Training Manual

Revision 2.8.0

Content

1. Introduction

The purpose of this manual is to compile and explain the functioning of the Training Department of VATSIM Spain. It outlines the procedures to be followed, as well as the requirements to be met during training for various ranks on the network.

The Training Department consists of the Training Director, their Assistant(s), Mentors, and Examiners.

The goal of the Training Department is to promote flight simulation through the training of VATSIM Spain controllers, maintaining a balance between realism and a passion for flight simulation. The Training Department will primarily utilize the Dashboard system (where the training system is located) and its own Moodle platform for the various available training sessions.

Modification and/or distribution of this manual without the consent of the Training Department of VATSIM Spain is not allowed.

The Training Department reserves the right to modify the manual and its content to update it according to necessary regulatory changes and/or improve its content.

2. Contact

The method to establish contact is through the email address of each department member or the generic department email address (formacion@vatsimspain.es). Responses to these emails typically range between 24 to 72 hours, although there may be cases where it takes longer to receive a response.

3. Active ATC

Active Controllers are those members of VATSIM Spain or Visiting Controllers with a minimum rating of S1 (S3 for visitors) who are permitted to connect to any ATC position within VATSIM Spain (provided it is not restricted by Tier 1 or Tier 2 limitations), having successfully completed the corresponding training course(s).The requirement to maintain Active Controller status is to have completed a minimum of **5 hours of controlling time on VATSIM Spain positions within the last 6 months**.

If this minimum requirement is not met, the controller will be moved to Inactive Controller status and will be required to reactivate their status before being allowed to connect to any position again.

Tier 2 endorsements, if obtained through the corresponding training course(s), will be retained. Tier 1 endorsements, once a controller becomes inactive, will be removed and the corresponding training course must be completed again in order to regain them.

The Training Department shall publish and keep up to date the list of Active Controllers on the VATSIM Spain website.

4. Training Request

Members belonging to VATSIM Spain shall be eligible to receive training, as well as users from other divisions holding a minimum rating of S3 (with at least 25 hours of controlling time within the last six months) who wish to become visiting controllers in VATSIM Spain.

Applications for any of the different types of training established in this manual must be submitted through the Training System, available at the following URL:https://dashboard.vatsimspain.es where you will be required to complete the requested information and provide a brief explanation of the reason for the application (network experience, real-world experience, etc.) In case of any issues, an email must be sent to formacion@vatsimspain.es, indicating the applicant's CID and the requested training in the subject line, along with an explanation of the problem.

Once the application is received by the system, the Training Department will verify that the applicant meets the necessary requirements for the requested training. Should any doubts arise, the applicant will be contacted via their VATSIM-registered email address. This verification process may take between 24 hours and one week.

The Training Department reserves the right to accept or reject any user applying for training within VATSIM Spain.

4.1. Achieved Objectives / Unachieved Objectives

During practical training, two definitions must be taken into account:

- **Achieved Objectives**: These are the goals that we successfully meet, satisfying the content of the training.
- **Unachieved Objectives**: These are the goals in which we do not fulfill the content of the training.

4.2. Training Positions

Here are the positions for conducting connected training on the network and subsequent CPT (Controller Practical Test) for each rank:

- **S2**: LEIB_TWR with the possibility of LEPA_TWR (This one needs the approval of the training department)
- **S3**: LEPA_APP
- **C1**: During practical training, the student will connect to different subsectors of the FIR with a mentor. The SOLO rating will be granted for all subsectors of that FIR, and the examiner will decide which sector the student will be tested on during the exam. Therefore, we recommend that the student practices in all sectors.

4.3. Tier(s) Positions

Here are the positions for conducting connected within:

- **Tier 2**: TWRs de: *LERS, LEGE, LEMH, LEAS, LEVT, LEGR, LEXJ, LERJ, LEAM, LEPP, LESO, GEML*

4.4. Blocks

VATSIM Spain shall not impose blocks on a training period due to trainee inactivity during its development; however, the Training Department reserves the right to impose a block if the trainee abuses the system.

5. Waiting List

There are three public waiting lists available for consultation through the VATSIM Spain website:

- **Waiting List**: includes trainees waiting for training to obtain their next available controller rating, divided into those who have requested S1 Training and a second sub-list.

- **Express Waiting List**: includes trainees waiting for Tier endorsements, Visiting Controller training, Fast-Track, and Fast-Transfer training. Both lists shall be ordered by the date of the training request.

Current operation of the system and its operation until the end of the trial period of the waiting lists:

1. **Express**: Priority is given first to applicants on the Express Waiting List.
2. **S1**: Applicants from the S1 Waiting List are then added until 10 positions are filled.
3. **S2 or higher**: Applicants undergoing S2 or higher training are then added, considering those whose request was submitted up to two months prior to the current month. These applicants must have recent controlling activity on the network.
4. **Fill with S1**: If all available positions are not filled with S2 or higher applicants, remaining slots will be filled with S1 applicants. As trainees complete their training, new applicants from each corresponding rating will be added. Should any rating have no available candidates, remaining slots will be filled with S1 applicants, thereby ensuring continuity of the process without blockages.

For reactivations, there shall be no waiting list; however, access to training may be delayed by a few days if the Training Department's workload is high at that time.

To be included in any waiting list, applicants must meet the requirements of the requested training.

6. Start the Training

The training department, before the start of any student's training, will review the student's profile to see if the student has been active in recent weeks (in case it is a rank higher than S2).

The training department reserves the right to initiate or not initiate any member's training.

Once the training starts, the trainee has 6 months to complete. This time could change depends on the trainee.

6.1. Freeze the training

The training department gives the possibility to pause training for a maximum continuous **period of three months (Continue or discontinue)**. If a pause is requested, the pause days from previous requests are accumulated until the maximum of three months is reached. To request a pause in training, you must write an email to formacion@vatsimspain.es specifying the CID and the reason for it.

7. S1 Training

Training for S1 is divided into two parts: theoretical and practical.

The theoretical part takes place through the Moodle platform. It involves an E-Learning system with different modules and small progress exams at the end of each module. To access the next module, it is necessary to pass the exam from the previous module, and only one module can be taken every day.

You have a maximum of 30 days from the time you are granted access to complete the theoretical part. **If you need more time, you must inform the training department of the reason for the extension.**

Once the training department gives you access to the theoretical part, you have 10 days to start it. In case that you can't, you must advise the training department.

Upon completion of all modules, you move on to the first practical part, where two practical sessions are conducted in Sweatbox, followed by the theoretical exam corresponding to the S1 rating on the VATEUD Core platform.

There is a maximum of 10 days and two attempts to pass the exam. Once you have successfully passed the exam, the S1 rating will be requested, allowing you to proceed with practical training.

If you fail VATEUD's exam, there will be 10 days of cooling period between exam.

If you fail the exam twice (VATEUD or Moodle), the training department reserves the right to decide whether the student can continue with the training and the manner of continuation.

Practical classes are divided into two parts: Sweatbox and VATSIM network-connected practices:

- **Sweatbox**:
  - The student will control in one or several Sweatbox sessions with a mentor acting as a pilot for the practical class.
- **VATSIM network-connected Practices**:
  - The student will connect to the VATSIM network with real traffic while a mentor supervises the development of the practical class.

Once the student has completed the S1 rating with two Sweatbox practical classes, an S1 theoretical exam, and a practical class connected with a mentor to the network, the user will be able to connect to any position of GND or DEL, except those who are part of the Tier 1 and Tier 2.

7.1.   Syllabus S1

Class 1	Theoretical course in Moodle
Type	Theoretical
Content	- VATSIM - Software - ATS services - Airspace - Flight Plan - Altimetry - Meteorology - ATC clearance and instructions - Coordination - Separations - Bilingual Phraseology - ATZ/CTR Management - Charts - CDM

Class 2	Introduction and first contact with EuroScope
Type	Practice
Estimated Time	60-90 minutes
Content	- Software, introduction (Euroscope, AFV, VATIS, etc.) - Explanation and use of ATIS - Explanation and use of AFV - Review installation and latest available AIRAC (VSEDI) - Use of the vSACTA plugin, especially important to use the TAGS of the plugin. - Labels - Connection as an observer using AFV

Class 3	**DEL/GND Control**
Type	Practice
Estimated Time	60-90 minutes
Content	• Review and reinforcement of points from previous classes. • Familiarization with the environment for DEL/GND positions • Traffic taxiing to the holding point and returning • Authorizations and flight plans • Coordination with TWR

Class 4	**Theoretical Test - S1**
Type	By the way
Content	• The theoretical exam will be taken in this class.

Class 5	**CDM + Network Connection**
Type	Practice
Estimated Time	60-90 minutes
Content	• CDM explanation • Review and reinforcement of points from previous classes • First network connection, with AFV and vATIS.

8. S2 Training

Training for S2 is divided into two parts: theoretical and practical.

The requirement to access the training for the S2 rating is to have completed a minimum of 50 hours of control with the S1 rating since its acquisition, and a minimum of 60 days must have passed since the successful completion of the exam.

The theoretical part takes place through the Moodle platform. It involves an E-Learning system with different modules and small progress exams at the end of each module. To access the next module, it is necessary to pass the exam from the previous module, and only one module can be taken every day.

You have a maximum of 30 days from the time you are granted access to complete the theoretical part. If you need more time, you must inform the training department of the reason for the extension.

Once the training department gives you access to the theoretical part, you have 10 days to start it. In case that you can't, you must advise the training department.

In the event that an examination is failed twice, the Training Department reserves the right to decide whether the trainee may continue with the training and under what conditions such training may continue.

Practical classes are divided into two parts: Sweatbox and VATSIM network-connected practices:

- **Sweatbox**:
  - The student will control in one or several Sweatbox sessions with a mentor acting as a pilot for the practical class.
- **VATSIM network-connected Practices**:
  - The student will connect to the VATSIM network with real traffic while a mentor supervises the development of the practical class.

The CPT for the S2 rating can be conducted at an airport chosen by the student from those authorized for this purpose (refer to section 4.2 Training Positions). Sweatbox classes, however, will take place at GCTS airport. The aim of these classes is to train the student for aerodrome control to perform their duties on the network proficiently.

When the student reaches the required level for obtaining "SOLO VALIDATION" as determined by the mentors, they must take the theoretical exam for the S2 rating on the VATEUD Core platform. Once the examination has been successfully passed, the trainee shall be allowed to connect

to the network and practice on the position for which the training was received and on which the examination was conducted.

A maximum period of 10 days and two attempts is granted to pass the theoretical examination.

In the event that the VATEUD examination is failed, a 10-day period shall be required between examination attempts. If the examination is failed twice, the Training Department reserves the right to decide whether the trainee may continue with the training.

The SOLO VALIDATION shall be valid for 30 days from the moment it is granted. A maximum of 60 days of Sweatbox connection time per year may be completed. Although the initial 30-day period may be extended, such extensions are not recommended in order to avoid consuming the remaining available days for the year.

In order to be eligible to undertake the CPT, a minimum of 25 hours of controlling time on the position must be completed during the SOLO VALIDATION period, counted from the moment it is granted. The primary objective is to complete the CPT within the first 30 days of the SOLO VALIDATION, avoiding extensions whenever possible.

If the examination is not conducted within 30 days following the granting of the SOLO VALIDATION, the Training Department shall revoke the SOLO VALIDATION, and the trainee will be required to undergo a new practical training phase in order to obtain a new SOLO VALIDATION.

Should this process occur on two occasions, the Training Department reserves the right to decide whether the trainee may continue with the training.

Once the CPT has been successfully passed, the Training Department shall request VATSIM to grant the S2 rating, and the controller shall be included in the VATSIM Spain Active Controllers list.

8.1.   Syllabus S2

Class 1	Theoretical course in Moodle
Type	Theoretical
Content	● Review S1 Theoretical ● CDM* ** In case that this training was done before, this part of training will not be done*

Class 2	VFR Management
Type	Practice
Estimated Time	60-90 minutes
Content	● Review and reinforcement of points from previous classes ● Consult AIP and local airport procedures. ● VFR traffic circuit and Traffic Information ● CTR arrivals/departures, crossings, navigation)

Class 3	VFR + (IFR*)
Type	Practice
Estimated Time	60-90 minutes
Content	● Review and reinforcement of points from previous classes ● AIP consultation and local airport procedures. ● VFR traffic pattern and Traffic Information. ● Entry and exit of CTR (Controlled Traffic Region), crossing, navigation. ** Management of VFRs and some IFR traffic.*

Class 4	IFR + (VFR*)
Type	Practice
Estimated Time	60-90 minutes
Content	● Review and reinforcement of points from previous classes. ● General phraseology & IFR departures. ● Coordination with APP (Approach Control) and go-arounds (missed approaches). ● Practice with constant IFR and VFR traffic. ** Only one or two VFR aircraft will be controlled.*

Class 5	**VFR/IFR**
Type	Practice
Estimated Time	60-90 minutes
Content	• Review and reinforcement of points from previous classes. • Airport procedures (AIP) and airspace. • Practice with VFR traffic

Class 6	**VFR/IFR**
Type	Practice
Estimated Time	60-90 minutes
Content	• Review and reinforcement of points from previous classes. • ATC coordination using the software system. • Runway change, review. • Emergency management.
Class 7	**VFR/IFR**
Type	Practice
Estimated Time	60-90 minutes
Content	• Review and reinforcement of points from previous classes. • Management of IFR & VFR traffic connected to the network. • Management of ATZ (Aerodrome Traffic Zone) & CTR (Controlled Traffic Region) connected to the network.

Class 8	**IFR & VFR**
Type	Practice
Estimated Time	60-90 minutes
Content	• Review and reinforcement of points from previous classes. • This class should be given once the student is about to undertake the CPT to verify their readiness for it.

Class 10	**Exam Theoretical – S2**
Type	Test
Content	• The theoretical exam will be conducted in this class.

Class 11	**SOLO VALIDATION**
Type	Solo Validation
Content	• Self-practice class in which the student will be required to spend 25* hours connected to the CPT position over the next 30 days. *In case that is the second time with the SOLO status, the trainee needs to do 10 hours*

Class 12	**Review Practice**
Type	Practice
Estimated Time	60-90 minutes
Content	• In the event of failing the CPT, this class must be completed to obtain the SOLO again. • In the event of losing the SOLO VALIDATION, this class must be completed to obtain it again.

Class 13	**CPT**
Type	Practice
Estimated Time	60-120 minutos
Content	• Completion of the CPT

9. S3 Training

The requirement to access the training for the S3 rating is to have completed a minimum of 50 hours of control with the S2 rating since its acquisition, and a minimum of 60 days must have passed since the successful completion of the exam. The S3 training is focused on radar control for departures and arrivals at the aerodrome.

The theoretical part is conducted through the Moodle platform, an E-Learning system with different modules and small progress exams at the end of each module. To access the next module, it is necessary to pass the exam of the previous module, and only one module can be taken every day.

Once the training department gives you access to the theoretical part, you have 10 days to start it. In case that you can't, you must advise the training department.

In the event that an examination is failed twice, the Training Department reserves the right to decide whether the trainee may continue with the training and under what conditions such training may continue.

The practical classes are divided into two parts, Sweatbox and exercises connected to the VATSIM network:

- **Sweatbox:**
    - The student will control in one or more Sweatbox sessions with a mentor, who will act as the pilot for the development of the practical class.
- **Practices connected to the VATSIM network**:
    - The student will connect to the VATSIM network with real traffic while a mentor supervises the development of the practical class.

The CPT for the S3 rating can be conducted at the airport chosen by the student from those authorized for it. You can find the authorized positions in section 4.2 Training Positions, while Sweatbox classes will take place at GCTS airport. The objective of these classes is to train the student for the approach control to perform their duties on the network with proficiency.

When the student reaches the required level for obtaining the "SOLO VALIDATION" status from the mentors, they will have to take the theoretical exam for the S3 rating. There is a maximum of 10 days and two attempts to pass the theoretical exam on the VATEUD Core platform, and once it is approved, the student can connect to the network and practice at the position for which they received training and will be examined.

In the event that the VATEUD examination is failed, a 10-day period shall be required between examination attempts. If the examination is failed twice, the Training Department reserves the right to decide whether the trainee may continue with the training.

The SOLO VALIDATION shall be valid for 30 days from the moment it is granted. A maximum of 90 days of Sweatbox connection time per year may be completed. Although the initial 30-day period may be extended, such extensions are not recommended in order to avoid consuming the remaining available days for the year.

In order to be eligible to undertake the CPT, a minimum of 25 hours of controlling time on the position must be completed during the SOLO VALIDATION period, counted from the moment it is granted. The primary objective is to complete the CPT within the first 30 days of the SOLO VALIDATION, avoiding extensions whenever possible.

If the examination is not conducted within 30 days following the granting of the SOLO VALIDATION, the Training Department shall revoke the SOLO VALIDATION, and the trainee will be required to undergo a new practical training phase in order to obtain a new SOLO VALIDATION.

Should this process occur on two occasions, the Training Department reserves the right to decide whether the trainee may continue with the training.

Once the CPT has been successfully passed, the Training Department shall request VATSIM to grant the S3 rating, and the controller shall be included in the VATSIM Spain Active Controllers list.

9.1.   Syllabus S3

Class 1	Theoretical course in Moodle
Type	Theoretical
Content	● Review of Concepts ● Purpose of APP Control ● Phraseology ● Introduction to Radar Control ● IFR Procedures ● Radar Vectoring ● Coordinations ● Emergency Management ● CDM* *In case that this training was done before, this part of training will not be done*

Class 2	CDM + Introduction to Radar Control.
Type	Practice
Estimated Time	60 minutes
Content	- CDM theoretical Moodle Course - Review of everything covered in the S2 rating. - Review of radar options in EuroScope - Introduction to separations, MSA, MRVA, ATCSMAC - Explanation of mode S and radar tags in vSACTA (Route/APP) - Review of DCL and CPDLC usage *If the student has already taken the CDM course, this class would not be done*

Class 3	Radar Separations and IFR Procedures
Type	Practice
Estimated Time	60-90 minutes
Content	- Review and reinforcement of points from previous classes. - Horizontal & vertical radar separations. - IFR procedures (SID, STAR, Approaches, etc.). - Holding patterns. - Minimum Altitudes. - IFR radar phraseology.

Class 4	Radar Vectoring
Type	Practice
Estimated Time	60 minutes
Content	- Review and reinforcement of points from previous classes. - Radar vectoring. - Funneling, RNAV transitions, etc. - Vectorization methods: Fan, parallel, direct. - Planning, Speed control. - Coordination with higher sectors

Class 5	**IFR con VFR**
Type	Practice
Estimated Time	60-90 minutes
Content	● Review and reinforcement of points from previous classes. ● Coordination with Tower and Enroute. ● VFR radar phraseology. ● Runway change and configuration. ● Advanced meteorology and airspace

Class 6	**Emergency Management**
Type	Practice
Estimated Time	60-90 minutes
Content	● Review and reinforcement of points from previous classes. ● Emergency Management. ● Coordination with other agencies.

Class 7	**APP Control - VATSIM**
Type	Practice
Estimated Time	60-90 minutes
Content	● Application of concepts from previous sessions. ● Management of IFR & VFR traffic connected to the network. ● DCL, VCCS, vSACTA, ASR, etc.

Class 8	**Exam Theoretical - S3**
Type	Test
Content	● The Theoretical exam will be conducted in this class

Class 9	SOLO VALIDATION
Type	Solo Validation
Content	• Self-practice class in which the student will have to spend 25 hours connected to the CPT position over the next 30 days. **In case that is the second time with the SOLO status, the trainee needs to do 10 hours*

Class 10(*)	Practice Review
Type	Practice
Estimated Time	60-90 minutes
Content	• In case of failing the CPT, this class must be completed to obtain the SOLO again. • In case of losing the SOLO VALIDATION, this class must be completed to obtain it again.

Class 10	CPT
Type	Practice
Estimated Time	60-120 minutes
Content	• Completion of the CPT.

10.　C1 Training

The requirement to access the training for the C1 rating is to have completed a minimum of 50 hours of control with the S3 rating since its acquisition, and a minimum of 60 days must have passed since the successful completion of the exam. Additionally, the candidate must possess the endorsements for the major airports within the FIR where the training will take place and where the CPT will be conducted. If the necessary endorsements are not available at the beginning of the training, they will be included in the C1 training process. The C1 rating training focuses on en-route radar control and the management of a large control area.

The theoretical part is conducted through the Moodle platform, an E-Learning system with different modules and small progress exams at the end of each module. To access the next module, it is necessary to pass the exam of the previous module, and only one module can be taken every day.

Once the training department gives you access to the theoretical part, you have 10 days to start it. In case that you can't, you must advise the training department.

The first practical class will take place in the **GCCC_R6_CTR** position connected to the VATSIM network. In the subsequent practical classes, the student will rotate through the FIR where the training is being conducted. The examiner will decide the position for the exam within the corresponding FIR.

The CPT for the C1 rating will be conducted at the position chosen by the examiner on the day of the exam, within the options authorized for this purpose and in which the student has been qualified to practice SOLO VALIDATION. You can find the authorized positions in section 4.2 Training Positions. The objective of these classes is to train the student for en-route control in various positions to perform their duties on the network with proficiency.

When the student reaches the required level to obtain the 'SOLO VALIDATION' status from the mentors, they will have to take the theoretical exam for the C1 rating. There is a maximum of 10 days and two attempts to pass the theoretical exam on the VATEUD Core platform, and once it is approved, the student can connect to the network and practice at the position for which they received training and will be examined.

In the event that the VATEUD examination is failed, a 10-day period shall be observed between examination attempts. If the examination is failed twice, the Training Department reserves the right to decide whether the trainee may continue with the training.

The 'SOLO VALIDATION' will be valid for 30 days from the moment of obtaining it. **To be eligible for the CPT, a minimum of 25 hours of connection at the position during the SOLO VALIDATION is required from the moment of obtaining it**. The main objective is to complete the CPT before the first 30 days of 'SOLO VALIDATION' and avoid extensions.

In the event that this process is repeated on two occasions, the training department reserves the right to decide whether the student can or cannot continue with the training.

Once the CPT is successfully completed, the Training Department will request VATSIM to grant the C1 rating, and the student will be included in the list of Active Controllers of VATSIM Spain

Positions LECM_ALL_CTR and LECB_CTR will be by request, and users will need a minimum of 200 hours in radar sectors before being eligible.

In order to connect to a position that includes Tier 1, the user must have the endorsement for that airport.

10.1. Syllabus C1

Class 1	Theoretical course in Moodle
Type	Theoretical
Content	- Review of Theoretical Concepts of S3. - Phraseology. - Introduction to En-route Control. - Coordinations. - Emergency Management - CDM* *If the student has already taken the CDM course, this class would not be done*

Class 2	CDM + Introduction to En-route Control
Type	Practice
Estimated Time	60 minutes
Content	- CDM theoretical Moodle Course - Review of everything covered in the S3 rating. - Review of radar options in EuroScope. - En-route separations, conflicts. - Radar tags *If the student has already taken the CDM course, this class would not be done*

Class 3	En-route Control
Type	Practice
Estimated Time	60 minutes
Content	● Review and reinforcement of points from previous classes. ● Review of separations and conflicts. RVSM, RNAV. ● Radar tags in vSACTA (APP/EN-ROUTE). ● Familiarity with LOA (Letters of Agreement) for different countries such as France, Portugal, etc

Class 4	En-route Control
Type	Practice
Estimated Time	60-90 minutos
Content	● Review and reinforcement of points from previous classes. ● Coordination with other dependencies. ● Handling a large volume of traffic. ● En-route phraseology. ● Conflict detection

Class 5	En-route Control
Type	Practice
Estimated Time	60-90 minutes
Content	● Review and reinforcement of points from previous classes. ● Seeking hours with high traffic volume (weekends or evenings). ● Striving for a high workload

Class 6	Reinforcement
Type	Practice
Estimated Time	60-90 minutes
Content	● Review of previous classes

Class 7	Exam Theoretical - C1
Type	Test
Content	• The theoretical exam will be conducted in this class.

Class 8	SOLO VALIDATION
Type	Solo Validation
Content	• Self-practice class in which the student will have to spend 25 hours connected to the CPT position over the next 30 days. *In case that is the second time with the SOLO status, the trainee needs to do 10 hours*

Class 9(*)	Practice Review
Type	Practice
Estimated Time	60-90 minutes
Content	• In the event of failing the CPT, this class must be completed to obtain the SOLO again. • In case of losing the SOLO VALIDATION, this class must be completed to obtain it again.

Class 10	CPT
Type	Practice
Estimated Time	60-120 minutes
Content	• Completion of the CPT

11.   Tier(s) 1

Not apply.

12.   Tier(s) 2

Tier 2 ratings refer to specific ATC positions, which must be defined by the training department. For Tier 2 positions there is no minimum activity required.

In the case of VATSIM Spain we have the authorizations of:

12.1.   Procedural TWR

The training of S2 **- Procedural** Towers consists of a theoretical part.

The theoretical part is carried out through the Moodle platform. It consists of an E-Learning system of different modules. At the end of all the modules, you will have to take a multiple-choice exam within the platform to check your knowledge and each module will be taken every day.

You will have a maximum of 30 days from when you are granted access to finish the theoretical part, and if you need more time you will have to inform the training department of the reason for this.

Once the training department gives you access to the theoretical part, you have 10 days to start it. In case that you can't, you must advise the training department.

12.1.1. Syllabus S2 – Procedural TWR

Class 1	Theoretical course in Moodle
Type	Theoretical
Content	- Introduction of the Procedural TWR Group - Vertical Separation - Horizontal Separation - Holdings - Separation between arrival and departure aircrafts

13. Reactivations

When a member of VATSIM Spain or a visiting controller has not met the requirements specified in section 3, Active Controllers, of this manual, they will need to undergo a reactivation of their status.

This training will involve familiarization with any changes that have occurred in both procedures and software during the inactive period.

Once the training department gives you access to the theoretical part, you have 10 days to start it. In case that you can't, you must advise the training department.

Reactivations will not be included in the waiting list and will be conducted as soon as possible based on the workload of the mentors. Once the training is completed, the controller will be re-included in the list of Active Controllers.

13.1. Syllabus Reactivations

Class 2	Theoretical course in Moodle
Type	Theoretical
Content	• VATSIM Software • S1 Phraseology • S2 Phraseology (If aplicable by rating) • S3 Phraseology (if applicable by rating) • C1 Phraseology (if applicable by rating) • CDM* *If the student has already taken the CDM course, this class would not be done*

Class 2	Review of procedures and changes
Type	Practice
Estimated Time	45-60 minutes
Content	• CDM – Refresh class • Review of procedures related to the rating. • Review of regulatory and/or procedural changes. • Review of software, plugins, AIRAC, etc., changes. • vSACTA radar tags.

14. Fast-Track

Members of VATSIM with a controller rating equal to or higher than the APC on the IVAO network can apply for Fast-Track to the immediately lower rating on VATSIM. APC ratings will be converted to S2, and ACC and higher ratings will be converted to S3.

When the training department processes the request, they will verify the data and request an email with a screenshot of the IVAO profile, showing the necessary details.

The training is divided into three parts: theoretical, training sessions, and verification.

The theoretical part is conducted through the Moodle platform. It consists of an E-Learning system with different modules and small progress exams at the end of each module. To access the next module, it is necessary to pass the exam of the previous module, and only one module can be taken every day.

Once the training department gives you access to the theoretical part, you have 10 days to start it. In case that you can't, you must advise the training department.

If the member does not have a controller rating on VATSIM, the theoretical exam will be activated for them on the VATEUD Core platform to obtain the S1 rating and start the validation process. There is a 30-day window and two attempts to pass the exam.

In the event that the VATEUD examination is failed, a 10-day period shall be observed between examination attempts. If the examination is failed twice, the Training Department reserves the right to decide whether the trainee may continue with the training.

In the event of failing the exam twice, the training department reserves the right to decide whether the student can or cannot continue with the training and the forms of continuation.

Once the theoretical exam is successfully passed, the Training Department will request VATSIM to grant the S1 rating.

A minimum of one training session and one verification by an examiner will be conducted. If the verification is approved, the theoretical exam corresponding to the Fast-Track will be activated on the VATEUD Core platform. There is a 30-day window and two attempts to pass the exam.

In the event that the VATEUD examination is failed, a 10-day period shall be observed between examination attempts. If the examination is failed twice, the Training Department reserves the right to decide whether the trainee may continue with the training.

14.1.   Syllabus Fast-Track

Class 1	Theoretical course in Moodle
Type	Theoretical
Content	• VATSIM introduction • VATSIM software • CDM* *If the student has already taken the CDM course, this class would not be done*

Class 2	Exam Theoretical - S1
Type	Test
Content	• The Theoretical exam will be conducted in this class

Class 3	VATSIM Introduction
Type	Practice
Estimated Time	60 minutes
Content	• Organization of VATSIM, VATEUD, VATSIM Spain. • Review of installation and update to the latest available AIRAC. • Review of general options configuration. • Review of software (vATIS, AFV, etc.)

Class 4	CDM + Familiarization
Type	Practice
Estimated Time	60-90 minutes
Content	• Review of concepts relevant to the rating and previous concepts. • Phraseology in Spanish. • Familiarization with software. • CDM** *This class can be repeated as many times as necessary with the student so that they have skill with the software.* **If the student has already taken the CDM course, this class would not be done*

Class 6	Theoretical Exam - Corresponding Rating
Type	Test
Content	The theoretical exam for the Fast-Track will be conducted in this class.

Class 5	Verification
Type	Practice
Estimated Time	90 minutes
Content	• Once the trainee has the S2/S3 rating, there will be the last connection to the network

15. Fast-Transfer

VATSIM members who hold a Real Controller license can apply for Fast-Transfer to a rating immediately below the maximum reflected in their license. Active Air Traffic Controllers (ATCO) will be granted the S3 rating, and students who have completed their Air Traffic Controller Student (SATCO) training will be granted the S2 rating. The member must include a photo of their real license covering personal details such as address, license number, etc., except for the name and endorsements.

Pilots with an ATPL (Non-frozen) can apply for Fast-Transfer to the S2 rating.

When the training department processes your request, they will verify the data and ask you, via email, for a screenshot of your real license covering personal details such as address, license number, etc., except for the name and endorsements.

The training is divided into three parts: theoretical, training sessions, and verification.

The theoretical part is conducted through the Moodle platform. It consists of an E-Learning system with different modules and small progress exams at the end of each module. To access the next module, it is necessary to pass the exam of the previous module, and only one module can be taken every day.

Once the training department gives you access to the theoretical part, you have 10 days to start it. In case that you can't, you must advise the training department.

If the member does not have a controller rating on VATSIM, the theoretical exam will be activated for them on the VATEUD Core platform to obtain the S1 rating and start the validation process. There is a 30-day window and two attempts to pass the exam.".

In the event that the VATEUD examination is failed, a 10-day period shall be observed between examination attempts. If the examination is failed twice, the Training Department reserves the right to decide whether the trainee may continue with the training.

In the event of failing the exam twice, the training department reserves the right to decide whether the student can or cannot continue with the training and the forms of continuation.

Once the theoretical exam is successfully passed, the Training Department will request VATSIM to grant the S1 rating.

A minimum of one training session shall be conducted until the trainee is deemed ready to take the corresponding Fast-Transfer theoretical examination (S2 or S3). A period of 10 days and two attempts shall be granted to pass the examination.

In the event that the VATEUD examination is failed, a 10-day period shall be observed between examination attempts. If the examination is failed twice, the Training Department reserves the right to decide whether the trainee may continue with the training.

Once the verification process has been completed, the trainee shall be permitted to connect to the VATSIM network, **and during the first training session shall connect together with a mentor/examiner to supervise the first live connection.**

15.1.   Syllabus Fast-Transfer

Class 1	Theoretical course in Moodle
Type	Theoretical
Content	• VATSIM introduction • VATSIM software • CDM* *If the student has already taken the CDM course, this class would not be done*

Class 2	Theoretical Exam - S1
Type	Test
Content	• The Theoretical exam will be conducted in this class

Class 3	CDM + Introduction to VATSIM
Type	Practice
Estimated Time	60 minutes
Content	• Organization of VATSIM, VATEUD, VATSIM Spain. • Review of installation and update to the latest available AIRAC. • Review of general options configuration. • Review of software (vATIS, AFV, etc.) *If the student has already taken the CDM course, this class would not be done*

Class 4	Familiarization
Type	Practice
Estimated Time	60-90 minutes
Content	• Review of concepts relevant to the rating and previous concepts. • Phraseology in Spanish. • Software familiarization *This class can be repeated as many times as necessary with the student so that they have skill with the software.*

Class 6	Theoretical Exam - Rating
Type	Test
Content	• The theoretical exam for the Fast-Transfer will be conducted in this class.

Class 5	Verification
Type	Practice
Estimated Time	90 minutes
Content	• Completion of the verification

16. Transfers

The minimum rating to be transferred to VATSIM Spain is S2. The training will focus on providing information about the Spanish airspace, its phraseology, procedures, etc. The goal of these classes is to familiarize the student rather than train competencies according to their rating.

The training is divided into two parts: theoretical sessions and verification.

The theoretical part takes place through the Moodle platform. It consists of an E-Learning system with different modules and small progress exams at the end of each module. To access the next module, it is necessary to pass the exam from the previous module, and only one module is allowed every day.

Once the training department gives you access to the theoretical part, you have 10 days to start it. In case that you can't, you must advise the training department.

A minimum of one training session and one verification by an examiner will be conducted. This verification will involve a normal control session connected to the VATSIM network, where it will be confirmed that the student is familiar with the procedures and regulations of the VATSIM Spain airspace. After passing the verification, the student will be included in the list of Active Controllers of VATSIM Spain.

If the Training Department determines that the trainee does not have the minimum required knowledge to complete the transfer, the transfer request shall be rejected.

16.1.   Syllabus Transfers

Class 1	Theoretical course in Moodle
Type	Theoretical
Content	• VATSIM Introduction • VATSIM Software • S2 Phraseology • S3 Phraseology (if applicable by rating) • C1 Phraseology (if applicable by rating) • Airspaces

Class 2	**Introduction VATSIM Spain**
Type	Practice
Estimated time	60 minutes
Content	• Organization of VATSIM, VATEUD, VATSIM Spain. • Review of installation and update to the latest available AIRAC. • Review of general options configuration. • Review of software (vATIS, AFV, etc.)

Class 3	**CDM + Familiarization**
Type	Practice
Estimated Time	60 minutes
Content	• Review of concepts relevant to the rating and previous concepts. • Phraseology in Spanish. • Software familiarization *If the student has already taken the CDM course, this class would not be done*

Class 4	**Verification**
Type	Practice
Estimated Time	90 minutes
Content	• Completion of the verification

17. Visitors

The minimum rating to become a visitor to VATSIM Spain is S3 and have done more than 25 hours as APP in the last six months in your home division/vACC. The training will focus on providing information about the Spanish airspace, its phraseology, procedures, etc. The goal of these classes is to familiarize the student rather than train competencies according to their rating.

The training is divided into three parts: theoretical sessions, training sessions, and verification. The theoretical part takes place through the Moodle platform. It consists of an E-Learning system with different modules and small progress exams at the end of each module. To access the next module, it is necessary to pass the exam from the previous module, and only one module is allowed every day.

Once the training department gives you access to the theoretical part, you have 10 days to start it. In case that you can't, you must advise the training department.

A minimum of one training session and one verification by an examiner will be conducted. This verification will involve a normal control session connected to the VATSIM network, where it will be confirmed that the student is familiar with the procedures and regulations of the VATSIM Spain airspace.

If the candidate does not demonstrate skills and knowledge according to their rating, visitor status will be denied.

After passing the verification, the student will be included in the list of Active Controllers of VATSIM Spain

17.1. Syllabus Visitors

Class 1	Theoretical course in Moodle
Type	Theoretical
Content	• VATSIM Introduction • VATSIM Software • S2 Phraseology (if applicable by rating) • S3 Phraseology (if applicable by rating) • C1 Phraseology (if applicable by rating) • Airspaces • CDM* *If the student has already taken the CDM course, this class would not be done*

Class 2	Introduction VATSIM Spain
Type	Practice
Estimated Time	60-90 minutes
Content	• Organization of VATSIM, VATEUD, VATSIM Spain. • Review of installation and update to the latest available AIRAC. • Review of general options configuration. • Review of software (vATIS, AFV, etc.)

Class 3	CDM* + Familiarization
Type	Practice
Estimated Time	60 minutes
Content	• Review of concepts relevant to the rating and previous concepts. • Phraseology in Spanish. • Software familiarization *If the student has already taken the CDM course, this class would not be done*

Class 4	Verification
Type	Practice
Estimated Time	90 minutes
Content	• Completion of the verification

18.   CDM

The minimum rating required to be eligible for the CDM course is S1 (trainees undergoing training will do so during the course delivery). The training shall be focused on the use and operation of CDM.

The training is divided into two parts: a theoretical phase and training sessions.

The theoretical phase is conducted through the Moodle platform and consists of an e-learning system with multiple modules.

A final examination, which is mandatory, shall be required.

18.1.   Syllabus CDM

Clase 1	Theoretical course in Moodle
Tipo	Theoretical
Contenido	• What is the CDM? • Management • How to use

Clase 2	CDM Introduction
Tipo	Practical
Duración Estimada	60-90 minutes
Contenido	• Explication of how the CDM Works.

19. Training Abandonment

A trainee shall be considered to have abandoned the training if no response has been received by email to any communication sent by the Training Department within 30 calendar days.

A trainee shall be considered to have abandoned the training if the trainee has not shown activity on the training website by requesting the next available class within 30 calendar days.

A trainee shall be considered to have abandoned the training if the trainee has not shown any activity, including progress, in the Moodle modules/courses within 30 calendar days.

A trainee shall be considered to have abandoned the training if the trainee fails to attend two scheduled classes without prior notification. Trainees have access to the Training Department's email addresses and the Discord platform to notify of any unforeseen circumstances that may prevent attendance.

The Training Department reserves the right to review cases not explicitly covered in this section.

20. New Additions to the Department

The Training Department is open to any member of VATSIM Spain who is eager to contribute to the community. Those members who wish to join the department as mentors must have at least the S2 rating, with a minimum of 60 hours controlling in this position, and the time elapsed should be at least 60 days. If you meet these requirements, please send an email to formacion@vatsimspain.es expressing your interest, along with your CID and a brief letter of introduction/motivation.

21. Examiners

The Training Department's leadership will appoint the examiners for VATSIM Spain. Examiners must have previous experience as mentors and hold a minimum S3 rating.

The first CPT for new examiners will be supervised by another examiner or by the Training Department's leadership.

22. CPTs

The CPTs will have a minimum duration of 90 minutes and a maximum of 120 minutes (excluding briefing & debriefing). The student will be responsible for finding other air traffic controllers for the rating validation:

Rating S1 CPT:
- Not applicable.

Rating S2 CPT:
- The connection of lower dependencies (GND/DEL) will not be allowed unless the workload is sufficiently high and the examiner permits it.
- The connection of an upper dependency (APP/CTR) will be necessary in order to assess coordinations and transfers.

Rating S3 CPT:
- The connection of lower positions (GND/DEL/TWR) will be allowed unless the workload is low enough for it not to be initially necessary.
- The connection of an upper position (CTR) will be necessary to assess coordinations and handovers.

Rating C1 CPT:
- The connection of up to half of the lower APPs will be allowed unless the workload is high enough and the examiner approves. For example: A CTR position that includes 6 APPs allows the connection of up to 3 APPs.
- The connection of at least one lower position (APP/TWR) or another adjacent CTR position will be necessary in order to assess coordinations and handovers.