



PTD 1000

PILOT TRAINING DEPARTMENT POLICY

WARNING

Information contained in this document is intended for flight simulation purposes only.

Table of Contents

| | |
|---------------------------------------------------------------------|-----------|
| Introduction | 6 |
| Document Purpose | 6 |
| Pilot Training Department Mission | 6 |
| List of Abbreviations | 7 |
| Personnel | 9 |
| Pilot Training Department Structure | 9 |
| General Requirements for all PTD Personnel | 9 |
| Role Descriptions | 10 |
| Vice President, Pilot Training | 10 |
| Position Duties | 10 |
| Board of Governors Duties | 10 |
| Certification Standards Lead | 10 |
| Training Standards Lead | 10 |
| Development Group Lead | 11 |
| Outreach Group Lead | 11 |
| Primary Operations Inspector (POI) | 11 |
| Pilot Training Manager | 11 |
| Feedback Analyst | 12 |
| Recruitment | 12 |
| General | 12 |
| New Volunteer Onboarding Process | 12 |
| Data Protection | 13 |
| VATSIM Pilot Ratings | 14 |
| General | 14 |
| Conversion of Real World Pilot Certificates to VATSIM Pilot Ratings | 14 |
| Pilot Ratings | 14 |
| Basic Member (P0) | 14 |
| Private Pilot Licence (Aeroplane) (P1) | 15 |

| | |
|--------------------------------------------------|-----------|
| Instrument Rating (Aeroplane) (P2) | 15 |
| Commercial Multi-Engine Licence (Aeroplane) (P3) | 15 |
| Airline Transport Pilot Licence (Aeroplane) (P4) | 15 |
| Flight Instructor Rating | 15 |
| Flight Examiner Rating | 16 |
| Military Pilot Ratings | 16 |
| Training | 16 |
| Assessment | 16 |
| PTD Publications | 17 |
| Pilot Feedback System | 19 |
| Introduction | 19 |

Control Pages

Document Identification

| Document Identification | |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Type | Policy |
| Version | 2 |
| Issue Date | 26 Sep 22 |
| Effective Date | 26 Sep 22 |
| Scope | This policy applies to all Pilot Training Department staff, ATOs, Flight Instructors, Examiners and VATSIM network pilots. |
| Prepared by | Simon Kelsey |
| Approved by | Board of Governors |
| Review date | 1 Oct 24 |
| Identification | PTD1000 |

Revision Records

| Revision Number | Date | Description of Change | Author |
|-----------------|-----------|---------------------------------------------------------|-----------|
| 1.0 | 21 Dec 18 | Initial Release | E. Hawes |
| 1.1 | 04 Mar 19 | Reformatted entire PTD SOP | E. Hawes |
| 1.2 | 02 Mar 20 | Updated job descriptions, IOD and EOD titles, and typos | E. Hawes |
| 1.3 | 19 Aug 20 | Update VATSIM Logo, Document Formatting and NDA wording | E. Hawes |
| 1.4 | 23 Sep 20 | Added PTD Mission and PTD Meetings section | E. Hawes |
| 2.0 | 26 Sep 22 | Re-issue updating PTD structure and procedures | S. Kelsey |

Related Documents

| Document Name | Document Identification |
|------------------------------------------|-------------------------|
| ATO Policies and Procedures Handbook | PTD1001 |
| Policy and Guidance for Flight Examiners | PTD1100 |

Introduction

Document Purpose

This document provides the formal rules, regulations, and procedures that govern all training staff members operating within the VATSIM PTD. This document is considered a supplement to any applicable VATSIM policies and procedures that also govern members operating within the VATSIM network.

Pilot Training Department Mission

The primary mission of the VATSIM Pilot Training Department is to be a consistently reliable source of information and educational resources while providing opportunities for VATSIM members to further expand their aviation knowledge and skills.

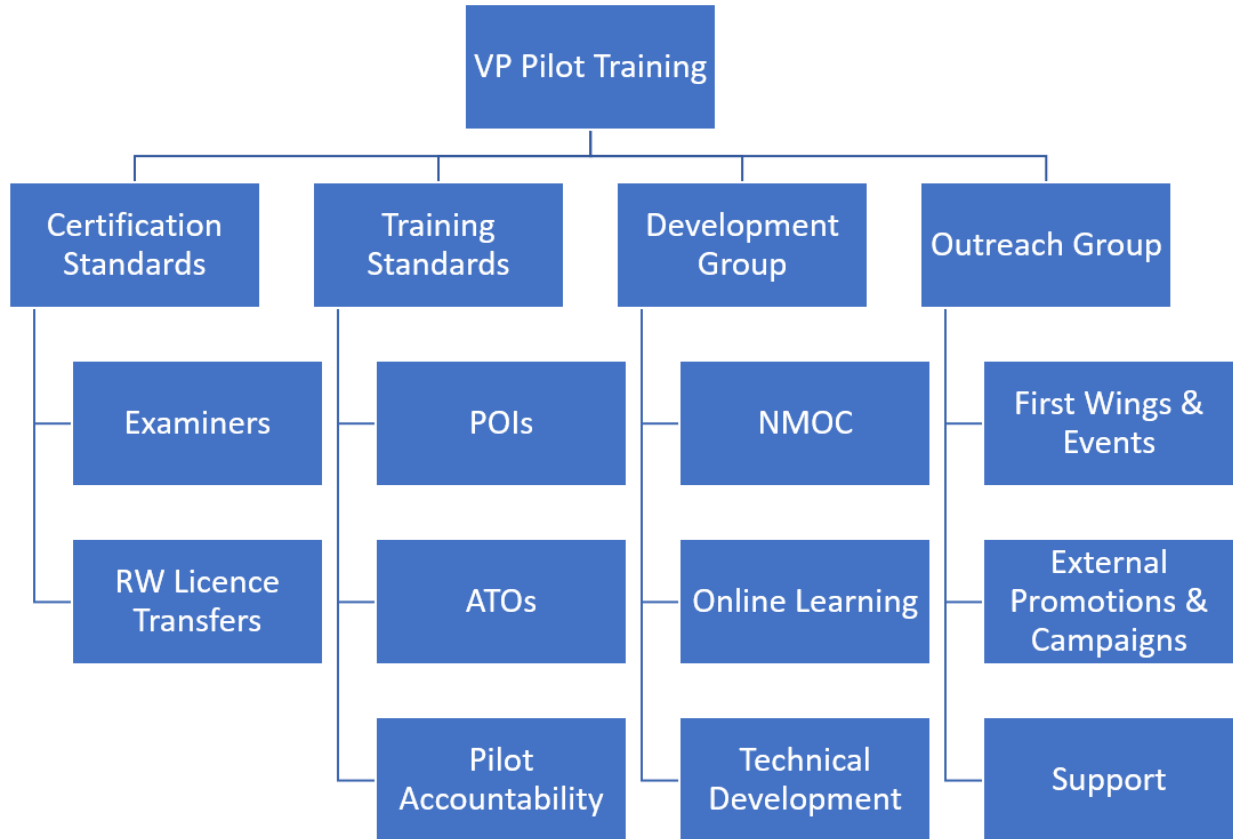
List of Abbreviations

| | |
|-------|-------------------------------------------------------|
| (A) | Aeroplane (e.g. in relation to a category of licence) |
| ARTCC | Air Route Traffic Control Center |
| ATC | Air Traffic Control |
| ATO | Authorised Training Organisation |
| ATPL | Airline Transport Pilot Licence |
| BoG | Board of Governors |
| CFI | Chief Flight Instructor |
| CoC | Code of Conduct |
| CoR | Code of Regulations |
| CMEL | Commercial Multi Engine Licence |
| CPL | Commercial Pilot Licence |
| EOI | Expression of Interest |
| FE | Flight Examiner |
| FI | Flight Instructor |
| GDPR | General Data Protection Regulation |
| IR | Instrument Rating |
| NMOC | New Member Orientation Course |
| PFS | Pilot Feedback System |
| POI | Primary Operations Inspector |
| PPL | Private Pilot Licence |
| PRAMS | Pilot Rating Administration System |
| PTD | Pilot Training Department |
| PTM | Pilot Training Manager |
| RR | Responsible Representative |
| SUP | Supervisor |
| TK | Theoretical Knowledge |
| vACC | Virtual Area Control Centre |

| | |
|--------|------------------------------------------|
| VATSIM | Virtual Air Traffic Simulation Network |
| VPPLT | Vice President, Pilot Training |
| VSOA | VATSIM Special Operations Administration |

Personnel

Pilot Training Department Structure



General Requirements for all PTD Personnel

All PTD volunteers are expected to conduct themselves with professionalism, respect and the utmost integrity at all times.

The nature of the PTD’s work is such that volunteers will often be required to work with sensitive, confidential or personal information. As such all volunteers applying for a role within the PTD will be subject to a review of their character and past cooperation and interactions with VATSIM network authorities.

As ambassadors for pilot training and the regulation of flying standards across the network, all PTD volunteers are expected to demonstrate and project a high standard with respect to the conduct of their own flight operations at all times.

Role Descriptions

Vice President, Pilot Training

Develops, monitors, implements and maintains focus on pilot training programs within the VATSIM.net network. Assists Regions and/or Divisions and their training directors as appropriate and/or required.

Position Duties

- Develops, monitors, implements and maintains focus on pilot training programs within VATSIM
- Assists Regions and/or Divisions and their training directors as appropriate and/or required on matters relating to pilot training
- Assesses and approves Authorized Training Organisations (ATOs) to conduct pilot training and issue pilot ratings
- Maintains the Pilot Training policy and procedures
- Actively identifies new opportunities to enhance the pilot training programme and increase the efficiency of ATOs, including identifying and supporting new ATOs to ensure worldwide coverage

Board of Governors Duties

- Attend Board of Governors meetings as outlined in Article §2.07 of the VATSIM Code of Regulations
- Maintain a regular monthly online presence and be willing to answer questions from members if connected with staff callsign
- Assist with duties as a VATSIM Supervisor when logged into the network with a rating of Administrator
- Enforce the policies of VATSIM both on and off the network
- Interact with other members of the Board of Governors, the VATSIM Executive Committee and/or individual Regional Directors as needed to accomplish their individual and collective duties
- Actively contribute to the development of VATSIM policy, procedures and plans

Certification Standards Lead

Oversees the issue of ratings and the associated standards, including:

- Flight Examiner standardisation and certification
- Theoretical knowledge assessment
- Issuance of pilot ratings including real-world licence transfers
- Maintenance of the Member Certification Standards documents

Training Standards Lead

Oversees the delivery and standard of training and the regulation of training organisations and flight instructors, including:

- ATO regulation and oversight
- Independent Flight Instructor regulation and oversight
- Pilot Feedback/Accountability

Development Group Lead

Designs and develops online learning resources in collaboration with the Standards Group. Responsibilities include:

- New Member Orientation Course development and maintenance
- Self-study Moodle course development and maintenance
- Pilot Learning Centre material development and maintenance
- Web & other technical development to support PTD functions
- Development of learning materials and resources (e.g. graphical, audiovisual etc)

Outreach Group Lead

Responsible for external engagement, promotion and event organisation. Responsibilities include:

- First Wings events
- Working with external stakeholders such as VATSIM divisions/vACCs/ARTCCs to advance the mission of the PTD
- External promotion of the PTD (e.g. Social Media Posts via all VATSIM outlets, etc.)
- Identifying opportunities for, designing and running external learning campaigns (in coordination with the Development Group)
- Individual Membership Support

Primary Operations Inspector (POI)

- Conducts daily monitoring, assistance, and compliance assurance of Authorized Training Organizations (ATOs)
- Assist and supports ATOs and their Chief Flight Instructors as appropriate and/or required on matters relating to meeting the standards set forth by the VATSIM Pilot Training Department
- Audit assigned ATOs on a rotational and on-demand basis
- Actively helps assigned ATOs by answering questions and providing clarification of department documents as needed
- Assist where needed in other areas of the Pilot Training Department

Pilot Training Manager

Pilot Training Managers are responsible for reviewing Pilot Feedback reports and taking any further action deemed necessary. This action could include contacting the pilot involved to discuss the incident further and/or provide reference and training material, or, in cases where it

is considered that enforcement action is appropriate, compiling a case and forwarding details to the Supervisor department.

Pilot Training Managers:

- Review reports forwarded by a Feedback Analyst and assess if further action is required
- Where appropriate, contact members to provide relevant information and training materials to help avoid a recurrence of the incident
- Forward cases of reckless or malicious violations to the Supervisor team with recommendations
- Record all actions taken in Terminal as appropriate

Feedback Analyst

Feedback Analysts are responsible for the initial review of Pilot Feedback reports received via the Pilot Feedback System (PFS).

Feedback Analysts:

- Review received reports and assess whether further action is required
- Categorise reports based on type of incident and enter de-identified details in to the Pilot Feedback database for further analysis and review
- Forward reports requiring further action to a Pilot Training Manager
- Analyse data in order to identify common trends and areas of concern, and highlight these to the PFS team lead for further consideration

Recruitment

General

From time to time it may be necessary to seek volunteers to take up various roles within the department. Appointments are made at the discretion of team leaders and the VPPLT.

In the first instance, every effort will be made to fill roles internally via an informal Expression of Interest (EOI) process open to current PTD volunteers.

In the event that no suitable volunteer comes forward to fill the role, positions may be advertised externally via the MyVATSIM website.

New Volunteer Onboarding Process

On acceptance of a role within the PTD, new volunteers will complete an on-boarding process designed to ensure that they are familiarised with the structure and operation of the team, have access to the resources necessary for their role and have completed any required training.



The volunteer orientation process will at a minimum:

- Inform volunteers about the PTD mission
- Educate them on the basics of how the PTD operates
- Educate them on the basic expectations of their position
- Include role-specific training as necessary
- Safeguard against common mistakes
- Allow volunteers the ability to get to know more about their team members
- Excite volunteers to make a difference for PTD and VATSIM as a whole.

At the end of volunteer orientation, volunteers should have a solid grasp on programs, procedures, existing policies, their role in the PTD mission, and what to expect in their position.

Data Protection

All PTD volunteers, regardless of role, are required to complete the VATSIM Elevated Access Training Course. This course should be assigned in Moodle as soon as the volunteer has accepted a role within the PTD.

The Elevated Access course must be completed before the volunteer may access any VATSIM or PTD systems.

All volunteers are required to ensure they remain up to date with any changes to the VATSIM Data Protection and Handling Policy and complete any recurrent training as may be specified.

VATSIM Pilot Ratings

General

VATSIM offers a range of pilot ratings designed to help members acquire aviation skills, with an emphasis on operations within the online ATC environment. These range from the more basic ratings oriented toward new members to the more advanced that will challenge even experienced pilots to expand their skills and knowledge. All new VATSIM members are required to complete the New Member Orientation Course in order to obtain the P0 rating, designed to briefly prepare new members to be successful on the network.

VATSIM Pilot Ratings are designed to follow a real world like progression which has been proven to be the most effective way for both instruction to be given and students to understand and retain new information. Members must complete each pilot rating sequentially to progress through all of the pilot ratings.

In order for a member to be awarded a specific VATSIM Pilot Rating, they must meet all of the standards for the specific pilot rating being attempted. The standards for the various VATSIM pilot ratings are published by the PTD under authority granted to the VPPLT. All knowledge items that must be both taught and examined in addition to tasks that must be demonstrated practically are outlined in each pilot rating's Membership Certification Standards document.

Conversion of Real World Pilot Certificates to VATSIM Pilot Ratings

VATSIM Members that have earned real-world Pilot Certificates and Ratings are eligible to be automatically awarded the highest applicable VATSIM Pilot Rating they have earned in real life. Members may apply for a real-world licence transfer via the Pilot Training section of MyVATSIM.

Only members of the VATSIM PTD Licence Transfer Team approved by VPPLT have access to the submitted documentation and all submitted documentation is automatically and permanently destroyed once an application has been approved or rejected.

Pilot Ratings

Basic Member (P0)

The Basic Member rating is designed to provide new VATSIM members with an introduction to the network. This includes basic knowledge of the network and its operations, the rules and regulations with which all users are required to comply, and the basic aviation knowledge required to effectively participate.

All new VATSIM members are required to complete the New Member Orientation Course (NMOC) and pass a multiple-choice examination in order to obtain the Basic Member rating before they may connect to the network.

Private Pilot Licence (Aeroplane) (P1)

The PPL(A) rating (also known as P1) is the first additional rating available to VATSIM pilots. The aim of the PPL(A) is to equip the holder with the skills and knowledge required to operate a private, passenger-carrying flight in a light, single-engined, piston-powered aircraft under Visual Flight Rules (VFR).

A further aim is to provide the building blocks of basic aviation skills and knowledge which will serve the member throughout their virtual flying career, whether or not they decide to continue on to more advanced ratings. These core items include the principles of flight, the effects of the flying controls and the principles of visual navigation.

Instrument Rating (Aeroplane) (P2)

Pilots holding a PPL rating may elect to continue their training to obtain an Instrument Rating (P2). The aim of the IR(A) rating is to equip the holder with the skills and knowledge required to operate a private, passenger-carrying flight in a light, single-engined, piston-powered aircraft under Instrument Flight Rules (IFR).

Additionally, the IR(A) aims to build upon the skills learned in the PPL rating and introduce the core concepts of instrument navigation and the Instrument Flight Rules.

Commercial Multi-Engine Licence (Aeroplane) (P3)

The Commercial Multi-Engine Licence (CMEL) (P3) rating is the second-highest civilian rating available. The aim of the CMEL(A) rating is to equip the holder with the skills and knowledge required to operate a commercial, passenger-carrying flight in a light multi-engined piston-powered aircraft under Instrument Flight Rules (IFR).

Further to this, the CMEL(A) rating aims to build further upon the skills learned in prior ratings and provide a thorough grounding in the principles and operation of complex multi-engined aircraft, in particular one-engine-inoperative handling and performance.

Airline Transport Pilot Licence (Aeroplane) (P4)

The Airline Transport Pilot Licence (ATPL) (P4) rating is the highest rating available to VATSIM civilian pilots. The aim of the ATPL(A) rating is to equip the holder with the skills and knowledge required to operate a commercial, passenger carrying flight in an airline transport category, turbine-powered aircraft under Instrument Flight Rules (IFR).

The ATPL(A) rating further aims to consolidate the skills learned to this point and provide a grounding in the operation of high-performance turbine-powered aircraft.

Flight Instructor Rating

TBC

Flight Examiner Rating

TBC

Military Pilot Ratings

Four Military Pilot Ratings are currently planned to be offered:

- Military Pilot Licence (M1)
- Military Instrument Rating (M2)
- Military Multi-Engine Rating (M3)
- Military Mission Ready Pilot Rating (M4)

Responsibility for administration of the Military Pilot Rating standards, syllabus and certification process is delegated to the VATSIM Special Operations Administration. Training toward Military Pilot Ratings is conducted by VATSIM Special Operations Organisations under the authority of the VSOA.

Training

With the exception of the Basic Member Rating, which is centrally administered by the Pilot Training Department, training toward VATSIM civilian Pilot Ratings is provided by Authorised Training Organisations (ATOs). ATOs are third-party organisations certified by the VATSIM PTD to deliver virtual pilot training and issue VATSIM Pilot Ratings. Each ATO is responsible for developing programmes of training for the ratings they wish to deliver. ATOs may offer one or more Pilot Rating programmes; each programme must be individually approved by the PTD.

Training must be conducted in accordance with the syllabus for each rating set by the Pilot Training Department.

A current list of ATOs is maintained within the Pilot Training section of MyVATSIM.

Training toward Military Pilot Ratings is conducted by VATSIM Special Operations Organisations under the authority of the VSOA.

Assessment

The assessment process for each rating consists of a theoretical knowledge (TK) examination to assess the candidate's knowledge and understanding of the theory syllabus, and a practical examination (skill test) in which the candidate is required to demonstrate that they have acquired the specified standards of skill, knowledge and risk management for the rating.

The standards are found within the Member Certification Standards (MCS) documents for each rating.

Candidates are required to pass the theoretical knowledge examination for the rating prior to attempting the skill test.

Assessment processes and standards for Military Pilot Ratings are delegated to the VSOA.

PTD Publications

All PTD documents are numbered in accordance with a standard scheme for ease of reference.

| Document Number | Title |
|-----------------------------|-----------------------------------------------|
| <i>PTD 1000-1999</i> | <i>Policy and Standards</i> |
| <i>PTD 1000-1099</i> | <i>PTD Policy</i> |
| PTD 1000 | PTD Policy |
| PTD 1001 | ATO Policies and Procedures Handbook |
| PTD 1010 | Pilot Feedback System |
| PTD 1023 | Aircraft Types for PPL(A) and IR(A) Courses |
| | |
| <i>PTD 1100-1199</i> | <i>Examiners</i> |
| PTD 1100 | Policy and Guidance for Flight Examiners |
| | |
| <i>PTD 1200-1299</i> | <i>VATSIM Private Pilot Licence</i> |
| PTD 1200 | PPL(A) Member Certification Standards |
| PTD 1201 | PPL(A) Model Syllabus |
| | |
| <i>PTD 1300-1399</i> | <i>VATSIM Instrument Rating</i> |
| PTD 1300 | IR(A) Member Certification Standards |
| | |
| <i>PTD 1400-1499</i> | <i>VATSIM Commercial Multi Engine Licence</i> |
| PTD 1400 | CMEL(A) Member Certification Standards |

| | |
|-----------------------------|----------------------------------------------------------------|
| <i>PTD 1500-1599</i> | <i>VATSIM Airline Transport Pilot Licence</i> |
| PTD 1500 | ATPL(A) Member Certification Standards |
| | |
| <i>PTD 1600-1699</i> | <i>VATSIM Flight Instructors</i> |
| PTD 1600 | VATSIM Flight Instructors |
| | |
| <i>PTD 2000-2999</i> | <i>Forms for ATOs</i> |
| PTD 2000 | Application for the Initial Approval of Training Organisations |
| PTD 2001 | ATO Operations Manual Template |
| | |
| <i>PTD 3000-3999</i> | <i>Forms for Examiners</i> |
| PTD 3001 | Examiner's Report - PPL(A) Skill Test |
| PTD 3002 | Examiner's Report - IR(A) Skill Test |
| PTD 3003 | Examiner's Report - CMEL(A) Skill Test |
| PTD 3004 | Examiner's Report - ATPL(A) Skill Test |
| PTD 3005 | Flight Instructor Assessment of Competence Report |
| | |
| <i>PTD 4000-4999</i> | <i>Guidance Documents</i> |
| PTD 4000 | ATO Operations Manual Example |
| PTD 4100 | IFR Flight Walkthrough (Europe) |
| PTD 4101 | IFR Flight Walkthrough (USA) |

Pilot Feedback System

Introduction

The Pilot Feedback System (PFS) is a voluntary system designed to help further the aim of VATSIM to be an educational environment and to enhance the enjoyment of all network users by enhancing the understanding, knowledge and skills of members across the board. It will achieve this:

- By providing a means for individual pilots on the network to receive feedback about their performance, understand what they did well and be provided with information and resources to help them develop their understanding and perform better in areas which were not as strong
- By providing data to the Pilot Training Department about common faults and issues, enabling the creation of educational resources, campaigns and policies to tackle these on a regional or network-wide scale

PFS operates on the basis of 'Just Culture'. This means that:

- Innocent mistakes are not punished and are treated as opportunities for learning and improvement
- Reckless or malicious non-compliance may be escalated to network authorities for further investigation and sanction

Just Culture is a cornerstone of modern aviation safety culture, and fair and consistent application of these principles is essential to the development of an environment which is enjoyable for all and in which all individuals, no matter what level they are at, may feel supported to develop the skills and knowledge required to participate effectively without spoiling the enjoyment of others.

Full details regarding the operation of PFS may be found in PTD1010.