**Repetitionsutbildning  
Refresher Training**

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| **Data för ifyllnad** | |
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| Namn på utbildingsorganisation |  |
| Dokument och  Versionsnummer |  |
| Datum |  |

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| **ATCO.D.075** | |
| **Continuation training** | |
| Requirement (UK 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 (SE text) | Fortbildning ska omfatta repetitions- och övergångsutbildningskurser och ska tillhandahållas i enlighet med kraven i det lokala kompetenssäkringsprogrammet enligt ATCO.B.025. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ATCO.D.080(a)** | |
| **Refresher training** | |
| Requirement (UK text) | (a) Refresher training course(s) shall be developed and provided by training organisations and approved by the competent authority. |
| Requirement (SE text) | (a) Repetitionsutbildningskurser ska utarbetas och tillhandahållas av utbildningsorganisationer och godkännas av den behöriga myndigheten. |
| AMC | - |
| 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 (UK 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 (SE text) | (b) Repetitionsutbildningen ska utformas för att repetera, stärka eller förbättra flygledarnas befintliga kunskaper och färdigheter för att tillhandahålla ett säkert, välordnat och effektivt flygtrafikflöde och ska åtminstone omfatta:  1) utbildning om standardförfaranden, med godkänd fraseologi och 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 (UK 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 (SE text) | (b) Repetitionsutbildningen ska utformas för att repetera, stärka eller förbättra flygledarnas befintliga kunskaper och färdigheter för att tillhandahålla ett säkert, välordnat och effektivt flygtrafikflöde och ska åtminstone omfatta:  2) utbildning om onormala situationer och nödsituationer, med godkänd fraseologi och effektiv kommunikation, och |
| 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 (UK 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 (SE text) | (b) Repetitionsutbildningen ska utformas för att repetera, stärka eller förbättra flygledarnas befintliga kunskaper och färdigheter för att tillhandahålla ett säkert, välordnat och effektivt flygtrafikflöde och ska åtminstone omfatta:  3) utbildning om humanfaktorer |
| AMC | AMC1 ATCO.D.080(b)(3) Refresher training  HUMAN FACTORS  (a) Training organisations should train air traffic controllers at least in team resource management, fatigue management and stress management.  (b) The team resource management training may also make use of STD and/or occurrence case studies. |
| 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. |
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| **ATCO.D.080(c)** | |
| **Refresher training** | |
| Requirement (UK 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 (SE text) | (c) En kursplan för repetitionsutbildningskursen ska fastställas, och om ett ämne omfattar repetition av flygledarnas färdigheter ska även prestationsmål utarbetas. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |