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| **OVERENSSTEMMELSES-MATRIX, FORORDNING (EU) 2015/340**  **”VEDLIGEHOLDELSESUDDANNELSE”  (CONTINUATION TRAINING)** |
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| For vejledning: se blanketten ”ansøgning om godkendelse af flyveleder-uddannelsesorganisation”. |

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| **Data vedrørende udfyldelse** | |
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| Navn på uddannelsesorganisation |  |
| Version nummer |  |
| Dato |  |

Form 2255 (2024-08-04)

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| **ATCO.D.075**  **Continuation training** | |
| Requirement (EN text) | Continuation training shall consist of refresher and conversion training courses and shall be provided according to the requirements contained in the unit competence scheme according to ATCO.B.025. |
| Requirement (DK text) | Vedligeholdelsesuddannelse, som består af genopfrisknings- og omskolingskurser, gennemføres i overensstemmelse med kravene i kompetenceplanen for enheden i henhold til ATCO.B.025. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ATCO.D.080(a)** | |
| **Refresher training** | |
| Requirement (EN text) | (a) Refresher training course(s) shall be developed and provided by training organisations and approved by the competent authority. |
| Requirement (DK text) | (a) Et eller flere genopfriskningskurser udformes og gennemføres af uddannelsesorganisationerne og godkendes af den kompetente myndighed. |
| AMC | AMC1 ATCO.D.080 Refresher training  EXAMINATIONS AND ASSESSMENTS  Refresher topics should be examined or assessed using the processes described in the unit competence scheme. |
| GM | GM1 ATCO.D.080 Refresher training  REFRESHER TRAINING SUBJECTS  Topics for refresher training subjects may include rarely used procedures and practices, such as seasonally dependent procedures, trends and observations from occurrence reports and results of normal operations safety surveys.  GM2 ATCO.D.080 Refresher training  REFRESHER TRAINING STRUCTURE  Refresher training may be developed and structured in accordance with the established duration of the unit endorsement it refreshes. This may mean structuring the refresher training in modular fashion. For instance, training in standard practices and procedures, abnormal and emergency situations and human factors may be given separately or integrated into any other modules.  GM3 ATCO.D.080 Refresher training  GENERAL  Guidance for the development of refresher training courses can be found in EUROCONTROL’s document ‘ATC Refresher Training Manual’, Edition 1.0., dated 06.03.2015. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ATCO.D.080(b) 1** | |
| **Refresher training** | |
| Requirement (EN text) | (b) Refresher training shall be designed to review, reinforce or enhance the existing knowledge and skills of air traffic controllers to provide a safe, orderly and expeditious flow of air traffic and shall contain at least:  (1) standard practices and procedures training, using approved phraseology and effective communication; |
| Requirement (DK text) | (b) Genopfriskningsuddannelsen, som har til formål at gennemgå og øge flyveledernes viden og færdigheder, så de kan varetage sikker, velordnet og hurtig afvikling af lufttrafik, skal som minimum omfatte:  1) uddannelse i standardprocedurer og fremgangsmåder, hvor der anvendes godkendt fraseologi og effektiv kommunikation |
| AMC | AMC1 ATCO.D.080(b)(1);(2) Refresher training  PHRASEOLOGY TRAINING  Training organisations should develop objectives for phraseology. |
| GM | GM1 ATCO.D.080 Refresher training  REFRESHER TRAINING SUBJECTS  Topics for refresher training subjects may include rarely used procedures and practices, such as seasonally dependent procedures, trends and observations from occurrence reports and results of normal operations safety surveys.  GM2 ATCO.D.080 Refresher training  REFRESHER TRAINING STRUCTURE  Refresher training may be developed and structured in accordance with the established duration of the unit endorsement it refreshes. This may mean structuring the refresher training in modular fashion. For instance, training in standard practices and procedures, abnormal and emergency situations and human factors may be given separately or integrated into any other modules.  GM3 ATCO.D.080 Refresher training  GENERAL  Guidance for the development of refresher training courses can be found in EUROCONTROL’s document ‘ATC Refresher Training Manual’, Edition 1.0., dated 06.03.2015.  GM1 ATCO.D.080(b)(1);(2) Refresher training  EFFECTIVE COMMUNICATION  Communication misunderstanding is present in many air traffic occurrences and the consistent use of approved phraseology is designed to mitigate such occurrences.  For the purpose of refresher training, emphasis is, therefore, put on effective communication, including the use of approved phraseology, both for the use of standard practices and procedures and for abnormal and emergency situations training.  Effective communication should make use of a variety of communication modes, including the use of appropriate phraseology and radio communication.  Phraseology and radio communication training is part of the linguistic training according to ICAO; radio communication phraseology samples offer learning opportunities and foster harmonisation. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ATCO.D.080(b) 2** | |
| **Refresher training** | |
| Requirement (EN text) | (b) Refresher training shall be designed to review, reinforce or enhance the existing knowledge and skills of air traffic controllers to provide a safe, orderly and expeditious flow of air traffic and shall contain at least:  (2) abnormal and emergency situations training, using approved phraseology and effective communication; and |
| Requirement (DK text) | (b) Genopfriskningsuddannelsen, som har til formål at gennemgå og øge flyveledernes viden og færdigheder, så de kan varetage sikker, velordnet og hurtig afvikling af lufttrafik, skal som minimum omfatte:  2) uddannelse i unormale situationer og nødsituationer, hvor der anvendes godkendt fraseologi og effektiv kommunikation, og |
| AMC | AMC1 ATCO.D.080(b)(1);(2) Refresher training  PHRASEOLOGY TRAINING  Training organisations should develop objectives for phraseology.  AMC2 ATCO.D.080(b)(2) Refresher training  ABNORMAL SITUATION AND EMERGENCY TRAINING  Abnormal situation and emergency training should be designed to expose air traffic controllers to circumstances and situations which they do not habitually or commonly experience.  The essential difference from an emergency situation is that the element of danger or serious risk is not necessarily present in an abnormal situation. |
| GM | GM1 ATCO.D.080 Refresher training  REFRESHER TRAINING SUBJECTS  Topics for refresher training subjects may include rarely used procedures and practices, such as seasonally dependent procedures, trends and observations from occurrence reports and results of normal operations safety surveys.  GM2 ATCO.D.080 Refresher training  REFRESHER TRAINING STRUCTURE  Refresher training may be developed and structured in accordance with the established duration of the unit endorsement it refreshes. This may mean structuring the refresher training in modular fashion. For instance, training in standard practices and procedures, abnormal and emergency situations and human factors may be given separately or integrated into any other modules.  GM3 ATCO.D.080 Refresher training  GENERAL  Guidance for the development of refresher training courses can be found in EUROCONTROL’s document ‘ATC Refresher Training Manual’, Edition 1.0., dated 06.03.2015.  GM1 ATCO.D.080(b)(1);(2) Refresher training  EFFECTIVE COMMUNICATION  Communication misunderstanding is present in many air traffic occurrences and the consistent use of approved phraseology is designed to mitigate such occurrences.  For the purpose of refresher training, emphasis is, therefore, put on effective communication, including the use of approved phraseology, both for the use of standard practices and procedures and for abnormal and emergency situations training.  Effective communication should make use of a variety of communication modes, including the use of appropriate phraseology and radio communication.  Phraseology and radio communication training is part of the linguistic training according to ICAO; radio communication phraseology samples offer learning opportunities and foster harmonisation.  GM1 ATCO.D.080(b) Refresher training TRAINING FOR AIR TRAFFIC CONTROLLERS PROVIDING AERODROME CONTROL SERVICE FROM A REMOTE TOWER For air traffic controllers providing aerodrome control service from a remote tower, the refresher training should include familiarisation with the physical aerodrome environment and the different stakeholders via study visit(s). |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ATCO.D.080(b) 3** | |
| **Refresher training** | |
| Requirement (EN text) | (b) Refresher training shall be designed to review, reinforce or enhance the existing knowledge and skills of air traffic controllers to provide a safe, orderly and expeditious flow of air traffic and shall contain at least:  (3) human factors training. |
| Requirement (DK text) | (b) Genopfriskningsuddannelsen, som har til formål at gennemgå og øge flyveledernes viden og færdigheder, så de kan varetage sikker, velordnet og hurtig afvikling af lufttrafik, skal som minimum omfatte:  3) uddannelse i menneskelige faktorer. |
| AMC | AMC1 ATCO.D.080(b)(3) Refresher training  HUMAN FACTORS   1. Training organisations should train air traffic controllers at least in team resource management, fatigue management and stress management. 2. The team resource management training may also make use of STD and/or occurrence case studies. |
| GM | GM1 ATCO.D.080(b)(3) Refresher training  TRAINING IN TEAM RESOURCE MANAGEMENT (TRM)  Guidance on team resource management can be found in the Network Manager document ‘Team Resource Management — Guidelines for the Implementation and Enhancement of TRM’, edition 1.0 of 26 April 2021, and associated Annex A to TRM Guidance Material - TRM Modules | SKYbrary Aviation Safety and Annex B to TRM Guidance Material - Facilitator Competence and Training | SKYbrary Aviation Safety).  GM1 ATCO.D.080 Refresher training  REFRESHER TRAINING SUBJECTS  Topics for refresher training subjects may include rarely used procedures and practices, such as seasonally dependent procedures, trends and observations from occurrence reports and results of normal operations safety surveys.  GM2 ATCO.D.080 Refresher training  REFRESHER TRAINING STRUCTURE  Refresher training may be developed and structured in accordance with the established duration of the unit endorsement it refreshes. This may mean structuring the refresher training in modular fashion. For instance, training in standard practices and procedures, abnormal and emergency situations and human factors may be given separately or integrated into any other modules.  GM3 ATCO.D.080 Refresher training  GENERAL  Guidance for the development of refresher training courses can be found in EUROCONTROL’s document ‘ATC Refresher Training Manual’, Edition 1.0., dated 06.03.2015. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ATCO.D.080(c)** | |
| **Refresher training** | |
| Requirement (EN text) | (c) A syllabus for the refresher training course shall be defined, and where a subject refreshes skills of air traffic controllers, performance objectives shall also be developed. |
| Requirement (DK text) | (c) Der fastlægges et pensum for genopfriskningskurset, og hvis flyveledernes færdigheder opdateres i et fag/emne, fastlægges der desuden resultatmål. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

**Bemærk: ATCO.D.085 (a)-(d) skal beskrive de generiske processer og metoder der anvendes i forbindelse med fastsættelse af specifikke omskolingskurser. De enkelte omskolingskurser (conversion training) skal fortsat godkendes individuelt fra gang til gang.**

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| **ATCO.D.085(a)** | |
| **Conversion training** | |
| Requirement (EN text) | (a) Conversion training course(s) shall be developed and provided by training organisations and approved by the competent authority. |
| Requirement (DK text) | (a) Et eller flere omskolingskurser udformes og gennemføres af uddannelsesorganisationerne og godkendes af den kompetente myndighed. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
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| **ATCO.D.085(b)** | |
| **Conversion training** | |
| Requirement (EN text) | (b) Conversion training shall be designed to provide knowledge and skills appropriate to a change in the operational environment and shall be provided by training organisations when the safety assessment of the change concludes the need for such training. |
| Requirement (DK text) | (b) Omskolingen, som har til formål at øge deltagernes viden og færdigheder med hensyn til en ændring i det operationelle miljø, gennemføres af uddannelsesorganisationerne, hvis det ved sikkerhedsvurderingen af ændringen konkluderes, at der er behov for omskolingen. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ATCO.D.085(c)** | |
| **Conversion training** | |
| Requirement (EN text) | (c) Conversion training courses shall include the determination of:  (1) the appropriate training method for and duration of the course, taking into account the nature and extent of the change; and  (2) the examination and/or assessment methods for the conversion training. |
| Requirement (DK text) | c) Ved omskolingskurser skal følgende fastlægges:  1) kursets varighed og hensigtsmæssige uddannelsesmetoder under hensyntagen til ændringens art og omfang og  2) metoderne til eksamination og/eller bedømmelse ved omskolingen. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ATCO.D.085(d)** | |
| **Conversion training** | |
| Requirement (EN text) | (d) Conversion training shall be provided before air traffic controllers exercise the privileges of their licence in the changed operational environment. |
| Requirement (DK text) | (d) Omskoling skal gennemføres, før flyveledere udøver deres certifikats rettigheder i det ændrede operationelle miljø. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |