ENTRY POINT NORTH
ATS ACADEMY

Entry Point North is one of the world’s largest global ATS academies. We provide competitive training and services to meet the needs of our customers. The world is our workplace, and everything we do contributes to a safer sky, because we care about training.

Entry Point North is a total training solution provider. We offer a wide portfolio of training and services to aspiring and operational air traffic controllers, air traffic services, air traffic safety electronics, administrative and other aviation-related personnel. Our sites are located in Sweden, Ireland, Hungary, Denmark, Spain and Belgium.

Our multinational staff originates from more than 20 countries, speaks over 25 languages and brings together a truly global environment. More than 3300 students and professionals a year join aviation related courses at our modern training sites and at customer premises.

You can find the latest updates regarding our training solutions at www.entrypointnorth.com.
Entry Point North, founded in 2005, is a joint partnership between three Air Navigation Service Providers (ANSPs): Naviair (Denmark), LFV (Sweden) and IAA (Ireland). The academy is established as a limited company with equal holding and a joint board of directors.

Entry Point North is an independent company with decades of training experience inherited from each of our owners – together they employ more than 1,400 air traffic controllers.

All training solutions carried out in the academy are based on a proven, modern Scandinavian training philosophy and methodology, which is recognised all over the world.
OUR VALUES

Brave
We go beyond the ordinary to provide top-quality training and services at anytime and anywhere.

Responsible
We provide professional, honest and objective assessment of the trainees and follow up on their subsequent development to ensure they meet their full potential.

Innovative
We combine our many years of experience with state-of-the-art tools and technology to continuously improve our services to clients.

Open minded
We listen to and work together with our clients. We welcome global diversity and cooperation.

OUR MISSION
We care about training and provide competitive services to our customers. Our engaged people ensure premier customer value through our unique and modern training philosophy, methods and processes.

OUR VISION
We shall be the premier ATS training academy with global reach and local presence.
OUR SITES

Entry Point North is located in Sweden, Ireland, Hungary, Denmark, Spain and Belgium, and delivers training at various client sites all over the world.

**SWEDEN**
Our headquarters (sales, administration, and management offices) and largest training site are located in Malmö. We also offer simulator services at Stockholm Arlanda Airport and Norrköping Airport.

**HUNGARY**
Enter Point Central was jointly founded in May 2011 by Entry Point North and HungaroControl, an air navigation service provider in Hungary. The training facilities here are located approximately 7 km from Budapest Airport.

**IRELAND**
Enter Point North Ireland, established in January 2014, is the second-largest training site. The facilities are located at Shannon Airport and Dublin Airport.

**DENMARK**
In August 2015 Entry Point North established a simulator platform in Denmark. It is located on-site at Naviair next to Copenhagen airport.

**SPAIN**
Since 2017 Entry Point North provides ATC training at its academy in Spain, in the vicinity of Madrid Airport – Adolfo Suárez Madrid-Barajas.

**BELGIUM**
Since September 2018 Entry Point North provides training in Brussels, Belgium, as a joint venture with skeyes.

**OTHER**
Enter Point North also delivers training at client sites all over the world such as in Oslo (Norway), Bangkok (Thailand), Dubai (United Arab Emirates), various locations in China, and many other sites.
Entry Point North provides total training solutions for clients. We offer professional selection and recruitment services, initial, unit, continuation, development training and many other aviation-related training programmes. Each course is thoroughly designed and developed by the training experts, who are also operational aviation personnel. This means that there is always a firm link between theory and practice.

Entry Point North is one of the world’s largest ATS Academies. Our multinational staff originates from more than 20 countries, speaks over 25 languages and brings together a truly global environment. More than 3300 students and professionals a year join aviation related courses at our sites and at our customer premises. All our training solutions are based on a proven modern Scandinavian training philosophy and methodology which is widely recognised all over the world. You can find the latest updates for our training solutions at www.entrypointnorth.com.
ATSEP TRAINING

Air Traffic Safety Electronics Personnel (ATSEP) training courses include ATSEP Basic, ATSEP Qualification Shared, ATSEP Qualification (COM, NAV, SUR, DAT, SMC), ATSEP On-the-Job Training Instructor (OJTI) and ATSEP Assessor courses. ATSEP Qualification courses can be delivered as separate streams (e.g. NAV-DME) or as combined courses (e.g. NAV Combined - a course combining all NAV streams).
<table>
<thead>
<tr>
<th>CONTENTS</th>
</tr>
</thead>
</table>

- ATSEP BASIC
- ATSEP QUALIFICATION - Shared
- ATSEP QUALIFICATION - Communication Combined
- ATSEP QUALIFICATION - Systems, Monitoring and Control, Combined
- ATSEP QUALIFICATION - Surveillance Combined
- ATSEP QUALIFICATION - Data Processing
- ATSEP QUALIFICATION - Navigation Combined
- ATSEP OJTI
- ATSEP ASSESSOR
ATSEP Training Courses

We offer Air Traffic Safety Electronics Personnel training for both new and experienced staff.
Course code: ATSEP Basic
Prerequisites: None
Duration: 8 days (or customised)

COURSE AIM
The ATSEP (Air Traffic Safety Electronics Personnel) Basic course is designed to impart basic knowledge and skills to technical personnel (ATM) equipment.

COURSE OBJECTIVES
After completion of the course, the student will have:
- Knowledge and understanding of the subjects described under ‘Content in brief’
- Knowledge and understanding of the importance of teamwork.

COURSE OVERVIEW
The competency-based training is divided into theoretical lessons combined with practical hands-on simulation exercises and delivered by a team of professional international instructors.

Theory
The theory consists of individual topics covering various aspects of operating and maintaining ATM equipment. It includes such subjects as the description of CNS/ATM service and the organisation of airspace meteorology, means of communication, coordination and the equipment used in performing a safe air traffic control service.

Simulator training
Various simulation exercises using advanced training equipment are performed to become familiar with the work of air traffic controller.

PREREQUISITES
As stated by the regulatory requirements, in addition to any client requirements.

COMPLIANCE WITH REGULATIONS
The course is compliant with EASA ANNEX XIII - Part-PERS requirements for service providers concerning personnel training and competence assessment Subpart A - Air Traffic Safety Electronic Personnel.

CONTENT IN BRIEF
Our optimised ATSEP Basic course takes into account the background, experience and needs of the technical personnel. By selecting only the required subjects from the total ATSEP Basic course, we can flexibly design a tailor-made course responding to any customer needs.

Introduction
Description of the ATM work environment.

Air Traffic Familiarisation (ATF)
Description of the role of ATC in the ATM environment.

Aeronautical information services (AIS)
Definition of the organisation of AIS.

Meteorology (MET)
The impact of meteorology on aircraft and ATS operations, the importance of meteorological information in ATM.

Communications (COM)
Description of the principles used in voice and data communication.

Navigation (NAV)
Description of the principles of navigation and navigational aids and their use in ATM.

Surveillance (SUR)
Description of the basic principles used in Primary Radar, Secondary Radar and other surveillance systems, and their use in ATM operations.

Data processing (DAT)
Description of the principles used in data processing and their use in ATM operations.

System monitoring and control (SMC)
Definition of the SMC function and description of its basic principles.

Maintenance procedures (MTN)
Description of general maintenance strategy and procedures.

Facilities (FAC) environment
Description of facilities and definition of the level of performance required including study visits to air traffic control facilities and aviation-related environment.
Course code: ATSEP Shared
Prerequisites: ATSEP Basic
Duration: 3 days

COMPLIANCE WITH REGULATIONS
The course is compliant with EASA ANNEX XIII - Part-PERS requirements for service providers concerning personnel training and competence assessment Subpart A - Air Traffic Safety Electronic Personnel.

CONTENT IN BRIEF

Safety (SHR-SAF)
Safety management

Health and safety (SHR-HAS)
Hazard awareness and legal rules
Introduction to hazard awareness. Awareness of regulations and procedures for handling of hazardous material.

Human factors (SHR-HUM)
Introduction to human factors
An introduction to the importance of human factors in the work of ATSEP staff. Introduction to the “just culture” thinking as well as the “no blame” culture. Awareness of 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

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 effect 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
Discussion and awareness regarding professional conduct and approach to the work of ATSEP staff. The importance of maintaining and updating professional knowledge and skills.

COURSE AIM
The course is designed to impart domain-related knowledge and skills appropriate to the Shared qualification stream.

COURSE OBJECTIVES
After completion of the course, the student will have:

- Knowledge and understanding of the subjects described under ‘Content in brief’
- Knowledge and understanding of the importance of teamwork.

COURSE OVERVIEW
The duration of the course is 3 days. The competency-based training is delivered by international professional instructors. The theory consists of individual topics covering various aspects of safety and human factors, supplemented by case studies.

PREREQUISITES
ATSEP Basic.
Entry Point North offers the ATSEP COM Combined course, i.e. a course covering both COM-Voice and COM-Data streams, as well as courses comprising the individual streams.

COM-Voice covers COM-VCE, COMP-TRP, COM-REC and COM-FST. COM-Data covers COM-DAT, COM-TRP, COM-REC and COM-FST. Both streams are 5 days in duration.

PREREQUISITES
ATSEP Basic.

COMPLIANCE WITH REGULATIONS
The course is compliant with EASA ANNEX XIII - Part-PERS requirements for service providers concerning personnel training and competence assessment Subpart A - Air Traffic Safety Electronic Personnel.

CONTENT IN BRIEF

Voice (COM-VCE) Air/Ground
Explain, describe, define and analyse transmission/reception, radio antenna systems, voice switch, controller working position and radio interface.

Ground/Ground
Explain, describe, define and analyse interfaces, protocols, switch, communication chain and controller working position.

Data (COM-DAT) Introduction to networks
Explain, describe, define and analyse types, networks, external network services and measuring tools.

Protocols
Explain, describe, define and analyse fundamental theory and general protocols.

National networks
Explain, describe, define and analyse national networks.

European networks
Explain, describe, define and analyse network technologies.

Global networks
Explain, describe, define and analyse networks and standards, description, global architecture, air-ground sub-network, ground-ground sub-networks, networks on board of the aircraft and air-ground applications.

Transmission Path (COM-TRP)
Lines
Explain, describe, define and analyse lines theory, digital transmission and types of lines.

Specific links
Explain, describe, define and analyse microwave link and satellite.

Recorders (COM-REC)
Legal recorders
Explain international and national regulations and principles.

Functional Safety (COM-FST)
Safety attitude
State the ATSEP role in safety management routines.

Functional safety
Describe the impact of functional failures in COM Systems.
**Course Aim**

The course is designed to impart domain-related knowledge and skills appropriate to the Shared qualification stream.

**Course Objectives**

After completion of the course, the student will have:

- Knowledge and understanding of the subjects described under ‘Content in brief’
- Knowledge and understanding of the importance of teamwork

**Course Overview**

The duration of the course is 8 days. The competency-based training consists of theoretical lessons delivered by professional international instructors. The theory consists of individual topics covering various aspects of operating system and monitoring systems.

Entry Point North offers the ATSEP Qualification SMC Combined course, i.e. a course covering all ATSEP Qualification SMC streams, as well as courses comprising the individual streams (SMC-COM, SMC-NAV, SMC-SUR, SMC-DAT).

**Prerequisites**

ATSEP Basic.

---

**Compliance with Regulations**

The course is compliant with EASA ANNEX XIII - Part-PERS requirements for service providers concerning personnel training and competence assessment Subpart A - Air Traffic Safety Electronic Personnel.

**Content in Brief**

- **ANS Structure (SMC-ANS)**
  - ANSP organisation and operation: Explain and describe ANSP Organisation and Operation.
  - ANSP maintenance program: Describe the needs and the usage of maintenance policy and how this affect the SMC function.
  - ATM Context: Describe ATM Context.
  - ANSP administrative practices: Describe the Administration related to support the SMC function.
  - SMC System/Equipment (SMC-ASE)
    - Operational impact: Describe Degradation or Loss of System/Equipment Services.
  - SMC Tools, Processes and Procedures (SMC-TPP)
    - Regulatory requirements: Explain and describe SMS, QMS, SMS application in the working environment.
Maintenance agreements with outside agencies
Describe Principles of agreements.

SMC general processes
Describe Roles and Responsibilities.

Maintenance management systems
Explain and describe Reporting.

Technology (SMC-TEC)
Technologies and principles

From COM - Voice
Air/Ground
Describe Controller working position.

Ground/Ground
Describe the different types of interfaces, Switch, Controller Working Position.

From COM - Data
European networks
Explain, describe, define and analyse Network Technologies.

Global networks
Explain, describe, define and analyse Networks and Standards, Description, Global Architecture, Air-Ground Sub-network, Ground-Ground Subnetworks, Air-ground Applications.

From COM - Legal Recorders
Legal recorders
Explain international and national regulations and principles.

From NAV - Performance Based Navigation
NAV Concepts
Explain the concept of Performance Based Navigation.

From NAV - Ground Based Systems – NBD
NDB/Locator
Explain and describe the use of NDB/locator in an SMC context.

From NAV - Ground Based Systems – DF
DF
Explain and describe the use of DF in a SMC context.

From NAV - Ground Based Systems – VOR
VOR
Explain and describe the use of VOR in a SMC context.

From NAV - Ground Based Systems – DME
DME
Explain and describe the use of DME in a SMC context.

From SUR – HMI
HMI
Explain the concept of Performance Based Navigation.

From SUR – Surveillance Data
Surveillance data
Explain, describe and identify SUR technologies and protocols used by the SMC function.

From DAT-DP – Data Processing Systems
User requirements
Explain, describe and state Controller requirements, Trajectories, Prediction and Calculation, Ground Safety Nets, Decision Support.

From DAT-DP – Process (DAT PRO)
Hardware platform
Explain, describe and identify Equipment Upgrade, COTS, Interdependence.

From DAT-DP – Data
Data essential features
Explain and state Data Significance, Data Configuration Control, Data Standards.
SURVEILLANCE COMBINED
ATSEP QUALIFICATION

Course code: ATSEP SUR Combined
Prerequisites: ATSEP Basic
Duration: 9 days (or customised)
Streams: SUR-PSR, SUR-SSR and SUR-ADS

COURSE OBJECTIVES
After completion of the course, the student will have:
• Knowledge and understanding of the subjects described under “Content in brief”
• Knowledge and understanding of the importance of teamwork

COURSE OVERVIEW
The duration of the course is 9 days. The competency-based training consists of theoretical lessons and is delivered by professional international instructors. The theory comprises individual topics covering various aspects of operating and maintaining SUR equipment.

Entry Point North offers the ATSEP Qualification SUR Combined course, i.e. a course covering all ATSEP Qualification SUR streams, as well as courses comprising the individual streams (SUR-PSR, SUR-SSR, SUR-ADS).

PREREQUISITES
ATSEP Basic.

COMPLIANCE WITH REGULATIONS
The course is compliant with EASA ANNEX XIII - Part-PERS requirements for service providers concerning personnel training and competence assessment Subpart A - Air Traffic Safety Electronic Personnel.

CONTENT IN BRIEF

Primary (SUR-PSR)
ATC Surveillance
Explain, describe, define and analyse Use of PSR for Air Traffic Services, Antenna (PSR), Transmitters, Characteristics of Primary Targets, Receivers, Signal Processing and Plot Extraction, Plot Combining and Characteristics of Primary Radar.

SMR
Explain, describe, define and analyse Use of SMR for Air Traffic Services and Radar Sensor.

Test and measurements
Appreciate how measurements can be made on PSR and SMR.

Secondary (SUR-SSR)
SSR and MSSR
Explain, describe, define and analyse Use of SSR for Air Traffic Services, Antenna (SSR), Interrogator, Transponder, Receiver, Signal Processing and Plot Extraction, Plot Combining, Test and Measurement.

Mode S
Explain, describe, define and analyse Introduction to Mode S, Mode S System.

Multilateration
Explain, describe, define and analyse MLAT in use, MLAT Principles.

SSR Environment
Explain, describe, define and analyse SSR Environment.

Course code: ATSEP SUR Combined
Prerequisites: ATSEP Basic
Duration: 9 days (or customised)
Streams: SUR-PSR, SUR-SSR and SUR-ADS

COURSE AIM
The course is designed to impart domain-related knowledge and skills appropriate to the Surveillance (SUR) qualification streams (SUR-PSR, SUR-SSR, SUR-ADS).
**ADS (SUR-ADS)**

**General view on ADS**

Describe the basic characteristics of ADS.

**ADS-B**

Explain, describe, define and analyse Introduction to ADS-B, Technique of ADS-B, VDL Mode 4 (STDMA), Mode S Extended Squitter, UAT, ASTERIX.

**ADS-C**

Explain, describe, define and analyse Introduction to ADS-C, Technique of ADS-C.

**HMI (SUR-HMI)**

Explain, describe, define and analyse ATCO HMI, ATSEP HMI, Pilot HMI, Displays.

**Surveillance Data Transmission (SUR-SDT)**

Explain, describe, define and analyse Technology and Protocols, Verification Methods.

**Functional Safety (SUR-FST)**

**Safety attitude**

State the ATSEP Role in safety management routines.

**Functional safety**

Describe the impact of functional failures in SUR Systems.

**From Data Processing: Data Processing Systems**

Explain, describe, define and analyse Surveillance Data Processing Systems.
COURSE OBJECTIVES

After completion of the course, the student will have:

- Knowledge and understanding of the subjects described under ‘Content in brief’
- Knowledge and understanding of the importance of teamwork

COURSE OVERVIEW

The duration of the course is 7 days. The competency-based training consists of theoretical lessons delivered by professional international instructors. The theory consists of individual topics covering various aspects of operating and maintaining DAT equipment.

PREREQUISITES

ATSEP Basic.

COMPLIANCE WITH REGULATIONS

The course is compliant with EASA ANNEX XIII – Part-PERS requirements for service providers concerning personnel training and competence assessment Subpart A - Air Traffic Safety Electronic Personnel.

CONTENT IN BRIEF

- **Functional Safety (DAT-FSA)**
  - Functional safety
    - Describe, appreciate, explain Functional Safety, Software Integrity and Security.
  - Safety attitude
    - State the role of ATSEP in safety management routines.

- **Data Processing Systems (DAT-DPS)**
  - User requirements
    - Explain, describe, state Controller requirements, Trajectories, Prediction and Calculation, Ground Safety Nets, Decision Support.
  - System components
  - Process (DAT-PRO)
    - Software process
      - Describe, define, explain Middleware, Operating Systems, Configuration Control, Software Development Process.
    - Hardware platform
      - Explain, describe, identify Equipment Upgrade, COTS, Interdependence, Maintainability.
  - Testing
    - Explain different methodologies for testing system of system, application software, adaptation data.

- **Data (DAT-DAT)**
  - Data essential features
    - Explain and state Data Significance, Data Configuration Control, Data Standards.
  - ATM Data – detailed structure
    - Describe, state, explain and define Systems Area, Characteristic Points, Aircraft Performances, Screen Manager, Auto-coordination Messages, Configuration Control Data, Physical Configuration Data, Relevant Meteo Data, Alert and Error Messages to ATSEP, Alert and Error Messages to ATCO.
From COM - DAT
Introduction to networks
Explain, describe, define and analyse Types, Networks, External Network Services, Measuring Tools.

Protocols
Explain, describe, define and analyse Fundamental Theory, General Protocols.

National networks
Explain, describe, define and analyse National Networks.

From SUR - Primary
ATC Surveillance
Use of PSR for ATS.

From SUR - Secondary
SSR and MSSR
Use of SSR for ATS.

Mode S
Introduction to Mode S.

Multilateration
MLAT Principles.

From SUR - HMI
HMI
Explain, describe, define and analyse ATCO HMI, ATSEP HMI, System displays.

From SUR - Surveillance Data
Surveillance Data
Technology and Protocols.
**NAVIGATION COMBINED**

**ATSEEP QUALIFICATION**

---

**Course code:** ATSEP NAV  
**Prerequisites:** ATSEP Basic  
**Duration:** 10 days (or customised)  
**Streams:** NAV-VOR, NAV-DME and NAV-ILS (NAV-NDB, NAV-DF, NAV-MLS are optional)

---

**COURSE AIM**

The course is designed to impart domain-related knowledge and skills appropriate to the Navigation (NAV) qualification streams.

**COURSE OBJECTIVES**

After completion of the course, the student will have:

- Knowledge and understanding of the subjects described under ‘Content in brief’
- Knowledge and understanding of the importance of teamwork

**COURSE OVERVIEW**

Our standard ATSEP Qualification NAV Combined course comprises NAV-VOR, NAV-DME and NAV-ILS streams - the duration of the course is 10 days. Other streams (NAV-NDB, NAV-DF, NAV-MLS) can be added upon client’s request.

In addition to the ATSEP NAV Combined course, Entry Point North also offers courses comprising the individual streams. The competency-based training consists of theoretical lessons and is delivered by professional international instructors.

The theory comprises individual topics covering various aspects of operating and maintaining NAV equipment.

**PREREQUISITES**

ATSEP Basic.

---

**COMPLIANCE WITH REGULATIONS**

The course is compliant with EASA ANNEX XIII - Part-PERS requirements for service providers concerning personnel training and competence assessment Subpart A - Air Traffic Safety Electronic Personnel.

**CONTENT IN BRIEF**

**Performance Based Navigation (NAV-PBN)**

Explain, describe, define and analyse operational requirements, performance-based navigation, area navigation concept (RNAV) and NOTAM.

**Ground Based Systems – VOR (NAV-VOR)**

Explain, describe, define and analyse use of system, fundamentals of cvor and/or dvor, ground station architecture, transmitter sub-system, antenna sub-system, monitoring and control sub-system, on-board equipment, system check and maintenance.

**Ground Based Systems – DME (NAV-DME)**

Explain, describe, define and analyse use of system, fundamentals of DME, ground station architecture, receiver sub-system, signal processing, transmitter sub-system, antenna sub-system, monitoring and control sub-system, on-board equipment, system check and maintenance.

**Ground Based Systems – ILS (NAV-ILS)**

Explain, describe, define and analyse use of system, fundamentals of ILS, 2F-Systems, ground station architecture, transmitter sub-systems, antenna sub-system, monitoring and control sub-systems, on-board equipment, system check and maintenance.

**Global Navigation Satellite System (NAV-GNS)**

Explain, describe, define and analyse the usage of GNSS for navigation.
On Board Equipment (NAV-OBE)
On-board systems
Explain the on-board systems used for navigation.

Autonomous navigation
Describe inertial navigation.
Vertical navigation
Describe vertical navigation.

Functional Safety (NAV-FST)
Safety attitude
State the ATSEP Role in safety management routines.

Functional safety
Describe the impact of functional failures in NAV Systems.

OPTIONAL TOPICS

Ground Based Systems – NDB (NAV-NDB)
Explain, describe, define and analyse use of system, ground station architecture, transmitter sub-system, antenna sub-system, monitoring and control sub-systems, on-board equipment, system check and maintenance.

Ground Based Systems – DF (NAV-DF)
Explain, describe, define and analyse use of system, VDF/DDF equipment architecture, receiver sub-system, antenna sub-system, monitoring and control sub-systems, system check and maintenance.

Ground Based Systems – MLS (NAV-MLS)
Explain, describe, define and analyse use of system, fundamentals of mls, ground station architecture, transmitter sub-system, antenna sub-system, monitoring and control sub-systems, on-board equipment, system check and maintenance.
**Course code:** ATSEP OJTI  
**Duration:** 4 days  
**Prerequisites:**  
- ATSEP operational experience  
- Minimum ICAO level 4 English

---

**COURSE AIM**

To become a successful On-the-Job Training Instructor (OJTI) for Air Traffic Safety Electronics trainees, participants not only need to possess the theoretical knowledge but also fundamental teaching and communication skills. One of the course’s prime objectives is to give a basic knowledge of teaching, coaching and effective communication methods, principles and tools, that enables the OJTI to deliver effective on-the-job training to students within a technical environment.

**COURSE OBJECTIVES**

After completion of the course, the student will have:

- Knowledge of fundamental adult learning theory and best practice based on a modern appreciative approach to students and how to establish a healthy learning environment.
- Knowledge and skills of modern coaching techniques, teaching methods, principles and tools in all the traditional areas of On-the-Job Training Instructing (OJTI): briefing, training and debriefing.
- An awareness of different On-the-Job Training Instructor (OJTI) styles: benefits, disadvantages and limitations of how to choose the best OJTI style in a specific training situation.
- An awareness of the assessment role of the job as an OJTI, tools and methods to do the assessment objectively – how to appreciate the importance of assessment.
- An understanding of personal communication and interaction with student experiences, insights and awareness of own capabilities and challenges.
- Recognition that all students are to be considered trainable and that the OJTI has major impact on the student’s training progress.
- Knowledge of report writing.

**COURSE OVERVIEW**

The course duration is 4 days and it comprises theory lectures, group work and discussions. Continuous assessment is applied. To pass, the course participants must show ability to work according to the training structure in the practical exercises and show a positive and open-minded attitude towards student training.

**PREREQUISITES**

- A successful completion of approved ATSEP Initial and ATSEP System/Equipment rating courses.
- The participants need as a minimum a command of English equivalent to ICAO level 4.

**COMPLIANCE WITH REGULATIONS**

The course is compliant with EASA ANNEX XIII - Part-PERS requirements for service providers concerning personnel training and competence assessment Subpart A - Air Traffic Safety Electronic Personnel.

**CONTENT IN BRIEF**

**Introduction**  
Course participants understand the structure, content and principles of the successful Air Traffic Safety Electronics Personnel On-the-Job Training Instructor (ATSEP OJTI) training program.

**Human factors**  
Course participants learn and understand the following human factors concepts, that impact upon learning, teaching and learning, team dynamics, communication and stress.

**Training techniques**  
Course participants apply the appropriate On-the-Job Training techniques during co-operation agreements, briefing, training and debriefing.

**Assessment methods and report writing**  
Course participants appreciate the importance of assessment during training and have knowledge of how training reports should be written.
**ATSEP ASSESSOR**

Air Traffic Safety Electronics Personnel Assessor Course

---

**Course code:** ATSEP Assessor  
**Duration:** 3 days  
**Prerequisites:**  
- ATSEP operational experience  
- Minimum ICAO level 4 English

---

**COURSE OVERVIEW**

The course is 3 days long and contains both lectures and practical exercises. It is a flexible course and can be extended to cover certain subjects of special interest.

**PREREQUISITES**

- A successful completion of approved ATSEP Initial, System/Equipment rating and ATSEP OJTI courses.  
- The participants need as a minimum a command of English equivalent to ICAO level 4.

**COMPLIANCE WITH REGULATIONS**

Entry Point North is a training academy certified by the Swedish CAA and accepted by all EU member countries.

**CONTENT IN BRIEF**

**Introduction**  
- Course content, aim and objectives.  
- Expectations and concerns for the role as an assessor.  
- Competence assessment – historic background, general experience and the participants’ experience.  
- Why assessments are important for safety.

**Regulations**  
- Background about ESARR 5.  
- The national regulations and requirements.  
- The requirements for technical competence checks and how to maintain technical competence.

**Competence**  
- Different views of competence. What is considered good enough and not good enough?  
- The responsibilities of the assessor.

**Assessment**  
- How to objectively measure technical competence in the practical assessment.  
- The assessment requirements.  
- How to use the different tools to assess a person.  
- How to document the observations made.  
- Alternative actions when competence is in doubt.

**Communication**  
- The importance of good communication between the assessor and the assessed person.  
- How to give feedback.  
- Examples of good communication in problematic situations.  
- Strategies for presenting unpleasant news.

**The role of the assessor**  
- The role of the assessor.  
- Formal/informal requirements.  
- Ethical problems to consider. For example, what to consider when there are few staff members and everyone knows each other well.

**Assessment in different countries**  
- Presentation of the assessment procedures in different countries.  
- Sharing of participants experiences in their own countries.
TAILOR-MADE SOLUTIONS

We have years of experience with tailoring our courses to meet the specific needs of clients anywhere in the world. In this way, our clients can be continually involved in the training – from designing the course content and training methodology to providing their own instructors to add local flavour and input. Simulation training can also be provided for any local airspace or airport layout, according to the client’s wishes.

FACTS & FIGURES

- Independent commercial company (Limited)
- One of the largest global ATS academies
- Training sites in Sweden, Ireland, Hungary, Spain, Denmark and Belgium
- A total of 12,500 m² of modern training facilities
- More than 3300 students a year start a course
- MicroNav BEST and TOPSKY/COOPANS/EUROCAT training equipment
- 360 radar/pilot simulator training positions
- One 360° 3D, five 270°/360° 3D, and twenty 180° 3D state-of-the-art simulators
- Internationally recognised training philosophy and methodology
- More than 120 multinational staff from 20 countries
- Access to 2,000+ ATM experts/consultants
- Training compliant with European and ICAO standards
- Associate member of CANSO and ICAO Trainair Plus Member
- More than 80 clients from 35 countries all around the world
- Training possible on client’s premises
- ISO 9001:2015 certified
Entry Point North’s clients comprise both public and private sector ANSPs, airports and airlines, as well as military organisations all over the world. Entry Point North delivers services throughout Europe, the Middle East, Africa and Asia.

Our clients include:
• AVINOR NORWAY • HUNGAROCONTROL HUNGARY
• IAA IRELAND • LFV SWEDEN
• NAVIAIR DENMARK • SKEYES BELGIUM

We have delivered our training and services for organisations from the following countries:
• Albania • Austria • Belgium • Bulgaria • China
• Croatia • Denmark • Egypt • Estonia • Finland
• Germany • Ghana • Greenland • Hong Kong
• Hungary • Indonesia • Ireland • Kosovo • Latvia
• Lithuania • Macedonia • Malaysia • The Netherlands
• Norway • Oman • Poland • Saudi Arabia • Slovakia
• Slovenia • Spain • Sweden • Switzerland • Thailand
• Uganda • United Arab Emirates • United Kingdom
• Zimbabwe
Entry Point North sites:

**Sweden:** Malmö, Stockholm and Norrköping • **Hungary:** Budapest • **Ireland:** Shannon and Dublin

**Denmark:** Copenhagen • **Spain:** Madrid • **Belgium:** Brussels