

# ATSEP BASIC TRAINING

Air Traffic Safety Electronic Personnel



## Training Course Overview (Online: e-Learning Video tutorials)

### Training Compliance

[EASA Regulation \(EU\) 2017/373 Annex XIII — Part-PERS](#)  
[ICAO Doc 10057 \(Subjects covered in EASA\)](#)

### Date and Duration

To be defined: Students should have a dedicated time period available from 10 to 10 training days to complete the online training. Within this time period, each student can learn at their own pace.

### Location

Independent, world wide

### Pricing per Course, excl VAT 5% (USD \$ 2750)

Pricing includes

- ✓ Training Plan (pdf)
- ✓ Training Lesson Plan (pdf)
- ✓ Student Manuals (pdf)
- ✓ Student Training Evidence Document with 480 questions
- ✓ Access to online Video tutorials
- ✓ Exam (and one Re-exam, if required)
- ✓ Hardcopy of *Certificate ATSEP Basic Training* or *Confirmation of Attendance* sent to the Training Manager by post
- ✓ Electronic Copy of certification sent to Training Manager



### Provided by the Client

A dedicated time-block to learn for the student.

Supervision to monitor written examination, and to send paper-scan to ATSEP Training LLC for evaluation.

### Course Confirmation

Upon completion of the course and the final exam, the successful participant will receive a course certificate 'Certificate ATSEP Basic Training'.

### Requirements

An adequate English level (KET A2 and higher) and a technical background or education is required. Own electronic device with internet access and sufficient downstream speed (approx. >10Mb/s) to watch the HD Videos.



## 2 General Terms and Conditions

### Booking Conditions and Refund Policy

- Booking is confirmed by full payment in USD onto our bank. Details below
- Full payment required latest 14 calendar days prior course commencement, unless alternative arrangements have been made.
- Additional booking to the agreed arrangement is possible upon arrangement of immediate payment (bank transaction – remittance advice required).
- Cancellations made 15 or more calendar days prior to course commencement will not be charged.
- Cancellations made 14 – 1 calendar days prior to course commencement will be charged 100% of the student course cost. Cancellation of the complete course will be charged 50% of the course cost.
- Cancellations or No Shows after the day of course commencement will be entitled to a 0% refund.
- Cancellations or No Shows due to medical emergencies/exceptional circumstances (medical cert required) will be offered alternative courses or where deemed appropriate, a full refund will be made.

### Course Confirmation and Exam Resit

If no other alternative arrangements have been made, upon completion of the course and;

- the final exam result 75% or above, the participant will receive a course Certificate ATSEP Basic Training.
- the final exam result 60-74%, the participant will be offered to resit the exam on the next day before 12.00h, otherwise a Confirmation of Attendance will be issued.
- the final exam result less than 60%, the participant will receive a course Confirmation of Attendance.

For a copy/replacement of an embossed course statement (hardcopy), a reissue fee of CHF 50 excl VAT is payable. We reserve the right to charge any expenses, costs or disbursements incurred in recovering any outstanding monies including debt collection fees and solicitors' costs on accounts outside 60 days.

### Exam / Re-Sit

Written exam on paper in English. 100 multiple-choice questions with a single correct answer. IND13Q, ATF10Q, AIS4Q, MET6Q, COM16Q, NAV15Q, SUR15Q, DPR11Q, SMC8Q, MTN2Q. Exam time 100 Minutes. No additional support items allowed. Re-sit: The number of resit is limited to one (1). 50 multiple-choice questions with a single correct answer. Re-sit time 50 Minutes.

### English Level

The course delivery and documentations are in English. An adequate English level (KET A2 and higher) and a technical background or education is required.

### Participant own Supportive Material

The training material will be provided in an electronic format (pdf). Bring your own electronic device. It is recommended to bring your own writing utensils and paper.

### Electronic Devices

- You will be requested to mute your electronic devices (phone and computer) during classroom.

### Smoking

- Smoking is only permitted at the designated areas if available at the training premise.
- Smoking breaks are scheduled during the course.

### Emergency Procedures

- Please take directions and/or procedures at the time of access facility.
- Please note location of assembly point at the time of access facility.

### Disciplinary Procedure

Any person who is disruptive, abusive, under the influence of alcohol or drugs will be required to leave the classroom.

### Appeals, Complaints and Grievance Procedures

Each client (organisation paying for a training course) has the right to express a grievance or lodge an appeal. Grievances may be verbally expressed or made in written form.

Verbal grievances shall be forwarded to the Managing Director.

The Managing Director shall contact the applicable party and try to resolve the problem.

The Managing Director may resolve a grievance by;

- An offer to correct the error/omission (if proven).
- An offer to refund the student course fee.
- Any other fair and honest action commensurate with the grievance.

The Managing Director may grant an appeal if;

- The course forms indicate an incorrect judgment was made.
- Records indicate an incorrect certificate was forwarded.

The client shall be advised of the appeal review process and the results in writing by the Managing Director.

### 3 Training Scope

5 Lessons	Induction - Shared	6 Lessons	Navigation (Conventional and Satellite)
8 Lessons	Air Traffic Familiarisation - Shared	2 Lessons	System Monitoring and Control
3 Lessons	Aeronautical Information Services	1 Lesson	Maintenance Procedures
5 Lessons	Meteorology	2 Lessons	Examination
8 Lessons	Communication (Voice and Data)	1 Lesson	Feedback
8 Lessons	Surveillance	7 Lessons	Consolidation with Instructor
4 Lessons	Data Processing	5 Lessons	Visits, if possible
		<i>65 Lessons</i>	<i>9 days total</i>

### 4 Examination

#### 4.1 Examination Conditions

Minimum training participation to be eligible to attend the examination:	<b>80%</b> (Classroom)
Language:	<b>English</b>
Method:	<b>Written on paper</b>
Time:	<b>100 minutes</b>
Number of questions:	<b>100</b>
Type of question:	<b>Multiple choice with single answer</b>
Supporting items:	<b>1 blank paper, 1 ball pen</b>
Minimum pass mark:	<b>75% of total points</b>
Confirmation:	<b>75% and above: Certificate ATSEP Basic Training 60% and above: resit Less than 60%: Confirmation of Attendance</b>

#### 4.2 Examination Plan

Examination Evidence	Subject	Elements Addressed	Number of Questions over Subjects		Dimension of competency being assessed
			Taxonomy Level 1	Taxonomy Level 2	
Written Exam (Questionnaire)	IND	1.1-1.10	4	9	Knowledge
	ATF	1.1-1.5	5	5	
	AIS	1.1	4	0	
	MET	1.1-1.4	4	2	
	COM	1.1, 2.1-2.3, 3.1-3.3	12	4	
	SUR	1.1-1.12	11	4	
	DPR	1.1-1.6	5	6	
	NAV	1.1, 2.1-2.3, 3.1-3.3, 4.1-4.3, 5.1-5.2	10	5	

	SMC	1.1-1.6	4	4	
	MTN	1.1	0	2	
			<b>100</b>		

### 4.3 Re-Examination Conditions

Minimum training participation to be eligible to attend the re-examination:	<b>Completed Examination with a mark of 60% and above.</b>
Language:	<b>English</b>
Method:	<b>Written on paper</b>
Time:	<b>50 minutes</b>
Number of questions:	<b>50</b>
Type of question:	<b>Multiple choice with single answer</b>
Supporting items:	<b>1 blank paper, 1 ball pen</b>
Minimum pass mark:	<b>75% of total points</b>
Confirmation:	<b>75% and above: Certificate ATSEP Basic Training Less than 75%: Confirmation of Attendance</b>

### 4.4. Re-Examination Plan

Examination Evidence	Subject	Elements Addressed	Number of Questions over Subjects		Dimension of competency being assessed
			Taxonomy Level 1	Taxonomy Level 2	
Written Exam (Questionnaire)	IND	1.1-1.10	2	4	Knowledge
	ATF	1.1-1.5	3	2	
	AIS	1.1	2	0	
	MET	1.1-1.4	1	2	
	COM	1.1, 2.1-2.3, 3.1-3.3	5	3	
	SUR	1.1-1.12	5	3	
	DPR	1.1-1.6	2	3	
	NAV	1.1, 2.1-2.3, 3.1-3.3, 4.1-4.3, 5.1-5.2	5	3	
	SMC	1.1-1.6	2	2	
	MTN	1.1	0	1	
			<b>50</b>		

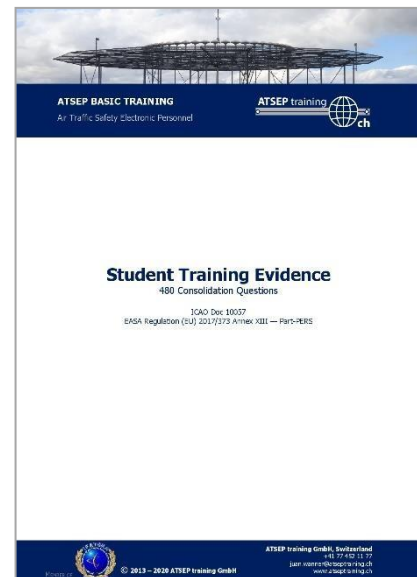
## 5. Presentation online-Learning

Online-Learning with high-definition Video Tutorials explaining essential 480 questions.



A Student Compliance Evidence document is available in the online Training Zone to download.

For consolidation and training evidence, the student requires to answer the 480 questions in the video, date it, and send it online to ATSEP Training LLC. 100 out of those 480 questions are taken for the final examination.



## 6. Training Capacity

### Training Capacity (ATSEP Basic Training)

The maximum recommended number of students per class is 20.

Considering the course duration of 9 workdays, the annual training capacity is **520 students**.


### Additional: Air Traffic Familiarization

<https://www.atsepttraining.ch/air-traffic-familiarisation.html>

## 7. Certificate and Confirmation of Attendance (Sample)

Upon completion of the course and the final exam, the successful participant will receive this course certificate, on the same day. Original Certificate is embossed.

The responsible Training Manager will receive an electronic copy of the certificate for their records, on the same day of course completion.

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# Certificate

Juan Wanner  
has attended the course and successfully passed the examination for



**ATSEP Basic Training  
ATSEP BSC**  
from 1 July 2019 to 11 July 2019.

Zurich - CHE, 11 July 2019

  
 Juan Wanner  
Director / Instructor



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## ATSEP Basic Training

Basic training may be held as a stand-alone course or as part of a larger initial training course (i.e. basic plus qualification training). ATSEP training is designed to impart fundamental knowledge of the CNS/ATM environment and skills applicable to all learner ATSEPs.

Basic training - SHARED:


- A, B, C Subject 1: INDUCTION
- A, B, C Subject 2: AIR TRAFFIC FAMILIARISATION

Basic training - STREAMS:



- A, B, C Subject 3: AERONAUTICAL INFORMATION SERVICES
- A, B, C Subject 4: METEOROLOGY
- A, B, C Subject 5: COMMUNICATION
- A, B, C Subject 6: NAVIGATION
- A, B, C Subject 7: SURVEILLANCE
- A, B, C Subject 8: DATA PROCESSING
- A, B, C Subject 9: SYSTEM MONITORING & SYSTEM CONTROL
- A, B, C Subject 10: MAINTENANCE PROCEDURES

The listed subjects from ATSEP Basic Training comply with:

- [A] ICAO Doc 10057
- [B] EUROCONTROL-SPEC-132
- [C] EASA Regulation (EU) 2017/373 Annex XIII — Part-PERS



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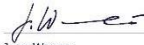
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## Confirmation of Attendance

Juan Wanner  
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