

Buddy Training Guidelines

Standard Operating Procedure (SOP)

Effective Date: 1 December 2025

Issued by: Training Department

1. Purpose

This SOP defines the responsibilities, expectations, and procedures for buddies assigned to support students in the S1 early training phases. The buddy system has demonstrated strong effectiveness, contributing to improved controller proficiency and a high rate of successful CPT completions. This procedure applies to all certified controllers who serve as buddies for students training at:

- **EKBI / EKYT** (Post-Sweetbox S1 Online Sessions)
- **EKCH** (APRON phase following regional hours)

2. Buddy Requirements

1. Maintain current knowledge of local procedures for all relevant airports.
2. Use correct, clean, and professional phraseology.
3. Demonstrate patience and provide a supportive learning environment.
4. Reference official documentation (wiki, training materials) when clarification is needed.

3. EKBI / EKYT Buddy Procedures

3.1 Student Prerequisites

- Completed Sweetbox sessions (2× EKBI, 1× EKYT)
- Passed the S1 VATEUD theoretical exam
- Granted the S1 rating

3.2 Buddy Responsibilities

- Provide guidance and confidence-building support during the student's first network sessions
- Answer operational and procedural questions in real time
- Encourage and facilitate exposure to **VFR traffic** to expand the student's practical skillset. Buddies are encouraged to request VFR flights from the community where possible.

4. EKCH APRON Procedures

Transition to EKCH

- Students become eligible for EKCH APRON operations after:
 - Completing **25 hours** on regional positions (e.g., EKBI/EKYT)
 - And have contacted training department
- These hours should enable the student to manage moderate traffic confidently.

4.2 Training Structure

- Students typically require **2-3 APRON sessions** before progressing to TWR training.
- It is required to have at least 2 different buddy's on the training.

4.3 Buddy Responsibilities

- Provide continuous support during the session

- Clarify procedures, phraseology, and EKCH-specific workflows
- Ensure a positive, structured introduction to EKCH traffic levels
- Complete a formal **Training Report** after each session

4.4 Training Reports

- Training Reports must include:
 - Session observations
 - Topics discussed during the debrief
 - Identified strengths and areas for improvement
- Links to reports may be requested via the Training Department.

5. Training Evaluation Criteria

Buddies must evaluate and comment on the following areas in each session report:

1. **Push/Release Procedures**

Correct usage of standard and non-standard points

2. **Taxi Instructions**

Ability to issue both standard and non-standard routings appropriately

3. **Phraseology**

Adherence to standard phraseology, professional tone and clarity, issuing clear and accurate instructions

4. **Speech Tempo**

Maintaining an appropriate pace on frequency

5. **Conditional / Non-Standard Clearances**

Correct understanding and use cases

6. **General Operational Knowledge**

Demonstrated understanding of EKCH procedures and layout

6. Progress Monitoring

After the student's **second** EKCH APRON session, the buddy must contact the **Buddy Mentor (Training department)** to provide a progress update.

7. Support and Contacts

Buddies may contact the Training Department at any time for assistance or clarification.

Available communication channels:

- **Discord**
- **Email:** training-denmark@vatsim-scandinavia.org

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