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Civil Aviation Safety Authority

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Air Traffic Service Training Providers - Entry Control Procedures Manual

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Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and their continuing connection to land, water and community, and pays respect to Elders past, present and emerging.

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This is an internal CASA policy manual. It contains guidance material intended to assist CASA officers and delegates in carrying out their regulatory responsibilities and may be made available to the public for information purposes only.

Since this is an uncontrolled version of the manual which will not be updated by CASA, it should not be relied upon for any regulatory purpose. The current manual can be viewed at any time via CASA's website at <https://www.casa.gov.au/search-centre/manuals-and-handbooks/air-traffic-service-training-provider-entry-control-procedures-manual>.

You should always refer to the applicable provisions of the Civil Aviation Act, Civil Aviation Regulations and the Civil Aviation Orders, rather than this manual, to ascertain the requirements of, and the obligations imposed by or under, the civil aviation legislation.

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Definitions

Terms that have specific meaning within this manual are defined in the table below.

Table 1. Definitions

Term	Definition
ATS	Air Traffic Service(s) provided under CASR Part 172.
ATS training provider	A person approved to provide the training relating to air traffic services that is covered by the approval
Australian National Training Authority	The Australian National Training Authority established by the <i>Australian National Training Authority Act 1992</i> .
Australian Qualifications Framework	The framework set out in a document called Australian Qualifications Framework Implementation Handbook published by the Australian Qualifications Framework (AQF) Advisory Board in 1998.
Australian Quality Training Framework	The quality arrangements for vocational education and training services set out in the document called 'Australian Quality Training Framework – Standards for Registered Training Organisations' published by the Australian National Training Authority in 2001.
Australian Recognition Framework	The framework set out in a document called Australian Recognition Framework Arrangements published by the Australian National Training Authority in January 1999.
Competency	Possessing the knowledge, skill and judgement needed to perform specific tasks.
Registered training provider	A training provider that is registered in accordance with the Australian Recognition Framework as a provider of particular vocational education and training by a training recognition authority of a State or Territory.
Regulations	Civil Aviation Safety Regulations 1998 (CASR 1998).
Service provider	A person or organisation approved to operate and maintain an ATEL and/or ANAV service.
Training provider	A person who, or entity that, provides vocational education and training.
Training recognition authority	A person who, or entity that, provides vocational education and training.
Training recognition authority	A body that has, under a law of the State or Territory, the responsibility for registering training providers in that State or Territory.

Reference material

The reference material used in this manual are listed in the table below.

Table 2. Reference material

Document type	Title
Civil Aviation Safety Regulation Part 143	Air Traffic Services Training Providers

Document type	Title
Manual of Standards Part 65	Standards Applicable to Air Traffic Services Licensing
Manual of Standards Part 143	Air Traffic Service Training Providers
ICAO Annex 1	Personnel Licensing to the Convention on International Civil Aviation
ICAO Doc 9868	Procedures for Air Navigation Services - Training
ICAO Doc 10056	Manual on Air Traffic Controller Competency-based Training and Assessment

Revision history

Revisions to this manual are recorded below in order of most recent first.

Table 3. Revision history

Version number	Date	Parts and sections	Details
2.0	November 2024	All	Transferred to web accessible template
1.1	November 2010	Table of Contents	Preface added.
1.0	July 2002	Entire Manual	First release of the Air Traffic Service Training Providers— Entry Control Procedures Manual.

1 Part 143 Regulatory Requirements

1.1 Purpose and Scope of this Manual

1.1.1 Purpose of the Manual

CASR Part 143

This is an internal CASA procedures manual for the guidance of CASA staff involved in assessing entry applications from organisations seeking approval under the provision of CASR (1998) Part 143 to provide Air Traffic Service (ATS) training.

1.2 Scope of the Manual

This manual is a part of the CASA document set. It includes procedures, a flowchart and samples of the application form, letters, the certificate and conditions and an application checklist to aid CASA officers assessing applications for approval as an ATS training provider.

The manual includes:

- Part 1: Regulatory Requirements
- Part 2: Approval Procedures for ATS Training Providers
- Part 3: Sample Forms, Letters and Certificate.

By adhering to this manual's procedures, a standard and unified approach within CASA, consistent with regulatory requirements, will be created and maintained when assessing and approving organisations as ATS training providers.

1.3 Target Audience

The target audience for this manual is CASA staff involved in assessing applications for approval as ATS training providers under the provisions of CASR Part 143.

1.4 Regulatory Basis

1.4.1 Subpart A

Subpart A of CASR Part 143 contains an Introductory section, Contents section, Applicability section, Interpretation (definitions) section, and a definition of an ATS training provider.

1.4.2 Subpart B

Subpart B specifies the regulatory requirements for approval as an ATS training provider, including application requirements, eligibility requirements, conditional aspects, and conditions for variation of the approval.

1.4.3 Subpart C

Subpart C has three divisions, described as follows:

- Division 1: specifies the required standard for training, including requirement to comply with both Manual of Standards – Part 65 (Part 65 MOS) standards and the requirements of the Australian Qualifications Framework
- Division 2: specifies the requirements in respect to the numbers and qualifications of the persons who will be responsible for delivering training and assessing competency
- Division 3: specifies requirements in respect to reference materials, documents and records.

1.4.4 Subpart D

Subpart D specifies the requirement for providers to notify CASA in writing of any organisational changes, of any intention to discontinue training and any loss of status as a registered training provider.

1.4.5 Subpart E

Subpart E specifies that a provider must not provide any training unless its approval is in force and that it is a registered training provider whose registration is in force and relevant to the training to be provided.

1.4.6 Subpart F

Subpart F concerns administration and is divided into three divisions, described as follows:

- Division 1: specifies the applicability of the Subpart
- Division 2: specifies the approval process and requirements for an application
- Division 4: prescribes the process and requirements for suspending or cancelling an approval.

1.5 Introduction to ATS Training Provider Requirements

In the broadest terms, the regulatory requirements in respect of the provision of ATS training are intended to ensure that:

- Any provider of ATS training is appropriately registered with the training recognition authority of the relevant State or Territory
- Training in respect to air traffic services is provided to the minimum standard required by Part 65 MOS
- Persons who are responsible as instructors or assessors for any training relating to air traffic services are suitably qualified and experienced in accordance with the Australian Recognition Framework and the requirements of Part 65 MOS
- Any provider of ATS training has the procedures and equipment necessary to provide the training services it either proposes or is certificated to provide.

2 Approval Procedures for ATS Training Providers

2.1 Approval Procedures for ATS Training Providers—Flowchart

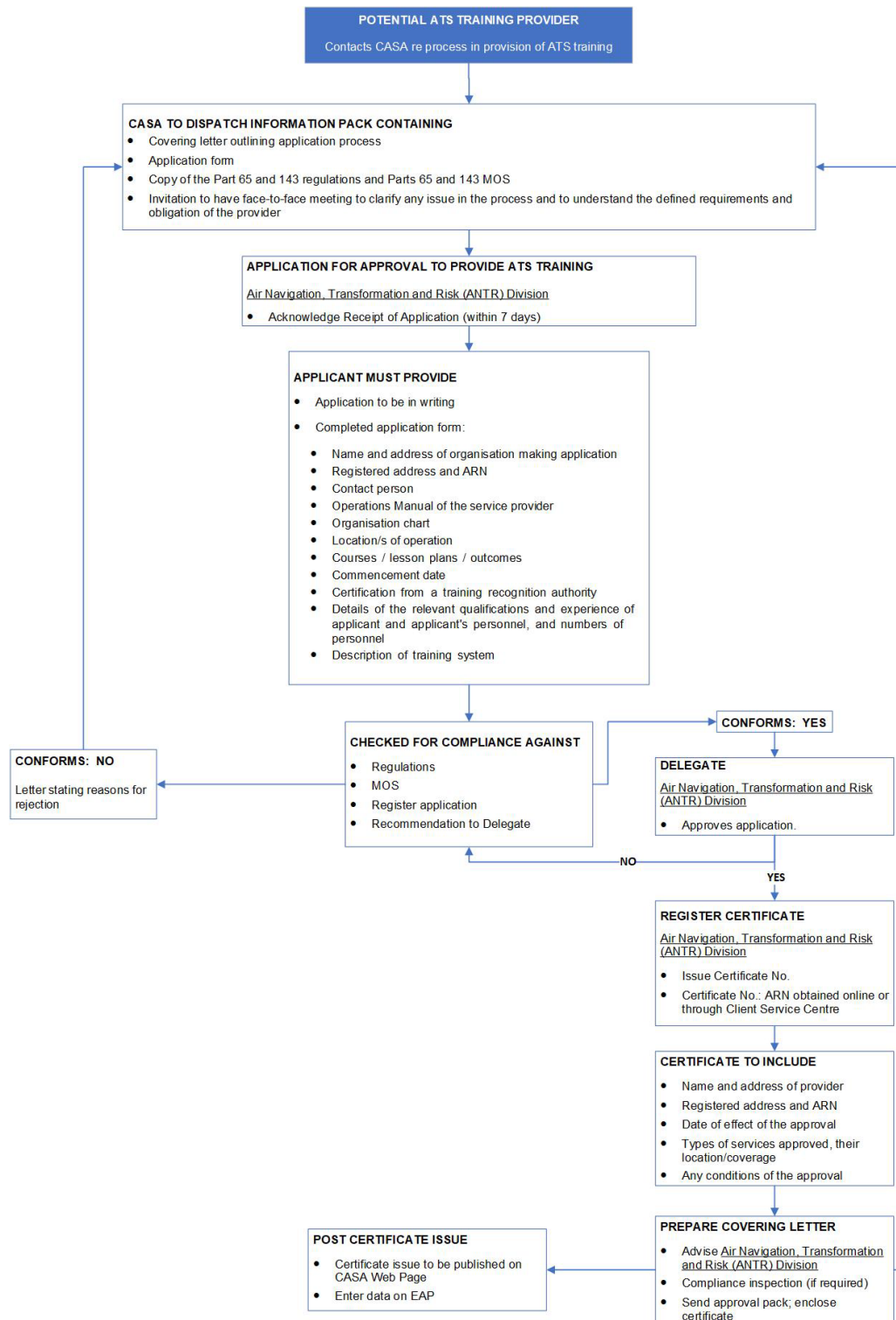


Figure 1: 2.1 Approval Procedures for ATS Training Providers—Flowchart

2.2 Initial Enquiries Regarding Approval of ATS Training Providers

2.2.1 Handling Initial Enquiries

When handling enquiries from a prospective applicant, consideration should be given to the items in paragraphs 2.2.2 to 2.2.6 below.

2.2.2 When is an ATS Training Provider Certificate Required?

CASR 65.070, 143.005

All operational ATS personnel are required to hold ATS licences, ratings and endorsements relevant to the air traffic services that they provide. To obtain these authorisations, a person must have passed the theory and functionally relevant practical (field) components of a training course. Such a training course must be provided by an approved ATS training provider.

An approved training provider is required to certify that the training being provided complies with the guidelines of the Australian National Training Authority (ANTA), and that the course content, learning outcomes and training organisational structure satisfy the regulatory requirements established by CASA. An Air Traffic Service Training Provider Certificate is issued to an approved training provider.

See section 3.3 for a sample Air Traffic Service Training Provider Certificate.

2.2.3 Who May Make an Application?

CASR 143.025, 143.120

A person is eligible to apply for approval as an ATS training provider if they are any of the following:

- the Commonwealth
- Airservices Australia
- a person who is to provide an air traffic service training services:
 - » in cooperation with AA, in accordance with paragraph 11(3)(b) of the *Air Services Act 1995*; or
 - » by arrangement with AA, in accordance with paragraph 11(3)(c) of the *Air Services Act 1995*.
- a registered training organisation whose registration:
 - » is in force; and
 - » is for training delivery covering that ATS training
 and can provide training in accordance with CASR Part 143.

A joint application purportedly made by a partnership, or by two or more persons jointly, is not an acceptable application.

2.2.4 What is Required?

CASR 143.020, 143.130

The application for a certificate to operate must be made in writing. The following details are required in an application:

- The applicant's name and address
- If the applicant is a corporation, the application must include the applicant's registered address and ABN; and
- The names and addresses of the principal officers.

To be approved as an ATS training provider, the applicant must provide details:

- Of the training relating to air traffic services that the applicant proposes to provide
- Of the relevant qualifications and experience of the applicant and applicant's personnel, including the number of suitably qualified personnel who will be involved in providing the training
- That the applicant is a registered training organisation

The application should be accompanied by an Operations Manual that describes:

- A training course/s that achieves the qualification and knowledge objectives required by Part 65 MOS
- Procedures and equipment necessary to provide the training services
- Learning outcomes and testing processes
- Registration of certificates issued
- Persons who are suitably qualified and experienced as instructors or assessors for any training according to the Australian Recognition Framework and the requirements of Part 65 MOS.

See section 3.1 for a sample of the Air Traffic Service Training Provider—Application (Form 1110).

2.2.5 Confidentiality of Information Provided

Any organisational or corporate-related information provided by an applicant to be an Air Traffic Service Training Provider in the context of the assessment of the application is to be treated as 'Commercial-in-Confidence' and is not to be disclosed to any party outside CASA, unless the applicant has approved the release of the information in writing.

2.2.6 Assessment and Approval Process

CASR 143.025

On receipt of an application, an initial desk-top assessment of the application and the Operations Manual will be conducted:

- An initial desk-top assessment will be directed toward establishing to what extent the requirements specified in the CASR Part 143 and the Parts 65 and 143 MOS have been met
- After the initial assessment is undertaken, if applicable, any areas of shortfall in the applicant's Operations Manual, must be notified to the applicant before CASA can continue with the assessment.

2.3 Approval Process

2.3.1 On Receipt of a Written Request Form from an Applicant

On receipt of a written application, carry out the following:

- Raise a new electronic file and attach the applicant's correspondence to the relevant file; and
- Check the training material submitted for compliance against all the applicable requirements and standards of Part 143 and the Parts 65 and 143 MOS.

Use the ATS Training Provider Checklist (Form 1116) to record the results of this assessment. A sample of the checklist is provided at section 3.5.

2.3.2 CASA May Ask the Applicant for More Information

CASR 11.040

Decide on whether CASA reasonably needs more information than has been provided by the applicant, in order to complete assessment of the application.

If it is necessary to require the applicant to provide more information or further documentation, advise the applicant accordingly in writing, clearly stating the information that is required.

2.3.3 CASA May Ask for Demonstration of a Service

CASR 11.045, 143.145

When considering an application for approval, CASA may ask the applicant in writing to demonstrate its procedures and equipment.

It is the normal procedure to request such a demonstration before an approval is given, unless the actual facility is not in existence at the time of application.

- Decide on the necessity for a demonstration of the proposed service(s). A demonstration will normally be requested if the necessary facilities are in place
- If a demonstration is required, advise the applicant accordingly in writing.

2.3.4 Matters to Take into Account

CASR 11.032, 11.050

In assessing and making a decision on any application, CASA may take into account:

- Anything in the application
- Anything in any other document submitted by the applicant
- The results of any demonstration of a service
- Anything that CASA has in its records about the applicant.

However, before taking into account anything in CASA records about an applicant, CASA must inform the applicant in writing of the substance of the information and invite the applicant to make a written submission about such matter, within a specified, reasonable, time.

If an applicant has previously been approved as an ATS training provider, and the approval was cancelled by CASA for contravention of the Act or the Regulations, the applicant must provide any available evidence tending to show that the applicant could now properly provide the air traffic services training applied for.

2.3.5 Prepare a Letter of Approval and the Certificate

CASR Part 11, Subpart 11BA

Prepare the letter of approval (see section 3.2 for a sample) and the Air Traffic Service Training Provider Certificate (see section 3.3 for a sample) for the CASA delegate's approval.

2.4 ATS Training Provider Certificate

2.4.1 Content of an ATS Training Provider Certificate

An ATS Training Certificate is to include the following details:

- Name and address of the ATS training provider
- Registered business name, address and ABN
- When the approval will end
- Location and name of the training establishment
- Approved training courses
- The date of approval of the Certificate
- Conditions on the Certificate, including the condition that CASA has the right to undertake a safety audit of the provider's operation at any time
- Any other information CASA believes should be included.

2.4.2 Conditions to be Specified on the Certificate

CASR 11.056, 11.067, 143.027

CASA may impose conditions on the certificate:

- in the interests of the safety of air navigation
- in the interests of preserving a level of aviation safety that is at least acceptable; or
- to give effect to an arrangement in subsection 11(3) of the *Air Services Act 1995*.

2.4.3 Issue of a Certificate cannot be Refused if CASA is Satisfied

CAR (1998) 143.175

If a person/organisation has applied for an approval as an ATS training provider, and the applicant has demonstrated compliance, CASA must grant an approval.

2.4.4 When the Decision about an Application Must be Made

CASR 143.180

CASA must make a decision about an application within 6 months after receiving it. If a decision is not taken in 6 months, the Regulation 143.180 provides that CASA is taken to have refused the application.

Note: The 6 month assessment period may be extended if CASA has made a request under CASR 11.035, 11.040, 11.045, 11.047, 11.050(2) or 11.050(3A). The time between when CASA makes the request and when the applicant conducts a demonstration, comes in for an interview, provides CASA with the information, makes a statutory declaration or a written submission is not included in the 6 month period.

2.4.5 Imposing and Varying Conditions on a Certificate

CASR 11.056, 11.067

CASA may impose conditions on the certificate:

- in the interests of the safety of air navigation
- in the interests of preserving a level of aviation safety that is at least acceptable; or
- to give effect to an arrangement in subsection 11(3) of the *Air Services Act 1995*.

2.4.6 Suspension or Cancellation of Approval

CASR 143, Division 143.F.4

CASA may suspend or cancel an approval if a condition of the approval or the Regulation is breached. However, CASA must be able to justify the suspension or cancellation. Suspension and cancellations require CASA to provide the reason for the action in a show cause notice.

The show cause notice must invite the provider to show in writing within a reasonable period why the approval should not be cancelled.

CASA must cancel the approval of a person if any air traffic service training provided in cooperation, or by arrangement, with Airservices ceases.

All proposed actions to suspend or cancel a Certificate should be coordinated with the CASA Legal, International & Regulatory Affairs Division.

2.5 Issue of an Air Traffic Service Training Provider Certificate

2.5.1 Delegate Actions

Following assessment of the application and completion of the ATS Training Provider Certificate Checklist (Form 1116), the Air Traffic Service Training Provider Certificate and the approval letter are forwarded to the delegate for signature.

If the delegate is satisfied that all requirements have been met, they will sign the approval letter.

CASA retains:

- One copy of the approved provider's Operations Manual
- A copy of the ATS Training Provider Certificate.

The following documents are sent to the applicant by registered mail with a covering letter:

- CASA's approval letter
- The Air Traffic Service Training Provider Certificate.

See section 3.2 for the following sample letters:

- Letter of Grant of an Air Traffic Service Training Provider Certificate
- Letter of Refusal to Grant a Certificate.

2.6 Term of Certificate

Certificates are normally issued for three years but may be varied where CASA deems necessary.

However, a date for the review of any conditions placed on the certificate is to be included. That date will be dependent on the type and extent of the conditions that are initially placed on the Certificate but will not be in excess of three years after the date of original issue of the Certificate.

2.7 Changes to Certificate

2.7.1 Imposing and Varying Conditions on a Certificate

CASR 143.050

If it is necessary to vary anything on a Certificate, a replacement Certificate should be issued. This will be the case where:

- There is a change in the service(s) provided by an approved provider
- It is necessary to change or add any of the conditions on a Certificate.

Before making any change to the services provided under the Certificate, or to provide additional services, the effect of which would be that the services provided would no longer be covered by the current approval, the service provider must prepare a draft amendment of its Operations Manual and forward the draft amendment to CASA for approval.

Such a proposed change to an approved service is to be processed by CASA as a variation of the original approval. This is to be authorised by re-issue of the Certificate with the amended or additional entries covering the change to the service, or the new service. It may be necessary in such cases for the approved provider to enclose any variation documentation to support the amendment to the Certificate.

3 Sample Documents

3.1 ATS Training Provider - Application Form

The Air traffic service training provider application Form 1110 can be accessed on the [CASA Website](#).

3.2 Letters

3.2.1 Sample Letters in relation to an Application for a Certificate

CASA officers can access templates for the sample letters, certificate and conditions via the Document Catalogue: [Document Catalogue \(sharepoint.com\)](#).

3.3 Certificates

3.3.1 Issue of Air Traffic Service Training Provider Certificate

The ATS training provider certificate is issued within Enterprise Aviation Processing (EAP).

3.4 Conditions of Approval

3.4.1 Air Traffic Service Training Provider Certificate Conditions

CASA officers can access templates for the conditions (Form 1115) on ATS provider approvals via the Document Catalogue: [Document Catalogue \(sharepoint.com\)](#).

3.5 Checklists

3.5.1 ATS Training Provider Certificate Checklist

The ATS Provider Certificate Checklist (Form 1116) can be accessed on the [Document Catalogue \(sharepoint.com\)](#).