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NOTIFICATION AND APPLICATION FORMS FOR THE CERTIFICATION OF TRAINING ORGANISATIONS FOR ATCO TRAINING

1. APPLICABILITY

This AIC shall apply to Training Organisations falling under the responsibility of the National Supervisory Authority (NSA) of the Republic of Cyprus requesting certification for the provision of ATCO Training.

2. PURPOSE

The purpose of this AIC is to make available to the interested Training Organisations the forms required for the notification and subsequently the application for certification.

3. REFERENCED DOCUMENTS

- Commission Regulation (EU) 2015/340 of 20 February 2015 laying down technical requirements and administrative procedures relating to air traffic controllers' licences and certificates pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, amending Commission Implementing Regulation (EU) No 923/2012 and repealing Commission Regulation (EU) No 805/2011, 6.3.2015 O.J. L 63/1 (hereinafter "Commission Regulation (EU) 2015/340").
- NSA Procedure for the Certification of Training Organisations, as amended (hereinafter "the NSA procedure").

4. NOTIFICATION AND APPLICATION

Commission Regulation (EU) 2015/340, ATCO.OR.B.001, provides that "applications for a training organisation certificate shall be submitted to the competent authority in due time to allow the competent authority to evaluate the application. The application shall be submitted in accordance with the procedure established by that authority".

The NSA Procedure provides that a Training Organisation wishing to apply for Certification shall notify the National Supervisory Authority at least 30 working days prior to submitting an Application for Certification. For this purpose the Training Organisation shall use the form included in Annex I and forward this to the National Supervisory Authority of Cyprus, Pindarou 27, Alpha Business Centre 1429 Nicosia.

Moreover, the NSA Procedure states that a Training Organisation having notified the NSA of the intention to apply for Certification shall prepare an Application for Certification. For this purpose the Training Organisation shall use the form included in Annex II and send this to the NSA, Pindarou 27, A Business Centre 1429 Nicosia.

The Training Organisation shall accompany the Application with the information detailed in Commission Regulation (EU) 2015/340, ATCO.OR.B.001 point (c), as well as:

- I. A written exposition showing how its organisation, facilities, equipment, accommodation, staffing, assessment processes and quality management system enable it to provide ATC training to professional standards. An acceptable form of an exposition layout is shown in Annex III.
- II. A Course Design Document, for the proposed courses of training. An acceptable layout is shown in Annex IV.
- III. A statement signed by the accountable manager, confirming compliance with the requirements defined in Annex III of Commission Regulation (EU) 2015/340.

AIC N 008/18, dated 20 June 2018 is hereby cancelled.

Annex I: Notification for Certification

(See next page)

National Supervisory Authority
Pindarou 27, Alpha Business Centre,
Nicosia, 1429

1. Registered Name of Applicant

2. Trading Name (if different from registered Name

3. Address and Addresses of Place(s) of Operation

4. Contact details

Name: _____

Tel.: _____

Fax: _____

E-mail: _____

5. Type of Training for which Certification is requested

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|---------|--|------|--|--------------|--|-----------|--|------|--|
| INITIAL | | UNIT | | CONTINUATION | | OJTI/STDI | | ASSR | |
|---------|--|------|--|--------------|--|-----------|--|------|--|

6. Name of Accountable Manager (or equivalent position within the organization)

7. Signature of Accountable Manager (or equivalent position within the organisation)

8. Date

Annex II: Application for Certification

(See next page)

National Supervisory Authority
Pindarou 27, Alpha Business Centre,
Nicosia, 1429

1. Registered Name of Applicant

2. Trading Name (if different from registered Name

3. Address and Addresses of Place(s) of Operation

4. Contact details

Name: _____

Tel.: _____

Fax: _____

E-mail: _____

5. Type of Training for which Certification is requested in accordance with the Provisions of EU Regulation 340/2015

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|---------|--|------|--|--------------|--|-----------|--|------|--|
| INITIAL | | UNIT | | CONTINUATION | | OJTI/STDI | | ASSR | |
|---------|--|------|--|--------------|--|-----------|--|------|--|

6. Specific Training for which Certification is requested

7. Name and contact details of Accountable Manager (or equivalent position within the organisation)

8. Name and contact details of the Head of Training if different from 7 above

9. Name and contact details of Nominated Focal Point

10. Date of intended start of activity.

11. Attach a list of management system processes included with the application

12. DECLARATION OF COMPLIANCE

The organisation will comply with the applicable requirements of Regulation (EU) 2018/1139 and Commission Regulation (EU) 2015/340.

ACCOUNTABLE MANAGER

Signature:

Date:

13. DECLARATION

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

ACCOUNTABLE MANAGER

Signature:

Date:

Annex III: Acceptable form of the Organisation Exposition

Training Organisation exposition

In order to obtain an NSA approval to conduct ATC training courses, the training organisation could provide an exposition containing the information listed below. The exposition should be typed, with paragraphs and pages numbered, following the sequence specified below.

Cover Page

- a) Name of training organisation;
- b) Title of exposition;
- c) Version number; and
- d) Date of document.

Section 1 - Administrative information

- a) name and address of the training organisation and, if different, name and address of the training Unit to which this application refers;
- b) the names, telephone and fax numbers and email addresses of the following:
 - a. the accountable manager;
 - b. the head of the training unit; and
 - c. the person nominated by the training organisation as the focal point for communication with the NSA;
- c) Training Unit organisation chart. Organisation information should show how the training Unit is linked to the training organisation, how ATC courses will be administered and how the instructional and support staff will be organised. The interrelationships with any other activities of the training Unit should also be shown.

Section 2 - Compliance

In this section, the training organisation shall show how it complies with the requirements of Commission Regulation (EU) 2015/340. In addition, the exposition shall contain a statement, signed by the accountable manager, confirming that the training organisation exposition defines the training organisation's compliance with the requirements in Commission Regulation (EU) 2015/340 and will be complied with at all times.

Annex IV: Acceptable form of the Course Design Document

Content

The document should be typed, with paragraphs and pages numbered, following the sequence specified below.

Cover Page

- a) Name of training organisation and, if different, name(s) and address(es) of the training Unit(s) to which this application applies;
- b) Title of document;
- c) Version number;
- d) Date of document.

Section 1 – Introduction

In this section, the training organisation will provide an outline of the course development process with details of participants, including operational input from ATS Organisations and any other professional sources. The following information shall be included:

- a) proposed starting date of first course;
- b) number of courses planned per annum;
- c) planned minimum and maximum number of students on the course;
- d) number of simulator training positions available for the course.

Section 2 – Compliance

In this section, the training organisation shall show how it complies with the requirements of Commission Regulation (EU) 2015/340. In addition, the course design document shall contain a statement, signed by the accountable manager, confirming that the document defines the training organisation's compliance with the requirements in this document and will be complied with at all times.

Guidance

In showing compliance with Annex III of Commission Regulation (EU) 2015/340, the course design document should show:

- a) the timetable of lessons and practical exercises for the course, including details of any self-study arrangements. The timetable should show that briefings relating to practical simulation exercises are provided to the students at appropriate times;
- b) outline lesson plans showing the sub-topic to which the lesson relates, the underpinning knowledge and the assessment method by which the student's performance is judged;
- c) details of the practical simulation exercises showing how they increase in complexity and traffic loading through the course and the topics to which the exercises relate;
- d) the planned assessment scheme, with representative examples of assessment;
- e) briefing details given to students on the assessment scheme;
- f) the process used to obtain student input concerning the extent to which the course meets its objectives.

Section 3 - Staffing

Staff details for those who will contribute to the course:

- a) Name;
- b) Topics in the course to which the instructor will contribute, showing whether directed towards theoretical or practical training or a mixture of both;
- c) Additional responsibilities in respect of the course or other courses, for example designated course manager;
- d) Experience in course development;
- e) Any other relevant professional information.

Guidance

- 2.1 The timetable should enable the NSA to identify the contribution that each classroom and practical session makes within the course in order to determine its compliance with Commission Regulation (EU) 2015/340.
- 2.2 The outline lesson plans and exercise details should show the sub-topics to which they relate. It is appreciated that the complex interrelations of the sub-topics that comprise the controller's task mean that one classroom or practical exercise will cover a multitude of sub-topics either wholly or in part.