



**GANDER OCEANIC**  
**TRAINING POLICY – REVISION 4**

**WARNING**

Information inside of this document is intended for  
flight simulation purposes only.

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## Document control

### *Document Identification*

Document Identification	
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Authority	Chief Instructor (ZQO3)
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### *Revision Records*

Revision Number	Date	Description of Change	Author
1.0	29/08/2018	Initial Document	AO
1.1	27/10/2018	Added spreadsheet requirement	AO
1.2	27/01/2019	Updated definitions	AO
1.3	29/11/2019	Merged OTS policy into this document; updated terminology and wording	AO
1.3.1	10/04/2020	Updated specific terminology. Removed email requirement.	AO
1.4	08/06/2020	Changed FIR to OCA	AO

### *Related Documents*

Document Name	Document Identification
Gander Oceanic General Policy	CZQOP1R3_General
Gander Oceanic Privacy Policy	CZQOP3R3_Privacy
Gander Oceanic Currency Policy	CZQOP4R0_Currency
Gander Oceanic Controller Policy	CZQOP5R0_Controller

# 1 Purposes of this document

The purposes of this policy are:

- a) To define a standard training process.
- b) To provide a guide for oceanic instructing.
- c) To define clear protocols for instructors.

## 1.1 Scope

- 1.1.1 This policy applies to all Gander Oceanic OCA instructors.
- 1.1.2 This policy shall remain publicly available on the Gander Oceanic OCA website for viewing by the general membership.

## 1.2 Policy maintainer and review schedule

- 1.2.1 This policy shall be maintained by the OCA Chief (ZQO1).
- 1.2.2 This policy shall be reviewed bi-annually, every six months.

## 1.3 Definitions

- 1.3.1 A '**student**' is any individual undertaking oceanic certification training with the Gander Oceanic OCA.
- 1.3.2 An '**instructor**' is any individual with the authority to provide instruction to another member for them to obtain their oceanic certification.
- 1.3.3 An '**OTS**' is an Over-The-Shoulder assessment of competency, required to be completed by every student to be eligible for their certification.
- 1.3.4 An '**assessor**' is any individual granted the authority to issue a certification to a student.
- 1.3.5 A '**session**' is any period of time that a student spends with an instructor in a student capacity whilst being taught by the instructor.

## 2 Policy

### 2.1 *Approach to training*

Gander Oceanic OCA recommends a three-stage training process for all students:

- 2.1.1 **Theory** - a one-week period for the student to familiarise themselves with policies and procedures pertaining to the certification.
- 2.1.2 **Practical** - a period of time to allow a student to gain experience online in the capacity of an oceanic controller. See section 2.4.
- 2.1.3 **OTS** - the student's assessment of competency. Marked against standardised criteria. See section 2.5.

### 2.2 *Minimum competency requirements*

Before an OTS recommendation is submitted by the instructor, the student:

- 2.2.1 **Must** log at least two sessions controlling either on sweatbox, or online.
  - 2.2.1.1 At least one of those sessions **must** be controlling either Gander or Shanwick, **not** both.
  - 2.2.1.2 An instructor **must** allow a reasonable break between a single-station session and a band-boxed session (at least one day is recommended)
- 2.2.2 **Must** demonstrate competent use of the online spreadsheet.
- 2.2.3 **Must** demonstrate reasonable command over the prescribed oceanic phraseology.
- 2.2.4 **Must** be declared 'competent for assessment' by the instructor.

### 2.3 *Communication*

- 2.3.1 Initial contact with the student must be exchanged over e-mail.
- 2.3.2 An additional method of contact, including but not limited to: Discord, Facebook, WhatsApp, and Skype may be established beyond this point, and this medium may replace email as a primary method of contact.

## **2.4 Practical training**

- 2.4.1 Students shall demonstrate a basic, but sound understanding of procedures and phraseology before their first logon to the network. The instructor shall use their discretion in this regard.
- 2.4.2 Instructors are strongly encouraged to conduct a theory session before commencing online practical training with their student.
- 2.4.3 Instructors are encouraged to conduct phraseology 'speed tests' with their students at the commencement of each training session. These speed tests consist of practice scenarios involving both position reports and oceanic clearances, spoken as fast as the instructor is able. The student is then required to respond to this as appropriately and accurately as he/she can.
- 2.4.4 Students shall use the 'Student' sheet in the spreadsheet document for the duration of their training.

## **2.5 OTS**

- 2.5.1 An OTS shall run for no less than one hour, but no longer than 1.5 hours.
- 2.5.2 Students shall be informed upon the commencement of their OTS that they:
  - a) will be controlling both Gander and Shanwick sectors simultaneously
  - b) will not receive help from anybody present during their OTS
  - c) shall require 20/25 marks (80%) to pass
  - d) will receive their feedback regardless of the outcome, pass or fail
- 2.5.3 The assessor, upon his/her discretion may terminate the OTS at any point, for any reason.
- 2.5.4 Any student who failed an OTS at least once before passing it must undergo a three-month probationary period after the successful completion of the OTS, in which regular performance audits will be conducted.
- 2.5.5 Assessors shall use the provided template for recording OTS information and must provide a copy of this to the student at the end of the OTS, regardless of performance.
- 2.5.6 At least one assessor and one instructor must be present at every OTS (two training personnel).