ATSEP OJTI and Assessor



Course aim

This course prepares qualified Air Traffic Electronics Safety Personnel (ATSEP) for the following roles:

- On-the-job-Training (OJT) Instructor and coach in the OJT training phase, while working with practical exercises involving equipment (standby or real equipment, or special equipment for development and training purposes).
- Competence assessor of ATSEP colleagues and/or students in the operational environment.

After completing this course, the learners:

- Can create and deliver classroom training.
- Can create and deliver practical exercises dealing with equipment, measurement technique, etc.
- Know and can apply 'best practice' techniques for teaching and coaching.
- Know the role, responsibilities and requirements of On-the-Job Training Instructors and competence assessors.
- Can objectively measure operational competence and know what actions to take when there is doubt about one's competence.
- Understand and appreciate the beneficial impact competence assessment has on safety as well as development of the unit and the individual.

Ways of learning

Entry Point North offers four delivery formats. Learners have 90 days' access to the course content.

Online On Demand
Online On Demand is a self-paced course format that gives learners access to the ATSEP platform at any time. Learners can revisit content as needed and use AI-driven guidance while working through the course at their own pace.

Certification is issued automatically upon completion.

Online Live Guidance

Online Live Guidance combines online learning with scheduled instructor-led sessions led by experienced ATSEP professionals.

During the live sessions, learners explore key topics, discuss real-world examples, ask questions and exchange knowledge with instructors and other participants. Some courses also include optional open sessions for additional questions and discussion.

ATSEP OJTI & Assessor: 2 instructor-led sessions are scheduled during the course.

Certification is issued automatically upon completion.

Hybrid
Hybrid combines the ATSEP platform with instructor-led classroom training. Digital content, AI-driven guidance and interactive activities are used alongside classroom discussions, collaboration and practical exercises.

Onsite
Onsite training brings the ATSEP course content into an instructor-led, face-to-face setting. Experienced ATSEP professionals guide learners through the material using discussions, real-world examples, collaboration and practical exercises.

Onsite training is available upon request and can be delivered at the customer's premises or at any Entry Point North training site.

What you will learn

The course covers topics such as, but not limited to:

- Learners' expectations and concerns regarding the role of an OJTI and competence assessor.
- The impact of training philosophy on structuring and delivering training.
- Human factors concerning teaching and learning, the mind-set to training and students, motivation, interpersonal interaction, situations that could indicate declining performance, etc.
- Training techniques: learning progression, principles of adult learning, challenges to training students with different levels of experience, etc.
- The background and intention of competence assessment.
- ICAO and EU recommendations and requirements regarding ATSEP training and assessment.
- The purpose, content and use of the Unit Training Plan, training objectives and Continuation Training
- The ATSEP training scheme.
- The operational competence assessment scheme.
- Different views on competence.
- The purpose of competence assessment for the system and the individual.

- Various methods for conducting a practical assessment.
- Practical training: applying the acquired knowledge and understanding through scenario-based exercises including role-play. The focus is to make objective observations and apply communication skills and techniques.
- Briefing, training on-site and debriefing.
- Safety precautions before teaching practical training on equipment.
- Learning processes, cognitive aspects and motivation theories.
- Appropriate and effective verbal communication, non-verbal communication and effective listening skills.
- The importance of personal interaction, personal styles and attitudes, building positive relationships, the influence of recognition, and interpersonal conflict.
- Stress and fatigue and awareness of the importance for developing resilience.
- The ICAO Competency-based training and assessment model.
- Knowledge of Commission Regulation (EU) No 2017/373 regarding ATSEP training and assessment including the requirements for practical instructors and assessors.

Prerequisites

Learners should be qualified ATSEPs.

Compliance with regulations

The course is compliant with:

- Commission Implementing Regulation (EU) 2017/373.
- Easy Access Rules for ATM-ANS (Regulation (EU) 2017/373) Annex XIII – Part- PERS Requirements for Service providers concerning personnel training and competence assessment Subpart A – Air Traffic Safety Electronics Personnel – Section 4.
- ICAO Manual on Air Training Safety Electronics Personnel Competency-based Training and Assessment Doc 10057.