

Training policies

A collection of policy documents that our training is built on.

VATSIM & VATEUD - Training

The below are the central policies we as a FIR build our training around.

You are not required to read the contents of these, but should know about them as they may be referred to at some point. Hence, do not spend any significant amount of time on this section.

The important aspects of these policies are summarised in the next section.

1. [Global Controller Administration Policy \(GCAP\)](#)

This is the central VATSIM policy which all divisions must follow. Other policies refer to this.

2. [VATEUD Division Training Policy \(DTP\)](#)

This is the policy for training in VATEUD, which is the division our vACC is under. It specifies certain requirements in terms of activity, progression, handling of endorsements etc.

VATSIM Scandinavia - Training

Our own policies within the vACC. Some are built on the central documents from VATEUD.

1. [Training Policy for Students](#)

Responsibilities and expectations from students. It is important to be familiar with these.

Note in particular that the student is responsible for providing you as a mentor with dates to conduct sessions. It is not expected that you as a mentor ask the student.

Mentors are required to know about this policy.

2. Training Policy for Mentors

Responsibilities and expectations from you as a mentor. Important to be aware of to have a smooth and fair training environment.

Mentors are required to know about and follow this policy.

3. Transfer and Visiting policy in VATSIM

Scandinavia

Simplified version of the [VATSIM Transfer and Visiting Policy \(TVCP\)](#) which makes it much easier for applicants and training resources to know how these requests are handled.

You are not required to know the contents this policy, but should be aware of it.

4. Fast-Track procedure for VATSCA

Clarifying version of the [VATEUD Fasttrack procedure](#)

You are not required to know the contents this policy, but should be aware of it.

5. Controller Practical Test (CPT) policy for VATSCA

Simplified version of the relevant parts from GCAP. Applied to examiners for the most part, but also useful to understand for mentors.

Examiners are required to know about and follow this policy.

Mentors are not required to know the contents this policy, but should be aware of it.

VATSIM Scandinavia - Privacy

vACC policy regarding handling of personal information and privacy of members.

Privacy Policies

These policies are created to protect the privacy of all members in VATSIM Scandinavia and shall be followed at all times.

As a member of the training department you have access to personal information that are protected by these policies, built on GDPR.

You are required to know about and follow these policies.

Always think about these principles when handling training related data.

- Never screen share in discord when you use CC
- Do not share information about trainings with anyone that is not affiliated with the training
- Do not store more personal information than necessary. Always consider the need.
- Never store sensitive information about students.

Contact training staff if you are have questions about privacy in relation to training.

Always contact the Data Protection Officer (DPO) if you notice a (potential) breach of these policies.

Handling policy breaches

It is expected that you as a mentor is familiar with the following procedures and initiate them when necessary.

No contact within 7 days after mentor assignment

In case the student has not made contact with the mentor within 7 days after being assigned, notify training staff which will close the training.

No session scheduled in 14 days

Notify the Training Assistant or Training Manager which will issue an Activity Warning.

Student must respond on this and schedule a session within 7 days, otherwise the training will be closed.

Underperforming student

If there is no clear progression in the training after multiple sessions, notify training staff which will issue a Progression Warning.

This will require that an examiner joins the following sessions to assess, together with mentor, whether or not training should continue. If the conclusion is that the training has stalled, it will be closed.

Student showing up late to sessions

Note it as an internal comment on the training timeline. Repeating incidents shall be reported to training staff to assess whether training should continue or not.

Student cancelling or not showing up to sessions

Note it as an internal comment on the training timeline. Repeating incidents shall be reported to training staff to assess whether training should continue or not.

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