

BL 6-99

Regulations on approved persons for ATS training

Edition 4, 9 November 2004

In pursuance of § 73 and subsection (10) of § 149 of the Air Navigation Act, cf. Consolidation Order no. 543 of 13 June 2001, the Civil Aviation Administration - Denmark hereby stipulates on the authority of the Ministry of Public Works, cf. Order no. 795 of 3 September 2001 on delegation of authorities to the Civil Aviation Administration - Denmark and on publication of the regulations issued by the Administration:

1. Reference documents

1.1 BL 6-70, Regulations on air traffic controller and student air traffic controller licence, latest edition.

1.2 BL 6-71, Regulations on FIS and student FIS licence, latest edition.

1.3 BL 6-94, Regulations on theoretical training for student air traffic controller licence etc., latest edition.

1.4 BL 6-95, Regulations on practical training for air traffic controller licence etc., latest edition.

1.5 BL 6-96, Regulations on theoretical training for student FIS licence etc., latest edition.

1.6 BL 6-97, Regulations on practical training for FIS licence etc., latest edition.

1.7 The documents mentioned in paragraphs 1.1-1.6 can be downloaded from the Civil Aviation Administration - Denmark's homepage www.slv.dk and from Retsinforma-

tion's (Legal Information's) homepage www.retsinfo. The documents can further be bought on application to

Civil Aviation Administration - Denmark
Service Centre
P.O. Box 744
Ellebjergvej 50
DK-2450 Copenhagen SV
Tel.: +45 3618 6000
Fax: +45 3618 6001
E-mail: ais@slv.dk

2. Definition

Assessor:

A person approved by the Civil Aviation Administration - Denmark to assess the skills of a licence holder.

3. Applicability

This BL lays down regulations on Heads of Training, Chief Training Instructors and instructors at ATS training institutions as well as Chief Training Instructors, instructors and assessors at air traffic service units in charge of practical training for ATS licences.

4. Theoretical training

4.1 Head of Training (HT) and Chief Training Instructor (CTI)

4.1.1 An approval as HT or CTI shall be conditional on

- a. the applicant holding or having held a valid air traffic controller licence, cf. BL 6-70, for training covered by BL 6-94 or BL 6-96, or a valid FIS licence for training covered by BL 6-96,
- b. the applicant having exercised the privileges of the licence for at least 3 years,
- c. the applicant having undertaken an instruction course the contents of which meet the requirements in Appendix 1 to this BL, or having extensive instruction experience,
- d. the applicant being able to be present at the institute to the extent it is necessary to live up to his responsibilities, cf. BL 6-94, paragraph 3.2, or BL 6-96, paragraph 3.2,
- e. the applicant demonstrating, through an interview with the Civil Aviation Administration - Denmark, to have a thorough knowledge of the training in question, and
- f. the applicant being regarded fit to attend to the task by the Civil Aviation Administration - Denmark.

4.1.2 An approval as HT or CTI will be revoked if

- a. the aviation training institute or the HT/CTI so requests,
- b. the HT/CTI no longer meets the requirement in paragraph 4.1.1 f.,
- c. the HT/CTI grossly or repeatedly sets aside his duties as HT/CTI,
- d. the HT/CTI is not present at the institute to the extent necessary, cf. paragraph 4.1.1 d., or
- e. the privilege to exercise the activities as HT/CTI is suspended in pursuance of § 79 of the Danish Criminal Code.

4.1.3 An approval as HT/CTI shall be repealed if the Civil Aviation Administration - Denmark

revokes the aviation training institute's permission as training institute.

4.2 Instructor

4.2.1 Theory instructor

A theory instructor shall

- a. have the appropriate knowledge of the subjects which the person in question is going to teach and
- b. have demonstrated his skill in class teaching to HT or CTI .

4.2.2 Simulator instructor

4.2.2.1 Within the preceding 3 years before employment as simulator instructor, the simulator instructor shall hold or have held a licence endorsement as On-the-Job-Training-Instructor (OJTI) for the relevant rating with associated rating endorsement.

4.2.2.2 The privilege to function as simulator instructor shall be conditional on the person in question,

- a. within the preceding 3 years having held a licence endorsement as OJTI for the relevant rating with associated rating endorsement, or
- b. within the preceding year having functioned for at least 40 hours as simulator instructor on the relevant type of simulator, or
- c. having undertaken a refresher course for simulator instructors on the relevant type of simulator.

5. Practical training

5.1 Chief Training Instructor (CTI)

5.1.1 An approval as CTI for practical training shall be conditional on

- a. the applicant holding a valid air traffic controller licence giving the privilege to provide service at the relevant unit, for training covered by BL 6-95 or a valid FIS licence giving the privilege to provide service at the relevant unit, for training covered by BL 6-97,
- b. the applicant holding a valid OJTI licence endorsement and for at least 2 years having acted as instructor at the relevant rating of air traffic control service or flight information service, respectively, with a business holding the Civil Aviation Administration - Denmark's permission to provide air traffic service,
- c. the applicant being fully employed with an air traffic service unit operated by a business holding a permission to provide air traffic service,
- d. the applicant demonstrating a thorough knowledge of the relevant training in an interview with the Civil Aviation Administration - Denmark, and
- e. the applicant being regarded fit to undertake the task by the Civil Aviation Administration - Denmark.

5.1.1.1 A CTI assessing in accordance with paragraph 5.2 shall also meet the requirement in paragraph 5.2.1 b.

5.1.1.2 The approval shall be issued as a licence endorsement (CTI).

5.1.2 An approval as CTI will be revoked

- a. if the air traffic service unit or the CTI so requests,
- b. if the CTI no longer meets the requirements in paragraph 5.1.1a., b., c. or e.,
- c. if the CTI grossly or repeatedly sets aside his duties, or
- d. if the privilege to exercise the activities as CTI is suspended in pursu-

ance of § 79 of the Danish Criminal Code.

5.1.3 An approval as CTI shall be repealed if the Civil Aviation Administration - Denmark revokes the aviation training institute's permission as training institute.

5.2 Assessor

5.2.1 An approval as assessor at an air traffic service unit shall be conditional on

- a. the applicant holding a valid licence endorsement as OJTI (OJTI endorsement),
- b. the applicant having participated in and successfully passed a course for assessors approved by the Civil Aviation Administration - Denmark with contents at least meeting the requirements in Appendix 1 to this BL, and
- c. the applicant being regarded fit to undertake his tasks by the Civil Aviation Administration - Denmark.

5.2.1 An approval as assessor will be repealed if the requirement in paragraph 5.2.1 a. is no longer met.

5.2.1.2 An approval as assessor will be revoked if the requirement in paragraph 5.2.1 c. is no longer met.

5.3 On-the-Job-Training-Instructor (OJTI)

5.3.1 Issue of the licence endorsement On-the-Job-Training-Instructor (OJTI endorsement) shall be conditional on

- a. the applicant having participated in and successfully passed a course for instructors approved by the Civil Aviation Administration - Denmark with contents at least meeting the requirements in Appendix 1 to this BL, and

- b. successfully having demonstrated his skills in practical instruction at the unit to the CTI.

5.3.2 In order to exercise the privileges of the licence endorsement in connection with training for air traffic controller licence, the holder shall

- a. have provided air traffic control service for at least two years in the relevant rating with associated rating endorsements and
- b. have held a valid unit endorsement for the preceding six months at the relevant unit.

5.3.3 In order to exercise the privileges of the licence endorsement in connection with training for FIS licence, the holder shall

- a. have provided flight information service for at least one year in the relevant rating with associated rating endorsements and
- b. have held a valid unit endorsement for the preceding three months at the relevant unit.

5.3.4 In addition to the requirements in paragraphs 5.3.2 and 5.3.3 and in order to keep his OJTI endorsement, the holder shall have met two of the following requirements within the preceding 3-year period:

- a. Have been in charge of instruction corresponding to at least 90 hours in connection with training for air traffic controller licence and at least 60 hours in connection with training for FIS licence,
- b. have participated in a refresher course (OJTI refresher seminar) approved by the Civil Aviation Administration - Denmark, or
- c. have passed a proficiency check (OJTI PFC) meeting the requirements in Appendix 2 to this BL.

5.3.4.1 Further the holder shall have participated in at least one OJTI refresher course approved by the Civil Aviation Administration - Denmark within a 5-year period.

5.3.5 The holder of an instructor endorsement (OJTI endorsement) shall, within a 3-month period, be exempted from instructor duties in 25% of the duty period corresponding to a full time employment.

5.4 Simulator instructors

A simulator instructor on a synthetic training device used in connection with Pre-On-the-Job-Training (Pre-OJT) shall meet the requirements in paragraph 5.3 when the training is initiated.

6. Exemption

The Civil Aviation Administration - Denmark may in particularly exceptional cases grant exemption from the regulations in this BL if it is deemed compatible with the considerations on which the regulations in question are based.

7. Complaints

Complaints of the decisions taken by the Civil Aviation Administration - Denmark in pursuance of this BL may be presented to the Ministry of Transport.

8. Implementation

8.1 This BL comes into force on 1 December 2004.

8.2 Persons who on the implementation date of this BL holds a valid approval as CTI for practical training and who meets the requirements in paragraph 8.3, may have issued a CTI endorsement corresponding to their present approval.

9. Temporary provisions

9.1 Persons who on the implementation date of this BL meets the conditions in para

graphs 5.3.2 and 5.3.3 may have issued an OJTI licence endorsement.

9.2 Persons who on the implementation date of this BL hold a valid approval as CTI at an aviation training institute maintain their approval in pursuance of this BL.

9.3 Persons who on the implementation date of this BL have functioned as simulator instructors at the theoretical training within the past three years are regarded to meet the condition in paragraph 4.2.2.1 as regards the type of simulator in question.

Civil Aviation Administration, 9 November 2004

Kurt Lykstoft Larsen

/Per Veingberg

Appendix 1 to BL 6-99

Assessor

A person at a unit approved by the Civil Aviation Administration - Denmark to make judgements/assessments about performance against the Rating requirements for licensed personnel, when conducting PFC or unit licence endorsement examination, at the particular unit.

The course to pass to get an approval must as a minimum contain following subjects:

- The EATMP licensing requirements.
- The concept of assessment.
- Human factors affecting assessment.
- The practical side of competency assessment.
- The oral part of competency assessment, the situational interview.
- Maintenance of operational competency.

The objectives to be met are that the participant will

- be aware of the requirements of the licensing scheme,
- understand the role of competency assessment and auditing in safety management,
- appreciate how stress and interpersonal factors affect and influence performance,
- understand the process of practical assessment and objectively be able to assess a licence holder undertaking the practical part of the process,
- develop a system of note taking,
- apply scenario interviewing techniques,
- prepare and ask unambiguous questions and correctly assess the responses, and
- understand the requirements for the ongoing monitoring and assessment of licence holders competency and be aware of the methods available.

On-the-Job Training Instructor licence endorsement

Licence holders applying for the OJTI licence endorsement must have participated and successfully passed a course enabling the holder to demonstrate adequate skills in practical instruction to the unit Chief Training Instructor.

The course should contain a theoretical and a practical part.

Theoretical part

The theoretical part can be held either at a training institute or as CBT (distance learning).

This part should include an assessment before taking the practical training.

The topics dealt with:

- The Training Organisation.
- The OJT Process.
- ATC Team Interactions.
- Person to Person Communication.
- How People Learn.
- Personal interactions.

- Assessment Methods in OJT.
- Stress.
- Coaching Techniques (OJT process in detail).

Practical training

The practical part must be held at a training institute as ATS orientated task training.

There should be a progressive application of the coaching theory by means of exercises, which should conclude with instructor and peer feedback.

Following techniques should be trained:

- Preparation for training.
- Briefing techniques.
- Monitoring and intervention techniques.
- Feedback and debriefings.
- Report writing.

The following is a list of the Subjects, topics and subtopics including the objectives, which must be covered during the practical training for the OJTI licence endorsement.

The taxonomi used, indicated by levels are those used in the Common Core Content, ref. publica-
tion "Danish CAA ATS CCC Initial Training"

Subject 1: Introduction

The general objective is:

Course participants shall explain the structure, content and assessment process of the OJTI Training Programme

TOPIC SUBTOPIC	Objectives Student shall ...	L	Content
1. OJTI COURSE			
1.1 Evolution of the course structure	1.1.1. Recognise the development of the OJTI programme	1	
1.2 Course Participants	1.2.1 Explain the process by which course participants are selected for OJTI	2	
1.3 Content	1.3.1. State the course structure and content	2	
1.4 Roles	1.4.1 State the role of the instructor during the course	1	
	1.4.2 State the role of the course participant during the course	1	
1.5 Assessment	1.5.1 Describe the course assessment process	2	

Subject 2: Training Organisation

The general objective is:

Course participants shall appreciate the impact of regulation on the training of air traffic controllers

TOPIC SUBTOPIC	Objectives Student shall ...	L	Content
1. Common Core Content and training objectives for initial and unit training			
1.1 Initial Training	1.1.1 Define Basic training	1	
	1.1.2 Define Rating training	1	
1.2 Unit Training	1.2.1 Define Unit training	1	
2. Unit Training Plan (UTP)			
2.1 Unit Training Plan	2.1.1 Define Unit Training Plan	1	
2.2 Purpose	2.2.1 Explain the purpose of the unit training plan	2	
2.3 Content	2.3.1 Explain the content of the unit training plan	2	
2.4 Structure	2.4.1 Explain the structure of the unit training plan	2	
2.5 Application	2.5.1 Explain how a unit training plan is applied	2	
2.6 Training Tools	2.6.1 Describe the training tools available	2	
3. Unit Training Structure			
3.1 Roles	3.1.2 State the roles of unit training personnel	1	
3.2 Responsibilities	3.2.1 Identify the responsibilities of unit training personnel	3	
3.3 Communication Channels	3.3.3 Explain the communication channels available	2	
3.4 Remedial Training	3.4.1 Explain remedial training	2	
	3.4.2 Describe the support available at the unit	2	
3.5 Support	3.5.1 Describe the support available	2	
4. Regulation			
4.1 Principle of competency	4.1.1. Define competency	1	
4.2 The Regulator	4.2.1 Explain the responsibilities of the Regulator	2	
4.3 The Service Provider	4.3.1 Explain the responsibilities of the Service Provider	2	
4.4 Individual Personnel	4.4.1 Explain the responsibilities of individual personnel	2	

Subject 3: Human Factors

The general objective is:

Course participants shall describe the human factors issues concerning, Teaching and Learning, Teams, Communications and Stress Impacting on the OJTI

TOPIC SUBTOPIC	Objectives Student shall ...	L	Content
1. Teaching and Learning			
1.1 Motivation	1.1.1 Explain motivation	2	
	1.1.2 Describe how OJTI and/or students motivation will affect the quality of training	2	
	1.1.3 Identify appropriate motivational theories applicable during OJT	1	
1.2 Human behaviour	1.2.1 Recognise the Role of behaviourism in training	1	
1.3 Feedback	1.3.1 Explain feedback	2	
	1.3.2 Explain the need for feedback	2	
	1.3.3 Differentiate between positive and negative feedback	2	
	1.3.4 Explain how verbal feedback should be given	2	
	1.3.5 Explain defensive coping	2	
1.4 Learning theory	1.4.1 Define learning	1	
	1.4.2 Describe the different learning styles	2	
	1.4.3 Explain the learning stages	2	
	1.4.4 Explain the progression of the learner from incompetence to competence	2	
	1.4.5 Explain the barriers to effective learning	2	
1.5 Discounting	1.5.1 Characterise discounting	2	
1.6 Objectives	1.6.1 Explain the need for training objectives	2	

2. Teams and Interactions within Teams			
2.1 Teams	2.1.1 Define the term team in the context of ATC	1	
2.2. Communication within Teams	2.2.1 Explain communication within teams	2	
2.3 Situational Awareness	2.3.1 Explain situational awareness in teams	2	
	2.3.2 Take account of situational awareness in OJT	2	
	2.3.3 Take account of how situational awareness skills can help avoid human related problems during training	2	
2.4 Mental Models	2.4.1 Explain Mental Models	2	
	2.4.2 Apply the benefits of Mental Models	3	
2.5 Team behaviours	2.5.1 Explain team behaviours	2	
2.6 Team Cohesion	2.6.1 Describe how a new team member is accepted	2	
3. Communication			
3.1 Communication	3.1.1 Define communication	1	
3.2 Verbal Communication	3.2.1 Describe the verbal communication process	2	
3.3 Non-verbal Communication	3.3.1 Explain non-verbal communication	2	
3.4 Listening	3.4.1 Describe the requirements for active listening	2	
3.5 Barriers to communication	3.5.1 Describe the barriers to effective communication	2	
3.6 Communication Styles	3.6.1 Recognise how communication styles influence communication	1	
3.7 Conflict Resolution	3.7.1 Consider strategies for resolving conflict	2	
3.8 Assertiveness	3.8.1 Explain assertiveness	2	
4. On the Job Training Instructor			
4.1 Professional and Personal Profile	4.1.1 Describe the desirable qualities of OJTI	2	

5. Stress			
5.1 Stress	5.1.1 Explain the meaning of stress	2	
	5.1.2 Describe how stressors work in the stress process	2	
	5.1.3 Explain the effect of stress during training	2	
	5.1.4 Describe the main symptoms of stress in a student/trainee	2	
	5.1.5 Explain ways of preventing and/or managing stress in training	2	

Subject 4: Training Techniques

The general objective is:

Course participants shall apply the appropriate OJT techniques during briefing, demonstration, talk through, monitoring and debriefing

TOPIC SUBTOPIC	Objectives Student shall ...	L	Content
1. Briefing			
1.1 Briefing	1.1.1 Explain the need for briefing	2	
1.2 Preparation	1.2.1 Explain the need for preparation	2	
	1.2.2 Describe the purpose of the OJTI checklist	2	
1.3 Elements of a Structured Briefing	1.3.1 Explain the seven stages of the structured briefing	2	
1.4 Handover/Takeover	1.4.1 Explain the necessity of accurate handover and takeover	2	
2. Demonstration			
2.1 Demonstration	2.1.1 Define Demonstration	1	
	2.1.2 Describe the three essential elements of the demonstration	2	
	2.1.3 Appreciate when to use a demonstration	3	
3. Talk Through			
3.1 Talk Through	3.1.1 Explain talk through	2	
4. Monitoring			
4.1 Monitoring	4.1.1 Explain monitoring	2	
	4.1.2 Describe the skills of effective monitoring	2	
	4.1.3 Explain the role and responsibilities of the OJTI	2	
	4.1.4 Consider the support that should be provided by the OJTI during monitoring	2	
4.2 Note taking	4.2.1 Explain the value of note taking during monitoring	2	
	4.2.2. Describe the techniques of note taking	2	

4.3 Questioning Technique	4.3.1 Explain effective questioning technique	2	
	4.3.2 Explain the use of different types of questions and their importance in training	2	
4.4 Error Correction	4.4.1 Differentiate between the categories of error	2	
	4.4.2 Explain when to correct error	2	
4.5 Intervention	4.5.1 Explain the different forms of intervention	2	
	4.5.2 Appreciate the reasons for intervention	3	
	4.5.3 Explain when to intervene	2	
	4.5.4 Explain how to intervene	2	
	4.5.5 Appreciate when to take over control	3	
	4.5.6 Explain how to take over control	2	
	4.5.7 Explain when to return control	2	
	4.5.8 Explain how to return control	2	
5. Debriefing			
5.1 Debriefing	5.1.1 Explain why a debriefing is necessary	2	
	5.1.2 Explain when to debrief	2	
	5.1.3 Explain where to debrief	2	
	5.1.4 Explain how to debrief	2	
5.2 Preparation	5.2.1 Consider the students performance in the preparation of debrief	2	
5.3 Stages	5.3.1 Explain the ten stages of a structured debriefing	2	

Subject 5: Assessment Methods and Report Writing

The general objective is:

Course participants shall appreciate the purpose of assessment in training and explain how training reports should be written

TOPIC SUBTOPIC	Objectives Student shall ...	L	Content
1. Assessment			
1.1 Assessment	1.1.1 Explain the need for assessment	2	
1.2 Responsibilities of the OJTI in assessment	1.2.1 Describe the responsibilities of the OJTI in assessment	2	
1.3 Responsibilities of the authorised Assessors	1.3.1 Explain the responsibilities of authorised assessors	2	
1.4 Factors Affecting Assessment	1.4.1 Consider the factors affecting assessment	2	
2. Report Writing			
2.1 Need for Reports	2.1.1 Explain the importance of the training report	2	
2.2 Quality of Reports	2.2.1 Apply the guidelines for better report writing	3	
	2.2.2 Consider the pitfalls in not maintaining objectivity in report writing	2	
2.3 Use of Reports	2.3.1 Describe the use of reports	2	

ProFiciency Check (PFC)

For the purpose of revalidating the OJTI license Endorsement ones knowledge and skills as an instructor has to be assessed "competent".

The assessment must be fully documented and done by the Unit Chief Training Instructor approved by the Civil Aviation Administration - Denmark.

The assessment must be preceded by a briefing and succeeded by a debriefing must be held.

Content

The PFC must contain a theoretical and a practical (on site) check.

The theoretical check

The license holder must pass a selected questionnaire of minimum 50 questions covering the theoretical subjects for the OJTI licence endorsement, with a pass mark of at least 75%.

The practical check

The practical check must have a duration of at least 1 hour , demonstrating adequate skills in practical instruction to the Unit Chief Training Instructor, covering the techniques learned from the practical training for OJTI endorsement.

The check may be performed in an adequate simulator environment.

Assessment

A licence holder being assessed "not competent" at a PFC should not act as OJTI until the competence has been regained.

It is the responsibility of the unit to hold the necessary training for the licence holder to regain competence and to pass a new PFC.

In case where a licence holder fails the attempt to regain competency regarding the OJTI licence endorsement, the Licensing Authority must be advised.