



India VACC

Policy Document Training Process for Home and Visiting Members

ATC Training Department

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WARNING

The information in this document is intended
for flight simulation only. Do not use for real
world operations



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Limitation of Liability

This document has been prepared for the use on the VATSIM network only. It should never be used for real world aviation operations. The authors cannot be held liable for any personal injury and/or death from the misuse of this document.

Scope

This document lays down the training process for home and visiting controllers in the India vACC. It outlines the different stages of training that controllers can expect to follow to progress through the VATSIM rating system.

This document supersedes all home and visitor training policies found on the *India vACC official training system*. When there is doubt in which process a student should follow, they shall consult this document and follow the relevant procedure(s).

Table of Contents

SL NO	Topics	Page No
1	Training Process	4
2	Theoretical Examinations	9
3	Mentoring Sessions	10
4	Controller Approval Process	12
5	Solo Validation Process	12
6	Sign Off Process	13
7	Controller Practical Test	14
8	Controlling Standard	14
9	Fast Track System	15
10	IVAO Rating Transfer	15
11	Mentor Assignment	16
12	Contact	16

1. Training process

1.1 Euroscope set up and configuration

Home controllers that are new to air traffic control in the India vACC shall complete this section before proceeding.

The India vACC exclusively uses the *Euroscope* radar client to conduct ATC on the *VATSIM* network, the installation process of which is detailed as follows:

1. Download and install the [Euroscope](#) radar client.
2. Download and install the [Audio for VATSIM](#) standalone client.
3. Download the India vACC Sector File
4. Unzip the sector file from step 3 to *Documents\Euroscope\Sector Files\India vACC*. If this folder path does not already exist, it should be created.
5. Once *Euroscope* is opened, the user is prompted to select a profile. The user should navigate to the folder that was unzipped in step 4 and choose the appropriate profile (.prf file).
6. Students may connect to the network by clicking the "CONNECT" button at the top left corner of *Euroscope*.
7. Students shall then fill in the following details:
 - a. "Callsign", which shall always be selected from the drop-down list provided. Students who are not yet approved to control, must only connect as an "Observer". For callsign students should use their initials followed by "_OBS". E.g., "DS_OBS"
 - b. "Real name", following the *VATSIM Code of Conduct Section A4(b)*.
 - c. "Certificate" which is the student's *VATSIM* ID.
 - d. "Password", which is the user's *VATSIM* password.
 - e. "Facility", which is automatically selected based on the user's "Callsign".
 - f. "Rating", as appropriate to the user's current rating.
 - g. "Server", which shall be selected as appropriate.

1.2 Observer session requirement

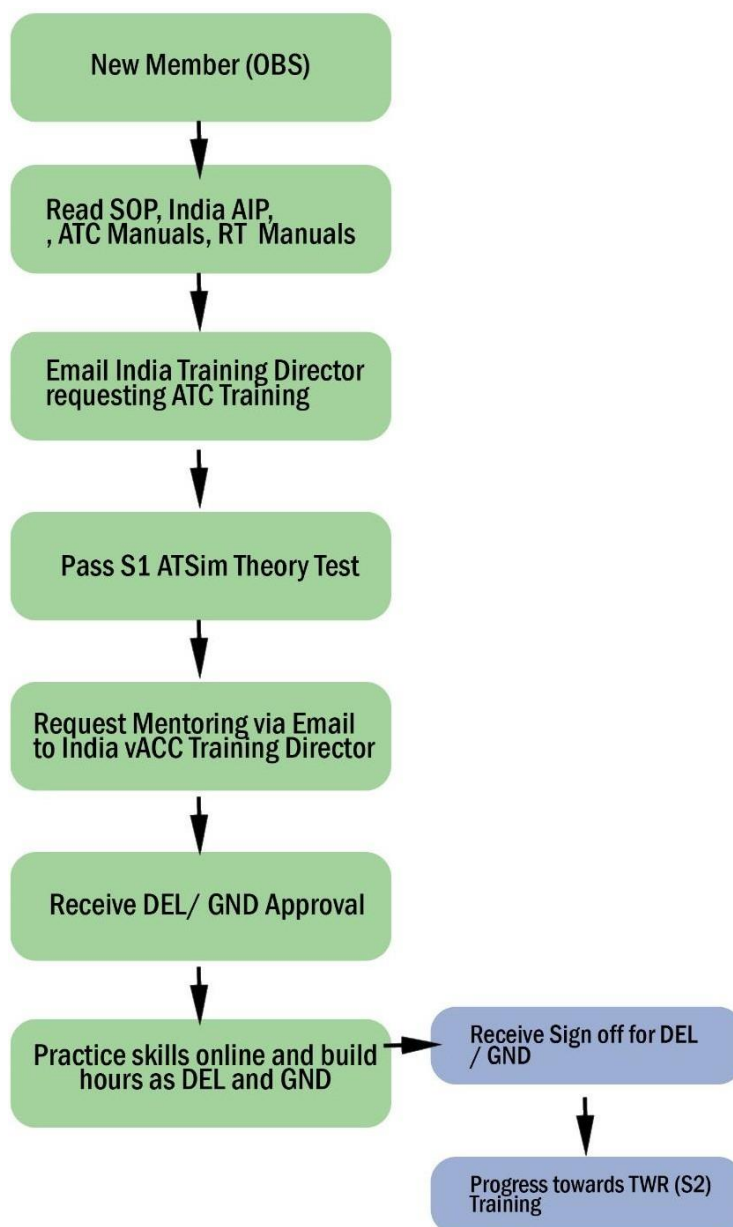
Once *Euroscope* has been set up and configured, students shall perform observer sessions by logging in and observing ATC procedures within the India vACC.

Students may listen to ATC communications by connecting to the *Audio for VATSIM* client by following the steps below:

1. Ensure that *Euroscope* is connected to the *VATSIM* network.
2. Press "Settings" within the *Audio for VATSIM* client and ensure the user's hardware has been configured appropriately.
3. Press "Connect" and the client shall connect the user as appropriate.
4. Press the "+" and type the callsign of the station the user wishes to listen to (e.g., "VECC_GND").
5. The user must select "RX" to receive the audio transmissions from the relevant frequency.

1.3 Observer (OBS) to Student 1 (S1)

New observer (OBS) home members and recently transferred Student 1 (S1) home members of the India vACC wishing to progress to be able to control delivery (DEL) and ground (GND) positions within the India vACC shall follow the process detailed below.



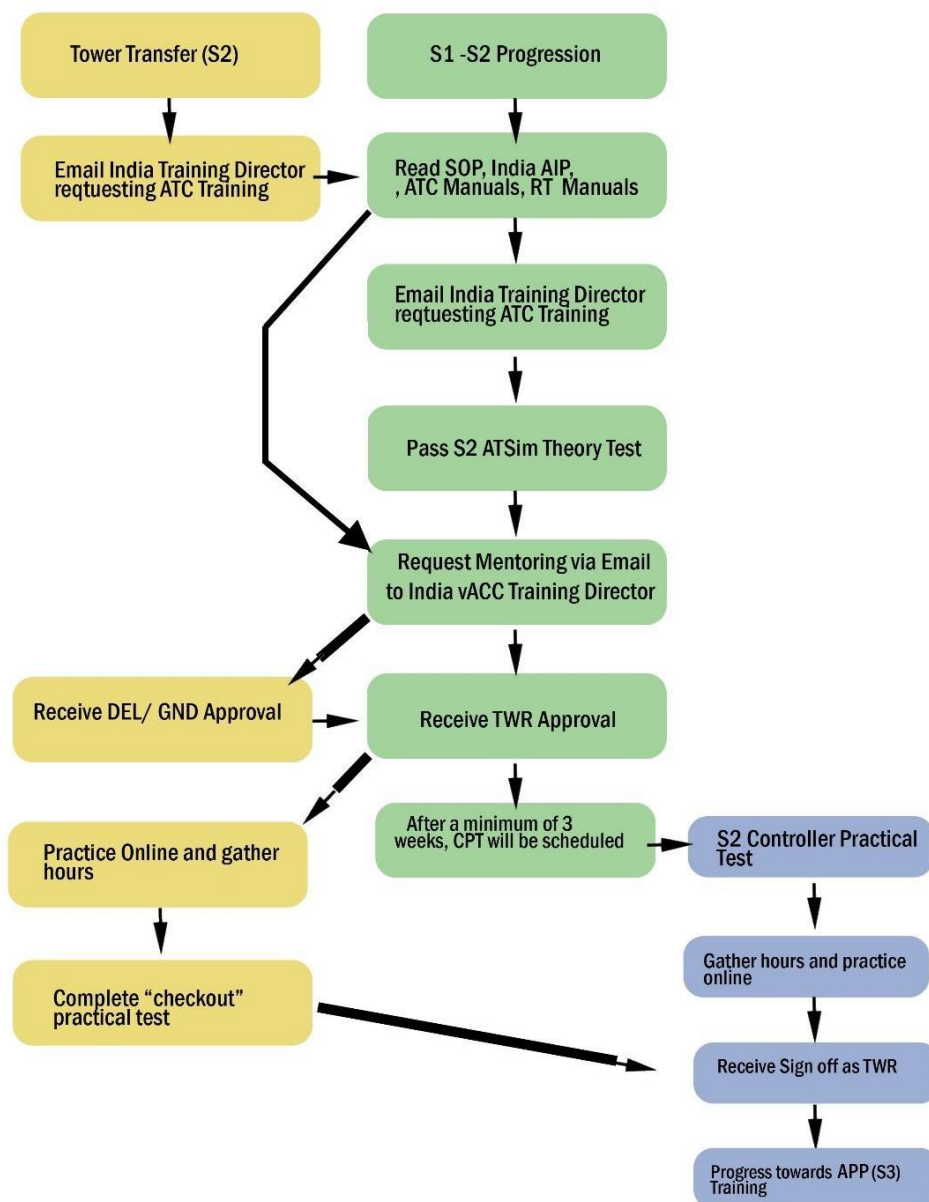
India vACC home controllers shall follow the green flow chart. The blue section of the flow chart is optional but details the steps required to progress towards the next ATC rating within the India vACC.

Dependent on the performance of the student, they may only be issued approvals for DEL/GND/Basic Tower or may require a further mentoring session(s) to receive GND approvals/Basic Tower.

1.4 Student 1 (S1) to Student 2 (S2)

Student 1 (S1) home members of the India vACC who wish to progress towards procedural tower (TWR) training shall follow the process detailed below.

Note: A sign off is required for delivery DEL/GND before TWR theory exams can be assigned.

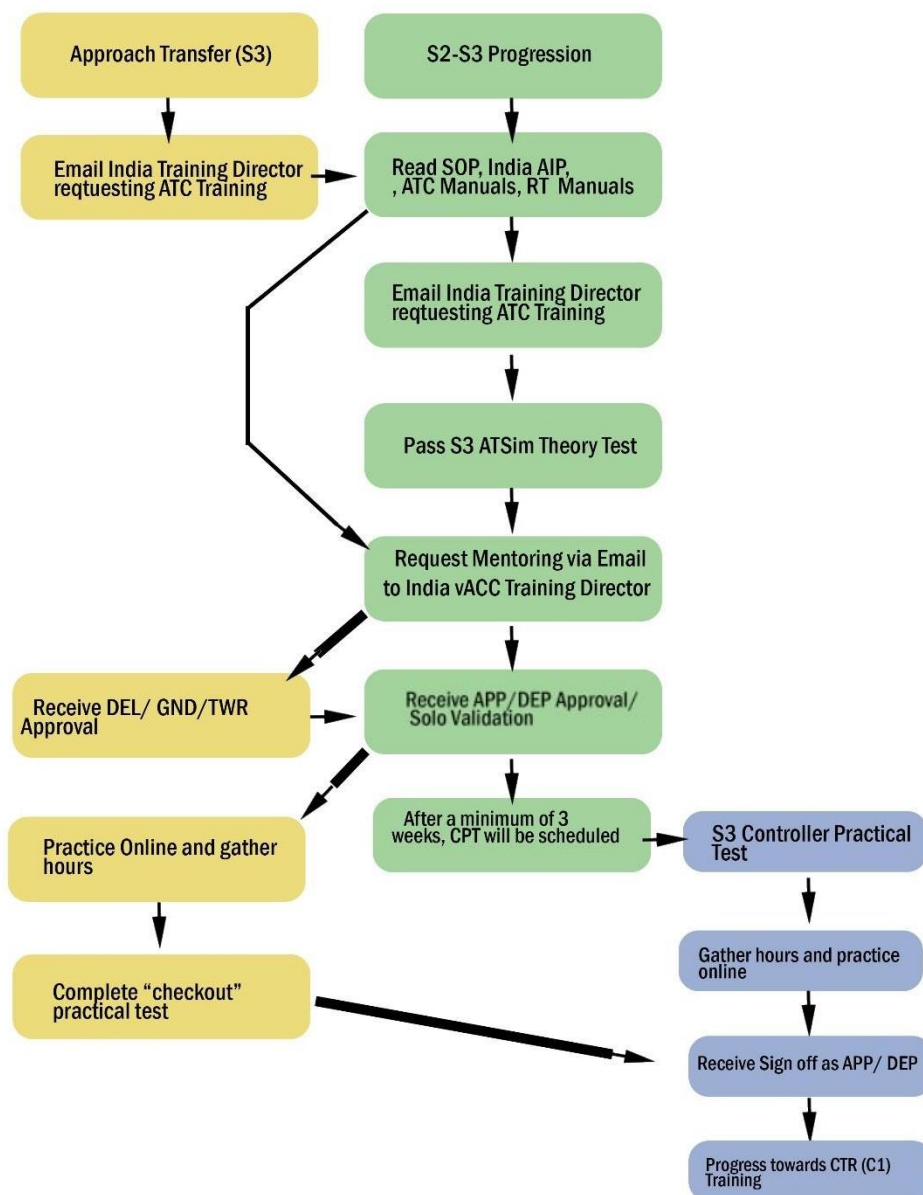


India vACC home controllers shall follow the green flow chart. Transferring controllers shall follow the yellow flow chart. The blue section of the flow chart is optional but details the steps required to progress towards the next ATC rating within the India vACC. (For now, "Sign Offs" are optional and will be done at ACCIND3 or ACCIND1's Discretion)

1.5 Student 2 (S2) to Senior Student (S3)

Student 2 (S2) home members and Senior Student (S3) visitor members of the India vACC who wish to progress towards departure (DEP) and approach (APP) training shall follow the process detailed below.

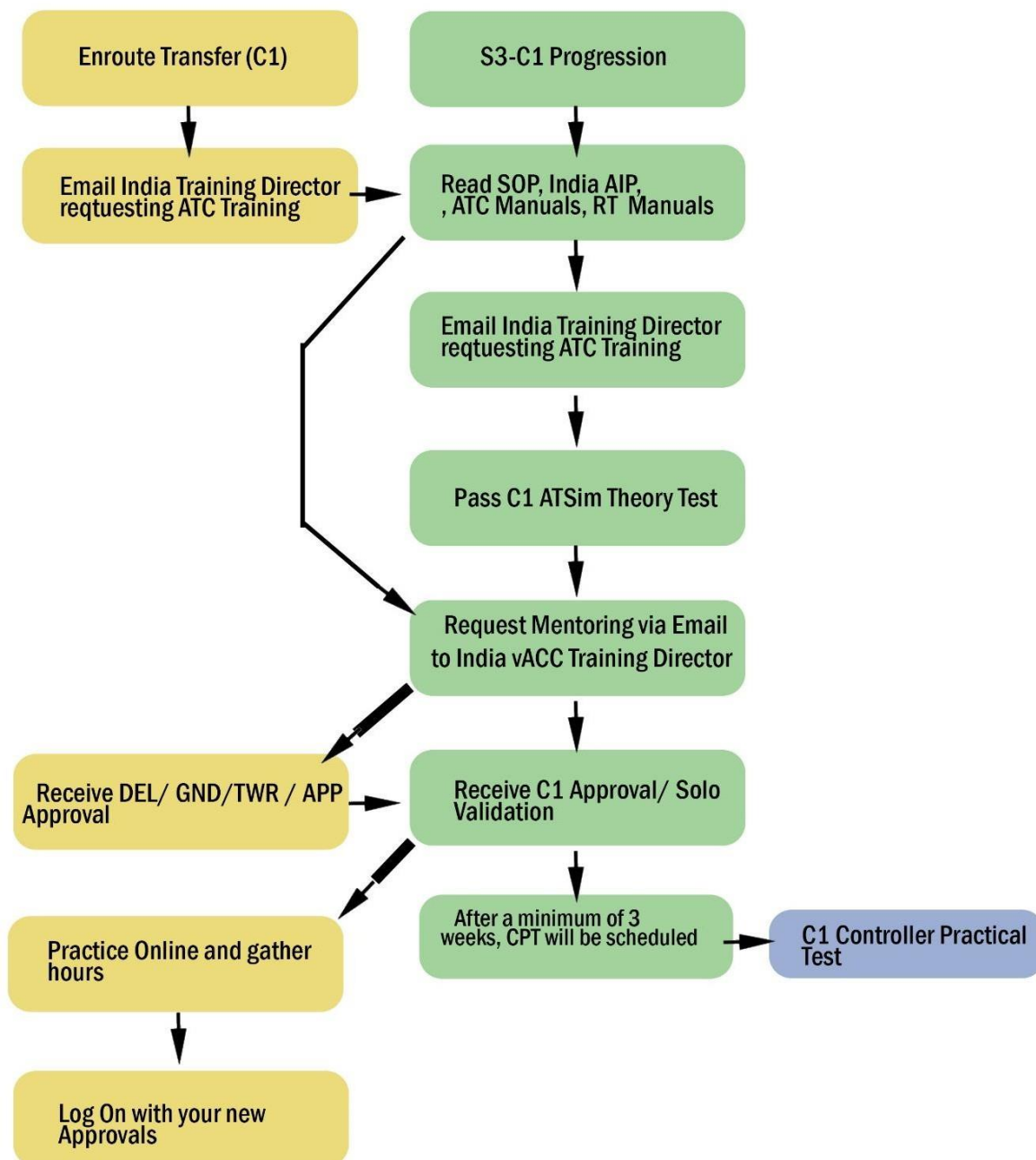
Note: a sign off is required for TWR before APP/DEP theory exams can be assigned.



India vACC home controllers shall follow the green flow chart. Visitors shall follow the yellow flow chart. The blue section of the flow chart is optional but details the steps required to progress towards the next ATC rating within the India vACC. (For now, "Sign Offs" are optional and will be done at ACCIND3 or ACCIND1's Discretion)

1.6 Senior Student (S3) to Controller 1 (C1)

Senior Student (S3) home members and Controller 1 (C1) and higher visitor members of the India vACC who wish to progress towards en-route (CTR) training shall follow the process detailed below.



Note: A sign off is required for APP/DEP before CTR theory exams can be assigned.

India vACC home controllers shall follow the green flow chart. Visitors shall follow the yellow flow chart. The blue section of the flow chart is optional but details the steps required to progress towards the next ATC rating within the India vACC. (For now, "Sign Offs" are optional and will be done at ACCIND3 or ACCIND1's Discretion)

2. Theoretical Examinations

2.1 General information

The India vACC uses training manuals derived from the following documentation to test students' theoretical knowledge of general ATC procedures as well as the procedures within the vACC:

1. General Training Manual
2. PDC Manual
3. Radar Services and Procedures
4. Phraseology Manual
5. S1- C1 Manuals
6. VATEUD: Knowledge Guide for ATSim Test

The aforementioned documents may be found under the "Training Documentation" section of the India vACC home page at indiavacc.org.

2.2 Preparation

It is important that students take their time when reading the material before commencing an exam. If during this time students have any queries regarding the material, they may contact the staffs via Email or Discord.

2.3 Re-assignment of theoretical examinations

Should a student fail a theoretical examination, they shall be allowed to re-attempt it after a specified time period has elapsed (Cool off period) up to a maximum of three attempts. Further re-attempts will be solely allowed at the discretion of the India vACC Training Director. Regarding re assigning of theoretical exams please contact India vACC Training Director.

Cool off period:

(S1, S2, S3, C1, C3, IVAO Transfer, Fast Tracks): 15 days.

I1, I3: As per discretion of VATWA3 (minimum ratings requirement policy) to decide the cool off period.

2.4 Completion of all theoretical examinations

After students have completed and passed all required theoretical examinations, they should request training via email to India vACC Training Director.

Members who request training without having completed and passed all required theoretical examinations shall have their session closed and will be contacted with the appropriate actions needing to be undertaken.

3. Mentoring Sessions

3.1 Requesting mentoring sessions

Students who are requesting training should ensure the following has been added in the email when adding a “Request ATC Training” session request to the India vACC Training Director:

1. The members name and CID.
2. Select the type of training, “Session, sign off or observation request”.
3. Enter their requested date(s).
4. Fill out their start time (In UTC or “Zulu”).
5. Fill out their end time (In UTC or “Zulu”).

Students shall ensure the times and dates they have requested are feasible for their individual circumstances, considering their time-zone differences and that they are able to attend a session during any period throughout the full duration of their stated availability.

3.2 Session preparation

Students shall ensure that they have read and understood all relevant training documents including local procedure documents before attending the mentoring session. The objective of the mentoring session is to clarify doubts that the student may have and to solidify controlling techniques. The mentor or instructor shall not be expected to teach every procedure to the student, it is the student’s responsibility to learn all the necessary material beforehand.

If it is found that the student’s knowledge is insufficient for the conduct of the mentoring session, the session will be cancelled, and the student shall be required to request another mentoring session at such time when all necessary documentation has been read. In addition, a note shall be made on the mentoring session request that the student was unprepared, and the session will be closed.

3.3 Session conduct

The India vACC Training Director will share details of the student who has requested for training as per the Queue to the mentors/ instructors of India vACC / VATWA. When an instructor or mentor has accepted a student’s mentoring request, they shall contact the student and fix session date and time. Once done an email with the following details of the session shall be sent to the India vACC Training Director and cc to the student:

- Session start time (In UTC “Zulu”)
- Confirmation of the session date
- Topics to be covered during the session
- Any documents that should be read by the student prior to attending the session
 - If applicable, the expected session end time (In UTC “Zulu”)
- Any further relevant information pertaining to the mentoring session (For example if the session will be a joint training session)

Students may also expect to be attending a joint mentoring session with other students. If this is the case, the instructor or mentor shall make the fact clear in the initial session acceptance email/notes.

Mentoring sessions can last anywhere between 60-120 minutes or longer, students shall ensure they are able to remain undisturbed for the duration of the session. Mentors or instructors will ensure the end time falls within the students requested latest session end time.

3.4 Post session actions

After a mentoring session has been completed, the mentor or instructor shall attach a session report within the session notes(email) of the mentoring request. The report should contain what topics were covered, session duration and any relevant notes pertaining to that session. *At All times any training related emails should have the India vACC Training Director in the loop. In the absence of the training director, India vACC director and India vACC Deputy Director will be kept in the loop.*

3.5 Communication during mentoring sessions

Mentoring sessions shall be conducted with the instructor or mentor in constant voice contact with the student through Official *Discord*. Training rooms can be found under “ATC Training” in the *India vACC Discord* server. All communications with regards to the training session shall only take place through these approved channels. If a student is unable to connect to the *India vACC Discord* server, they shall inform the instructor or mentor as soon as practicable via email or sending a private message via *Discord*. The instructor or mentor, workload permitting, shall attempt to fix any issues otherwise students shall request to reschedule until such a time they can seek technical help to resolve such issues.

3.6 Late attendance or failure to attend a mentoring session

If a student thinks they will be unable to attend a scheduled mentoring session for any reason, they shall inform the instructor or mentor who has accepted their session request as soon as practicable using either Email or via a *Discord* private message.

A student shall be considered late when 15 minutes past the agreed start time has elapsed and no contact or otherwise arrangement has been made between the student and the instructor or mentor. If students are late to a session, the session shall be closed and marked as a student no show.

The instructor or mentor shall accept a training session request usually no less than 12 hours prior to the session start time. Exceptions to this can include a training alert notification whereby a short notice session may be available. A message shall be sent to the student via *Discord*, provided that the student has already joined the *India vACC Discord* server, detailing the event and to serve as a quick access reminder.

If students are continually late to attend the session without prior notice or simply do not attend the scheduled mentoring session, this shall result in that student being denied further training at that time or removed from the active roster and visitors having visitation rights revoked. The India vACC staff reserve the right to refuse students training in extenuating circumstances.

3.7 Training request prioritization

Training requests from students who are home controllers of the India vACC shall take precedence over training requests from visiting controllers. This ensures a fair distribution of mentors amongst all students and enables all training session requests to be dealt with in a timely manner.

Mentoring sessions shall take the following order of priority:

1. Home students who are nearing or have a controller practical test (CPT) booked.
2. Home students who have already commenced training for a position or rating.
3. New home students who are yet to begin training.
4. Visitor controllers who have already commenced training for a position.
5. New visitor controllers who are yet to begin training.
6. Live session observation requests

3.8 Session reports

The session report must detail the different competencies along with the level of input required from the mentor or instructor. Session Duration, Topics covered, Topics that are left and anything relevant to the session must be included in the session report. Also, student performance in a particular session has to be mentioned on a scale of 1 to 10, 1 being the lowest and 10 being the highest in terms of performance. These details will have to be sent after each session to the India vACC Training Director and cc to the student. In the absence of ACCIND3, session reports are to be sent to ACCIND1 and CC to ACCIND2 and the student.

3.9 Unauthorized mentoring sessions

Any session conducted by a person other than an authorized India vACC mentor or instructor will not count towards a student's training progress and will not be recognized as a legitimate source of training.

4. Controller Approval Process

4.1 General

An approval is an endorsement given to a student by either an instructor or mentor to allow them to control the respective position(s) within the India vACC.

4.2 Granting of approvals

Once students are considered competent enough for certain position(s), they shall be assigned the relevant approvals.

5. Solo Validation Process

5.1 General

A solo validation 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).

5.2 Granting of solo validations

A solo validation shall be issued to a student once the instructor or mentor is satisfied that the performance of the student is acceptable to be able to control solo on the VATSIM network. This does not mean, however, that the student's performance is sufficient to grant them the next rating, nor is it a permanent approval to control that position.

5.3 Validity

Solo validations are only valid for a single aerodrome and must be renewed every 30 days at the discretion of the India vACC Training Director up to a maximum period of 90 days.

For example: A student with a solo validation for approach will be restricted to controlling the approach position at only one airfield

For Assigning Solo Validation to a member, the mentors/ Instructor needs to send an email to the India vACC Training Director, detailing the student's name, VID, Airport for SOLO and time period for SOLO.

Solo Validation is approved for S3, C1 only. SOLO validations can be given in these airports/FIRs only which are mentioned below.

- | | |
|---------|---|
| 1. VECC | 7. VIDF (For Enroute Trainee: S3 → C1) |
| 2. VIDP | 8. VABF (For Enroute Trainee: S3 → C1) |
| 3. VOMM | 9. VOMF (For Enroute Trainee: S3 → C1) |
| 4. VABB | 10. VECF (For Enroute Trainee: S3 → C1) |
| 5. VOBL | |
| 6. VOHS | |

5.4 Training Aerodromes

These aerodromes/FIRs will be used while training in order to demonstrate controlling/ SOLO Assignment/CPT during the training period. These aerodromes/FIRs can be used for training of S1 to C1. Only one aerodrome/ FIR should be used for a particular candidate.

- | | |
|---------|---|
| 1. VECC | 7. VIDF (For Enroute Trainee: S3 → C1) |
| 2. VIDP | 8. VABF (For Enroute Trainee: S3 → C1) |
| 3. VOMM | 9. VOMF (For Enroute Trainee: S3 → C1) |
| 4. VABB | 10. VECF (For Enroute Trainee: S3 → C1) |
| 5. VOBL | |
| 6. VOHS | |

6. Sign Off Process

6.1 General

A sign off indicates that a mentor or instructor is satisfied with a student's performance **at their current rating/position**. Before a sign off is granted, the student must demonstrate that they understand and are able to follow all SOPs and procedures on that position to a high level of competence. **A sign off is required to progress to the next rating/position** but is not mandatory. This will be done as per the advice of the India vACC Training Director.

For visiting controllers, a sign off is required before they are able request sessions for the next position.

For the Sign Off Process, the candidate needs to be controlling during heavy traffic scenario. The Mentor will be monitoring the process. At the end of the session the mentor will submit a report to the Training Director of India vACC mentioning in details if the candidate can move ahead with the next ATC level.

The Sign off process will be initiated by the student on completing his hourly requirement for his position via email to the India vACC Training Director. The India vACC Training Director will fix a mentor and a session and the mentor can proceed with the sign off process.

6.2 Hour requirements

For all the positions, students are required to control for a minimum number of hours, on their current rating, before they shall be granted a signoff. Meeting this hour requirement does not automatically guarantee that the signoff will be granted.

For more details, please refer to VATSIM West Asia **“Minimum Rating Requirement Policy”**

7. Controller Practical Test (CPT)

7.1 General

When a student is deemed competent enough on a position, they shall be scheduled a controller practical test (CPT). This shall only be done on the live network and enough notice shall be provided in order to attract a sufficient amount of traffic required to test the student's knowledge and their ability to perform in a pressured environment. Before a CPT, the candidate must have 2-3 Sweatbox sessions with his/her mentor to have an idea of handling traffic in high traffic scenarios.

If traffic levels online during a CPT is deemed insufficient by the examiner(s) to assess all aspects of the controller rating, exams will be marked as incomplete and another examination will be scheduled. However, a Sweatbox session shall not be used in lieu of an online CPT to grant a controller rating.

8. Controlling standards

8.1 General

The India vACC strives to maintain a high standard of controlling in accordance with 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, they will be advised for further training.

8.2 Notification of controller performance

An instructor or mentor shall inform the student that their performance is below the standard expected as soon as practicable and will be advised to undergo further training.

8.3 Controller feedback

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

If deemed necessary by the India vACC Director and India vACC Training Director, the controller will be advised to undergo training.

9. Fast track system

9.1 General

Home or visitor members who have real-world experience in aviation may be able to benefit from the India vACC fast track system. This system allows the member to skip the queue for training and be offered a fast-track place. They shall be required to attend at least one session with a mentor or instructor to ensure they understand the *VATSIM* specific procedures such as *Euroscope* operation and external software usage. Following this the member shall undertake only one controller practical test.

9.2 Divisional theoretical examinations

Members who may be eligible for the fast-track system shall be required to complete all *ATSIM* Test theoretical examinations.

Theoretical examinations are mandatory and shall be completed and passed before any training check can commence.

9.3 Proof of experience

Members shall be required to provide proof of real-world experience and if any doubt is cast, that member shall be required to complete training following the processes laid out in this document.

India vACC staff reserve the right to deny a member access to the fast-track system for any of, but not limited to, the reasons below:

- The member fails to provide a copy of his/her real-life licenses.
- The member proves to have a bad *VATSIM* Record.
- The member displays immature behaviour.
- The member fails to understand and comply with the concepts of virtual controlling.
- The member fails to pass the required Theory Exams.

10. IVAO rating transfer

10.1 General

The India vACC offers controllers who have gained ATC ratings on the IVAO network the option to transfer that rating.

10.2 Rating transfer

Rating transfers from IVAO are restricted to those who are ADC or higher. Proof shall be required of the rating gained from IVAO. Members who transfer a rating shall be set back by one rating. (For example: an APC controller shall be transferred as a Student 2 or tower controller)

More information on this procedure can be found by contacting *India* vACC staff. This process is in line with the *VATWA* divisional policy.

11. Mentor Assignment

11.1 General

Any Member of India vACC who has an ATC rating of S3 and Above can apply for becoming a mentor for India vACC. For this an email needs to be sent to India vACC Training Director with details of experience.

11.2 Requirements

The requirements for a member to become a mentor in India vACC are as follows:

1. Demonstrates a great knowledge and understanding of local policies and VATSIM Policies such as the Code of Conduct/Regulations/Privacy/Safeguarding Minors/GDPR.
2. Has good communication skills and has the ability to speak and write in English.
3. Is in good standing with VATSIM
4. Minimum rating of Student 3 (S3) or higher.
5. A Pilot rating of P1 or higher is considered as a bonus
6. Must be a member of VATSIM West Asia Division & India vACC or is willing to transfer if selected.
7. Able to spend a minimum of 5 hours or greater on a weekly basis towards the vACC

12. Contact

Anything related to training should always be addressed to ACCIND3 Only. In the absence of ACCIND3, emails to be sent to ACCIND1 and cc to ACCIND2.

*****END OF DOCUMENT*****