



# the **Winnipeg** FIR

**FIR TRAINING POLICY**

# the FIR

## Revision Log

Revision Date	Revision	Notes	Initials
19 Jan 2024	1	Initial creation	NP, KD
1 Oct 2024	2	Addition of a Local Induction Plan	DO, KD
20 Dec 2025	3	Updated Authorizations	KD, AB
21 Apr 2026	4	Updated Instructor Linking, Initial Onboarding and S1 Training Flows	KD, AB

# the Winnipeg FIR

2

## Table of Contents

<b>Section I – Training Progression</b>	<b>3</b>
1.0 Initial Training	3
1.1 Instructor Linking	3
1.2 SweatBox Training	3
1.3 Solo Certifications	4
1.4 Training Flow	4
1.4.1 Initial Onboarding	4
1.4.2 S1 Training Flow	5
1.4.3 S2, S3, C1 Training Flow	6
1.5 Local Induction Plan	7
<b>Section II – Training Standards</b>	<b>7</b>
2.0 Minimum Training Requirements	7
2.1 Additional Training Limitations	7
2.2 Tier 2 Endorsement	8
2.3 Supervising Students	8
<b>Section III – Student Examinations</b>	<b>8</b>
3.0 OTS Exams	8
3.1 OTS Adjudication	8
3.2 Adjudication Eligibility	9
3.3 Exam Planning	9
3.4 Written Examination	10
<b>Section IV – Winnipeg365</b>	<b>10</b>
4.0 Course Assignment	10
4.1 Self-Assessments	10
<b>Authorizations</b>	<b>11</b>

## Section I – Training Progression

### 1.0 Initial Training

All students joining the FIR will be assigned initial training. This training consists of courses and quizzes assigned via the FIR's online training platform, Winnipeg365. Each new student will be assigned to either "brand new" or "experienced" course lists based on student knowledge prior to starting their training.

While there is no limit to attempts for any training-related quizzes and exams, all should be completed within seven (7) days of assignment. If the student is unable to complete an exam, they should contact the FIR Chief Instructor.

### 1.1 Instructor Linking

Once the student completes the required prerequisites, from the Winnipeg FIR and VATCAN, the Chief, Chief Instructor or its delegates shall assign the student an initial instructor. This instructor should introduce the student to the FIR, VATCAN and VATSIM's policies, as well as begin their initial training towards their DEL/GND solo.

While it is preferred that students are assigned to instructors by preference or by instructor availability, if required, the FIR Chief Instructor or FIR Chief shall assign the student to the instructor they believe in their best judgement is the best fit for the student in question. This should be determined by factors such as the student's experience, instructor availability and current wait times in the FIR.

Students will be assigned instructors based on their FIR join date, as reflected on the VATCAN.ca website. This information will be kept track of by the FIR training staff and updated regularly.

Upon receiving their instructor assignment via email from the FIR Chief Instructor, the student has fourteen (14) days to reach out to their assigned instructor. If the student fails to initiate contact within this period, they will face removal from the FIR.

### 1.2 SweatBox Training

SweatBox training sessions are used by the Winnipeg FIR to simulate heavy traffic loads to assist controlling trainees in their skills. The files are made available to Mentors and Instructors, and are confidential to the FIR. Sessions are to be run only by FIR Mentors

# the Winnipeg FIR

and Instructors, unless otherwise approved by FIR Staff.

## 1.3 Solo Certifications

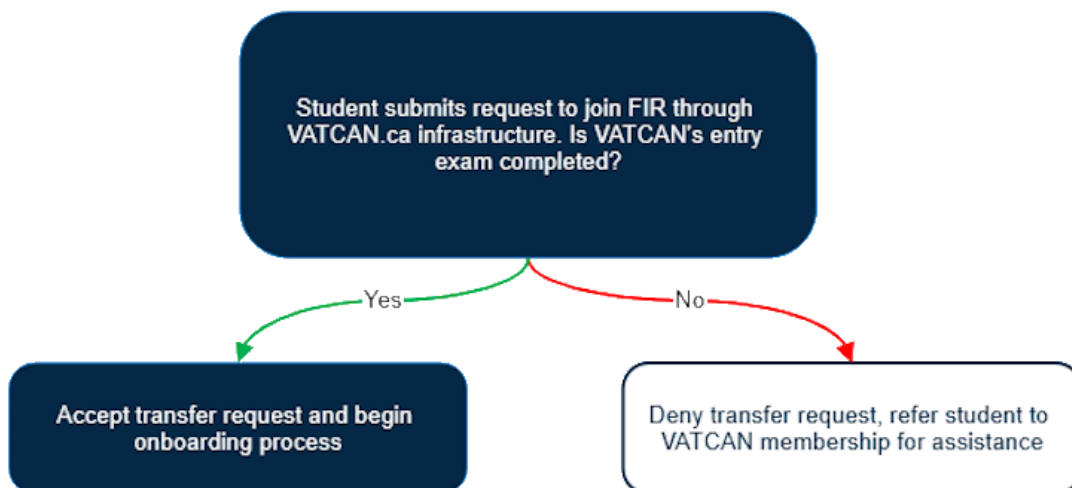
Once a student has progressed to being allowed solo on a position, the instructor shall update the roster on the FIR's website to reflect the solo certification as well as issue the solo certification on the division's website.

The duration of solo certifications is 30 days and can be renewed twice for a total of 90 days. It is the student's responsibility to ensure that their solo certification is active prior to controlling. The official solo certification is publicly available on the VATCAN website.

## 1.4 Training Flow

All students who wish to control within the Winnipeg FIR will be subject to the same standard process, from initial application to controlling certification. The flow charts outlined below will display these processes.

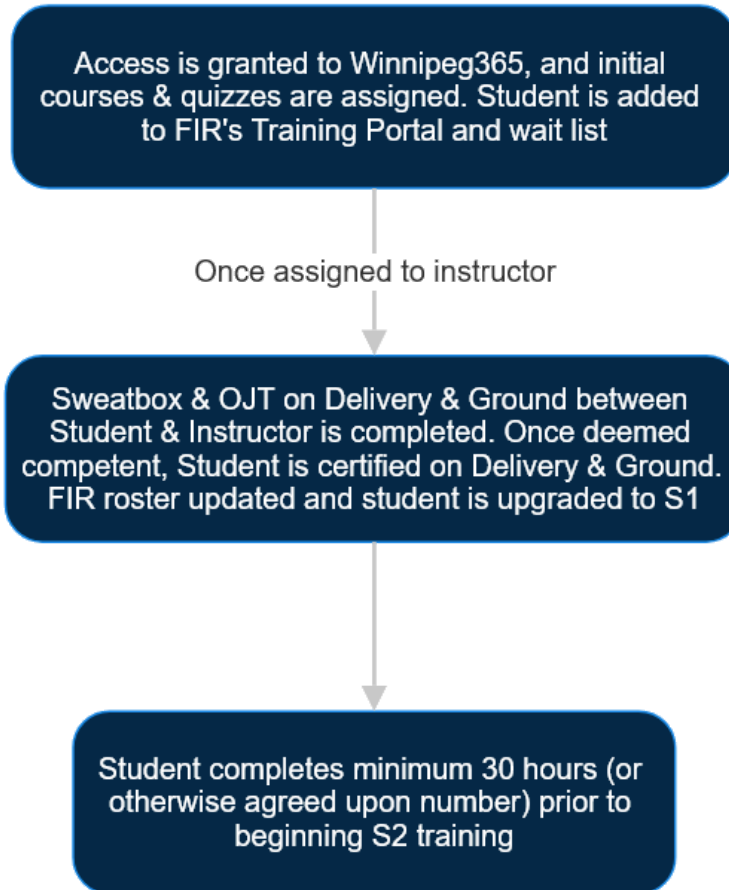
### 1.4.1 Initial Onboarding



# the Winnipeg FIR

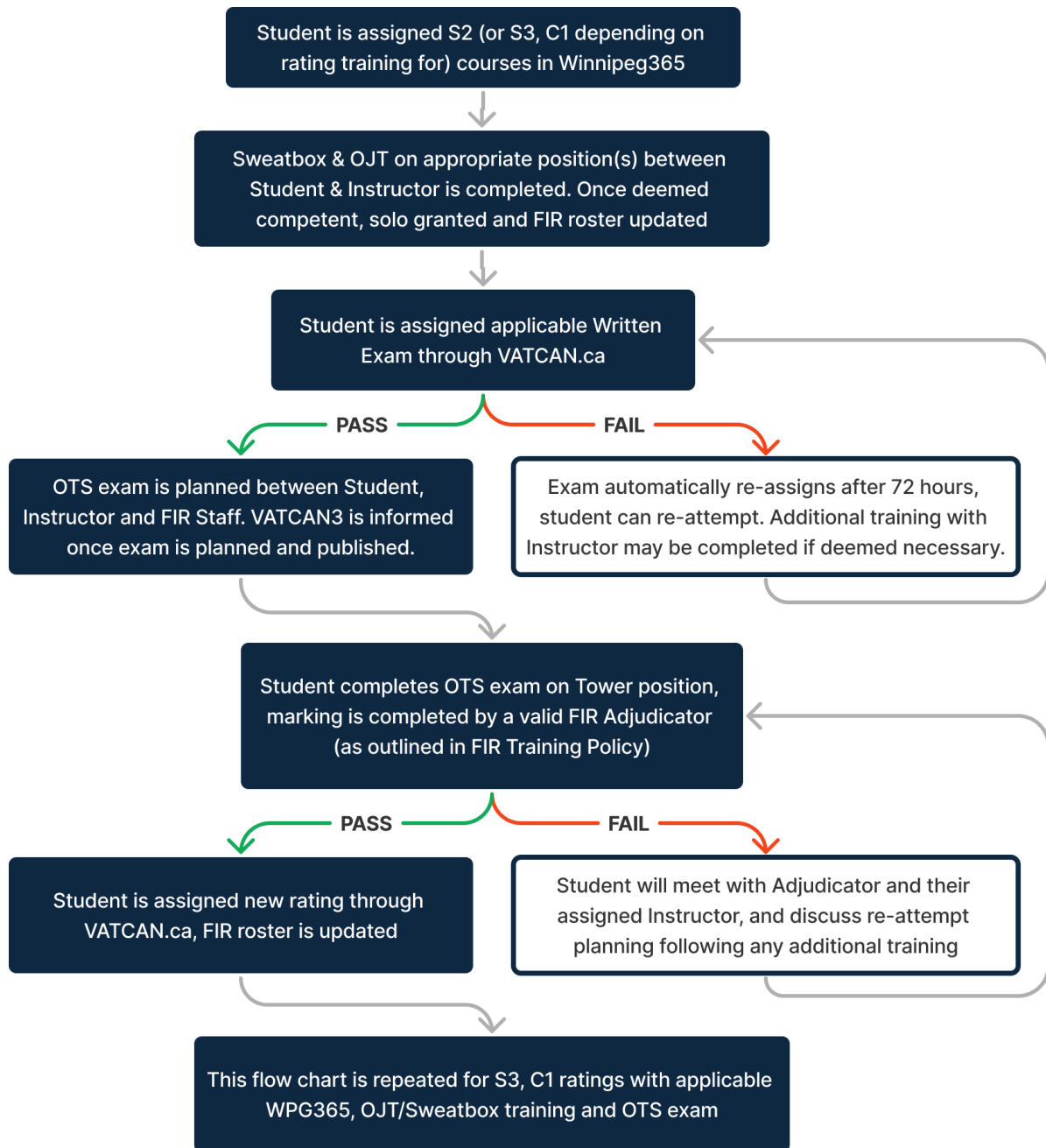
5

## 1.4.2 S1 Training Flow



# the Winnipeg FIR

## 1.4.3 S2, S3, C1 Training Flow



## 1.5 Local Induction Plan

Upon transfer from another VATCAN subdivision, the incoming controller will be assigned relevant Winnipeg365 courses and the Winnipeg FIR policies for review. For C1 rated controllers and above, a familiarisation session will be completed on a Winnipeg enroute position. This session will consist of the controller on Winnipeg Centre being supervised by an instructor.

Upon transfer from another division, the controller will complete a Competency Check with a Winnipeg FIR instructor. They will be assigned relevant Winnipeg365 courses and the Winnipeg FIR policies for review. The Competency Check will be marked based on the rating competencies found in Appendix A of GCAP. The controller will be provided two attempts at the Competency Check. The controller may request practical training before the Competency Check.

After completion of the above requirements, the transfer process will be considered complete.

## Section II – Training Standards

### 2.0 Minimum Training Requirements

All students within the Winnipeg FIR are required to acquire a certain amount of hours on their current certified rating - this is to say, without any supervision - prior to starting the next step in their training. These restrictions are as follows:

Rating Upgrade	Minimum
S1 Rating > S2 Rating	30.0 Hours
S2 Rating > S3 Rating	30.0 Hours
S3 Rating > C1 Rating	30.0 Hours

### 2.1 Additional Training Limitations

Additional restrictions may be set on a case-by-case basis, at the discretion of the FIR Chief and/or Chief Instructor or its delegates, if deemed necessary. Should this happen, notice will be provided to any directly affected members and mentors/instructors of the change.

## 2.2 Tier 2 Endorsement

All positions excluding all enroute (CTR) positions in the Winnipeg FIR are unrestricted. Winnipeg Centre requires a Tier 2 Endorsement to control. The endorsement will be obtained during students' standard centre training.

## 2.3 Supervising Students

When supervising a student on the network, the student's instructor or mentor should always abide by the following:

- Instructors and Mentors can only monitor a maximum of two (2) students at once while not controlling.
- Instructors and Mentors can only monitor a maximum of one (1) student while controlling at the same time.

Exceptions to these limits may be granted on a case by case basis by the FIR Chief, FIR Chief Instructor, or their delegates.

## Section III – Student Examinations

### 3.0 OTS Exams

Following training of a student where it is deemed by both their respective Instructor and the Chief Instructor or its delegates that they are ready for their exam, an Over-The-Shoulder (OTS) Examination may be scheduled.

It should be noted that the student's primary instructor is responsible for arranging an adjudicator for the OTS. This process should comply with VATCAN's OTS Protocol.

### 3.1 OTS Adjudication

Every OTS exam completed by the Winnipeg FIR must be completed by at least one (1) adjudicator, and must abide by the division's OTS Marking Sheets. This sheet, once completed, must include the student and adjudicator's required details, a PASS or FAIL mark, as well as as many comments as deemed necessary by the adjudicator of the exam.

Once this exam is completed, the Marking Sheet should be uploaded via the VATCAN.ca

infrastructure, and assuming the exam is passed, the rating should be updated to reflect the promotion.

## 3.2 Adjudication Eligibility

The following members of the Winnipeg FIR are eligible to adjudicate an OTS:

- FIR Chief or Chief Instructor (must hold an I1 rating)
- Any Instructor 1, 3 or higher rated controller from within the Winnipeg FIR

If a local adjudicator cannot be found, the following can also be used:

- VATCAN Division Director, Deputy Director & Training Director (VATCAN1 - VATCAN3, must hold a minimum I1 rating)
- Any I3-rated instructor in the VATCAN division

To abide by VATCAN's OTS Exam Protocol, no instructor that has been involved with the student's training can conduct the exam. A controller is considered by the Winnipeg FIR to be involved if:

- The Instructor has completed one or more training sessions with the student, classroom or Sweatbox.
- The Instructor has left training notes on the student, confirming they have worked with them at least once. This does not include supervising the student on their position.

## 3.3 Exam Planning

An OTS exam in the Winnipeg FIR should be planned with at least fourteen (14) days of notice, and should be communicated to both the Winnipeg Events & Marketing Coordinator (ZWG4), as well as VATCAN's Communication and Events Director (VATCAN5) for publication to the FIR and the division's various social networks. The VATCAN Training Director should also be informed of the scheduling of any OTS exam.

In the case of an OTS exam, the duty of the events coordinator is to ensure that the exam is made known to the public using the FIR's social media (Twitter, Facebook), as well as any other relevant communication methods (Discord, the Winnipeg FIR Events Calendar & VATCAN Events Calendar.)

## 3.4 Written Examination

Prior to an OTS exam, students shall be assigned the written exam through the VATCAN.ca website relative to the rating they will be tested on. Students have seven (7) days to complete the exam from time of assignment.

Exams must be completed with no less than twenty-four (24) hours until the scheduled OTS exam start time. Should a student fail to complete the exam within the time allocated, the OTS should be cancelled by the FIR, and moved forward to when the student has the exam completed. Exceptions to this section can be made with the authorization of the Chief, Chief Instructor and its delegates.

## Section IV – Winnipeg365

### 4.0 Course Assignment

Students will be allocated Winnipeg365 modules based on their VATSIM controller rating. The student shall complete assigned modules before conducting on network/sweatbox training.

### 4.1 Self-Assessments

Each module contains written self-assessments that the student is highly recommended to complete. There is no passing mark for these assessments. Once complete, a Winnipeg FIR instructor, other than the student's assigned instructor, will review the self-assessment and provide feedback.

Winnipeg365 self-assessments are not held against a student and will not prevent a student from obtaining a rating.

The student's assigned instructor is expected to go over the self-assessments with the student, confirming the student understands the material prior to controlling on the network.

## Authorizations



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