


Irish Aviation Authority The Times Building 11– 12 D'Olier Street Dublin 2, Ireland www.iaa.ie	Údarás Eitlochta na hÉireann Foirgneamh na hAmanna 11–12 Sráid D'Olier Baile Átha Cliath 2, Éire	AERONAUTICAL NOTICE No. S.29 ISSUE 6 DATE 26.05.2025	
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Air Traffic Controller training course approval at the Air Traffic Control (ATC) Unit Level

1 Purpose

1.1 Introduction

1.1.1 Persons and organisations involved in the training of student air traffic controllers and air traffic control officers are legally required to comply with Regulation (EU) 2018/1139 and Commission Regulation (EU) 2015/340 of 20 February 2015 laying down technical requirements and administrative procedures relating to air traffic controllers' licences and certificates pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, amending Commission Implementing Regulation (EU) No 923/2012 and repealing Commission Regulation (EU) No 805/2011.

1.1.2 In accordance with ATCO.AR.A.010(h), the tasks of the competent authorities shall include:

(h) the approval of training courses, training plans and unit competence schemes, as well as assessment methods;

1.1.3 Accordingly, all courses within the scope of Commission Regulation (EU) 2015/340 for the training of student air traffic controllers and air traffic control officers require regulatory approval.

1.2 Objective

The objective of this material is to give information on when a training organisation is required to seek Competent Authority (CA) approval for courses of ATCO training at an Air Traffic Control Unit level.

1.3 Scope


1.3.1 The Irish Aviation Authority (IAA) is the competent authority for the State of Ireland with regard to Regulation (EU) 2018/1139 and Commission Regulation (EU) 2015/340.

1.3.2 This process applies to all certified training organisations located in Ireland involved in the training of student ATCOs and ATCOs.

1.4 Responsible Person

The Manager of ANSD has overall responsibility for this procedure.

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2 References

- 2.1 Regulation (EU) 2018/1139;
- 2.2 Commission Regulation (EU) 2015/340;
- 2.3 Commission Implementing Regulation (EU) 2023/893;
- 2.4 ASAM No 33
- 2.5 ICAO Annex 1

3 Requirements

3.1 Approval

An ATCO course of training can be CA approved in one of three ways:

- (a) Assessed as part of a training organisations Single European Sky (SES) initial approval or renewal process (listed on a Certificate schedule)
- (b) Assessed as part of an initial or renewal of an ATC Unit Training Plan (UTP) or Unit Competence Scheme (UCS)
- (c) Assessed on an individual course by course basis which will receive an individual regulatory letter of course approval.

3.2 Re-approval

When a change is made to approved training a separate letter of approval may be warranted depending on the extent of the difference (para 4.3 below refers).


3.3 Notification Requirements

Irrespective of whether a course has prior regulatory approval or not, all courses of ATCO training (unit/continuation/development) must be notified, via email atstraining@iaa.ie, to the CA prior to its commencement as per the laid down procedures and minimum timelines in Aeronautical Services Advisory Memorandum (ASAM) No 33.

4 PROCEDURES


4.1 A training course not under CA approval.

- 4.1.1 Where a course does not have CA approval, it is the ATC unit's responsibility to notify the CA that it intends to conduct a course of training and to seek a CA course letter of approval. Notification may be sent on behalf of an ATC unit by another CA approved training organisation which has concluded a specific agreement with the ATC provider. However, the ATC unit is always responsible for the conduct of a course and its content so it must review and approve it prior to being submitted for CA approval.

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- 4.1.2 A 'Notice of Intention' (included as an appendix to ASAM No. 33) to commence a course of training must be sent to the CA in sufficient time for CA review, comment and to allow for Unit follow up if required.
- 4.1.3 This 'Notice of Intention' should be accompanied by all supporting documentation inclusive of one or more of the following:
- (a) Training Needs Analysis {TNA}
 - (b) Syllabus
 - (c) Training Event Plans {TEPs}
 - (d) Timetable.
- 4.1.4 The recommended minimum notification period to inform the CA prior to commencing a course is 6 weeks (30 working days).
- 4.2 A training course which has CA Approval.**
- 4.2.1 Where a course has been approved (as per Section 3.1 above) an individual approval letter is not required.
- 4.2.2 However, a 'Notice of Intention' is still required to be sent to the CA with the requirements as outlined in paragraph 6.2 of ASAM No 33 before the commencement of a course.
- 4.2.3 The recommended minimum notification period to inform the CA prior to commencing a course is 2 weeks (10 working days).
- 4.3 A training course which will differ from a previous CA Approval**
- 4.3.1 If an organisation wishes to make changes to a CA approved course or to make a change to a condition of CA approval, then depending on the extent of the change re-approval may be required. The training organisation (or third party training organisation) will submit their change requirements as outlined in paragraph 6.3 of ASAM No 33 before the commencement of a course.
- 4.3.2 Small admin and formatting changes do not require re-approval (or notification to the CA) but all changes must be recorded and held by the training organisation on its register of change.
- 4.3.3 The recommended minimum notification period to inform the CA prior to commencing a course is 6 weeks (30 working days).
- 4.3.4 The training organisation retains responsibility for any proposed change.
- 4.4 Exceptional circumstances - The commencement of training without CA approval**
- 4.4.1 The parameters and conditions for the commencement of training without CA approval are dealt with under paragraph 6.4 of ASAM No.33.

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5 Training on behalf of an ATC unit

- 5.1 If an ATC unit or training organisation decides to engage a third party training organisation to provide elements of their training (i.e. Unit/Continuation) then a true copy of that training organisation's certificate, issued under appropriate European Commission regulation, must be submitted with the above if required by the CA. Irrespective the ATC unit or training organisation must only engage training organisations which they have concluded a specific agreement with.
- 5.2 Irrespective of what elements of training a third-party training organisation is employed to provide, the ATC unit or training organisation is responsible for the content and conduct of training. It is imperative that the ATC unit or training organisation undertakes due diligence and satisfies itself that the training is always in compliance with extant ICAO, European and National requirements.

6 Oversight

- 6.1 The CA must be aware of all ATCO training being carried out within the State of Ireland and be satisfied it is being conducted in line with regulatory requirements.
- 6.2 Oversight of training is carried out on a regular basis through the CA safety oversight audit programme with a view to guaranteeing effective compliance with the regulatory standards laid down. In addition, the CA may make unannounced inspections to check compliance with the requirements contained in this Regulation.

7 Further Information

For Air Traffic Control Officer (ATCO) training course submissions, Notices of Intention (NoI) to conduct training or general training course enquiries please email the CA at atstraining@iaa.ie

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