



TRAINING POLICY

MAGHREB vACC

1 August 2023
Version 02/2023

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1. Control Page

1.1 Document Identification

DOCUMENT IDENTIFICATION	
Type	Policy
Revision	02/2023
Issue Date	28 APRIL 2023
Effective Date	1 AUGUST 2023
Prepared By	Ali Badreldeen - ACCMA3
Approved By	Réda FAIZ - ACCMA1
Next Review Due	17 JUNE 2025
Identification	MAGvACC_ATP_V2.0_2023

1.2 Revision Records

REVISION	DATE	SUMMARY OF CHANGES	AUTHOR(S)
01/2023	18 JUNE 2023	Initial Document	Réda FAIZ
02/2023	1 AUGUST 2023	Document styling update	Ali Badreldeen



2. Organization

The Maghreb Virtual Area Control Center (hereafter referred as MAGvACC) is a part of VATMENA, and in turn VATSIM. The aim is to provide and facilitate the controlling of the simulated online environment within the Kingdom of Maghreb, Algeria and Tunis with an exceptional degree of realism. MAGvACC is responsible for the training of Virtual Air Traffic Controllers and the staffing of ATC positions, along with the safe operation of the virtual airspace designated as CASABLANCA Flight Information Region (GMMM FIR), AGADIR Flight Information Region (GMAC FIR), ALGIERS Flight Information Region (DAAA FIR) and TUNIS Flight Information Region (DTTC FIR). The rules and regulations as determined by VATSIM are included within the Code of Conduct and Code of Regulations and apply to ALL MAGvACC Members.



3. General Provisions

3.1 Applicability

This policy governs all rating upgrades and ATC training conducted within the MAG-vACC.

3.2 Changes

This Policy is subject to change at short notice with immediate effect at any time. Staff members shall ensure they always remain up to date with the latest policy and procedure changes.



4. ATM Training Requirements

4.1 Theoretical Examination

All members shall have passed the divisional theoretical examination relevant to that rating with a minimum score of 80% before a rating change is made. If the rating change requires a controller practical test (CPT), the member shall have passed the divisional theoretical examination relevant to that rating before a CPT is conducted.

4.2 Practical Examination

All members of the MAGvACC shall be required to pass a controller practical test (CPT) before a rating change to S2, S3, C1 or C3 is made.

For members eligible for the "fast-track" program, they shall be only required to pass a CPT before a rating change to S3, C1 or C3 is made.

4.3 Training Program

4.3.1 Structured training

MAGvACC will maintain a structured training program and may include requirements that are more restrictive than those provided herein.

4.3.2 Mentors

Each vACC maintain a roster of their own mentors who provide training to their home members. Except as provided in 6.2, mentors shall only be permitted to instruct members who are training for the next lowest rating.

Mentor Rating	Can conduct training for
S2	S1 rating (Ground/Delivery)
S3	S2 rating (Tower)
C1+	S3 rating (Approach/Departure)

S1 rated members shall not be permitted to conduct training.

Except as provided in 6.2, C1 and C3 rated members shall only be permitted to conduct training for an S3 rating.



4.4 Controller Competency

MAGvACC ensure that controllers on their roster comply with the minimum competencies as provided in the VATSIM Global Ratings Policy before a rating change is made.

Members who are found to be unfamiliar with local procedures may be denied controlling privileges, pending additional training until they are considered familiar.

4.5 Rating Assignment

All rating changes except Instructor (I1), Senior Instructor (I3) shall be approved by the MAGvACC divisional ATC training Director or their designee before they are made effective.

I1 and I3 rating changes shall be conducted as provided in 6.4 and 6.5.



5. Senior Controller (C3) Rating

5.1 Definitions

The Senior Controller (C3) rating may be granted to members of MAGvACC who have demonstrated superior knowledge of Air Traffic Control procedures and have been recognized for their invaluable contributions to the division.

5.2 Privileges

The C3 rating shall not grant the member any additional privileges and shall be subject to the same privileges of C1 rated members as provided in the VATSIM Global Ratings Policy.

5.3 Eligibility

To be eligible for a Senior Controller (C3) rating, members shall meet the following minimum requirements:

- Hold a C1 permanent rating
- Have a combined total of 500 hours controlling experience on their C1 rating or any instructor ratings they may hold
- Have a minimum of 50 hours controlling experience in the preceding six months within the MAGvACC
- Be in good standing within the MAGvACC
- Pass the MAGvACC Senior Controller practical test (CPT)
- Demonstrate good knowledge of ATC procedures and the appropriate practical controlling skillset
- Demonstrate good command of the English language, both written and spoken
- Be recommended by either:
 - MAGvACC Director and ATC training Director or;
 - The VATMENA divisional ATC training Director

5.4 Application Process

For a candidate to be considered for a C3 rating, the member's home vACC shall send a CPT request to the VATMENA ATC training department as provided in the VATMENA Controller Practical Examination Policy.



6. Instructor Ratings

6.1 Definitions

The Instructor (I1) and Senior Instructor (I3) are administrative rating for members holding either a Controller (C1) or Senior Controller (C3) permanent rating.

These ratings may be granted to members of MAGvACC who have demonstrated superior knowledge of Air Traffic Control procedures, teaching skills, and who are also actively involved in the daily Air Traffic Control training duties in the vACC.

6.2 Privileges

Instructor (I1) and Senior Instructor (I3) rated home members shall be permitted to conduct the following:

- Conduct all training up to and including enroute (C1) controller training with the MAGvACC
- Examine any S2, S3 and C1 CPTs in the capacity of local examiner.

In addition to the above, Senior Instructors (I3) shall be permitted to conduct the following:

- Examine any S3, C1 and C3 CPTs within in the capacity of divisional or local examiner
- Conduct recurrent training for Instructor (I1) and other Senior Instructor (I3) rated members

6.3 Limitations

Members of MAGvACC holding Instructor (I1) and Senior Instructor (I3) ratings shall be subject to the following limitations:

- Home members shall not use these ratings to instruct or conduct training of any kind outside the division.
- Home members shall not display the I1 or I3 rating when controlling a position outside of
- MAGvACC. Instead, only the member's permanent rating shall be displayed.
- Members holding an I1 rating shall not act in the capacity of divisional examiner for any CPT unless they have been approved as a divisional examiner by the MAGvACC divisional ATC training Director.



- Visitor members of the division shall not be permitted to exercise the privileges of their I1 or I3 ratings
- Visitor members of the division holding I1 or I3 ratings shall not display this rating when controlling. Instead, only their permanent rating shall be displayed.

6.4 Rating Assignment

If an application is approved by the MAGvACC divisional ATC training Director, the member's rating upgrade shall be conducted by the MAGvACC ATC training Director only.

6.5 Removal of Rating

Instructor (I1) and Senior Instructor (I3) ratings are nonpermanent may be revoked at any time by the MAGvACC ATC training Director if it is deemed the member does not have the specific competencies required by the rating, or if requested by the respective MAGvACC Director.

6.6 Roster

The MAGvACC ATC training Director shall maintain a roster of all active I1 and I3 rated members.



7. Instructor Rating Requirements

7.1 Eligibility

7.1.1 Instructor (I1)

- Hold a C1 or C3 permanent rating
- Have a minimum of 150 hours controlling experience on their C1 rating
- Have a minimum of 50 hours controlling experience in the preceding six months
- Be in good standing within the MAGvACC division
- Pass the MAGvACC instructor theory examination
- Have successfully completed training with an approved MAGvACC examiner
- Demonstrate good teaching skills
- Demonstrate good knowledge of ATC procedures and the appropriate practical controlling skillset
- Demonstrate good command of the English language, both written and spoken
- Have conducted a minimum of six mentoring sessions in the preceding six months
- Be recommended by either:
 - MAGvACC Director and ATC training Director or;
 - The VATMENA divisional ATC training Director

7.1.2 Senior Instructor (I3)

To be eligible for a Senior Instructor (I3) rating, members shall comply with the following minimum requirements:

- Hold an I1 rating within the MAGvACC
- Have a minimum of 150 hours of instructional experience on their I1 rating with the MAGvACC
- Have a minimum of 50 hours controlling or instructional experience in the preceding six months within MAGvACC
- Pass the MAGvACC senior instructor theory examination
- Have successfully completed training with the MAGvACC ATC training director or their designee as provided in 6.3
- Demonstrate exceptional teaching skills
- Demonstrate exceptional knowledge of ATC procedures and the appropriate practical controlling skillset
- Demonstrate good command of the English language, both written and spoken
- Have conducted a minimum of six mentoring sessions in the preceding six months



within the division

- Have examined a minimum of three CPTs withing the preceding six months in the capacity of divisional examiner
- Be recommended by the MAGvACC ATC training Director

7.2 Application Process

7.2.1 Instructor (I1)

For a candidate to be considered for an I1 rating, MAGvACC ATC training Director shall send an application by email to the VATMENA divisional ATC training director (atc.director@vatsim.me) or a ticket to the ATC department via the VATMENA helpdesk nominating the member. The email/ticket must include the following:

- The prospective member's VATSIM CID and permanent rating
- The prospective member's controlling hours on their permanent rating
- Evidence of training have been conducted by the prospective member
- Evidence of activity of the prospective member
- A letter of recommendation detailing why the candidate is suitable for an instructor rating from the MAGvACC ATC training director

7.2.2 Senior Instructor (I3)

For a candidate to be considered for an I3 rating, the MAGvACC ATC training Director shall nominate them for the position.

7.3 Training Process for Instructor Ratings

7.3.1 General process

Training for an I1 or I3 rating shall include the following:

- An evaluation phase
- A controlling competency check
- An instructional competency check

Following successful completion of all three of these, the candidate shall be awarded their rating.

7.3.2 Evaluation



The evaluation phase shall require the MAGvACC ATC training Director or their designee to observe the candidate during a minimum of two of their mentoring sessions. This is an opportunity for the candidate to receive feedback on their instructional skills.

7.3.3 Controlling Competency Check

The competency check shall require the MAGvACC ATC training Director or their designee to assess the candidate's controlling ability either online on the live network or on the Sweatbox simulator server.

The scenario shall require the candidate to operate top-down from an enroute position covering at least approach in one session.

7.3.4 Instructional Competency Check

The instructional competency check shall require the candidate to conduct a training session with the MAGvACC ATC training Director or their designee who shall act as a "student" to be taught by the candidate. The "student" may intentionally make errors which will require the candidate to provide feedback on.

The scenario shall be either for S3 or C1 training and include the following:

- A briefing to be conducted for the "student" by the candidate to explain the basic concepts of the position.
- A demonstration of the candidate's competency in the operation of the Sweatbox simulator server while the MAGvACC ATC training Director or their designee acts as the "student".

The goal of the instructional competency check is to have the candidate demonstrate sound instructional ability and a good understanding of the basic concepts of radar controlling.

7.4 Recurrent Checks

All Instructor and Senior Instructor rated members shall be required to undergo a recurrent competency check at least every twelve months. The check shall include a variation of any one of the scenarios described in 7.3 at the discretion of the examiner.

I1 and I3 rated members shall not be permitted to exercise the privileges of their ratings pending a recurrent check.



7.5 Activity Requirements

7.5.1 Mentoring sessions

All members holding an instructor rating shall be required to conduct or examine a combined total of at least three mentoring sessions or CPTs per quarter.

7.6 Inactivity and Removal

If an instructor rated member fails to meet the activity requirements as provided in 7.5, they shall be considered “inactive” and will be required to conduct a recurrent check as provided in 7.4 upon their return.

If an instructor rated member becomes inactive for more than six months, they shall have their rating revoked and will be required to reapply as provided in 7.2.

