

ATSEP Qualification, Shared



Course aim

The ATSEP Shared course is designed for technical personnel operating and maintaining Air Traffic Management (ATM) equipment. The course gives learners a thorough understanding of human factors, safety management, and teamwork. It also prepares them for qualification training, which is the next step in becoming an ATSEP.

After completion of the course, the learners have knowledge and understanding of the subjects described below in the 'Content in Brief' section, which is in accordance with the EASA ANNEX XIII - Part-PERS requirements for service providers concerning personnel training and competence assessment Subpart A - Air Traffic Safety Electronic Personnel.

Course structure

The course is offered in three ways depending on the flexibility needed for our learners.

Self-paced

Learners enrol themselves on the course and have direct access, enabling the learners to determine the timing and extent of practice required.

Self-paced in combination with instructor-led sessions

The course duration is 5 full-time days online, of which 2 half days are dedicated to a pre-scheduled session with an instructor prior to the exam.

Learners have the option to access the self-paced parts of the course before the official start date if they wish more time spent on the self-paced material. The session with our instructor will focus on problem-solving scenarios as an ATSEP, deep dives into specific areas, clarifications, real-world examples, and examination preparations, depending on the learner's needs.

Through a course site, learners can engage and communicate with both their peers and the instructor. They have access to an open course chat where they can interact with others and the option to send individual emails directly to the instructor.

Onsite

Onsite training is offered upon request. The course is 4 days in duration and is delivered by professional international instructors.

Content in brief

Safety management

Safety management principles and regulations.
Risk policy and procedures.
Risk assessment and risk analysis.
Accident prevention.
Safety assessment.
Safety I and Safety II principles.
Safety thinking.

Introduction to human factors

The importance of human factors in the work of ATSEP staff.
The Just Culture thinking as well as the No Blame culture.
The 'Swiss cheese' model.

Human error

Classification of human errors into slips, mistakes, lapses, and violations.
The concept of violations and why they might occur.
Rasmussen performance levels and the connection between level of knowledge and skills and types of human errors that might occur.

Human performance

The human body and the basic needs of humans.
Human limitations such as e.g. fatigue.
Human information processing.
Personal fitness.
The differences between social human relations and professional interactions.

Teamwork

The importance of good teamwork.
The reasons for lack of teamwork and low effectiveness.
Preventing lack of teamwork and promoting good teamwork.
Identifying reasons for conflict.
Handling human conflict.

Communication

The importance of good communication.
Verbal and non-verbal communication including communication exercises.
Factors that affect communication.
The importance of preventing possible misunderstandings in communication between ATSEP and non-ATSEP staff.

Stress

Stress in the work of ATSEP staff and understanding the danger of distractions.
The short and long-term effects of stress.
Recognising the symptoms of stress in yourself and others.
Stress-relieving techniques.
Awareness of the CISM program and the importance of critical incident stress management.

Professional conduct

Professional conduct and approach to the work of ATSEP staff.

The importance of maintaining and updating professional knowledge and skills.

Functional Safety

Information Systems Security

Prerequisites

To become an ATSEP, learners need to complete the [ATSEP Basic course](#), the [ATSEP Shared course](#), and at least one [ATSEP Qualification course](#). This Initial Training can be completed in two different orders:

- ATSEP Basic > ATSEP Shared > ATSEP Qualification, or
- ATSEP Basic > ATSEP Qualification > ATSEP Shared

This means that the only prerequisite for starting the ATSEP Shared course is to have completed the ATSEP Basic course. However, to become a qualified ATSEP, learners will need to either complete an ATSEP Shared course before taking the Qualification course, or complete an ATSEP Shared course after they completed the Qualification course.

Compliance with regulations

The course is compliant with Commission Regulation (EU) 2017/373 Annex XIII, subpart A.