Guidance for the Development of Training Programme for Air Traffic Service (ATS) Technical Staff

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Director General

Sierra Leone Civil Aviation Authority

1.   **GENERAL**

The Sierra Leone Civil Aviation Authority's Advisory Circulars contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a Regulation, and consideration will be given to other methods of compliance that may be presented to the Authority

Information considered directive in nature is described in this AC in terms such as "shall" and "must", indicating the actions are mandatory. Guidance information is described in terms such as "should" and "may" indicating the actions are desirable or permissive, but not mandatory

1.1   Purpose

This guidance provides instruction on the development and review of training programme for technical staff providing Air Traffic Services.

1.2   Applicability

This AC is applicable to Air Navigation Service Providers (ANSPs) providing Air traffic services in Sierra Leone.

1.3   Description of Changes

This AC is the first to be issued on this subject

1.4   References

(a) SLCAR Part 11- Air Traffic Services
(b) ICAO Doc 4444
(c) ICAO Doc 9426

1.5   Cancelled Documents

Not Applicable

2.   **GUIDANCE**

2.1   Formal Training

A curriculum for initial training of air traffic control (ATC) personnel may consist of the following:

2.1.1   Basic Air Traffic Control Course

(a) Air Traffic Management
(b) International Civil Aviation Organization (ICAO)
(c) Rules of the Air
(d) Aeronautical Information Service
(e) Phraseology

       (f) Aviation Meteorology

       (g) Air Navigation

       (h) Theory/principle of Flight

       (i) Safety Management System and Human Factor

       (j) Aviation English

2.1.2   Aerodrome Control Service Course

       (a) Rules of the Air

       (b) Aerodrome Control Service

       (c) Phraseology and Coordination

       (d) Aviation Meteorology

       (e) Aerodrome Physical Surface and Characteristics

       (f) Safety Management System

       (g) Human Factor

2.1.3   Approach procedural Course

       (a) Separation

       (b)   Flight procedure and Aeronautical Charts

       (c)   Emergency Procedure

       (d)   Meteorology

       (e) Approach Control Service

2.1.4   Area procedural Course

       (a) Airspace

       (b) Aeronautical charts

       (c) Radar aids and navigation system

       (d) Aircraft performance

       (e) Search and Rescue organization

       (f) Separation

2.1.5   Approach Surveillance Course

       (a) General procedures on surveillance

       (b) Strip Marking

       (c) Principles of Primary and Secondary Radar

       (d) Principles of ADS-B

       (e) Identification Procedures Primary, Secondary and ADS-B

       (f) Vectoring

       (g) Surveillance Separation

       (h) Sequencing

       (i) Coordination Procedures

       (j) Abnormalities

2.1.6   Area Surveillance Course

       (a) General procedures on surveillance

       (b) Strip Marking

    (c) Vectoring

    (d) Surveillance Separation

    (e) Sequencing

    (f) Coordination Procedures

    (g) Abnormalities

2.2   On-the-job training is aimed at permitting the new employee to integrate his basic knowledge with actual practice. It should concentrate on specific local conditions and offer opportunities to perform the functions of each operating or duty position under actual conditions and with adequate supervision.

2.3 Proficiency checks

Proficiency checks are part of the process of assessing efficiency of personnel and should be conducted progressively throughout the year.

2.4 Management and other advanced training

Management and other advanced training for ATS personnel are part of a continuing training system designed to prepare skilled personnel for higher level appointment.