

TRAINING AGREEMENT FOR STUDENTS

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Pilot Training

Pilot training is the key to the success of the ATO and its students. The ATO will utilize the following methods, techniques, and assessment strategies to conduct pilot training.

ATO Enrolment Status

This organization will be open for VATSIM Scandinavia members and will need training requests for start and use for pilot training. The ATO CFI will inform the ATO's POI if the ATO needs to open or close the acceptance of new students at any time.

Teaching and Instruction Strategies

Student teaching will consist of both one-on-one practical instruction and web-based theoretical training and testing. The theoretical content is presented in a variety of formats, including text, videos, and graphics, to support different learning styles and enhance retention.

Theoretical training is delivered through the Wiki and Moodle platforms. Students can study independently using the Wiki materials but also have the option to request instructor-led "classroom-style" sessions via separate request example on discord or email.

Before each practical lesson, students are required to their instructor. During practical training, students use their personal pilot number, which is also used during actual flights. Each practical session includes a **pre-flight briefing**, where the instructor and student set the main objectives for the lesson. After the flight, a **debriefing** is conducted to review which objectives were achieved and to identify areas for improvement in future lessons. The instructor highlights key points during the briefing and, in the debriefing, discusses both strengths and aspects needing further practice. In practical sessions, the instructor first demonstrates the maneuvers or tasks, then hands over control to the student to practice the demonstrated procedures.

At the end of solo training, students complete a **mock exam flight**. This flight is observed by another instructor, who evaluates the student's performance and provides a report outlining areas that may require additional focus.

Student Training Assessment

Students will be assessed by feedback from periodic interactive quizzes on the theoretical content. Students will also be assessed using 1:1 instructor training in the aircraft during each lesson debriefing.

Pilot Rating Evaluation Criteria

Students will be assessed using the following criteria when attempting a written and practical examination for a pilot rating.

Written Examination

Students must pass the written examination with a score of at least 60% to be eligible for the practical examination for each pilot rating. The exam consists of 40 questions.

If a student fails the exam, each failed attempt results in a one-day cooldown period before they can retake it. After the third failed attempt, the student must contact the CFI (Chief Flight Instructor), DCFI (Deputy Chief Flight Instructor), or PTM (Pilot Training Manager) to discuss the next attempt and what steps need to be taken before retesting.

Practical Examination

Students will be evaluated using the appropriate ATO practical examination rubric for each pilot rating, following the guidelines set by the relevant Member Certification Standards. The practical exam is conducted via a Discord voice channel with screen sharing. Before the exam begins, a briefing is held to explain the exam process. After the exam, students receive a debriefing that includes feedback and a summary of the check-ride in bullet-point format.

Check-ride requirements are detailed in the VATSIM Scandinavia Wiki documentation. The primary goal of the check-ride is to verify that the student can operate the aircraft safely and demonstrates fundamental airmanship skills.

During the check-ride, the student will fly from their training base to other airfield.

- The flight begins with a basic transition from controlled to uncontrolled airspace.
- In uncontrolled airspace, the student will perform basic maneuvers, followed by several approaches and touch-and-go landings at their uncontrolled aerodrome.
- After completing the exercises at uncontrolled aerodrome, the student will return to controlled aerodrome.
- The debriefing takes place after the aircraft has been parked and shut down.

Conflict Resolution and Appeals Process

In the interest of maintaining order and fairness within the ATO, the following conflict resolution and appeals processes will be used to ensure a fair and consistent process of processing discrepancies.

Conflict Resolution

ATO members who have a conflict with any other ATO member shall notify the ATO CFI via email with: the date, detailed notes regarding the conflict, and names of any other parties involved in the conflict as soon as practical.

Conflict Resolution with student

At our ATO, we are committed to maintaining a professional, respectful, and supportive learning environment. This policy outlines the steps for resolving conflicts between students and instructors, staff members, or fellow students in a fair and constructive manner.

Whenever possible, conflicts should first be addressed informally.

The student is encouraged to raise the issue directly with the person involved in a respectful and calm manner. Both parties should aim to resolve the matter through open and honest communication. If necessary, an instructor or neutral staff member may be asked to facilitate the discussion. If the issue cannot be resolved informally, the student may file a formal complaint. The complaint must be submitted in writing to the Chief Flight Instructor (CFI), Deputy Chief Flight Instructor (DCFI), or Pilot Training Manager (PTM). The complaint should include: A clear description of the issue, Dates and names of persons involved, Any previous attempts to resolve the issue. Once a formal complaint is received: The CFI, DCFI, or PTM will review the complaint and may request additional information. A meeting will be scheduled with all relevant parties to discuss the matter in a confidential and respectful environment. The goal of the meeting is to clarify the situation, hear all sides, and seek a resolution that is fair and in line with ATO policy. After reviewing all relevant information: A decision will be communicated to the student in writing. Any necessary corrective actions or follow-up steps will be implemented. All outcomes will be documented and kept confidential, in accordance with data protection regulations. If the student is not satisfied with the resolution: They may submit a written appeal to the ATO management board. The appeal must be filed within 7 days of receiving the decision. The board will review the case and issue a final decision, which is binding.

Student Attendance Policy

Stage 1: Missed Lesson

If a student fails to attend a scheduled lesson without prior notice, the instructor will contact the student to request an explanation. If the student provides a valid reason, no further action will be taken.

Stage 2: Repeated Absences

If the behavior continues and the student does not show improvement, they will be required to submit a written report explaining the issue. In addition, the student must attend a meeting with the ATO Chief Flight Instructor (CFI) and Deputy Chief Flight Instructor (DCFI) to discuss the situation and possible follow-up actions.

Stage 3: Continued Misconduct

If the student continues to miss lessons despite the previous interventions, they will be temporarily suspended from all lessons for a cooldown period of **500 hours**. As before, the student must submit a written report and attend another meeting with the ATO CFI and DCFI, during which they will receive a **final warning**.

Final Stage: Training Termination

After the final warning, **no further warnings will be issued**. Continued non-compliance will result in the **immediate suspension and removal** of the student from the training program. The student's participation will be permanently banned, and ATO procedures for training termination will be enforced.

Instructor Attendance Policy

Stage 1: Missed Lesson or Meeting

If an instructor fails to attend a scheduled lesson or meeting without prior notice, they will be required to attend a meeting with the Chief Flight Instructor (CFI) and Deputy Chief Flight Instructor (DCFI). During this meeting, appropriate follow-up actions will be discussed.

Stage 2: Repeated Absences

If the issue occurs again, the instructor's right to work within the ATO will be revoked.

Appeals process

Students who believe they have not correctly been evaluated for a pilot rating examination may appeal the results given by the examiner. Appeals shall be submitted to the ATO CFI via email as soon as practical containing the: date, pilot rating being attempted, examiner, and a detailed message of why the student feels the results of the examination should be appealed. An effort shall be made to provide a different examiner for their next attempt at the pilot rating examination no matter the outcome.

Approved Training Programs

The following flight training programs are approved under the guidance of the VATSIM Pilot Training Department to operate and issue pilot ratings using the following Pilot Rating Training Programs with the following training program syllabus.

Private Pilot License (PPL) – P1

[PPL-syllabus](#)

Data Retention

All members' examination results will be retained in compliance with the ATO Policies and Procedures Handbook. Examination results will be secured for the **mandated FIVE-year** period for records and review purposes and under GDPR.

Security Levels

[Data-Protection-Policy](#)

Security Measures

[Data-Protection-Policy](#)

Approved Training Countries and Aerodromes

Norway

[ENBR – Bergen Flesland](#)

[ENLI - Lista](#)

Sweden

[ESOK - Karlstad](#)

[ESOH - Hagfors](#)

Finland

[EFTP – Tampere-Pirkkala](#)

[EFKA - Kauhava](#)