



VATEUD CPT Log Guidelines

Guidelines to assess CPTs in VATEUD

General Guidelines

Competencies Assessment Guidelines

The assessment sheet shall provide a quick overview of the trainee's performance and shall provide guidance on 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 insufficient to assess the required competencies, and in this case, the option for "The trainee needs to be observed again" shall be used. The completed 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 a serious situation which has not occurred in the CPT was handled correctly in a previous session; this may not solely decide 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 into 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 be opened. Any other relevant circumstances should also be recognized and considered by the examiner before making a final decision. Any doubts can be discussed directly with the EUD ATD Team before the last assessment.

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

All CPTs should take between 60 and 120 minutes. CPTs which are clearly marked as failed may be ended earlier.

The following guidelines are intended to assist the examiners in assessing specific competences. It is important to note that if any field is marked as insufficient, a clear explanation shall be provided in the comments 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 passes, a clear comment explaining this must be provided, eg. loss of separation between aircraft was caused due to poor pilot performance.

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.

By default examiners should assume that the examinee taking the exam had their competencies on "lower" positions verified in the lower position exams. Whenever an examinee shows a lack of

knowledge on such “lower” positions covered top-down, this should not solely decide about the outcome of the exam. Lack of knowledge on positions covered top-down should be mentioned in the CPT log and may result in an immediate activation of the competency section in the Division Training Policy. The ability to handle top-down positions in general may be part of the examination, but relief stations should be opened whenever traffic levels are sufficient for an examination without top-down services. The only exception would be C1 CPTs in which top-down service on less busy airports may be part of the examination according to local policies.

Log Documentation Standard

The CPT log should be filled out with short and clear sentences that describe the exam session. Positive points should be marked with the same care as negative points.

The final review should consist of: Weather (if relevant), neighboring active ATC sectors, assessment of average pilot ability, brief description of achieved competences, description of any nonstandard situations.

The CPT log should be completed by the main examiner/divisional examiner with the acceptance of assisting examiners. The noted time frame should indicate the actual online assessment time period.

Complexity is recognized as:

Low □ Circumstances and traffic give the examinee many opportunities to change plans. Good traffic planning is not important. Non-standard requests are rare or non-existent. Multitasking is not required.

Medium □ Circumstances and traffic give the examinee rare opportunities to change plans on short notice. Good traffic planning is required occasionally. Non-standard requests occur a few times. Multitasking is occasionally required

High □ Circumstances and traffic give the trainee close to no opportunities to change plans on short notice. Good traffic planning is often required. Non-standard requests occurred many times. Multitasking is often required.

Workload is recognized as:

Low □ Trainee easily manages the frequency, performs additional tasks on time (eg. ES list updates), and can coordinate with other sectors in advance.

Medium □ Constant transmissions with pauses for new stations reporting, examinee can perform additional tasks (eg. ES list updates) with no significant delay, and coordination with other sectors on time is possible. Approving a relief station on the examinee’s request is up to the examiner.

High □ Constant transmissions with barely any pauses, examinee may perform additional tasks (eg. ES list updates) with delay, and may coordinate with other sectors with delay. The examiner should consider proactively adding a relief station to reduce workload. If the trainee asks for a relief station, the examiner should approve it.

Traffic load is recognized as:

Low □ Traffic load is lower than the traffic load on a usual weekday evening.

Medium □ Traffic load is typical for a weekday evening.

High □ Traffic load is at or above the busiest times during non-event evenings.

- 1) If a session is too easy (all parameters “low”) and thus important skills could not be examined, the session should be marked as “The trainee needs to be observed again”.
- 2) If a session needs to be considered as “difficult” (all parameters “medium”, at least one “high”), this should be reflected in the evaluation as well - meaning smaller mistakes may be acceptable if the overall handling of the difficult scenario was good.
- 3) Smaller mistakes in an easy environment should weigh heavier than in a difficult scenario.

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. Trainee assessed the current network situation before logon (current traffic and airport conditions, software status, VATSIM services status).
- **Understands the Role and Responsibility**
Trainee understands the Role of an Air Traffic Controller on the relevant station in accordance with general VATSIM and local regulations.
- **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, professional tone throughout the exam. This includes professional handling of newbie or any other pilots who have difficulties complying with ATC instructions. In scenarios going outside ATC competences, the trainee should demonstrate proper recognition and handover to other relevant departments eg. Supervisor, PTD etc. 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, this should be communicated during the session briefing. Generates and maintains the ATIS according to local procedures. Trainee should also demonstrate proper understanding of meteorological conditions including recognition of VMC, IMC.
- **Issues appropriate clearance and departure instructions**
Trainee validates the flight plan and issues a clearance according to local procedures. Trainee coordinates departures if required.
- **Issues appropriate ground movement clearances**
Trainee issues start-up, pushback and taxi instructions as required, maintaining an appropriate traffic flow while respecting local procedures.
- **Issues appropriate Take-off/Landing clearances**
Trainee issues Take-Off and Landing clearances efficiently while always ensuring safety, in accordance with local procedures. Trainee correctly uses conditional clearances where useful.
- **Correctly handles missed approaches**
Traffic is correctly instructed to go around and follow a missed approach procedure, according to local procedures. Additional calls or coordinations are performed as required.
- **Manages VFR traffic correctly**
Trainee handles VFR traffic correctly and is able to integrate it into/out of the traffic circuit with other departures/arrivals. This competency may also include any non-standard VFR situations according to local procedures / AIP. The trainee is also able to assess VFR meteorological conditions and proper weather assessment.
- **Provides traffic information when suitable and appropriate**
Trainee gives correct and appropriate traffic information.
- **Demonstrates Situational Awareness and Frequency Management**
Trainee demonstrates a good understanding of the traffic situation both in the air and on the ground, knows what needs to be performed, and manages the frequency accordingly.
- **Knows and applies procedures and agreements correctly**

Trainee knows the relevant SOPs and LoAs and applies them correctly, performing the required coordination when deviating from standard procedures. This includes correct transfer of control and transfer of communications conditions.

- **On positions with radar coverage, correctly identifies aircraft, including verification of Mode C/S**

Correctly verifies the Mode C altitude by crosschecking the pilot reported altitude and the altitude displayed on the radar. Mode S where applicable.

Communications

- **Demonstrates the use of appropriate phraseology**

Appropriate phraseology means standard whenever possible and capable of 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. Trainee assessed the current network situation before logon (current traffic and airport conditions, software status, VATSIM services status).
- **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, professional tone throughout the exam. This includes professional handling of newbie or any other pilots who have difficulties complying with ATC instructions. In scenarios going outside ATC competences trainee should demonstrate proper recognition and handover to other relevant department eg. Supervisor, PTD etc. 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 necessitates.

ATC Competencies

- **Handles the traffic safely, applying separation criteria with adequate safety buffers**
Trainee is able to keep a safe traffic situation, giving conflict-free instructions, and using radar headings and vertical separation as appropriate.
- **Correctly identifies aircraft, including verification of Mode C/S**
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. Mode S where applicable.
- **Uses SIDs and STARs as required**
Trainee makes use of full SID and STAR profiles when required, but is also able to issue tactical directs when the traffic situation permits and/or requires to do so.
- **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 Tower. In case local procedures require so, 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 traffic correctly, is able to integrate it with 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, appropriate, and timely 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. A situation requiring holdings may also require multiple relief controllers to maintain a manageable traffic load on each frequency.
- **Makes a plan on time, is creative and flexible**
Trainee creates a mental traffic picture and decisions when integrating traffic, is able to come up with multiple solutions, and is flexible to adjust when 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 to fall back on standard patterns in high traffic and/or complex scenarios.

- **Demonstrates Situational Awareness and Frequency Management**

Trainee demonstrates good awareness 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 SOPs and LoAs 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 of 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. Trainee assessed the current network situation before logon (current traffic and airport conditions, software status, VATSIM services status).
- **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, professional tone throughout the exam. This includes professional handling of newbie or any other pilots who have difficulties complying with ATC instructions. In scenarios going outside ATC competences trainee should demonstrate proper recognition and handover to other relevant department eg. Supervisor, PTD etc. 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 necessitates.

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, and using radar headings and vertical separation as appropriate.
- **Correctly identifies aircraft, including verification of Mode C/S**
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. Mode S where applicable.
- **Uses SIDs and STARs as required**
Trainee makes use of full SID and STAR profiles when required, but is also able to issue tactical directs when the 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 require, the use of proper techniques for procedural separation shall be evaluated. Inbound spacing may be increased in case workload justifies it.
- **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. A situation requiring holdings may also require multiple relief controllers to maintain a manageable traffic load on each frequency.
- **Provides ATS services according to Airspace Class**
Trainee is aware of the Airspace Classes and provides ATS services accordingly.
- **Anticipates conflicts and uses the required technique to solve them**
Trainee is able to spot conflicts before they happen and issues instructions to solve them appropriately. 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, is able to come up with multiple solutions, and is flexible to adjust when 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 to fall back on standard patterns in high traffic and/or complexity, with bigger buffers and/or less instructions.
- **Demonstrates Situational Awareness and Frequency Management**
Trainee demonstrates good awareness 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 SOPs and LoAs and applies them correctly, performing the required coordination when deviating from the procedures, including issuing STAR clearances if required. 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 of 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.