



Training Policy

Version 4.1

HVACCC
where simulation meets reality



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1. Statement

The Hellenic vACC is proud to offer high-quality air traffic control services for over 20 years. This has always been the goal for us and the Training Department aims to maintain those high standards. Potential candidates will have to go through in-depth and regular training. Rating upgrades are permanent, so certain procedures have to be followed.

It is deemed essential that all candidates commit to the necessary hours of training. This commitment will result in efficient, enjoyable, and high-quality ATC services for all parties involved.

2. General Information

Every Training Course consists of:

1. Self-study theory course and exams on our e-learning platform,
2. Practical training with our Mentoring Team,
3. A VATEUD exam, to be able to obtain any ATC rating,
4. A Controller Practical Test, in which you will demonstrate your ATC skills online to acquire your rating. (Applies to S2+ Training).

All practical training (mentoring sessions) is done exclusively in the channels of HvACC Discord server.

If you have any questions, please refer to the Q&A section first. You can also contact the Training Team via Discord or e-mail at training@hvacc.org.

3. Definitions

Trainee/Student: An HvACC home member that has requested training in order to obtain a higher VATSIM ATC rating.

CPT: Controller Practical Test. A practical exam. If passed, a new VATSIM controller rating will be granted to the examinee.

Unrestricted airports: Airports which do not have designated tier 1 or tier 2 positions.

Endorsement: An authorization needed for any ATCo to control certain positions. There are two types of endorsements: Tier 1 and Tier 2. In HvACC, Athens LGAV (except for Delivery) is designated as a Tier 1 airport and all Procedural Approach positions combined as Tier 2. For further information refer to the HvACC Endorsement Policy.

Training Airport: An airport where training is conducted. In HvACC Athens (LGAV) and Thessaloniki (LGTS) are considered training airports.

The [VATEUD Divisional Training Policy \(DTP\)](#) applies to all procedures followed.

4. Training Progression

4.1 Requesting Training

Navigate to the **HvACC Control Center (CC)** cc.hvacc.org, login and follow the instructions on your screen. New controllers will have to request training for the Student 1 (S1) rating. Please read all the instructions displayed to you and make sure to read the Training Policy when presented on the CC before applying.

Your training request will be automatically processed by the Control Center. After submitting your training request, a confirmation e-mail will be sent to your VATSIM specified address.

All students will automatically be placed in the training queue and training status will be displayed as “In queue”. The length of the training queue varies, depending on factors such as mentors’ availability, number of training requests, season and other factors. Students are kindly requested not to repeatedly contact the training staff and mentors asking for estimates. They are instead encouraged to join the **HvACC Discord server**, observe active controllers and study procedures for the benefit of their own training progression.

An e-mail will be sent each month in the queue to confirm the trainee’s interest in training. If no response is given within 2 weeks the training request will be closed.

4.2 Theoretical Training

Once your turn for training is closing, your status will change to “Pre-training”. This change indicates that you should start your theoretical training, using the **HvACC e-learning platform** moodle.hvacc.org. An e-mail will be sent to inform you of this change. The Training Staff will enroll you in the appropriate course, once the e-mail is sent. Make sure to study the training material thoroughly, as it will benefit your development as a controller. All exams require an 80% minimum score to pass.

Do not sit any exam if you do not feel ready for it! All students are given a maximum of two (2) attempts for each exam. If students fail on their first attempt, then a minimum interval of certain days is in order:

- 1 week for S1 rating exams
- 2 weeks for S2 rating exams
- 1 month (4 weeks) for S3 rating exams

Students have to respond to the theoretical training call **within 30 days**, confirming that they have received all details. Otherwise, the training request will be closed.

4.3 Mentor Assignment

Upon successfully completing the Delivery Exam, students will be assigned a Mentor through CC. An e-mail notification will be sent, including the mentor's name. Students have to contact their assigned mentor **within 5 days**, or otherwise the training request will be closed.

4.4 Practical Training

Students will schedule training sessions directly with their assigned mentor and they are limited to one training session per week, unless instructed otherwise by their training team.

Once the first training session is planned, their training status will be changed to "Active training".

In their first session, students will install the required software with the help of their mentor, if not done already with the help of the manuals found on the HvACC Wiki wiki.hvacc.org.

Training will initially take place in a simulator environment (Sweatbox). When the mentor deems that the student is ready, online training will follow. The S1 rating will not be given to any student prior to the transition to the online environment, to avoid unnecessary rating upgrades.

All students of HvACC are expected to study theory and always be prepared for each individual session. Mentors spend a considerable amount of their free time for training purposes, so students are expected to respect their commitment. Due diligence is advised.

4.5 Completion of Training

When a student reaches the end of their training course, their mentor will notify the Training Staff. For S1 students a training endorsement to control delivery and ground positions will be normally given. Students may only control the positions specified in their endorsement. Training endorsements may be removed at any time if set expectations are not met.

For S2+ students a solo endorsement will normally be issued for 1 month with the possibility of extending up to 2 months. A solo endorsement can be extended further by 1 month in extraordinary circumstances. After the expiration of the solo endorsement, a Controller Practical Test (CPT) will be scheduled, for the student to demonstrate capacity to operate specified positions according to training rating.

5. Responsibilities and Expectations

In summary, HvACC expects from students enrolling in ATC Training to:

- a) Be prepared to commit to training,
- b) Make initial contact with their mentor within 5 days of assignment,
- c) Correspond regularly with their mentor,
- d) Understand that mentors commit their spare time to train others, and:

- i. Show up well prepared to all sessions, with any questions either prepared or previously sent to the mentor.
 - ii. Show up on time to all scheduled sessions.
 - iii. Should any unforeseen problem arise, cancel training with as much notice as possible. Repeated late cancellations of training sessions will result in an investigation of the student's training eligibility.
- e) Notify their mentor if they are absent and unable to schedule a training for more than a two-week period so that the training can be paused. Pausing the training repeatedly for long periods will lead to cancellation of the training request.
- f) Understand and respect the HvACC Constitution and Training Policy. If not, their training request will be closed.

6. Termination of Training

Mentors have the right to propose termination of training for any student that does not meet quality standards or has displayed negative behavior within HvACC, after the completion of at least 3 mentoring sessions. This proposal should be approved by the majority of all active mentors.

Termination of training will lead to closure of the training request in CC and a restriction of 6 months, prior to re-applying for training.

7. Model Training Roadmap (MTR)

7.1 S1 Training

1. Theoretical entry level training and exams
2. Theoretical Delivery training and exams
3. Theoretical Ground training and exams
4. VATEUD exam
5. Training at Venizelos Delivery
6. Training at Makedonia Ground
7. Before applying for the Tier 1 Ground endorsement the student must:
 - a. Have logged a minimum of 25 hours on unrestricted positions, preferably including Venizelos Delivery,
 - b. Have completed his initial S1 training no less than 7 days in advance.
8. Tier 1 Endorsement for Venizelos Ground
9. Before continuing to Tower training the student must:
 - a. Have logged a minimum of 50 hours on Ground positions after completing the Tier 1 Ground endorsement,
 - b. Possess the Tier 1 Endorsement for a minimum of 30 days,
 - c. Be active in the weeks leading up to the start of their S2 training.

7.2 S2 Training

1. Theoretical Tower training and exams

2. VATEUD exam
3. Training at Venizelos Tower
4. Introduction to Procedural Towers and AFIS positions
5. Solo endorsement for 30 days at Venizelos Tower
6. Controller Practical Test (CPT) at LGAV
7. Tier 1 Endorsement for Venizelos Tower
8. Optional training for Nicosia FIR
9. Before continuing to Approach training the student must:
 - a. Have logged a minimum of 50 hours on Tower positions after the S2 CPT,
 - b. Possess the S2 rating for a minimum of 60 days,
 - c. Be active in the weeks leading up to the start of their S3 training.

7.3 S3 Training

1. Theoretical Approach training and exams
2. VATEUD exam
3. Training at Athinai Approach
4. Introduction to Procedural Approach positions
5. Solo endorsement for 30 days at Athinai Approach
6. Controller Practical Test (CPT) at LGAV
7. Tier 1 Endorsement for Athinai Approach
8. Tier 2 Endorsement for Procedural Approach positions
9. Optional training for Nicosia FIR
10. Before continuing to ACC training the student must:
 - a. Have logged a minimum of 50 hours on Approach positions after the S3 CPT,
 - b. Possess the S3 rating for a minimum of 120 days,
 - c. Be active in the weeks leading up to the start of their C1 training,
 - d. Possess all Tier 1 and Tier 2 endorsements up to Approach positions.

7.4 C1 Training

1. Theoretical ACC training and exams
2. VATEUD exam
3. Training at Athinai (LGGG) Upper ACC
4. Training at Makedonia ACC (LGMD)
5. Solo endorsement for 30 days at Makedonia ACC
6. Controller Practical Test (CPT) at LGMD
7. Optional training for Nicosia FIR
8. Before continuing to Athinai ACC training the student must have logged a minimum of 50 hours on Makedonia ACC after the C1 CPT
9. Training at Athinai ACC (LGGG)

8. Other Training Roadmaps

Trainees possess the right to choose their training airport. The Model Training Roadmap (MTR) above displays the ideal course for the trainee to accumulate the most experience, knowledge

and skills possible throughout his/hers training progression. Students that want their program to vary may contact the Training Staff via discord or e-mail.

9. Controller Practical Tests (CPTs)

Any CPT shall examine whether the examinee is able to handle a normal amount of traffic safely and efficiently.

A CPT form should be filed by the examiner and sent to the Training Department in order for the examinee to earn a new rating.

For S2 and S3 CPTs one local examiner is required. For C1 CPTs two local examiners are required. Specifically, for C1 CPTs a unanimous decision is required by the two examiners to pass the CPT.

- S2 (Tower) CPTs examine the examinee's capability to perform top-down coverage in the training airport. Thus, only the examinee should be online as a Tower controller, accompanied by the examiner.
- S3 (Approach) CPTs examine the examinee's capability to perform approach position duties correctly, safely and efficiently. Thus, the examinee and the examiner will occupy the approach position with a Tower and ACC controller online if traffic exceeds normal limits and if deemed necessary by the examiner.
- C1 (ACC) CPTs examine the examinee's capabilities to control the entire ACC with top-down coverage, following local agreements, safely and efficiently. Thus, only the examinee should be online as an ACC controller, accompanied by the two examiners.

10. Endorsement Training

ATCOs who do not possess an endorsement should undergo training to do so. Check the [Endorsement definition](#). Check the ECC Policy for further information.

10.1 Requirements for endorsement training

Endorsement	Requirements	Minimum Rating
Tier 1 Ground	25 hours on unrestricted positions	S1
Tier 1 Local	50 hours on unrestricted Tower positions	S2
Tier 1 Approach	50 hours on unrestricted Approach positions	S3
Tier 2	-	S3

10.2 General Information

Training for Tier 1 endorsements takes on average 3 training sessions for each position.

Training for the Tier 2 endorsement takes on average 2 sessions. By definition the Tier 2 endorsement refers to S3+ controllers only.

Training for Tier 1 or Tier 2 endorsements should be requested via the CC. If the number of requests exceeds capacity, waiting lists will be followed.

Endorsements will be handed to trainees after the last successful training session.

11. Fast Track Training

Fast Track Training is available for real-world pilots, real-world ATCos and IVAO controllers. The ratings available via the Fast Track procedure are the following:

Real-world Fast Tracks:

- Frozen ATPL, ATPL, MPL & ATCo up to TWR -> S2 Rating
- All real-world ATCos -> S3 Rating

IVAO Fast Tracks:

- ADC and below -> No fast track possible
- APC -> S2 Rating
- ACC and above -> S3 Rating

All of the above are the official cases for Fast Track Training according to VATEUD. Within HvACC, we are open to recognizing further real-world licenses. In any case the following procedure will be followed:

1. All rating related theoretical material will be provided to the student, via our e-learning platform. Same procedures as in paragraph (4.2) are to be followed.
2. An evaluation of the student's current knowledge in a simulator environment (sweatbox) will be conducted.
 - a. If the candidate's performance is deemed appropriate, then Fast Track Training will commence up to the available rating.
 - b. If the candidate's performance is very poor or their lack of knowledge is considered too big, the Training Staff may reject their Fast Track request. In this case, the candidate should follow the standard training path, as described in paragraphs (4,5,6).

If the candidate is accepted for Fast Track Training, he/she should provide a picture of the real-world license or the IVAO profile. The Training Staff will forward the Fast Track request to the VATEUD Training Department, to receive approval.

If the candidate is uncomfortable with sharing his real-world license with any 3rd party (e.g. VATEUD), then local Fast Track Training will take place, with the only difference being the requirement of a Controller Practical Test (CPT) to achieve the desired rating.

All of the above procedures are based on the [VATEUD ATD Fast Track procedures](#).

12. Amendments

Version	Date	Author	Changes
v1.0	02/09/2020	Marios Martinis Tolis Perifanakis	Initial Release
v1.1	30/01/2022	Spyros Stavrakis	Minor changes in trainee instructions
v1.2	30/08/2022	Spyros Stavrakis	Minor changes in trainee instructions
v2.0	24/01/2023	Iakovos Manentis Spyros Stavrakis	Removed mentoring requests
v3.0	08/09/2023	Iakovos Manentis Spyros Stavrakis	New Training format and new training platform. Analysis of training structure
v4.0	1/03/2024	Spyros Stavrakis	Compliance with GCAP and DTP (4.1, 4.2, 4.5, 7, 8, 9) Redesign of MTR (7) CPT guidelines (9) Endorsement Training (10)
v4.1	7/02/2025	Spyros Stavrakis	Theoretical Training Clarifications (4.2) Fast Track Training (11)