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**VATSIM Hong Kong Virtual Area Control Centre (HKvACC)**  
**POLICY DOCUMENT**  
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**SUBJECT: Hong Kong vACC Training Syllabus**

**EFFECTIVE DATE: 1<sup>st</sup> March 2024**

**SCOPE: To identify the mission, organisational structure and standards of Hong Kong vACC, and to be used as a guide to govern the operation of the vACC.**

# Contents

1.	DISTRIBUTION AND SCOPE .....	4
1.1	DISTRIBUTION.....	4
1.2	SCOPE .....	4
1.3	EXCLUSION OF LIABILITY.....	4
2.	OBS TO S1 SYLLABUS.....	5
2.1	TIME SCALE.....	5
2.2	COMPETENCIES.....	5
2.3	SESSION PLAN GUIDELINE.....	5
2.4	ASSESSMENT.....	5
3.	S1 to S2 SYLLABUS.....	7
3.1	PREREQUISITE .....	7
3.2	TIME SCALE.....	7
3.3	COMPETENCIES.....	7
3.4	SESSION PLAN GUIDELINE.....	7
3.5	ASSESSMENT.....	7
4.	S2 to S3 SYLLABUS.....	9
4.1	PREREQUISITE .....	9
4.2	TIME SCALE.....	9
4.3	COMPETENCIES.....	9
4.4	SESSION PLAN GUIDELINE.....	9
4.5	ASSESSMENT.....	10
5.	S3 to C1 SYLLABUS .....	11
5.1	PREREQUISITE .....	11
5.2	TIME SCALE.....	11
5.3	COMPETENCIES.....	11
5.4	SESSION PLAN GUIDE.....	11
5.5	ASSESSMENT.....	12
6.	C1 to C3 SYLLABUS.....	12
7.	FAST TRACK UPGRADE.....	13
8.	TRANSFER FROM OTHER NETWORKS.....	14
8.1	TRANSFER FROM IVAO.....	14
9.	VISITING CONTROLLER TRAINING.....	15
9.1	INTRODUCTION.....	15
9.2	AERODROME CONTROL TRAINING.....	15
9.3	TERMINAL AIRSPACE CONTROL .....	16
9.4	ENROUTE CONTROL TRAINING.....	16
10.	TRANSFERRING FROM ANOTHER FACILITY ON VATSIM .....	17



## 1. DISTRIBUTION AND SCOPE

### 1.1 DISTRIBUTION

- 1.1.1 The intended audience is both the training team of Hong Kong vACC, including instructors and mentors and all controllers who receive instruction through the guidelines of this document at Hong Kong vACC

### 1.2 SCOPE

- 1.2.1 This syllabus document is written to provide an official guideline to the training content and timeline for all training activities within Hong Kong vACC and to maintain consistency.

### 1.3 EXCLUSION OF LIABILITY

- 1.3.1 This manual is for use on the VATSIM Network only and should never be adopted for real world use. The information published by VATSIM within this document is made available without warranty of any kind; the Organisation accepts no responsibility or liability whether direct or indirect, as to the currency, accuracy or quality of the information, nor for any consequence of its use. Hong Kong vACC also reserves the right to change or modify this manual, at any time and in our sole discretion.

## 2. OBS TO S1 SYLLABUS

### 2.1 TIME SCALE

- 2.1.1 Upon enrolment in the S1 moodle course on VATSIM Hong Kong Academy, trainee should, at their own paces, complete all the sections, corresponding quizzes, and the final test, then requests the S1 ATSIM. This should take 2 to 2.5 hours to complete.
- 2.1.2 Should the trainee fail the S1 ATSIM, the trainee may be given more attempts in accordance with [section 2.4.1](#) below.
- 2.1.3 After passing the S1 ATSIM and picked up by a mentor for practical training, trainees will go through 1-to-1 sessions with the assigned mentor (may be accompanied by Sweatbox Operators<sup>1</sup>). This will take 7 to 10 hours to complete, broken down into multiple sessions.

### 2.2 COMPETENCIES

Refer to [GCAP Appendix A](#), Section A.2

### 2.3 SESSION PLAN GUIDELINE

- 2.3.1 The session plan is only for recommendations. Mentors/Instructors should adjust the session plans depending on the competencies of the trainee. As long as all the competencies above are covered, mentors/instructors may add/reduce the number of sessions for the trainee.
- 2.3.2 Plan
- Session 1: Theory session covering the SOPs, LOAs, and Cue Card
  - Session 2: Introduction to Euroscope, Sector File Setup, Departure List utilization, clearance phraseologies
  - Session 3: Flight plan checking, getting used to the cue card
  - Session 4: Ground movement handling, ground phraseologies
  - Session 5: High traffic load ground and delivery handling
  - Session 6: Online Session
  - Session 7: Online Session 2
  - Session 8: Event Session

### 2.4 ASSESSMENT

- 2.4.1 Prior to conducting practical training, members wishing to obtain the S1 rating must pass a multiple-choice exam over related theoretical knowledge on the ATSIM exam system (Passing score 80%). The content of this exam shall be consistent with the requirement of the VATSIM Global Controller Administration Policy (GCAP). A second attempt is permitted if the trainee fails the first attempt.

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<sup>1</sup> Sweatbox Operators are certified Hong Kong vACC controllers who do not have training authority, but may assist in trainings by running the sweatbox scenario.

If the trainee fails the second attempt, the trainee must discuss with the training director of Hong Kong vACC to identify any misconception and areas of incompetency. Once they are identified, the trainee may be given the third and last attempt to pass the S1 exam. There should be a minimum a 7-day cooldown period between each attempt.

- 2.4.2 Throughout the course of training, trainer shall track and record the performance and competency of the trainee as specified by the Training Director of Hong Kong vACC. This record will be used for internal evaluation.
- 2.4.3 An Over-the-shoulder (OTS) session conducted by another mentor. The other mentor should evaluate the controlling of the trainee either on the live network or sweatbox for a minimum of **1 hour**.

### 3. S1 to S2 SYLLABUS

#### 3.1 PREREQUISITE

3.1.1 In order to begin the training process of S1 to S2, an S1 controller shall fulfil the following criteria:

- Maintain active controller status at the beginning of and throughout the training process, and;
- Have accumulated 20 hours with the S1 rating, and;
- Have met any other requirements outlined by VATSEA Divisional Rating Policy.

#### 3.2 TIME SCALE

3.2.1 Successful S2 applicants will be enrolled in the S2 moodle course, accessible on the VATSIM Hong Kong Academy. Trainees shall go through the entire moodle and complete all the quizzes. S2 ATSIM will be assigned upon completion of the moodle. This should take 2 to 2.5 hours.

3.2.2 Shall the trainee fail the S2 ATSIM, said trainee may be given further attempts in accordance with [section 3.5.1](#) below.

3.2.3 After passing the S2 ATSIM and picked up by a mentor for practical training, trainees will go through 1-to-1 sessions with the assigned mentor. This will take 5 to 6 hours to complete, broken down into multiple sessions.

3.2.4 Trainee may be issued a solo validation period in accordance with VATSIM GCAP for more practice.

#### 3.3 COMPETENCIES

Refer to [GCAP Appendix A](#), Section A.3

#### 3.4 SESSION PLAN GUIDELINE

3.4.1 The session plan is only for recommendations. Mentors/Instructors should adjust the session plans depending on the competencies of the trainee. As long as all the competencies above are covered, mentors/instructors may add/reduce the number of sessions for the trainee.

##### 3.4.2 PLAN

- Session 1: Theory session on separation standards and VFR procedures
- Session 2: Online session
- Session 3: Online session (VFR traffic preferred)
- Session 4: Event session
- Solo validation (when applicable), in accordance with GCAP solo policy.

#### 3.5 ASSESSMENT

- 3.5.1 Prior to conducting practical training, members wishing to obtain the S2 rating must pass a multiple-choice exam over related theoretical knowledge on the VATSIM exam system (Passing score 80%). The content of this exam shall be consistent with the requirement of the VATSIM Global Controller Administration Policy (GCAP). A second attempt is permitted if the trainee fails the first attempt. If the trainee fails the second attempt, the trainee must discuss with the training director of Hong Kong vACC to identify any misconception and areas of incompetency. Once they are identified, the trainee may be given the third and last attempt to pass the S2 exam. There should be a minimum a 7-day cooldown period between each attempt.
- 3.5.2 Throughout the course of training, trainer shall track and record the performance and competency of the trainee as specified by the Training Director of Hong Kong vACC. This record will be used for internal evaluation.
- 3.5.3 Within the solo period, the trainee shall pass a Controller Practical Test (CPT) in accordance with VATSEA Divisional Rating Policy.



## 4. S2 to S3 SYLLABUS

### 4.1 PREREQUISITE

4.1.1 In order to begin the training process of S2 to S3, an S2 controller shall fulfil the following criteria:

- Maintain active controller status at the beginning of and throughout the training process, and;
- Have accumulated 30 hours with the S2 rating, and;
- Have met any other requirements outlined by VATSEA Divisional Rating Policy.

### 4.2 TIME SCALE

4.2.1 Successful S3 applicants will be enrolled in the S3 moodle course, accessible on the VATSIM Hong Kong Academy. Trainees shall go through the entire moodle and complete all the quizzes. S3 ATSIM will be assigned upon completion of the moodle. This should take 5 to 6 hours.

4.2.2 Shall the trainee fail the S3 ATSIM, said trainee may be given further attempts in accordance with [section 4.5.1](#) below.

4.2.3 After passing the S3 ATSIM and picked up by a mentor for practical training, trainees will go through 1-to-1 sessions with the assigned mentor. This will take 7 to 10 hours to complete, broken down into multiple sessions.

4.2.4 Trainee may be issued a solo validation period in accordance with VATSIM GCAP for more practice.

### 4.3 COMPETENCIES

Refer to [GCAP Appendix A](#), Section A.4

### 4.4 SESSION PLAN GUIDELINE

4.4.1 The session plan is only for recommendations. Mentors/Instructors should adjust the session plans depending on the competencies of the trainee. As long as all the competencies above are covered, mentors/instructors may add/reduce the number of sessions for the trainee.

#### 4.4.2 PLAN

- Session 1: Theory session, separation minima, vectoring techniques, introduction to speed control, introduction to the Hong Kong TMA airspace, introduction to Hong Kong departure and arrival procedures, VFR procedures and Visual Reporting Points (VRP)
- Session 2: Sweatbox session, data block utilization, phraseologies
- Session 3: Sweatbox session, merging streams and sequencing
- Session 4: Sweatbox session, high traffic load handling
- Session 5: Online session

- Session 6: Online session 2 (VFR and local IFR Traffic preferred)
- Session 7: Event session (Arrival/ two-way event)
- Solo validation (when applicable), in accordance with GCAP solo policy

#### 4.5 ASSESSMENT

- 4.5.1 Prior to conducting practical training, members wishing to obtain the S3 rating must pass a multiple-choice exam over related theoretical knowledge on the VATSIM exam system (Passing score 80%). The content of this exam shall be consistent with the requirement of the VATSIM Global Controller Administration Policy (GCAP). A second attempt is permitted if the trainee fails the first attempt. If the trainee fails the second attempt, the trainee must discuss with the training director of Hong Kong vACC to identify any misconception and areas of incompetency. Once they are identified, the trainee may be given the third and last attempt to pass the S3 exam. There should be a minimum a 7-day cooldown period between each attempt.
- 4.5.2 Throughout the course of training, trainer shall track and record the performance and competency of the trainee as specified by the Training Director of Hong Kong vACC. This record will be used for internal evaluation.
- 4.5.3 Within the solo period, the trainee shall pass a Controller Practical Test (CPT) in accordance with VATSEA Divisional Rating Policy.

## 5. S3 to C1 SYLLABUS

### 5.1 PREREQUISITE

5.1.1 In order to begin the training process of S3 to C1, an S3 controller shall fulfil the following criteria:

- Maintain active controller status at the beginning of and throughout the training process, and;
- Have accumulated 50 hours with the S3 rating, and;
- Have met any other requirements outlined by VATSEA Divisional Rating Policy.

### 5.2 TIME SCALE

5.2.1 Successful C1 applicants will be assigned the C1 ATSIM. This should take around 1 to 1.5 hours to complete. Trainees are strongly encouraged to read the Training Manual prior to attempting the test.

5.2.2 Shall the trainee fail the C1 ATSIM, said trainee may be given further attempts in accordance with [section 5.5.1](#) below. Please note that it takes a maximum of 7 days for the manual-grading questions to be marked on the ATSIM test.

5.2.3 After passing the C1 ATSIM and picked up by a mentor for practical training, trainees will go through 1-to-1 sessions with the assigned mentor. This will take 2 to 4 hours to complete, broken down into multiple sessions.

5.2.4 Trainee may be issued a solo validation period in accordance with VATSIM GCAP for more practice.

### 5.3 COMPETENCIES

Refer to [GCAP Appendix A](#), Section A.5

### 5.4 SESSION PLAN GUIDE

5.4.1 The session plan is only for recommendations. Mentors/Instructors should adjust the session plans depending on the competencies of the trainee. As long as all the competencies above are covered, mentors/instructors may add/reduce the number of sessions for the trainee.

#### 5.4.2 PLAN

- Session 1: Theory session, speed conversions, airspaces, PDC altitudes, transit flight handlings, descent calculations, advanced speed control
- Session 2: Online session
- Session 3: Event session
- Solo validation (when applicable), in accordance with GCAP solo policy

## 5.5 ASSESSMENT

- 5.5.1 Prior to conducting practical training, members wishing to obtain the C1 rating must pass a multiple-choice exam over related theoretical knowledge on the VATSIM exam system (Passing score 80%). The content of this exam shall be consistent with the requirement of the VATSIM Global Controller Administration Policy (GCAP). A second attempt is permitted if the trainee fails the first attempt. If the trainee fails the second attempt, the trainee must discuss with the training director of Hong Kong vACC to identify any misconception and areas of incompetency. Once they are identified, the trainee may be given the third and last attempt to pass the C1 exam. There should be a minimum a 14-day cooldown period between each attempt.
- 5.5.2 Throughout the course of training, trainer shall track and record the performance and competency of the trainee as specified by the Training Director of Hong Kong vACC. This record will be used for internal evaluation.
- 5.5.3 Within the solo period, the trainee shall pass a Controller Practical Test (CPT) in accordance with VATSEA Divisional Rating Policy.

## 6. C1 to C3 SYLLABUS

- 6.1.1 The C1 to C3 Syllabus is solely managed by the VATSIM Southeast Asia Division. Please refer to the VATSEA Division Rating Requirements Document for details on the rating requirements and assessments.
- 6.1.2 Before entering the process to obtain a C3 rating with VATSEA, the C1 controller must receive a written recommendation from the vACC Director. The recommendation should be sent directly to the Training Director of VATSEA (VATSEA3)

## 7. FAST TRACK UPGRADE

- 7.1.1 A fast track upgrade program is available for real life Air Traffic Controllers holding a valid Air Traffic Controller's License, aiming to reduce the time required for theoretical examination in ATSIM test. **The objective of testing these members is to ensure they have adequate knowledge in utilizing the virtual controller clients and the concept of virtual controlling**, and not to cast doubt on their traffic management skills and knowledge and familiarity of procedures, and this should be made clear to the candidate.
- 7.1.2 Any fast track upgrade requests should be submitted to the Training Director of VATSEA (VATSEA3), by the Hong Kong vACC Training Director, for review.
- 7.1.3 Upon approval for the fast track program by VATSEA3, the applicant will be given training and assessment on virtual controlling. A CPT for the targeted rating will be conducted by Hong Kong vACC Training Department in accordance with VATSEA Divisional Rating Requirements.
- 7.1.4 VATSIM Southeast Asia Division and Hong Kong vACC withholds the right to refuse any fast track upgrade requests if the applicant:
- Fails to submit his/her real life licenses and/or relevant documents
  - Proves to have bad VATSIM record
  - Displays immature behaviour
  - Fails to understand and comply with the concepts of virtual controlling
  - Fails to pass 3 ATSIM Tests.

## 8. TRANSFER FROM OTHER NETWORKS

In order to encourage members from other networks and at the same time taking into consideration their virtual experience in the other network, Hong Kong VACC, in accordance to the guidelines set by VATSEA Training Department, has implemented a standard transfer policy

### 8.1 TRANSFER FROM IVAO

8.1.1 All transferring members are eligible to apply once for acceptance in the rating corresponding to their last rating held in IVAO for at least six months.

- All IVAO members holding ACC (Center Controller) level and above can apply for C1 Level.
- All IVAO members holding APC (Approach Controller) level can apply for S3 level
- All IVAO members holding ADC (Aerodrome Controller) level can apply for S2 level
- Any IVAO member holding INS level or above wishing to transfer shall contact VATSEA Training Department directly.

8.1.2 All transferring members will need to pass the relevant ATSimTest theory test for the target rating. The test can only be retaken twice after failing it. The CPT for the targeted rating (and any rating level below if deemed necessary), will be conducted by the Hong Kong vACC Training Department, as stipulated by Divisional Policy and the Global Rating Policy. Hong Kong vACC must prove the candidate's practical abilities for all rating levels up to and including the targeted rating, i.e., skills related to Euroscope. Practical Tests are to be conducted at the discretion of Hong Kong VACC. In order to process a transfer application, the followings are also required:

- Recommendation or Introduction from the vACC Director, and;
- Proof of IVAO Rating being claimed by the transferring member.

8.1.3 Refusal of transferring of the last hold rating in IVAO is at the discretion of VATSEA Training Department if the applicant:

- Fails to submit evidence of the claimed IVAO rating
- Fails to meet the rating competency requirements set out in GCAP
- Proves to have bad VATSIM record
- Displays immature behaviour
- Fails to understand and comply with the concepts of virtual controlling
- Fails to pass 3 consecutive tests

8.1.4 Please note that the above policy is not mandatory. VATSEA Training Department will implement this policy upon receiving a transfer request from the vACC Director. Otherwise, the General and Binding rules of minimum requirements for upgrading will apply.

## 9. VISITING CONTROLLER TRAINING

### 9.1 INTRODUCTION

9.1.1 Hong Kong vACC welcomes active controller from other facilities to provide ATC service in Hong Kong FIR using the ATC rating granted by their home facilities. Hong Kong vACC only provides training related to local procedures to visiting controllers. Visiting controllers are expected to be proficient in the general ATC knowledge as outlined within the Global Controller Administration Policy prior to joining the Hong Kong vACC. **A visiting controller endorsement/application may be removed/refused if the visiting controller is proven to not meet the standard of the ATC Rating he/she is holding.**

9.1.2 Visiting controller training at Hong Kong vACC is divided into 3 parts:

- Aerodrome Control
- Terminal Airspace Control
- Enroute Control

### 9.2 AERODROME CONTROL TRAINING

9.2.1 This training covers topics related to DEL, GND, and TWR positions within Hong Kong FIR. At the end of the training, the trainee shall be able to perform duties as expected from an S2 controller at Hong Kong vACC. The following is a list of topics to be covered during the training:

- Under Area of Responsibility within each aerodrome
- Ability to locate and decipher charts of Hong Kong FIR
- Correctly and properly setting up radar client
- Understanding Flight Plan formats at Hong Kong FIR
- RUNWAY selection at each aerodrome
- IFR Departure clearances (format, flight plan review, amendments)
- Understanding the ATIS format at Hong Kong FIR
- Coordination with TWR for departures and VFR traffic as a DEL/GND controller
- Correctly identifies aircraft and applicable flight rule
- Taxi instructions, taxi routings and stand allocations
- Issues appropriate TWR instructions where/when required
- Issues takeoff clearances and landing clearances in the local format
- Understanding the differences between Visual Flight Rules (VFR) and Special Visual Flight Rules (SVFR) in Hong Kong FIR
- Being familiar with the classes of airspace within Hong Kong FIR
- Ability to issue VFR and SVFR clearances to aircraft
- Ability to control aircraft within a traffic circuit in all ATZ

- Sufficient knowledge of the operations of Hong Kong Control Zones (CTR) to properly hand off traffic from ATZ to CTR Zones

#### 9.2.2 SESSION PLAN GUIDELINE

- In accordance with GCAP, only a familiarisation session should be provided to visiting controller applicants. The session shall go through local procedures and phraseologies, but not controlling skills.
- There will be **no** assessment for visiting controllers.

### 9.3 TERMINAL AIRSPACE CONTROL

9.3.1 The following topics related to APP and DEP positions within Hong Kong FIR will be covered in this training:

- Apply appropriate separations with respect to the Hong Kong FIR airspace
- Verifies mode C level of aircraft when commencing radar service
- Correctly positions aircraft for approach type
- Correctly issues the approach clearance
- Provides additional information or navigation service
- Correctly processes aircraft entering radar sectors from Class G airspace
- Correctly processes aircraft leaving radar sectors into Class G airspace
- Correctly handoff aircraft to the next controller

#### 9.3.2 SESSION PLAN GUIDELINE

- In accordance with GCAP, only a familiarisation session should be provided to visiting controller applicants. The session shall go through local procedures and phraseologies, but not controlling skills.
- There will be **no** assessment for visiting controllers.

### 9.4 ENROUTE CONTROL TRAINING

9.4.1 The following topics related to CTR positions within Hong Kong FIR will be covered in this training:

- Provides separation service appropriate for class of airspace
- Correctly transfers aircraft to the next ATC unit
- Issues airways clearance to aircraft entering CTA
- Terminates services for aircraft leaving CTA
- Provides services appropriate to VFR aircraft



#### 9.4.2 SESSION PLAN GUIDELINE

- In accordance with GCAP, only a familiarisation session should be provided to visiting controller applicants. The session shall go through local procedures and phraseologies, but not controlling skills.
- There will be **no** assessment for visiting controllers.

### 10. TRANSFERRING FROM ANOTHER FACILITY ON VATSIM

- 10.1.1 When a controller originally from another facility transfers to Hong Kong VACC as a local controller, such controller is assumed to be proficient in the knowledge with respect to the current rating held by the controller. However, the controller must learn the local procedures related to the current rating. To accomplish that, prior the new controller granted certification to control at Hong Kong VACC, the controller shall be enrolled in visiting controller courses up to his current rating. A familiarisation session may be conducted.
- 10.1.2 If the transferring controller already holds visiting status at Hong Kong vACC, his/her endorsements will remain automatically.

## 11. RECORD OF REVISION

DATE	REV.	REVISION CONTENT	APPROVAL
25 JAN 2017	01	<p>Section 3.1.1.2, “having accumulated a minimum of 40 hours of controlling as an S1 controller.” revised to “having accumulated a minimum of 20 hours of controlling as an S1 controller”</p> <p>Section 4.1.1.2, “having accumulated a minimum of 40 hours of controlling as an S2 controller.” revised to “having accumulated a minimum of 40 hours of controlling on any position, of which 20 hours shall be accumulated as a S2 controller.”</p> <p>Section 5.1.1.2, “having accumulated a minimum of 40 hours of controlling as an S3 controller.” revised to “having accumulated a minimum of 70 hours of controlling on any position, of which 30 hours shall be accumulated as a S3 controller.”</p> <p>Section 6.1.2, “Have completed 500 hours as a C1 on any ATC position” becomes “Have completed 100 hours as a C1 on any ATC position”.</p> <p>Added Table of Content</p>	<b>A. TANG</b>
1 AUG 2018	02	<p>Rewrite Section 2.1.1 to include the use of video lecture for theoretical training</p> <p>Rewrite Section 2.3 to include the use of video lecture and improvements to the flow of S1 training</p> <p>All hours requirements are restricted to Hong Kong FIR positions.</p> <p>Promotion requires having controller 2 advertised events or more except for C3 promotion.</p> <p>Added Section 11. Subsequent section numbers increase by 1.</p>	<b>A. TANG O. CHUI</b>
31 AUG 2021	03	<p>Section 1.3.1, added “Hong Kong VACC also reserves the right to change or modify this manual, at any time and in our sole discretion.”</p> <p>Section 2.3, added “Cross-check conducted by an INS” ;removed “expected the duration of each session”</p> <p>Section 3.1.1.2 and 3.1.1.3, added “Days at present rating and event credits requirement”</p> <p>Section 4.1.1.2 and 4.1.1.3, added “Controlling hours, days at present rating and event credits requirement”</p> <p>Section 5.1.1.2 and 5.1.1.3, added “Controlling hours, days at present rating and event credits requirement”</p> <p>Section 6.1.2, added “Controlling hours requirement”</p>	<b>J. PATIDAR K. KWOK</b>

		<p>Section 6.2.1 and 6.2.2, updated according to division policy for CPT</p> <p>Section 7, added “The objective of testing these members is to ensure they have adequate knowledge in utilizing the virtual controller clients and the concept of virtual controlling, and not to cast doubt on their traffic management skills and knowledge and familiarity of procedures.</p> <p>Section 9.3.4, added “OTS and Exam requirement for AD visiting controller”</p> <p>Section 9.4.1, added “Activity check required before TMA training”</p> <p>Section 9.4.2, added “Session plan guideline”</p> <p>Section 9.4.4, added “OTS and Exam requirement for TMA visiting controller”</p> <p>Section 9.5.1, added “Aerodrome restriction for En-route control training”</p> <p>Section 9.5.2, added “Session plan guideline”</p> <p>Section 9.5.4, added “OTS and Exam requirement for CTR visiting controller”</p> <p>Section 11, added “Remedial Training”</p> <p>Section 12, added “Event Credit”</p>	
16 FEB 2024	04	<p>Removed references to VRC client</p> <p>Removed “Event Credit”</p> <p>Prerequisites for applying for rating trainings changed from 40 hours to 50 hours. 60-day cooldown period has been removed</p> <p>Competency of each rating directed to GCAP</p> <p>Updated session plan guideline for all rating trainings</p> <p>Adjusted syllabus for visiting controllers to familiarisation of HKFIR only</p> <p>Removed assessments and prerequisites for visiting and transferring controllers</p>	<b>A. LEE</b>