



VATEUD CPT Log Guidelines

Guidelines to assess CPTs in VATEUD

General Guidelines

Competencies Assessment Guidelines

The assessment sheet shall give a quick overview about the trainee's performance and shall provide guidance in assessing a CPT as passed or failed. Please be aware that "not enough traffic" is a possible outcome if the traffic during the exam was not sufficient to assess important competencies, and in this case the option for "The trainee needs to be observed again" shall be used. The filled sheet shall be made available to the examinee regardless of the outcome.

A CPT shall assess the trainee's ability to control well under normal circumstances. Previous experience with the trainee must not be taken into account (only exception: You may take into account that an important situation which has not occurred in the CPT was handled correctly in a previous session; this may not solely decide about the outcome of a CPT). Please make the trainee aware that if the traffic situation is too busy, there is the possibility to request a relief station (e.g. DEL). In high traffic situations, splitting the CPT in two parts (e.g. TWR & GND) is possible. Approving any of this is subject to the examiner's discretion and local policies. The examiner may also suggest and/or request that a relief station is opened.

CPTs on sweatbox or any other non-online environment must be approved by VATEUD.

The following guidelines are written to assist the examiners assessing specific competences. It is important to note that if any field is marked as Insufficient, a clear explanation shall be provided on the comment section for that topic. A summary of the CPT in the general comments section is required.

Grades are set as:

N/A - Not applicable to this airport/airspace or has not occurred in this CPT.

I – Insufficient □ Trainee fails to perform this task in a satisfactory manner.

S – Sufficient □ Trainee performs this task in a satisfactory manner.

G – Good □ Trainee constantly performs this task in a better-than-average manner.

A CPT cannot be marked as failed if no competency was insufficient. On the other hand, if any competency is marked as insufficient and the trainee still passed, a clear comment explaining this must be provided.

A loss of separation automatically leads to a failed CPT if none of the following points apply:

1. The loss of separation was at least partly caused by an adjacent ATC station and the examinee took reasonable action to quickly solve the situation once it occurred.
2. The loss of separation was at least partly caused by poor pilot performance and the examinee took reasonable action to quickly solve the situation once it occurred.
3. The traffic situation was so complex that even though the examinee controlled very well the loss of separation happened. In this traffic situation it would not be reasonable to expect a VATSIM ATCo to control without such mistakes. Ideally this situation would have been prevented by having additional stations online to support the examinee. Thus the examiner misjudged the situation, acted too late, or nobody was available to staff such additional relief stations.

Tower Controller – S2

General

- **Correctly connects to the network**
Trainee is able to open Euroscope, select the appropriate position for the exam and connect without assistance, using the correct frequency. Trainee sets up Audio for Vatsim correctly
- **Understands the Role and Responsibility**
Trainee understands the Role of an Air Traffic Controller on the relevant station.
- **Demonstrates correct use of the Software**
Trainee knows how to use Euroscope and AFV. Keeps the Flight Strips / Flight Lists / Tags updated and uses the software according to local procedures.
- **Demonstrates professional behaviour and pleasant attitude**
The trainee keeps a normal, friendly, professional tone throughout the exam. This includes professional handling of newbie or any other pilots who have difficulties to comply with ATC instructions. If this task is performed insufficiently, the CPT cannot be passed.

ATC Competencies

- **Selects a suitable runway configuration and generates ATIS**
Trainee takes into consideration METAR, TAF and local procedures to select the runway configuration to be used; Generates and maintains the ATIS updated with relevant information according to local procedure
- **Issues appropriate clearance and departure instructions**
Trainee validates the flightplan and issues a clearance according to local procedure. Trainee coordinates the departure if required.
- **Issues appropriate ground movement clearances**
Trainee issues start-up, pushback and taxi as required, maintaining an appropriate traffic flow and respecting local procedures.
- **Issues appropriate Take-off/Landing clearances**
Trainee issues Take-Off and Landing clearances efficiently while always keeping it safe according to local procedures of runway occupied/vacated/any other relevant info.
- **Correctly handles missed approaches**
Traffic is given information and is handed over to the relevant adjacent unit, according to local procedures.
- **Manages VFR traffic correctly**
Trainee handles VFR correctly and is able to integrate it into/out of the traffic circuit with the remaining departures/arrivals. This competency may also include any non-standard VFR situations.
- **Provides traffic information when suitable and appropriate**
Trainee passes correct and appropriate traffic information.
- **Demonstrates Situational Awareness and Frequency Management**
Trainee demonstrates a good overview of the traffic situation both in the air and on ground, knows what needs to be performed and manages the frequency accordingly.
- **Knows and applies procedures and agreements correctly**
Trainee knows the relevant SOP's and LoA's and applies them correctly, performing the required coordination when deviating from the procedures. This includes correct transfer of control and transfer of communications conditions.

Communications

- **Demonstrates the use of appropriate phraseology**
Appropriate phraseology means standard whenever possible and capable to use common conversation when the situation requires it.
- **Correctly manages communication priority**
Trainee gives priority to traffic that needs to be prioritized, such as Air over Ground, Take-off/Landing/Taxi over flightplan clearance/delivery, etc.
- **Performs the required coordination**

Trainee performs all required coordination according to local procedures, for example Missed Approach or VFR departures

- **Correctly takes over and hands over the position**

The trainee takes over the position correctly including all relevant coordination.

The trainee hands over the station correctly including all relevant coordination.

Approach Controller – S3

General

- **Understands the Role and Responsibility**
Trainee understands the Role of an Air Traffic Controller on the relevant station.
- **Demonstrates correct use of the Software**
Trainee knows how to use Euroscope and AFV. Keeps the Flight Strips / Flight Lists / Tags updated and uses the software according to local procedures.
- **Demonstrates professional behaviour and pleasant attitude**
The trainee keeps a normal, friendly, professional tone throughout the exam. This includes professional handling of newbie or any other pilots who have difficulties to comply with ATC instructions. If this task is performed insufficiently, the CPT cannot be passed.
- **Correctly performs the Top-down coverage**
Trainee is able to perform the role of Tower/Ground/Delivery, as applicable, in case the stations are not manned. Correctly prioritizes airborne traffic and is able to request a lower station to be staffed in case traffic necessity so dictates.

ATC Competencies

- **Handles the traffic safely, applying separation criteria and with adequate safety buffers**
Trainee is able to keep a safe traffic situation, giving conflict free instructions, uses radar headings and vertical separation as appropriate.
- **Correctly identifies aircraft, including verification of Mode C**
Correctly verifies the Mode C altitude by crosschecking the pilot reported altitude and the altitude displayed on the radar, especially for outbounds and level flights
- **Uses SIDs and STARs as required**
Trainee makes use of the SIDs and STARs full profile when so required, but is also able to issue tactical directs when traffic situation permits and/or requires
- **Achieves inbound spacing as required**
Trainee is able to use speed control and/or vectoring techniques to create a sequence of arrivals, ideally within plus 2 miles from the local procedure separation, or as coordinated with the Tower. In case local procedures required, the use of proper techniques for procedural separation shall be evaluated.
- **Manages VFR traffic mixed with IFR traffic and traffic entering/exiting the TMA**
Trainee handles VFR correctly, is able to integrate it with the IFR Traffic and provides required instructions to enter/exit the TMA. This competency may also include any non-standard VFR situations.
- **Provides traffic information when suitable and appropriate**
Trainee passes correct and appropriate traffic information.
- **Makes use of holding stacks when required and manages them appropriately**
Trainee is able to provide holding instructions and/or make use of Published holds if traffic situation requires, keeping an overview of first come/first served basis, whilst being flexible in case of multiple holding stacks
- **Makes a plan on time, is creative and flexible**
Trainee creates a mental traffic picture and decisions when integrating traffic, and is able to come up with multiple solutions and flexible to adjust when so required
- **Adapts workload to traffic complexity, is able to prioritize and keeps concentrated**
Trainee is able to be expeditious in low traffic and/or low complexity but is able fallback on standard patterns in high traffic/high complexity, with bigger buffers and/or less instructions
- **Demonstrates Situational Awareness and Frequency Management**
Trainee demonstrates a good overview of the traffic, knows what needs to be performed and manages the frequency accordingly

- **Knows and applies procedures and agreements correctly**

Trainee knows the relevant SOP's and LoA's and applies them correctly, performing the required coordination when deviating from the procedures. This includes correct transfer of control and transfer of communications conditions. Observance of minimum altitudes (MSA/MRVA and similar) should also be considered here.

Communications

- **Demonstrates the use of appropriate phraseology**

Appropriate phraseology means standard whenever possible and capable to use common conversation when the situation requires it.

- **Correctly manages communication priority**

Trainee gives priority to traffic that needs to be prioritized, such as Air over Ground, Traffic close to final vs traffic entering the controlled Area, etc.

- **Performs the required coordination**

Trainee performs all required coordination according to local procedures.

- **Correctly takes over and hands over the position**

The trainee takes over the position correctly including all relevant coordination.

The trainee hands over the station correctly including all relevant coordination.

Area Controller – C1

General

- **Understands the Role and Responsibility**
Trainee understands the Role of an Air Traffic Controller on the relevant station.
- **Demonstrates correct use of the Software**
Trainee knows how to use Euroscope and AFV. Keeps the Flight Strips / Flight Lists / Tags updated and uses the software according to local procedures.
- **Demonstrates professional behaviour and pleasant attitude**
The trainee keeps a normal, friendly, professional tone throughout the exam. This includes professional handling of newbie or any other pilots who have difficulties to comply with ATC instructions. If this task is performed insufficiently, the CPT cannot be passed.
- **Correctly performs the Top-down coverage**
Trainee is able to perform the role of Approach/Departure/Tower/Ground/Delivery, as applicable, in case the stations are not manned. Correctly prioritizes airborne traffic and is able to request a lower station to be staffed in case traffic necessity so dictates.

ATC Competencies

- **Handles the traffic safely, applying separation criteria and with adequate safety buffers**
Trainee is able to keep a safe traffic situation, giving conflict free instructions, uses radar headings and vertical separation as appropriate.
- **Correctly identifies aircraft, including verification of Mode C**
Correctly verifies the Mode C altitude by crosschecking the pilot reported altitude and the altitude displayed on the radar, especially for outbounds and level flights
- **Uses SIDs and STARs as required**
Trainee makes use of the SIDs and STARs full profile when so required, but is also able to issue tactical directs when traffic situation permits and/or requires
- **Achieves inbound spacing as required**
Trainee is able to use speed control and/or vectoring techniques to create a sequence of arrivals, ideally within plus 2 miles from the local procedure separation, or as coordinated with the Approach/Tower. In case local procedures required, the use of proper techniques for procedural separation shall be evaluated. Inbound spacing may be increased in case workload so justifies
- **Makes use of holding stacks when required and manages them appropriately**
Trainee is able to provide holding instructions and/or make use of Published holds if traffic situation requires, keeping an overview of first come/first served basis, whilst being flexible in case of multiple holding stacks
- **Provides ATS services according to Airspace Class**
Trainee is aware of the Airspace Class the traffic is inside of, and provides ATS services accordingly
- **Anticipates conflicts and uses the require technique to solve them**
Trainee is able to spot conflicts in due time and issue instructions to solve them in due time. This can be performed by issuing intermediate flight levels for climbing/descending traffic, issuing vectors or speed techniques
- **Makes a plan on time, is creative and flexible**
Trainee creates a mental traffic picture and decisions when integrating traffic, and is able to come up with multiple solutions and flexible to adjust when so required
- **Adapts workload to traffic complexity, is able to prioritize and keeps concentrated**
Trainee is able to be expeditious in low traffic and/or low complexity but is able fallback on standard patterns in high traffic/high complexity, with bigger buffers and/or less instructions

- **Demonstrates Situational Awareness and Frequency Management**
Trainee demonstrates a good overview of the traffic, knows what needs to be performed and manages the frequency accordingly
- **Knows and applies procedures and agreements correctly**
Trainee knows the relevant SOP's and LoA's and applies them correctly, performing the required coordination when deviating from the procedures, including issuing STAR's if required. This also includes correct transfer of control and transfer of communications conditions. Observance of minimum altitudes (MSA/MRVA and similar) should also be considered here.

Communications

- **Demonstrates the use of appropriate phraseology**
Appropriate phraseology means standard whenever possible and capable to use common conversation when the situation requires it.
- **Correctly manages communication priority**
Trainee gives priority to traffic that needs to be prioritized, such as Air over Ground, Traffic close to final vs traffic entering the controlled Area, etc.
- **Performs the required coordination**
Trainee performs all required coordination according to local procedures.
- **Correctly takes over and hands over the position**
The trainee takes over the position correctly including all relevant coordination.
The trainee hands over the station correctly including all relevant coordination.