



VATNZ Policy 10 - Instructor/Mentor Policy

3 August 2016

1. Purpose:

This document outlines the role of a VATNZ Instructor/Mentor, his or her privileges and some guidelines in order to assist training within VATNZ.

2. Scope:

This document applies to all VATNZ instructors and mentors.

3. Policy:

3.1 Role:

The role of a VATNZ instructor is of a supervisory type. When instructing a student online, the instructor becomes responsible for actions taken by the student.

3.2 Becoming a Mentor:

A VATNZ member may become a mentor through either of the following means:

1. The member approaches the ATC Training Director and offers their services to the training department; or
2. The member is approached by the ATC Training Director and offered the position of mentor.

In Case 1, the request is passed to the Board for approval. In Case 2, the Board will have already approved the request.

Mentors, must have a minimum:

1. Hold a Student 3 rating on the VATSIM network,
2. Be currently certified to work all ATC positions to their current rating,
3. Must not have any disciplinary matters within the previous six (6) months.

Every 6 months of service within the VATNZ Training Department, the mentor will be given a 6-month evaluation on their performance.

3.3 Becoming an Instructor:

In order to become an instructor, the member must meet the following criteria:

- Knowledge of VATSIM code of conduct and VATNZ Local policy
- Excellent knowledge of ATC matters
- Good command of English, both written and spoken
- Must not have any disciplinary matters within the previous six (6) months.
- In good standing with VATSIM
- Hold a minimum of C1 Enroute rating for at least 6 months (must have at least 150 hours as a C1)
- Desirable that involved in the ATC-Training Department for one year.

An instructor may only be appointed by the VATNZ Training Director with approval from the VATNZ Board.

The appointment of Instructor ratings shall only remain while the member is part of the VATNZ Training Department, once the instructor leaves their VATSIM rating will revert to that of their rating before being appointed as an Instructor.

3.4 Network:

3.4.1 Within VATNZ airspace, instructors and mentors logging on for the purpose of instructing must comply with correct call-sign procedures. This must include the prefix `_M_` (Mentoring) or `_I_` (Instructing) within the call-sign.

Some examples are listed below:

NZAA_M_APP Mentoring call sign for Auckland Control

NZCH_I_TWR Instructing call sign for Christchurch Tower

NZCH_M_CTR Mentoring call sign for any of the four NZCH-X area radar positions (ref 3.4.3)

NZOH_I_CTR Instructing call sign for Ohakea Control

It is important that, call signs do not exceed ten characters so strict adherence to rule 3.4.1 must be exercised.

3.4.2 Only a single user is permitted to use the Area radar instructing position. Area radar instructing is not permitted for more than one sector at a time.

Extended coverage of radar sectors is only permitted once the instructor is satisfied that the student will be able to provide an acceptable level of service for the extended areas and should only extend to one additional sector at a time. A student should not be providing extended coverage before he or she is ready and then only just prior to an assessment being conducted.

3.4.3 Training Staff must not set their primary frequency for the position being instructed.

3.5 Solo Endorsements

3.5.1 Division members holding a controller rating of S2 and undertaking training on an APP position may be granted an endorsement to control an APP position without a mentor present.

3.5.2 A solo endorsement may not be used to control adjacent to an exam unless the prior express permission of the Training Director.

3.5.3 A solo endorsement may not be used to control during an official event without the approval of the VATNZ Training Director.

3.5.4 These endorsements shall be granted in accordance with ATC Training Department policy and are valid for a limited period of time.

3.6 Currency

3.6.1 An instructor must also assist with other VATNZ duties that include appropriate preparation or review of training or educational content on the VATNZ Website or VATNZ Testing Moodle. These may include, but not limited to, writing new documents, revising existing documents, completion of theory schedules for trainees, training evenings, newbie nights and assessments.

3.6.2 An instructor must submit a notice of temporary leave of absence. The maximum period of leave is six months.

This must be submitted in e-mail form to training@vatnz.net, including time you need to take as leave.

If a period of longer than six months is required, VATNZ will request that you step down as an active instructor at that time. During the period of absence, the rights of an instructor must not be exercised unless under direct supervision of the Training Director.

3.7 Operational

3.7.1 Instructors must conform to the published Training Programme where possible. This ensures consistency and efficiency during training.

3.7.2 An instructor may instruct students on any position.

3.7.3 A mentor may only instruct students on the positions listed in brackets under Position on the Contacts page - Mentors/Instructors page.

3.4.4 When instructing towards re-currency training, the controller being instructed shall not control at a level that exceeds his or her rating.

For example, a TMA rated controller requesting re-currency may only be instructed on a TMA position or lower. If the controller wishes to control at a higher level, a Promotion Request will need to be filed and training conducted in accordance with the Training Programme for that rating.

3.7.5 It is permissible for a Tower rated controller to log in as a TMA controller as long as the student is under Solo Endorsement.

The instructor shall also log in under that position using the correct call sign as outlined in 3.4.2. Instructing from another sector/position which is not the same as the student is discouraged.

3.7.6 Instructing should not generally be conducted during an official VATNZ event, other than Saturday Night Operations (SNO), unless approved by the ATC Training Director.

Instructing during an SNO should be limited to those students almost ready to sit their practical assessment.

3.7.7 If at any time during an instructing session, the instructor believes that the level of service being provided by the student falls well below the required standard, or when a student is not demonstrating the required skills to continue controlling during that session, the instructor shall assume control of the frequency and provide ATC services to the aircraft online and only relinquish control back to the student when the traffic levels will allow the student be able to provide adequate service.

Notwithstanding, it is accepted that a student's skill level will not be up to the same standard as a qualified controller, or of the instructors themselves, but the student should not be left in the situation of losing complete control of the traffic under their control.

3.7.8 All operational rules are subject to VATSIM Code of Conduct and any deviation from the VATNZ guidelines requires written approval from a VATNZ Board member and notification to the Training Director.

3.7.9 No Training should be conducted on a Saturday Night Ops unless approved by the ATC Training Director.

3.8 Training Documentation

3.5.1 Instructors are required to submit the appropriate Training Notes for the student once a session is complete.

3.9 Practical Assessments

3.9.1 Students who have demonstrated that they are ready to sit their practical assessment must have the phrase: "Recommended for Assessment" entered into their training notes.

3.9.2 Practical Assessments may only be conducted by an Instructor rated member.

3.9.3 An available instructor shall notify training staff that they are able to conduct the assessment by responding in the student's training note. It is preferable to have an instructor who has not spent a lot of time training the student.

3.9.4 Practical Assessments can be conducted on the VATSIM network during higher traffic levels e.g. during a Saturday Night Operations

3.9.5 The instructor shall be logged into the same position as the student.