

**Quick reference guide
(QRG)**

Alleviation Title	ATCO training alleviation as a consequence of COVID-19 spread
Version	1.1
Publication Date	15 May 2020
Relevant Standard(s)	<p>Annex 1</p> <p><i>4.5.2.2 Experience</i></p> <p>4.5.2.2.1 The applicant shall have:</p> <ul style="list-style-type: none"> a) satisfactorily completed an approved training course; b) provided, satisfactorily, under the supervision of an appropriately rated air traffic controller: <ul style="list-style-type: none"> 1) <i>aerodrome control rating</i>: an aerodrome control service, for a period of not less than 90 hours or one month, whichever is greater, at the unit for which the rating is sought; 2) <i>approach control procedural, approach control surveillance, area control procedural or area control surveillance rating</i>: the control service for which the rating is sought, for a period of not less than 180 hours or three months, whichever is greater, at the unit for which the rating is sought; and 3) <i>approach precision radar control rating</i>: not less than 200 precision approaches of which not more than 100 shall have been carried out on a radar simulator approved for that purpose by the Licensing Authority. Not less than 50 of those precision approaches shall have been carried out at the unit and on the equipment for which the rating is sought; and c) if the privileges of the approach control surveillance rating include surveillance radar approach duties, the experience shall include not less than 25 plan position indicator approaches on the surveillance equipment of the type in use at the unit for which the rating is sought and under the supervision of an appropriately rated controller. <p>...</p> <p>4.5.2.2.3 When the applicant already holds an air traffic controller rating in another category, or the same rating for another unit, the Licensing Authority shall determine whether the experience requirement of 4.5.2.2 can be reduced, and if so, to what extent.</p> <p><i>4.5.2.3 Skill</i></p> <p>The applicant shall have demonstrated, at a level appropriate to the privileges being granted, the skill, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.</p>

CCRD entry required	No
Problem Statement	<p>Where, due to COVID-19 related issues, the levels of air traffic are significantly reduced, alternative methods of assessment than live traffic situations, may be deemed necessary for the demonstration of an appropriate level of skill by an ab-initio trainee, or an air traffic control officer (ATCO) undergoing new rating training, and nearing the completion of their training.</p> <p>Licensed controllers may suffer from skill degradation due to lower than normal traffic volume. If controllers are required to perform a minimum number of hours and/or work on all positions in their unit or sub-unit in a certain time period, this may not be possible where altered rosters have been implemented.</p> <p>Note: A final competency assessment for the rating is always expected to be carried out under live traffic conditions.</p>
Applicability	<ul style="list-style-type: none"> This alleviation should apply to air navigation service providers (ANSPs) providing live on the job training instruction (OJTI) to ATCO trainees until such time as air traffic levels renormalize, or may be considered representative.
Alleviation summary	<ul style="list-style-type: none"> Allowance for some of the required hours for aerodrome, approach and/or area control ratings to be conducted in an ATC simulation training devices. Increase in the proportion of ATC simulation training device (STD) to live traffic training until a specific date upon application or general administrative decision This alleviation applies for the period established by the State and ending no later than 31 March 2021.
Operational Context	<ul style="list-style-type: none"> Operational Air Traffic Control staff, providing live ATC services. <p>Note: It is acknowledged that STD fidelity can be variable and that variability will have an impact on the duration of the STD training component.</p>
Possible Mitigations	<ul style="list-style-type: none"> The instructors to be competent to use the STD used for the training Subject to availability of ATC STDs increased use of, and reliance on, effective ATC STDs to provide appropriate experience to representative levels of air traffic. ATCO pairing (e.g. a Planner and a Controller, one of whom validated their rating under normal (representative) live traffic situations) Continuous training program to be established for rated ATCOs to maintain knowledge, competency and proficiency.

	<ul style="list-style-type: none"> • Briefings, testing (verbal and/or written) on topics such as, • Operational procedures; • Scenario-based table top exercises; • Civil military coordination process; • Safety case studies • ATC simulation training devices. <ul style="list-style-type: none"> • Pre-Covid-19 air traffic intensity and scenarios to be introduced during sessions to maintain rated ATCOs competency and proficiency; • Handling of abnormal operations and conflict resolutions • Additional performance monitoring or assessment (including by remote means): <ul style="list-style-type: none"> • reviews of voice recordings • oral knowledge testing • written knowledge tests • Performance assessment using principles of physical spacing • Use of voice and controller working position display replays • “Return to normal operations plan” to manage the skill enhancement required by each ATCO affected by the alleviation when it expires.
Alleviations likely to be unacceptable to other States	<ul style="list-style-type: none"> • 100 % ATC simulation training device based training, with no live OJTI provided for ab-initio trainee, or an air traffic control officer undergoing new rating training.
References:	<ul style="list-style-type: none"> • PANS-TRG (Doc 9868), <i>Procedures for Air Navigation Services — Training</i> • Doc 10056, <i>Manual on Air Traffic Controller Competency-based Training and Assessment</i>
<p><i>This guidance has been developed by ICAO with the support of SME's made available from States and Industry through different ANC panels, study groups and other expert groups.</i></p>	