

Procedures

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Transfer

Introduction

Any controller at VATSIM may transfer to a new Region, Division and Subdivision provided certain requirements are fulfilled.

Purpose

The Transfer Policy in VATSIM Scandinavia establishes requirements, procedures and rules for controllers that would like to **permanently** transfer from another Region, Division and Subdivision (**allocation**) to one of the five FIRs in VATSIM Scandinavia:

1. **Helsinki FIR** (Finland)
2. **Sweden FIR** (Sweden)
3. **Copenhagen FIR** (Denmark)
4. **Polaris FIR** (Norway)
5. **Reykjavik FIR** (Iceland)

Note: The five FIRs within VATSIM Scandinavia are considered to be different subdivisions with respect to training.

Thus, this policy also covers internal transfers within VATSIM Scandinavia. It is based on the [VATSIM Transfer and Visiting Controllers Policy \(TVCP\)](#) to ensure compliance with the global VATSIM policy.

Controllers in queue for training, active and inactive controllers are assigned to a home Region, Division and Subdivision (**home allocation**). Pilots and observers will be assigned a home allocation if they apply for training.

Requirements

To be eligible for transfer the controller must meet the following requirements:

1. **Rating**

- a. **Time**

At least 90 days has passed since a new rating was awarded.

- b. **Experience**

The controller must have provided ATC for at least 50 hours after having passed the check for their current rating.

2. **Previous transfer**

At least 90 days has passed since:

- a. **Completing** any previous transfer

- b. **Failed** to complete any transfer and having been returned to their home allocation

3. **Behaviour**

The controller is in good standing with VATSIM. No history of disciplinary issues within the last 12 months.

4. **Active**

The Controller fulfill VATSIM Scandinavia's requirement of having provided at least 5 hours ATC during the last 6 months to be considered an active controller.

Procedure

A controller that would like to transfer to one of the FIRs in VATSIM Scandinavia should proceed according to the following procedure:

1. **Requirements**

The controller should make sure **all** the requirements are fulfilled.

2. Application

The controller apply for transfer:

- a. If the controller's home Region, Division, Subdivision is **outside** VATSIM Scandinavia the controller apply for transfer via [VATEUD](#) webpage.
- b. If the controller already is assigned to one of the **VATSIM Scandinavia FIRs** the controller should send an email to VATSIM Scandinavia Training Director (*training-director@vatsim-scandinavia.org*) and request transfer.

3. Select VATSIM Scandinavia FIR

Once the application for transfer has been approved the transfer period begin and the controller should send an email to VATSIM Scandinavia Training Director (*training-director@vatsim-scandinavia.org*) and select one (1) of the five FIRs:

- **Helsinki FIR** (Finland)
- **Sweden FIR** (Sweden)
- **Copenhagen FIR** (Denmark)
- **Polaris FIR** (Norway)
- **Reykjavik FIR** (Iceland)

as new home allocation.

4. Transfer Training Plan

The Training Director and the Training Lead collaborate to create an individual practical transfer training plan for the controller based on previous rating and experience.

5. Theoretical and Practical Training

During the practical training the controller may be granted to temporarily individually control certain positions to gain experience applying local procedures. The temporary controlling permissions can be removed at any time.

Example)

A transferring controller with S3 rating that has completed transfer training at a Tower position may be temporarily allowed to provide ATC at that Tower position independently. Thereafter, the training may proceed at an Approach position.

Practical online training would realistically always be needed and is highly encouraged, though it cannot be enforced and be mandatory according to the current TVCP except for familiarisation sessions at Enroute positions.

It is technically possible for the transferring controller to immediately request a *Competency Check* without any training, but it is not recommended since it will most probably result in a failed check and rejection of the transfer.

6. **Enroute Positions**

For C1 practical transfer training, familiarization training is required for each new Enroute position that is controlled during normal traffic levels. The controller is required to provide ATC independently at each new Enroute position for at least **10 hours** before proceeding with further training on additional Enroute positions.

7. **Timeframe**

Theory tests and practical training according to the individual practical transfer training plan should be completed within 90 days, otherwise the transfer will be rejected.

8. **New Region, Division, Subdivision and FIR**

Once the theoretical and practical training has been successfully completed the controller's home Region, Division, Subdivision and FIR is officially changed.

- a. If the controller made an internal transfer from one FIR to another FIR within VATSIM Scandinavia and fulfill the requirements for Visiting controller, the controller will remain a Visiting Controller in the previous FIR.

9. **Positions**

The controller is granted approval to control **unrestricted** positions.

10. **Further Training**

After having completed at least **10 hours** of independent ATC, the controller may apply for further rating and endorsement training (Tier 1 and Tier 2) by registering a Training Request in Control Center (CC). The Training Request will

put in the normal queue for regular home controllers.

Rules

The following rules apply to transferring controllers.

1. The transferring controller retain their ATC rating.
2. If the controller hold an INS rating it will be removed after completing transfer to a new home allocation.

Transition ("Fast-track")

Introduction

Students with extensive prior Air Traffic Control (**ATC**) experience who hold an ATC rating as a

1. Real-life Air Traffic Control Officer (**ATCO**), or
2. International Virtual Aviation Organisation (**IVA**O) network controller

may apply for Transition Training at VATSIM Scandinavia.

Note: Transition Training at VATSIM Scandinavia is referred to as *Fast-Track* in VATSIM and VATEUD documentation. However, the term *Fast-Track* is misleading, as it creates the impression of skipping the training queue, which is generally not the case.

Definition

Transition Training means the training will be individually adapted, performed at an accelerated pace, and the student does not need to complete a formal Controller Practical Test (**CPT**).

The VATSIM Scandinavia Transition Training procedures are based on the [VATEUD ATD Fast Track procedures](#).

Requirements

To be accepted for Transition Training, candidates must fulfil at least one of the following requirements:

Background	Current rating	Transition to VATSIM rating
Real-life ATCO	ADV, ADI	S2
	APP, APS, ACP, ACS	S3
IVAO controller	APC	S2
	ACC	S3

Real-life ATCO

A real-life ATCO holding an ADV or ADI rating is eligible for Transition Training up to S2 rating on VATSIM. Note that the real-life ATCO's rating must be valid, or have been valid within the last 3 years.

IVAO controller

Transition Training from an IVAO rating is permitted to the corresponding VATSIM rating one step below. For example, if an IVAO controller holds an APC (approach positions on IVAO), Transition Training to VATSIM rating S2 (tower positions on VATSIM) is possible. The IVAO controller must have provided at least 5 hours of online ATC within the last 3 years.

Training Request

Candidates meeting the requirements who wish to request Transition Training should contact the VATSIM Scandinavia **Training Director** by email (*training-director@vatsim-scandinavia.org*).

Real-life ATCO

The ATCO should include a high resolution copy of their real-life ATC license and certificates.

IVAO controller

The IVAO controller should include a screenshot clearly showing:

- Name
- Rank
- Controller hours
- Date of last controlling session

Candidates should select one (1) country Finland, Sweden, Denmark, Norway, or Iceland, where they would like to train.

Transition Training Procedure

Since the knowledge, skills, and background of students accepted into the Transition Training program may vary widely, there is no standardized one-size-fits-all training procedure. Instead, the Training Lead and the Training Director create an individual Transition Training plan based on the student's background. The individual plan should generally be based on one of the following templates.

Direct Transition Training

Direct Transition Training is applicable if the real-life ATCO has a rating and endorsement for a particular unit and would like to provide ATC on VATSIM only at the corresponding position(s) up to S3 level, possibly including Tier 1 endorsements.

If for example an ATCO has real-life license to provide ATC at GG APP and TWR and would like to control Göteborg Approach and Landvetter Tower on VATSIM, the following Direct Transition Training plan would be used as basis for the individual Transition Training plan. It is not mandatory, but highly encouraged to start practical training with Direct Transition Training students with higher priority, since they would be able to provide valuable information with respect to real-life local operational procedures at positions we simulate at VATSIM Scandinavia.

VATEUD Core Test Fast-Track Theory Exam

When the student's application for Transition Training has been verified and accepted by the VATSIM Scandinavia Training Director and the VATEUD Training Department, the student is given access to the VATEUD Core Test Fast-Track theory exam.

Practical Training

The Training Lead requests rating upgrade when the student has passed the VATEUD Core Test Exam. When a mentor is available, the mentor provides 1 to 2 practical training sessions at the specific position(s) focussing on VATSIM software, environment and community.

Obviously, the student is expected to perform exceptionally well with respect to controlling skills and applying local operating procedures considering the professional background and training.

- **Training Completion**

Once the student has become familiar with the VATSIM environment and after completing the final session, the student may staff the specific position(s) on VATSIM.

Conditional Transition Training

Conditional Transition Training is applicable for real-life ATCO who hold an ATC license at a different unit from the position(s) they would like to control at VATSIM Scandinavia, and for controllers with IVAO rating APC or higher.

Note: The local operating procedures, such as phraseology, controlling software, and environment at VATSIM Scandinavia might be much more different from the real-life procedures in other countries and regions than you might expect.

Thus, a stepwise training approach should be applied. If the student does not perform at the expected level at any step of the Conditional Transition Training, the Training Lead and the Training Director may jointly decide to abort the Conditional Transition Training and transfer the student to the standard training queue and program.

- **Self-Study**

When the student's application for Transition Training has been verified and accepted by the Training Director and the VATEUD Training Department, the student is given access to pre-training material. The student is expected to prepare and commit to studies.

- **Simulator Training**

Once a mentor is available 1 to 2 Sweatbox sessions are performed. The student is expected to:

- have exceptionally good theoretical background knowledge
- have acquired knowledge of local operating procedures and understanding of basic functionality of VATSIM controller software from self-studies
- quickly understand, implement, and remember feedback from the mentor

● **S1 Rating**

The Training Lead assigns the VATEUD S1 Core test to the student and requests S1 rating upgrade once the student has passed the test.

● **Tower Online Training**

The student has 1 to 2 sessions online a tower position together with the mentor. The student is expected to correctly apply local operating procedures, standard phraseology, and quickly adapt to the VATSIM environment. If the mentor is in doubt regarding the student's progress and performance, the mentor should immediately discuss next steps with the Training Lead.

● **S2 Rating**

If the student follows the Conditional Transition Training up to S2 level, the student is assigned the VATEUD Core Fast Track theory exam (S2 level) and is upgraded to S2 once passed the theory test. Thereafter, the training is completed.

● **Consolidation**

If the student follow Conditional Transition Training up to S3 level, the student is assigned the VATEUD S2 Core test. Once the test is passed, the student is upgraded to S2. The Training Lead may require the student to control on their own at a tower position for up to 50 hours during a 3-month period before the training continues.

● **Practical Approach Control Training**

The student has 1 to 2 practical sessions together with the mentor. The session(s) could be performed in Sweatbox and/or online at the mentor's discretion. The student is expected to have extraordinary good vectoring skills and be able to correctly apply local operating procedures. If the mentor is in doubt regarding the student's progress and performance, the mentor should discuss next steps with the Training Lead.

● **S3 Rating**

If the mentor and the Training Lead find that the student's performance is satisfactory, the student is assigned the VATEUD Core Fast-Track theory exam (S3 level). Once the test is passed, the student is upgraded to S3. Thereafter, the training is completed.

Rules for Transition Training

1. Training Queue

Transition Training requests are placed in the normal training queue with the same priority as regular home VATSIM Scandinavia students. Real-life ATCO with ATC license at a unit in the **same** country where they would like to provide ATC on VATSIM may be prioritized after approval by the Training Director.

2. Underperformance

The student will be removed from the Transition Training program if any of the following conditions occur:

- **Theory**

Severe and significant theoretical knowledge gaps are identified.

- **Skills**

ATC skills fall far below expectations for the student's stated background.

- **Progress**

Progress fails to meet the expectations while following accelerated training pace.

That is, the Training Director may at any point remove the student from the Transition Training program, if the student does not perform at the expected level and place the student in the standard training queue and programs.

Remarks

The Transition Training program is exclusively aimed at students that already have professional or extensive ATC experience. Thus, the following is outside the scope of Transition Training:

1. **Additional Training Sessions**

If the student needs more than 2 training sessions during initial Sweatbox training, S2, or S3 training, the student should be transferred to a corresponding standard training program.

2. **Controller Practical Test (CPT) or Validation Sessions**

If the mentor and the Training Lead would like to have a second opinion a second mentor should be invited as observer during one of the training sessions to provide a broader perspective of the student's performance.

3. **Tier 1 and Tier 2 Endorsement Training**

Tier 1 and Tier 2 Endorsement training should be conducted within the standard training programs, except if the real-life ATCO has professional license to control the corresponding position.

4. **Area Control Surveillance (C1 rating)**

Area Control on VATSIM is during normal conditions usually very different from real-life in some aspects:

- **Complexity**

Area Control positions on VATSIM are procedurally highly complex, since top-down coverage for approach and tower positions below might be included.

- **Coverage**

VATSIM area control position may bandbox a large number of real-life sectors.

- **Traffic Flow**

Traffic flows might unexpectedly increase to very high levels, since Traffic Flow Management might be limited at times.

Thus, C1 training should be performed within the standard training programs.

5. **Real-life pilots**

The Transition Training program is aimed at students with extensive previous ATC experience, thus pilots with for example PPL, ATPL, or MPL are not eligible.

Other positions and higher rating training

If the student wishes to control other positions or train for a higher rating, the student should register a standard Training Request in the training administration program Control Center(**CC**).

Visiting Controller