

Training Manual

Version 3.0

HVACCC
where simulation meets reality



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 involved parties.

General Information

Every Training Course consists of:

1. Self-study theory course and exams in our Training Platform,
2. Practical training with our Mentoring Team,
3. ATSimTest, the official VATSIM test 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.

Training Progression

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 Manual when presented on the CC before applying.

Note that if you select «English only training» you accept that you will experience huge delays as for the moment, due to mentors' availability **mentoring is only done in Greek**.

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.

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 Moodle platform. 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.

Do not rush any of your exams! It will help neither you nor your future mentor!

Students have to respond to the theoretical training call within 7 days, confirming that they have received all details. Otherwise, the training request will be closed.

Mentor Assignment

Upon completing successfully 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.

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 ever 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 HvACC Wiki.

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 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.

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 extension for up to 3 months. 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.

Responsibilities and Expectations

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

1. Be prepared to commit to training,
2. Make initial contact with their mentor within 5 days of assignment,
3. Correspond regularly with their mentor,
4. Understand that mentors commit their spare time to train others, and:
 - a. Show up well prepared to all sessions, with any questions either prepared or previously sent to the mentor.
 - b. Show up on time to all scheduled sessions.
 - c. 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.
5. 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.
6. Understand and respect the HvACC Constitution and Training Manual. If not, their training request will be canceled.

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. 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.

Training Roadmap

S1 Training

1. Theoretical entry level training and exams
2. Theoretical Delivery training and exams
3. Training at Venizelos Delivery (LGAV_DEL)
4. Endorsement for Venizelos Delivery
5. Before continuing to Ground training, the student must:
 - a. Have logged a minimum of 25 hours in Delivery positions.
 - b. Possess the Delivery Endorsement for a minimum of 7 days.
6. Theoretical Ground training and exams
7. Training at Venizelos Ground (LGAV_GND)
8. Endorsement for Venizelos Ground

9. Before continuing to Tower training the student must:
 - a. Have logged a minimum of 50 hours on Ground positions.
 - b. Possess the Ground Endorsement for a minimum of 30 days.

S2 Training

1. Theoretical Tower training and exams
2. Training at Venizelos Tower (LGAV_TWR)
3. Training at Procedural Tower positions of mentor's choice
4. Solo endorsement for 30 days at Venizelos Tower
5. Controller Practical Test (CPT) at LGAV
6. Endorsement for Venizelos Tower
7. Before continuing to Approach training the student must:
 - a. Have logged a minimum of 75 hours on Tower positions after the S2 CPT.
 - b. Possess the S2 rating for a minimum of 60 days

S3 Training

1. Theoretical Approach training and exams
2. Training at Athinai Approach
3. Training at Procedural airport of mentor's choice
4. Solo endorsement for 30 days at Athinai Approach
5. Controller Practical Test (CPT) at LGAV
6. Endorsement for Athinai Approach
7. Before continuing to ACC training the student must:
 - a. Have logged a minimum of 100 hours on Approach positions after the S3 CPT.
 - b. Possess the S3 rating for a minimum of 90 days.

C1 Training

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

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