified flow charts mentioned in their training.

2.4 Training Program (Visitors)

Students outside the VATMENA division holding an S3 rating or higher are eligible to apply for visiting controller approvals in the Khaleej vACC. VATMENA residents holding an S2 rating are exempted and may apply as visiting controllers with their current rating. However, applications will only be reviewed after the controller has accumulated a minimum of 50 hours consolidating their rating within their respective home subdivisions.

All Khaleej vACC visitor controllers must follow the designated flowchart as part of their progression toward obtaining visitor approvals.

Additionally, visitor controllers must meet the minimum quarterly hours to avoid de-rostering.

3.   Theoretical Examination & Quiz

3.1   VATMENA Divisional Exam

All students beginning their next rating training with Khaleej vACC must complete the VATMENA Divisional Exam with a minimum passing score of 80%. For additional information, refer to the VATMENA Divisional ATC Policy.

3.2   Khaleej vACC Theoretical Quiz

Students may choose to participate in Khaleej vACC quizzes on our Training Moodle. While not mandatory, these quizzes offer a great opportunity to test their knowledge of local procedures. The theoretical quizzes include:

- ICAO Theoretical Quiz
- OBBI (Bahrain International Airport) Brief Quiz
- OKKK (Kuwait International Airport) Brief Quiz

4.   Mentoring Sessions

4.1   Requesting Mentoring Sessions

Students requesting training should ensure they follow the steps laid out in 2.3.1.1 above.

The students are strongly suggested to submit a single request for dates when they are available at the same time across all the days.

Students must ensure the requested times and dates align with their circumstances, considering time zone differences and their ability to attend sessions throughout their stated availability.

4.2   Session Preparation

Students are responsible for thoroughly reviewing and understanding all relevant training resources before attending mentoring sessions. The purpose of these sessions is to address any questions students may have and to strengthen their controlling techniques. Mentors and instructors are not expected to teach procedures from the ground up; students must come prepared with the necessary knowledge.

If a student is found to be inadequately prepared for the session, it will be cancelled. The student must then schedule a new session only after ensuring all required materials have been reviewed. Additionally, a note will be added to the mentoring request indicating that the student was unprepared, and the session will be marked as closed.

4.3   Session Conduct

When an instructor or mentor accepts a student mentoring request, they must provide the following session details:

    a.   Start time of the session (in UTC "Zulu")
    b.   Confirmation of the session date.
    c.   Topics to be covered during the session.
    d.   Any documents the student should review beforehand.
    e.   If applicable, the expected end time of the session.
    f.   Any additional relevant information, such as whether the session will be a joint training session.

Students may occasionally attend joint mentoring sessions with other students. If so, the instructor or mentor will clearly state this in the initial session acceptance notes.

Mentoring sessions typically last between 60 to 120 minutes, though they may extend longer. Students must ensure they can remain undisturbed for the entire session duration. Mentors and instructors will ensure the session concludes by the latest end time specified in the student's request.

4.4   Post Session Actions

After completing a mentoring session, the mentor or instructor will upload a session report. This report will include a link to a PDF document containing the scoresheet from the session. Students can access this report anytime through the official HQ Hayya under "Training -> Your Sessions."

4.5   Communication during Mentoring Sessions

Mentoring sessions must be conducted with the instructor or mentor maintaining continuous voice communication via Discord. Training rooms are located under the Training Academy category on the official discord server.

Students are strongly encouraged to avoid sending direct messages to instructors or mentors on Discord regarding training.

4.6   Attendance and Punctuality Policy

Students unable to attend a scheduled mentoring session must notify the instructor or mentor as soon as possible by sending a message to the mentor using the Discord server. A student is considered late if they have not joined within 10 minutes of the agreed start time without prior communication. Late arrivals will result in the session being marked as a no-show.

Instructors or mentors typically accept session requests at least 24 hours in advance. Short-notice sessions may occur through training alerts, with notifications sent via Discord to students.

If students fail to provide their availability for a period of 30 days, their position in the training schedule will be adjusted, and they will be sequenced accordingly.

4.7   Training Request Prioritisation

Training requests from Khaleej vACC resident controllers will be prioritized over those from visiting controllers. This approach ensures a balanced allocation of mentors and allows all training requests to be addressed promptly.

4.7.1   Priority Order for Mentoring Sessions

a.   Resident controllers approaching or with a scheduled CPT
b.   Resident controllers who have already started training for a position or rating
c.   New resident controllers awaiting the start of their training
d.   Visiting controllers who have already commenced training for a position
e.   New visiting controllers are yet to begin training.

4.8   Session Reports

The session report details competencies along with the level of input required from the mentor or instructor. Below is an image of an example of competency.

Ground [GND]								
Competencies	**Input Required**				**Comments**	**Performance**		
	Constant	Intermittent	Minor	N/A		**Level**		
						Below	Acceptable	Superb
Manages aircraft tags correctly	☐	☐	☐	☐		☐	☐	☐

If a mentor or instructor needs to provide frequent assistance for a student to demonstrate a particular competency, it will be recorded under the "Constant" column. If assistance is only occasionally required, it will be marked as "Intermittent," and minimal assistance will be noted under the "Minor" column. The "N/A" option will only be used if the competency cannot be demonstrated during the session.

Excessive "Constant" inputs will result in an insufficient score, preventing the approval of the mentoring session. A new section has been added to assess and document the student's overall performance level as evaluated by the instructor or mentor.

4.9   Unauthorized Mentoring Sessions

Sessions conducted by anyone other than an authorized Khaleej vACC mentor or instructor will not be considered valid for a student's training progress and will not be recognized as legitimate training.

5. Controller Approval Process

5.1 General

An approval is an endorsement provided by an instructor or mentor, permitting a student to control specific positions within the Khaleej vACC

5.2 Granting Approvals

Students deemed competent for certain positions will be granted the corresponding approvals. Approved positions can be viewed on Hayya HQ under the roster.

6. Solo Endorsement Process

6.1 General

A solo endorsement is an endorsement given to a student to control at the next rating to practice their skills and gain confidence before taking the controller practical test (CPT).

6.2 Granting Solo Endorsement

A solo endorsement is granted to a student once the instructor or mentor determines that the student's performance is adequate to control independently on the VATSIM network. However, this endorsement does not guarantee that the student's performance meets the criteria for the next rating, nor does it serve as a permanent approval to control the position.

6.3 Solo Validity

Solo endorsements are only valid for a single aerodrome and must be endorsed for a continuous period with a duration of between 7 and 90 days.

6.4 Pre-CPT Check

Once a member feels confident, they should inform their mentor to conduct an online performance assessment through a Pre-CPT check. Following this, the mentor will arrange an OTS session to evaluate the student and coordinate with the Khaleej vACC ATC Department to schedule a practical exam.

Note: The Pre-CPT check has been implemented to ensure that hesitant or underconfident controllers do not take the test on the network, preventing potential disruptions to traffic and maintaining vACC standards. If the student fails the test, they will be provided with additional mentoring sessions before another attempt is allowed.

7. Controlling Standards

7.1 General

The Khaleej vACC strives to maintain a high standard of controlling by real-world procedures at all times. If at any time an instructor or mentor feels that a controller is not performing at the required standard, the instructor or mentor may ask the student to undergo a further training session(s) to rectify the performance shortfall.

7.2 Controlling Currency

A controller is required to maintain a currency of 3 hours per quarter following GCAP Section 9.4(c)(i), as a minimum. A failure to meet this requirement may result in the controlling approvals being revoked.

Also refer to VATMENA Divisional ATC Policy Section 9, on Current Requirements.

7.3 Notification of Controller Performance

An instructor or mentor shall inform the student that their performance is below the standard expected as soon as practicable. The Khaleej vACC ATC Department must be provided with a notice containing session logs or any form of evidence.

7.4 Controller Feedback

If a controller receives feedback from the network of poor performance, they shall be required to attend a meeting with the Khaleej vACC Director and/or Khaleej vACC ATC Director to discuss the instance of alleged poor controlling.

If deemed necessary by the Khaleej vACC Director and/or ATC Director, the controller's approvals shall be revoked, and additional training sessions shall be mandated.

8. Fast Track System

Members interested in joining the VATSIM network and applying for fast track should refer to the VATMENA Divisional ATC Policy.

9. IVAO Rating Transfer

Members looking to convert their IVAO rating to VATSIM and join Khaleej vACC should refer to the VATMENA Divisional ATC Policy.

Note: For any additional inquiries regarding ATC training that are not addressed in this policy, kindly submit them to the Khaleej vACC ATD Department via email atc@khaleejvacc.net.

At Khaleej, we are united by our common goals, striving for

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