

Piarco FIR
S1 Ground Controller Training Syllabus
(rev. 2)

Course Objective:

The objective of this syllabus is for the trainee to gain the necessary skills, knowledge, and experience to meet the requirements of the *VATSIM S1 Controller Rating*.

Prerequisites:

1. The trainee must be able to fluently read, speak, and understand the English language.
2. Controllers are required to take and pass, VATCAR's online Student Advancement Course before beginning any practical training.
3. All new controllers are required to pass an Online or Sweatbox checkout session before proceeding to the next level.

Experience Requirements:

1. S1 trainees should have a basic understanding of ICAO flight rules and flight operations procedures.

S1 Controller Training Course:

The S1 Rating is the initial Air Traffic Controller certification. Trainees will learn competency in the role of Clearance Delivery and Ground Control. The syllabus is broken down into three stages containing numerous modules. Each stage must be completed within 30 days. Should a trainee fail to advance their current training stage within the 30-day period, he/she shall be academically-rolled back to the beginning of the previous stage.

Each module contains both an academic and a practical lesson. This presents an integrated training process and will promote easier learning and a more efficient training program. Ideally, the academic lesson will be completed prior to the practical phase. Each lesson will also include a briefing and debriefing period.

Testing Procedures:

A stage exam is included with each stage, testing the student on both the academic and practical training material covered throughout the stage. This exam must be passed with a minimum score of 80%, and reconciled to 100% based on the *Piarco FIR OTS Evaluation Guide*, in order to proceed to the next stage.

It is essential that the objective of each module be accomplished before moving on to the next module.

Required Materials for the S1 Controller Course:

1. Piarco FIR Training and Promotions Policy
2. Vatsim ATC Competency Standards
3. Euroscope User's Manual
4. Euroscope Piarco Sector File (*current*)
5. Assigned TMA Standard Operating Procedures
6. Assigned TMA Instrument Procedures Charts (*current*)
7. Sectional and Enroute Charts for Assigned TMA (*current*)
8. Reusable Writing Surface (*Clear plastic sleeves or Dry-erase Whiteboard*)
9. Dry-Erase Pens

Course Outline/Checklist:

Stage/Module	Hours of Instruction	Date of Completion
Stage 1		
Module 1	2.0	
Module 2	2.0	
Module 3	2.0	
Stage Check 1	2.0	
Total	8.0	
Stage 2		
Module 1	2.0	
Module 2	2.0	
Module 3	2.0	
Stage Check 2	2.0	
Total	8.0	
Stage 3		
Module 1	2.0	
Module 2	2.0	
Stage Check	2.0	
Total	6.0	
Course Total	24.0	

STAGE 1

Module 1

INTRODUCTION TO EUROSCOPE

TIME:

1 hour Academic Instruction; 1 hour Practical Instruction

OBJECTIVE:

To introduce the trainee to the basic functions of the Euroscope terminal.

HOME STUDY:

TMA SOPs; Euroscope Manual

NEW LESSON ITEMS:

1. Euroscope setup and installation
2. Sector File Loading
3. Sweatbox connection
4. Display options
5. Voice Setup
6. Basic on-screen operations

COMPLETION STANDARDS:

The lesson is complete when the trainee demonstrates:

1. The ability to run Euroscope and log into a Sweatbox session
2. Adequate knowledge of the display information
3. The ability to properly setup voice communications
4. An understanding basic functionality

Module 2

ATC DEPARTURE CLEARANCES (VFR and IFR)

TIME:

1 hour Academic Instruction; 1 hour Practical Instruction

OBJECTIVE:

To teach the trainee how to properly deliver an ATC departure clearance to both VFR and IFR traffic.

HOME STUDY:

TMA SOPs; TMA Instrument Approach Procedures, Euroscope Manual

NEW LESSON ITEMS:

1. Euroscope Flight Plan Functions
2. Proper Flight Plan Formats
3. Flight Plan Amendments
4. VFR operations
5. IFR Operations
6. ATC Handoff
7. Phraseology

COMPLETION STANDARDS:

The lesson is complete when the trainee demonstrates:

1. Sufficient knowledge of Euroscope flight plan functions
2. Proficiency in recognizing flight plan errors
3. Proficiency in delivering a properly phrased ATC clearance
4. Proficiency in ATC handoff coordination

Module 3

BASIC GROUND CONTROL (LOW-VOLUME; DEPARTURES-ONLY)

TIME:

1 hour Academic Instruction; 1 hour Practical Instruction

OBJECTIVE:

To teach the trainee basic ground control procedures and techniques

HOME STUDY:

TMA SOPs; TMA Ground Control Procedures, Euroscope Manual

NEW LESSON ITEMS:

1. Initial Radio Contact
2. Situational Awareness
3. ATC Coordination
4. Forward Thinking
5. Ground Operations
6. Phraseology

COMPLETION STANDARDS:

The lesson is complete when the trainee demonstrates:

1. An ability to properly make initial contact with the aircraft
2. An ability to see and understand the “big picture”
3. Proficiency in ATC coordination
4. Good judgment in aircraft movements
5. An ability to think ahead of the current “picture”
6. Proficiency in use of proper ground procedures and techniques
7. Proper phraseology
8. Good overall radio discipline

Module 4

STAGE CHECK

TIME:

0.5 hour Academic Exam; 1.5 hour Practical Exam

OBJECTIVE:

To verify the trainee has mastered the required skills taught during Stage 1

HOME STUDY:

TMA SOPs; TMA Instrument Approach Procedures, TMA Ground Control Procedures, Euroscope Manual

NEW LESSON ITEMS:

COMPLETION STANDARDS:

The lesson is complete when the trainee demonstrates:

1. Proper management of ground traffic
2. Understanding of and proper phraseology usage
3. Good understanding of Euroscope functions
4. Proficient delivery of ATC clearances
5. Good ATC coordination
6. Sufficient knowledge of the required duties in general

STAGE 2

Module 1

BASIC GROUND CONTROL (HIGH-VOLUME; DEPARTURES-ONLY)

TIME:

1 hour Academic Instruction; 1 hour Practical Instruction

OBJECTIVE:

For the trainee to apply Stage 1 skills to an increased level of traffic volume

HOME STUDY:

TMA SOPs; TMA Instrument Approach Procedures, TMA Ground Control Procedures, Euroscope Manual

NEW LESSON ITEMS:

COMPLETION STANDARDS:

The lesson is complete when the trainee demonstrates:

1. Proficiency at working at a higher pace
2. Good judgment and decision making
3. Attention to detail under stress
4. Proper phraseology

Module 2

ADVANCED GROUND CONTROL (LOW-VOLUME; DEPARTURES AND ARRIVALS)

TIME:

1 hour Academic Instruction; 1 hour Practical Instruction

OBJECTIVE:

To introduce the trainee to mixed flight operations

HOME STUDY:

TMA SOPs; TMA Instrument Approach Procedures, TMA Ground Control Procedures, Euroscope Manual

NEW LESSON ITEMS:

1. Coordination with Tower
2. Using a plan of action for traffic flow
3. Use of pilots to help with flow
4. Conflict resolution
5. Phraseology

COMPLETION STANDARDS:

The lesson is complete when the trainee demonstrates:

1. Proper coordination techniques
2. An ability to maintain good traffic flow into and from the ramp area
3. Proficiency in good decision-making
4. Proficiency at maintaining proper aircraft separation

Module 3

ADVANCED GROUND CONTROL (HIGH-VOLUME; DEPARTURES AND ARRIVALS)

TIME:

0.5 hour Academic Instruction; 1.5 hour Practical Instruction

OBJECTIVE:

For the trainee to demonstrate his/her ability to work at a higher level of traffic volume

HOME STUDY:

TMA SOPs; TMA Ground Control Procedures, Euroscope Manual

NEW LESSON ITEMS:

COMPLETION STANDARDS:

The lesson is complete when the trainee demonstrates:

1. Ability to maintain attention to detail and situational awareness
2. Positive control at all times
3. Proficiency at coordination with Tower
4. Proper phraseology

Module 4

STAGE CHECK

TIME:

0.5 hour Academic Exam; 1.5 hour Practical Exam

OBJECTIVE:

For the trainee to demonstrate the lessons learned in Stage 2

HOME STUDY:

TMA SOPs; TMA Ground Control Procedures, Euroscope Manual

NEW LESSON ITEMS:

COMPLETION STANDARDS:

The lesson is complete when the trainee demonstrates:

1. Complete and proper control of ground traffic
2. Good phraseology
3. Good coordination with ATC

STAGE 3

Module 1

OTS PREP 1

TIME:

0.5 hour Academic Instruction; 1.5 hour Practical Instruction

OBJECTIVE:

Provide the trainee a low-volume traffic level workup to the OTS Exam

HOME STUDY:

TMA SOPs; TMA Instrument Approach Procedures, TMA Ground Control Procedures, Euroscope Manual

NEW LESSON ITEMS:

COMPLETION STANDARDS:

The lesson is complete when the trainee demonstrates:

1. Sufficient understanding of all material covered to date
2. Proficiency at controlling the entire ground control environment
3. Good traffic plan
4. Good coordination

Module 2

OTS PREP 2

TIME:

0.5 hour Academic Instruction; 1.5 hour Practical Instruction

OBJECTIVE:

Provide the trainee a high-volume traffic level workup to the OTS Exam

HOME STUDY:

TMA SOPs; TMA Instrument Approach Procedures, TMA Ground Control Procedures, Euroscope Manual

NEW LESSON ITEMS:

COMPLETION STANDARDS:

The lesson is complete when the trainee demonstrates:

1. Sufficient understanding of all material covered to date
2. Proficiency at controlling the entire ground control environment
3. Good traffic plan
4. Good coordination

Module 3

STAGE CHECK (OPTIONAL; IF TRAINEE REQUIRES ADDITIONAL PREP)

TIME:

0.5 hour Academic Exam; 1.5 hour Practical Exam

OBJECTIVE:

For the trainee to demonstrate complete and proper control and coordination of the airspace at a high-volume traffic level

HOME STUDY:

TMA SOPs; TMA Instrument Approach Procedures, Euroscope Manual

NEW LESSON ITEMS:

COMPLETION STANDARDS:

The lesson is complete when the trainee demonstrates:

1. Sufficient understanding of all material covered to date
2. Proficiency at controlling the entire airspace
3. Good traffic separation practices
4. Good coordination