



Handbook

Version 1

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Revision History

Date	Description	Revised By:
24/06/2026	Publication	VATPHIL



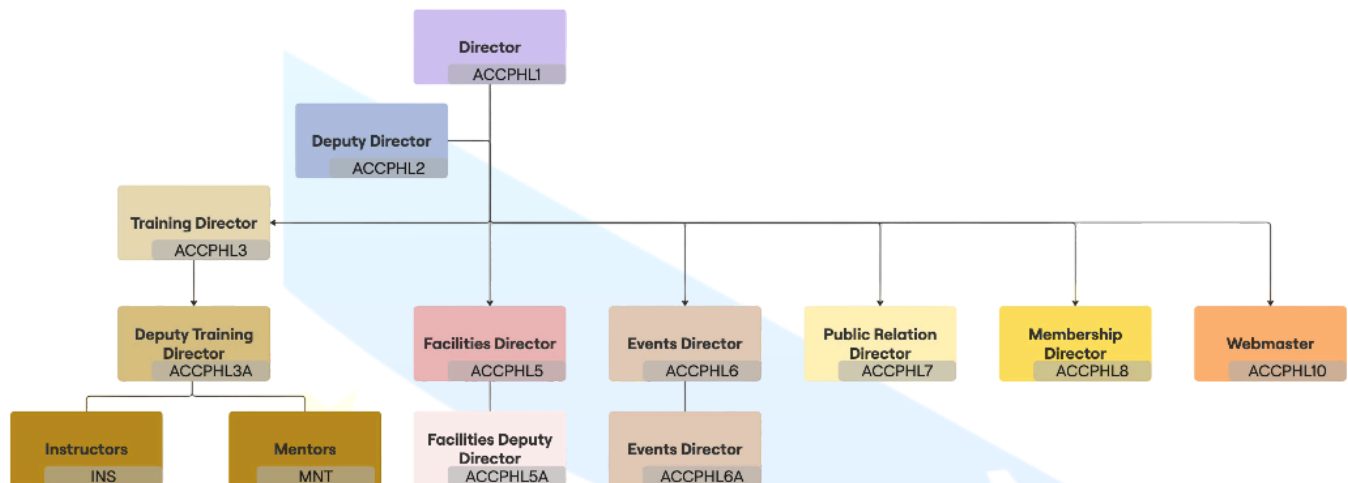
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Chapter 1: PHLvACC Constitution

1.1 Staff Structure



To improve reporting protocols and ensure smooth, efficient operations, the Director (ACCPHL1) and Deputy Director (ACCPHL2) will each be assigned specific departments to oversee. Department heads will report directly to their designated overseer. However, department heads may still reach out to a different overseer if they feel it is necessary. In the event that the ACCPHL2 position is vacant, ACCPHL1 will assume oversight of all departments.

1.1.1 Staff

vACC Director (ACCPHL1)

They review, monitor, develop, and implement policies and activities to achieve optimum efficiency at the Philippines VACC and its designated virtual airspace. In the same way, they are the one who interact with the regional, divisional, and co-vACC staff members to foster international cooperation and exchange of ideas.

Being the director holds a heavy responsibility and obligation to manage the operation of their VACC and presides over daily or quarterly meetings concerning the system of its administration and programs.

Furthermore, they are obliged to collaborate effectively on VACC staff such as the Deputy Director, Training and Standards Director, Events Director, etc. By doing so, they are enabling themselves to refine policies set forth to enhance the operation of the VACC.

In place of that, they are the one who appoints staff members within the VACC in accordance with its coinciding policies set forth.

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vACC Deputy Director (ACCPHL2)

They supplement the role of the **Director** and fulfill such role in the temporary absence of the Director of the VACC. They are also responsible to communicate with the Directors constantly and provide advice and assistance to the director in all divisional-related matters and in each decision-making process.

On top of that, they serve as an additional liaison within the division and relay information to the lower levels as needed and coordinate with other staff members of the vACC and spearhead projects when needed.

Training Director (ACCPHL3)

By its term, they are responsible for all air traffic control training and oversee the rating upgrades for its members. They are also the ones who primarily develop, direct, and implement new strategies and initiatives to facilitate an effective training strategy within the VACC.

Also, alongside with the **Facilities Director & Membership Director**, they manage and produce training documentation and guides for its mentees and mentors. As such, they recommend and appoint new instructors and mentors (as enclosed to this guiding policy).

Furthermore, they regularly review the standard of training offered with the Director & Deputy Director to maintain the highest quality and standard of training the VACC has to offer.

Facilities Director (ACCPHL5)

The **Facilities Director** is responsible for the creation, maintenance, and further review expansion of all vACC's sector files and documentation such as Letter of Agreement and co-vACC's policies with its local organization. As such, they are also the one who primarily collaborate with staff members of other vACCs concerning the subject as called.

Furthermore, they work with the staff members of the vACC's such as the Director, Deputy Director, Training and Standards Director, and Web Services Director to foster the similar ventures that the VACC has to provide as a program for its controllers and non-controlling members.

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Events Director (ACCPHL6)

The **Events Director** is responsible for all of the VACC events from planning, conceptualization, creation, execution, review, and publication. As such, they are also responsible in coordinating and collaborating with staff members of other VACCS to create a seamless, streamlined, and effective events that involve the vACC's members and foster good relationships between region, division, and other VACCS.

Public Relations (PR) Director (ACCPHL7)

The **Public Relations Director** works closely with the Events Director to plan and organize events with external divisions. They manage communications with VATSIM Marketing and the general members, including areas such as the pilot lounge. The PR Director handles inquiries and complaints, while also managing the image of the vACC in collaboration with senior staff. Additionally, they monitor and analyse the impact of PR activities and adjust strategies as needed.

Membership Director (ACCPHL8)

The **Membership Director** is the one who manages membership reports and issues that are concerning membership such as application and admission of the VACC. As such, they are obliged to collaborate with the Training and Standards Director and Public Relations Director in order to facilitate an orderly release of answers with regards to resolving open issues and to assist applicants in joining the VACC, should the application be opened.

Web Master (ACCPHL10)

The **Web Services Director** is the one who manages and maintains the VACC website and all other IT services as needed by the organization or as called upon. In the same manner, they are the one who is responsible in ensuring that the member's privacy is secured for the VACC's domain, website, and social media pages.

1.1.2 Deputy Staff Members

Deputies for each staff position may be appointed should the need arise. These positions (excluding the vACC Deputy Director) will have an 'A' suffix to the staff ID.

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1.1.3 Staff Contact

The primary email contact is (staff@vatphil.com)

For any inquiries related to training, membership, events, or other matters, please use the following email addresses to contact the relevant staff members.

Name	Position	Email
Willie So	ACCPHL1	willie.so@vatphil.com
Jacob Allen	ACCPHL2	jacob.allen@vatphil.com
Jp Dolorfino	ACCPHL3	jp.dolorfino@vatphil.com
Juan Carlos	ACCPHL3A	jc.kagaoan@vatphil.com
	ACCPHL5	jacob.allen@vatphil.com
Matthew Ty	ACCPHL6	matthew.ty@vatphil.com
Jheude Ang	ACCPHL8	jheude.ang@vatphil.com
Michael Uy	ACCPHL10	michael.uy@vatphil.com

1.1.4 Staff Recruitment

Unoccupied staff positions open for recruitment will be announced to controllers through its respective Discord channel. Applications will be accepted for a minimum of 7 days, starting from the day of publication.

ACCPHL1 and ACCPHL2 are solely responsible for the selection and appointment of PHLvACC staff members.

1.2 Training Team

Senior Mentors

PHLvACC Senior Mentors are experienced mentors in the Training Team and are responsible for training PHLvACC Student Controllers and being a role model to PHLvACC Mentors and PHLvACC Probationary Mentors. In addition, PHLvACC Senior Mentors are expected to maintain all requirements and duties of a Mentor. PHLvACC Senior Mentors are appointed by the Training Director and will report to the Training Director for matters relating to Training. Senior Mentors will also have the opportunity to be trained as PHLvACC Examiners if they have the capacity and capability of doing so. The Training Director will be managing the team of Examiners.

Prerequisite of Senior Mentors:

- Obtained C1 and have at least 150 hours of experience
- Proficient in conducting Sweatbox
- Has training approval up to APP Evaluation

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Mentors

VATPHIL Mentors are responsible to induct and train new faces that are joining PHLvACC Controller Team. They are responsible to ensure that training is conducted to ensure the growth of each and every Controller. They are to keep the training within the lines of VATSIM Code of Conduct and Training Agreement as well as the Lesson Plans.

Prerequisite of Mentors:

- Obtained S2
- Received training in conducting Sweatbox
- Has actively assisted in joining the Training Team

Probationary Mentors

PHLvACC Probationary Mentors are Mentors who have been selected. They are expected to follow the requirements of PHLvACC Mentors. They are responsible to ensure that trainings are conducted to ensure growth in each Controller. They are to keep the training within the lines of VATSIM Code of Conduct and Training Agreement as well as ATC Lesson Plan. They will not be conducting Sweatbox training however they can still progress on the training approvals for SOP and Live Training.

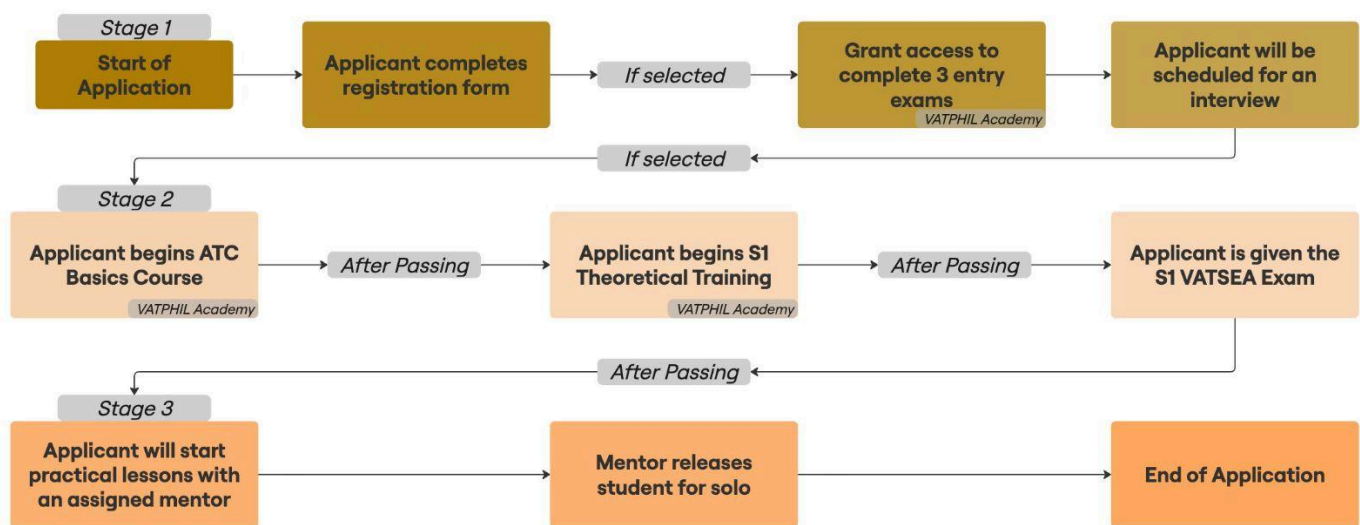
Prerequisite of Probationary Mentors:

- Obtained S2
- Have the interest of Training New Batch of Students

1.3 Membership

1.3.1 Start of Membership (Applications)

PHLvACC membership begins with approval of a member's request for enrolment into PHLvACC as a resident or visiting controller. Applications can be made through vatphil.com/join or on academy.vatphil.com. An application must include the following information: A member must state his complete name as registered on VATSIM. VATSIM membership is required for enrolment to PHLvACC. The decision to accept an application is made by either the Director, Deputy Director, Training Director, or Membership Director.



Enrolment may be denied without a reason – the denial does not need to be accounted for.

1.3.2 Termination of Membership

The PHLvACC membership is terminated upon a member's resignation or his exclusion from the vACC or as soon as a member's VATSIM membership is terminated. A member's resignation becomes effective upon receipt of the member's notice of resignation by the staff.

A member who withdraws from PHLvACC will have a cooldown period of **six (6)** months before they are able to rejoin. The cooldown period for repeated withdrawals will be **twelve (12)** months.

A member whose membership is terminated by PHLvACC Staff for inactivity will not be allowed to return for **one (1)** year.

1.3.3 Termination of Membership due Disciplinary Action

The PHLvACC Staff have the right to terminate membership due to disciplinary actions.

Disciplinary actions include and not limited to:

- **Failing to adhere to the Training Agreement;**
- **Failing to adhere to the PHLvACC Events SOP;**
- **Failing to adhere to the VATSIM Code of Conduct or Code of Regulations;**

If convicted, the member shall be served the following sentences:

S1-S3 controllers

- o **1st offence:** Warning Letter
- o **2nd offence:** 2nd Warning letter and two (2) months suspension from training
- o **3rd offence:** Final Warning Letter and six (6) months suspension from training
- o **4th offence:** Termination of PHLvACC Membership.

Note that trainees can still control if he/she is already endorsed on a full solo.

C1-C3 controllers

- o **1st offence:** Warning Letter
- o **2nd offence:** Final warning Letter & Counselling with ACCPHL1/2/3
- o **3rd offence:** Termination of PHLvACC Membership.

A member may be excluded from PHLvACC by staff decision if the member has severely or persistently violated PHLvACC or VATSIM rules. The member's VATSIM membership remains unaffected unless decided upon by VATSIM Staff. The final decision must be announced to the member. The decision must also be announced to VATSIM Southeast Asia Division (hereafter referred to as "VATSEA"). The affected PHLvACC member has the right to appeal against the decision. Appeals must be done within **seven (7)** days of the termination notice.

1.3.4 Rights and Obligations of Home Controllers

Every PHLvACC member has the right to use PHLvACC services within the limits of the currently valid PHLvACC and VATSIM rules. PHLvACC services are defined as all online services provided by The Philippines vACC to vACC members, including ATC Training. All members are obliged to display mutual consideration and respect for each other. Every member must behave in a way that no other PHLvACC or VATSIM member may be precluded or detracted from using PHLvACC or VATSIM services. By using PHLvACC services, every PHLvACC member agrees that required personal data is saved and processed for the use of PHLvACC services. A member's right to staff air traffic positions within PHLvACC's area is ruled by the Control Restrictions and Guidelines (Section 4) of this SOP.

A member may be excluded from the use of all or some PHLvACC services for a period of up to **one month** by decision of ACCPHLP1 or ACCPHL2 if the member has violated PHLvACC or VATSIM rules. The affected PHLvACC member has the right to lodge an appeal against the decision.

1.4 Control Restrictions and Guidelines

1.4.1 Position Restrictions by Rating

No Controller may login and control an active position without first passing the **Theory** and **Practical examination** and receiving an orientation from Instructors or Mentors.

Position Restrictions for working positions are as follows:

Rating	Permitted Positions	Restrictions
S1	DEL, GND, RMP	Must complete 10hrs solo at RPLL before controlling other aerodromes with the permitted positions.
S2	S1 + TWR	
S3	S2 + APP, RDO	Non-Radar and Radio requires theoretical training.
C1+	S3 + N	

1.4.2 Operation Activity

All controllers, home and visiting, are to remain online for a time **no less than thirty (30)** minutes upon opening an active position unless approved by a staff member or authorised mentors. This is the minimal time for an aircraft to start up and depart an aerodrome.

Controllers who do not meet the requirement shall inform the PHLvACC Staff via email or via a ticket with the reason for the non-compliance.

1.4.3 Priority and Regulations

PHLvACC controllers are encouraged to staff the highest available working position in the top down structure.

Controllers will exercise good judgement when logging in to a position and will not "jump" positions for traffic. Controllers shall not at any point in time handle traffic which does not fall under their area of control.

Controllers, regardless of rating, should check in as observers and/or coordinate via Discord with the current controller before logging in to control. Controllers should check in with the online controller (if any) on what positions are available to them before manning that position. If the outgoing controller wishes to step into another position, the incoming controller should honour the decision of the outgoing controller.

Controllers are encouraged to seek assistance from any PHLvACC Staff members should a dispute arise from cases regarding working positions.

1.4.4 Booking a position

Controllers may book a position to control in the Control Centre System. Booking conditions are stated below:

- Bookings shall only be considered valid from the PHLvACC Control Centre (CC)
- There shall only be a maximum of **two (2)** bookings per calendar day per controller to allow others to use the facility.
- If no one booked a slot at that specific time when you wish to control on an ad hoc basis, then the controller may go online without booking.
- Controllers who book their ATC slot will have priority over ad hoc controllers who will be required to move to a lower facility should they wish to continue unless the controller who reserved the slot gives written proof that they wish to release the slot.
- Bookings shall be made at least **three (3)** hours in advance.
- Training Bookings shall be made at least **thirty (30)** minutes in advance
- Changes to bookings are not allowed. Should there be an amendment, controllers shall cancel their booking and re-book with all the terms listed.
- Controllers who do not log in within **ten (10)** minutes of their booked slot shall have their booking cancelled.
- Controllers who will be late for their slot shall inform the PHLvACC Discord Server at least **thirty (30)** minutes prior to the booking. They must log on within **ten (10)** minutes after their booked time. Another controller may take over the booked position until the original controller has logged on to VATSIM.
- Controllers who booked a slot and loses connection to the network will be allowed to have their booked position taken over by another controller. Should the controller return within **ten (10)** minutes after disconnecting, they can take back their previous position.
- Booking cancellations shall be processed at least **two (2)** hours prior to the start of the session.
- Note that ATC training with a mentor/instructor or CPT will supersede any booking and it can be done on the PHLvACC Discord Channel. There may be last-minute bookings by mentors and instructors.

1.4.5 Closing a Position

Active controllers shall provide at least a **five (5)**-minute notice before logging off, both on the frequency and on ATC chat. The controller stepping down should also notify all neighbouring controllers through the use of the “.break” function. This is to provide pilots with adequate time and information that ATC services are about to cease. This policy does not apply if another relief controller is about to log into the same position. Controllers shall brief the relieving controller on each aircraft and its status before closing.

1.5 Callsigns

1.5.1 Staff Callsigns

PHLvACC staff (appointed by the PHLvACC Director and Deputy Director) not on active controlling duty should log in with their staff callsign, e.g. ACCPHL1.

1.5.2 Instructor Callsigns

While performing active Instructor duties on a working position, Instructors should assume the callsign for the working position with “_I_” as an identifier, e.g. RPLL_I_APP.

1.5.3 Training Mentor Callsigns

PHLvACC Training Mentors (appointed by the PHLvACC Training Department) should assume the callsign for the working position with “_M_” as an identifier, e.g. RPLL_M_TWR, while performing active mentoring duties on a working position.

1.5.4 Examiner Callsigns

PHLvACC Examiners (appointed by the PHLvACC Training Department) should assume the callsign for the working position with “_X_” as an identifier, e.g. RPLL_X_TWR, while performing active examining duties.

1.5.5 Shadow Examiner Callsigns

PHLvACC Shadow Examiners (appointed by the PHLvACC Training Department) should assume the callsign relevant to their training status for the working position with “_M_” or “_I_” as an identifier, e.g. RPLL_M_TWR or RPLL_I_TWR, while performing active shadow examining duties

1.6 Activity Policy

1.6.1 Activity Requirements

Resident controllers and visiting controllers are required to control a minimum of **five (5)** hours per running quarter (**3** months), which is reflected via the VATPHL Discord Bot.

Members who did not meet the requirements will be marked inactive. These members are not allowed to control and are required to create a ticket in the Discord server should they wish to continue. Controllers may have to undergo familiarization.

PHLvACC members who are inactive for one **1** quarter (**3** months) their membership with PHLvACC will be temporarily paused, and will be required to do retraining if they wish to continue. After **2** continuous quarters (6 months) of being inactive, they will be removed from the controller list altogether.

Members who cannot be contacted at their email address recorded in VATSIM's database shall be dropped from PHLvACC roster after seven (**7**) days from the date the warning email is sent.

1.6.2 Leave of Absence (LOA)

Members who wish to apply for LOA shall fill in the form found [here](#). It can also be found within the vACC's Discord channel under #quick-links. The LOA should preferably be sent at least three days before the start date.

LOAs can only be requested up to **six (6)** months at a time. The member must send an email notice preferably before **seven (7)** days of the end-of-LOA should it require extension. A maximum of **two (2)** extensions is allowed. Members who still request an LOA after which will be reviewed on a case-to-case basis.

Members on LOA are allowed to control should they wish, however, are required to inform staff members before doing so.

Members who wish to cancel their LOA can do so by sending an email to staff@vatphil.com

Members who were away for a period of **three (3)** months or longer are required to undergo familiarisation and/or proficiency checks with an approved mentor or instructor before returning to active service.

1.7 Transfer and Visiting Controller Policy

1.7.1 Transfer policy

Controllers wishing to transfer in or out of PHLvACC shall make proper notification to the Director. The request for transfer should include a brief reason for transfer, current vACC (for incoming controllers) or intended vACC for transfer (for outgoing PHLvACC members).

The PHLvACC Director (ACCPHL1) or PHLvACC Deputy Director (ACCPHL2) has not more than **seven (7)** days to deliberate the request for transfer.

If ACCPHL1/2 decides that the transfer request be approved, he will process the transfer and update the PHLvACC roster appropriately.

Transfers to PHLvACC can be denied for any one or more of the following reasons:

- a) The member has an unsatisfactory disciplinary record with their current vACC.
- b) The member was a former member of PHLvACC dismissed or transferred out for disciplinary reasons.
- c) The member was a former member of PHLvACC dismissed or transferred out for reasons related to inactivity.
- d) The member has shown a disrespectful attitude towards other controllers.
- e) The member has shown disrespect for or non-compliance of the PHLvACC policies and procedures.

VATSIM Transfer and Visiting Controller's Policy prescribed on the VATSIM website are also binding in addition to the local requirements as prescribed above.

1.7.3 Visiting Controller Policy

Controllers from other vACCs and Divisions are welcome to visit and man a control position under the following guidelines:

The visiting controller must not have a negative disciplinary record with VATSIM within the last **six (6)** months. Major disciplinary problem is considered as:

- a) Suspended by VATSIM for 1 week or more.
- b) Banned from a VACC/FIR.
- c) More than 3 conflict resolution submissions within **one (1)** year period.

Requests for Visiting Controller rights can be made via the VATSEA HQ Ticketing System and must have a recommendation letter sent by his residing vACC or Division Director. The application will be deliberated by the Philippines vACC Staff and may be denied without a reason – the denial does not need to be accounted for.

Controllers with approved Visiting Control rights must abide by the Control Restrictions and Guidelines as prescribed in this document. Approved Visiting Controllers are subjected to the same activity requirements as prescribed in Section 1.6.1 (“Activity Requirements”), failing which the Visiting Controller will be listed as inactive.

Inactive Visiting Controller members who wish to return to Philippines vACC are required to send in a new application via cc.vatphi.com.

All visiting controllers are expected to be familiar with facility procedures for the position he chooses to control and is subjected to a practical check/certification by the PHLvACC Training Director.

Visiting controllers must hold a rating of S3 or higher.

Chapter 2: PHLvACC Event SOP

2.1 Booking Procedure

All events will be relayed to controllers through the official PHLvACC Discord.

Controllers are required to access the discord to book their position according to their respective ratings.

Controllers may book their position by choosing a specific position at the aerodrome.

Bookings will close **2 hours** prior to the start of the event.

Event Rostering will be confirmed within 1 to 2 hours of the event. The rostering will be handled by:

- ACCPHL6;
- Senior Directors; and / or
- Any Director designated by the Directors aforementioned.

Rostering for **large events** requires approval from vACC Director (ACCPHL1) or vACC Deputy Director (ACCPHL2).

Controller rostering will be decided based on the following factors in no particular order:

- Type of Event (Small (Minor) / Large (Major))
- Experience in Position in terms of:
 - VATSIM Controller Rating or Facility Endorsements
 - Time spent controlling in general or on the specific position in the previous or current quarter
 - Controller is sitting or is required to sit for Controller Practical Test (CPT) no less than **14** days from the date of the event.

Exceptions to the criteria in rostering mentioned above, it will be reviewed on a case-by-case basis by the Director Rostering as well as the Senior Directors.

Exceptions to the booking closure time can be made and shall be announced through one of the communications platforms mentioned above.

2.2 Code of Conduct for Event Controlling

When booking a position for an event, controllers are requested to commit for the full duration of their booked slot.

Controllers who are unable to commit for the full duration of the event are required to inform ACCPHL6 stating reasons and proposed availability.

Controllers manning APP and CTR positions are required to be online **15** minutes prior to the start of the event.

Controllers manning DEL, GND and RMP positions are required to be online **10** minutes prior to the start of the event.

Controllers who will be late for their slot shall inform ACCPHL6 at least **30** minutes prior to the position log on time.

Controllers may be denied the ability to control in future PHLvACC related events for **3** months if found without valid reason for continuous lateness during events.

For controllers to receive event participation, they must control their booked slot for a minimum of one (1) hour. You can only switch positions if there is documented

Controllers who are absent for their booking without any valid reasons will face disciplinary actions and to serve the following sentences:

1st Offence: Warning Email by ACCPHL6/ACCPHL3

2nd Offence: No booking for next immediate event

3rd Offence: No booking for 3 following events

Controllers who have been reported for unruly conduct from fellow controllers will face disciplinary actions and to serve the following sentences after investigations by Training Director & Events Director:

1st Offence: Warning Email by ACCPHL6/ACCPHL3; no booking for the next immediate event

2nd Offence: No booking for 3 following events & counselling from ACCPHL3/6

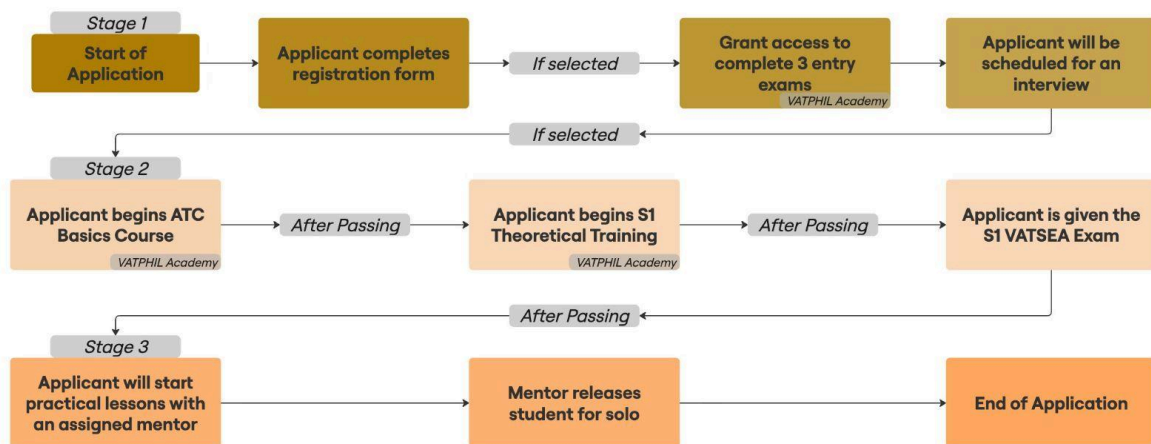
3rd Offence: Barred from controlling in events

All offences will be calculated with an infraction point. Any controller who has accumulated up to 4 points will be barred from controlling in any events.

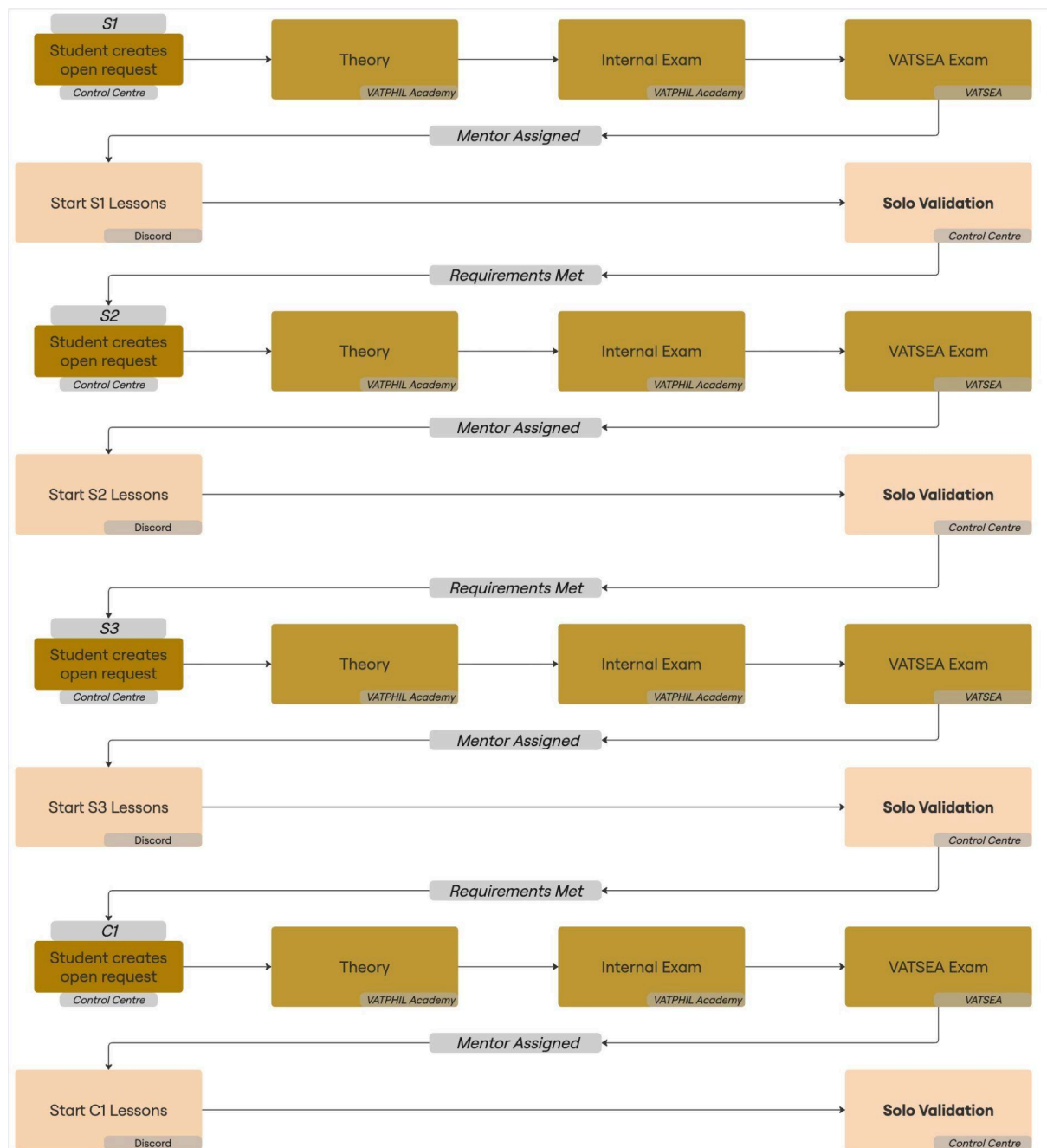
Controllers having practical training on the same day of the event should not book an event slot 1 hour before and after the training.

Chapter 3: Training Structure

3.1 Controller Initial Learning Journey



3.2 Controller Learning Journey



3.3 Closed Mentoring Session

PHLvACC adopts a closed mentoring system due to its small but experienced Training Team. Each Student Controller will be assigned a dedicated mentor to guide and support them throughout their training until graduation, barring any unforeseen circumstances.

Senior staff or ACCPHL3A will pair students and mentors. This process will be carried out impartially, ensuring fairness and equal opportunity for all students and mentors, to help every student succeed.

It is important to note that the training progression of each student depends significantly on the student's efforts, including their ability to absorb information, apply skills correctly, and manage their time effectively.

Students are encouraged to raise any concerns regarding their mentor, such as instances of inappropriate behaviour (verbal or physical) or a lack of availability from the mentor. Such feedback is essential and will enable Staff Members to address the issue with the mentor or, in extreme cases, arrange for a change of mentor if necessary.



3.4 Controller Progression

An active controller who has fully satisfied and completed all the necessary requirements to advance may apply for training by creating a training request on cc.vatphil.com

The general requirements for each rating promotion are as follows:

1. OBS to S1

- a. Theory and Entry exam Requirements
 - i. Pass BAC, S1 SOP Test and S1 VATSEA Test
- b. Activity Requirements
 - i. Must be cleared for DEL/GND Solo Validation

2. S1 to S2

- a. Theory Requirements
 - i. Pass TWR SOP Test and the S2 VATSEA Test.
- b. Activity Requirements
 - i. Must actively control a minimum of at least 30 hours as _DEL or _GND in Manila (RPLL)
 - ii. Must actively control a minimum of at least 20 hours as _DEL or _GND in Mactan (RPVM)
 - iii. Must control in at least two (2) vACC events as S1
 - iv. Must be cleared for TWR Solo Validation
 - v. Must pass the S2 Controller Practical Test (CPT) within the given time frame of thirty (30) days, expendable by another thirty (30) days.

3. S2 to S3

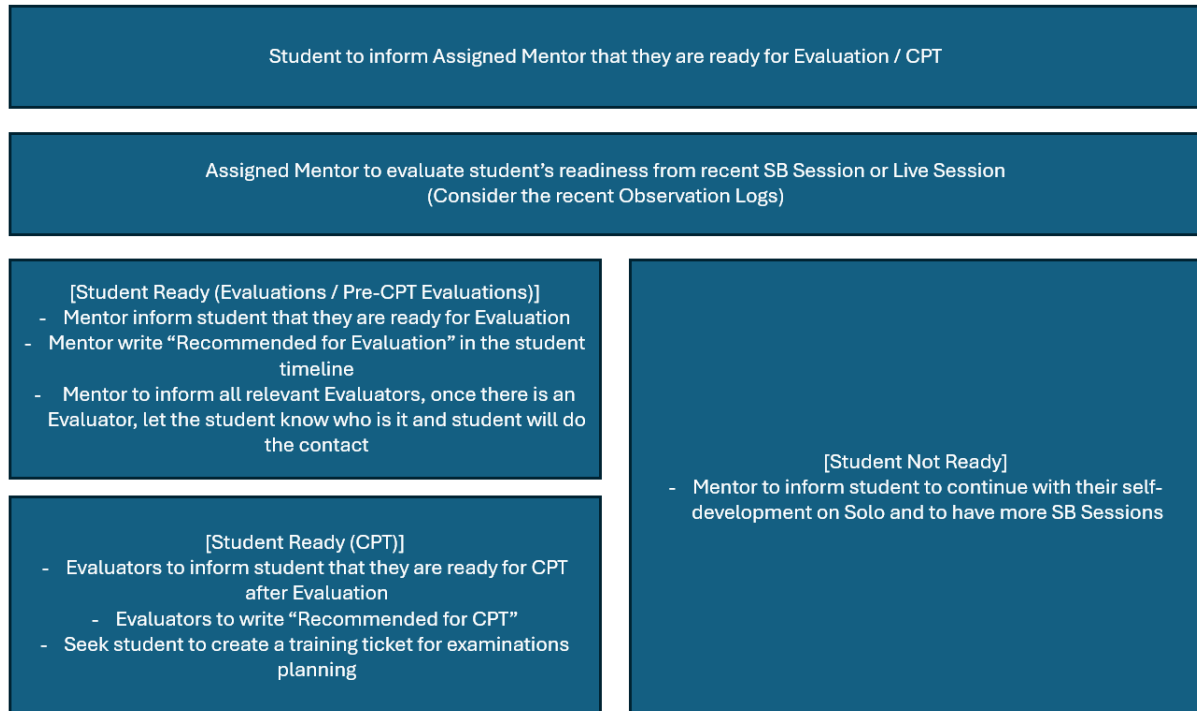
- a. Theory Requirements
 - i. Pass Manila Approach Exam and S3 VATSEA Test.
- b. Activity Requirements
 - i. Must actively control a minimum of at least 100 hours as _TWR in Manila (RPLL) or within any airports in Manila FIR
 - ii. Must control in at least two (2) vACC events as S2
 - iii. Must be cleared for APP Solo Validation
 - iv. Must pass the S3 Controller Practical Test (CPT) within the given time frame of thirty (30) days, expendable by another thirty (30) days.

4. S3 to C1

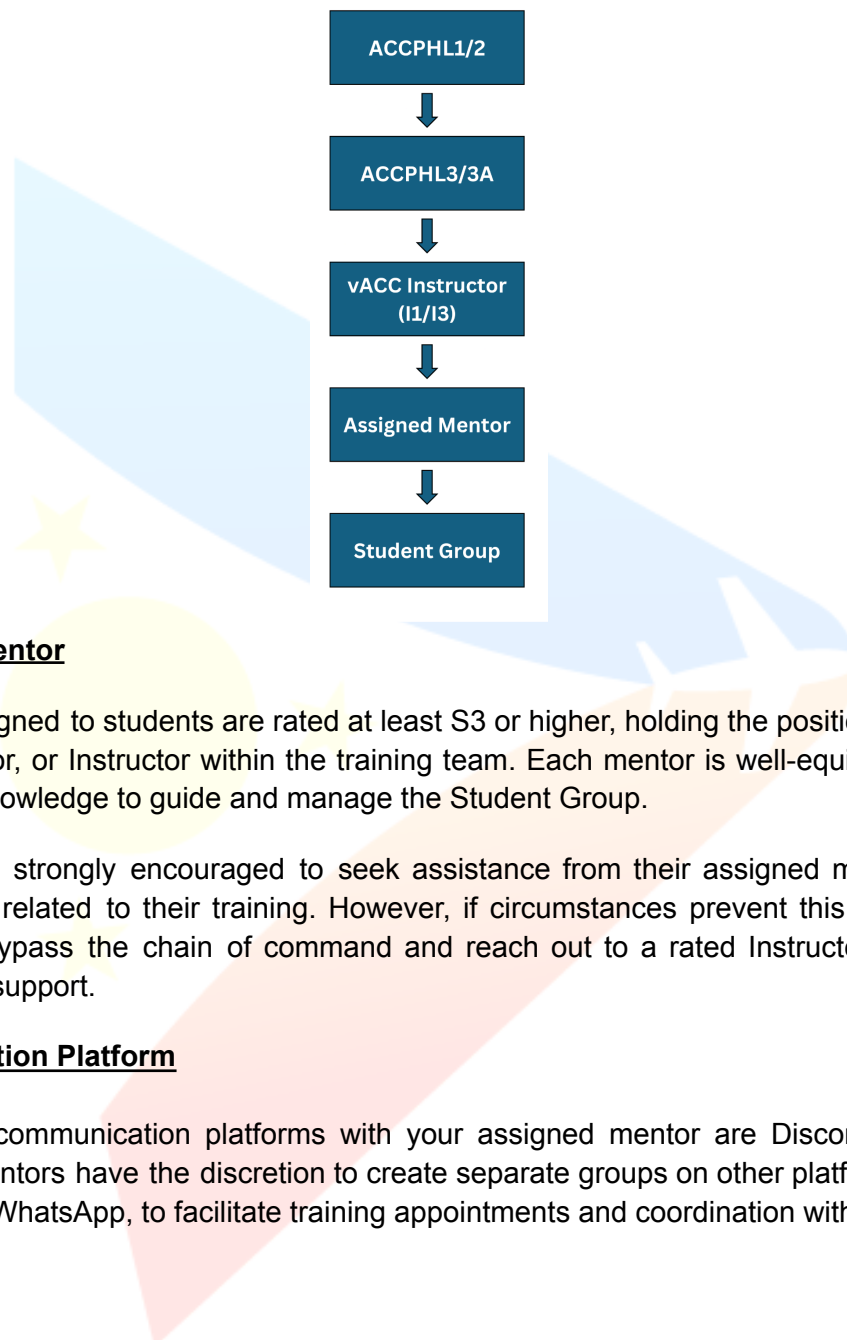
- a. Theory Requirements
 - i. Pass Manila Control Exam and C1 VATSEA Test.
- b. Activity Requirements
 - i. Must actively control a minimum of at least 100 hours as _APP in Manila (RPLL) or within any airports in Manila FIR
 - ii. Must control in at least two (2) vACC events as S3
 - iii. Must be cleared for CTR Solo Validation
 - iv. Must pass the C1 Controller Practical Test (CPT) within the given time frame of thirty (30) days, expendable by another thirty (30) days.

3.5 Evaluation and Controller Practical Test (CPT) Process

Evaluation and the CPT process are put in place to value all the time taken out of the people involved.



3.6 Training Flow of Command



Assigned Mentor

Mentors assigned to students are rated at least S3 or higher, holding the positions of Mentor, Senior Mentor, or Instructor within the training team. Each mentor is well-equipped with the necessary knowledge to guide and manage the Student Group.

Students are strongly encouraged to seek assistance from their assigned mentor for any clarifications related to their training. However, if circumstances prevent this, students are advised to bypass the chain of command and reach out to a rated Instructor or a higher authority for support.

Communication Platform

The default communication platforms with your assigned mentor are Discord and Email. However, mentors have the discretion to create separate groups on other platforms, such as Telegram or WhatsApp, to facilitate training appointments and coordination with students.

3.7 Training Agreement

Purpose

The purpose is to provide guidelines and procedures for experienced controllers to mentor and support newly recruited controllers. This SOP aims to ensure a smooth transition for new controllers into their roles, facilitate their training and development, maintain high standards of air traffic control services, and enhance overall safety within the airspace managed by the PHLvACC.

3.7.1 Training Team

Training Mentor

PHLvACC Resident Controllers that possess a rating of S2 and above can apply for Mentor interest using the form located in PHLvACC Discord, Staff Applications. Mentor applicants will then be evaluated by the Training Department over multiple controlling sessions.

Successful applicants will receive an invitation from the PHLvACC Training Director (ACCPHL3) or PHLvACC Deputy Training Director (ACCPHL3A). Mentors will then go through probationary training to be fully appointed as Mentor after they are deemed competent.

A Mentor may only mentor a student who holds a rating **one (1)** level below their current ATC rating. A Mentor must hold a rating higher than the position the student is being trained for.

Instructors

PHLvACC Resident Controllers are not allowed to apply for this rating directly. The PHLvACC Training Director (ACCPHL3) has to recommend the Controller to VATSEA3 (Division Training Director) with the support of vACC Director (ACCPHL1). Instructors are then appointed by VATSEA and holds the rating of Instructor 1 (I1) or Instructor 3 (I3). They are responsible for all students under PHLvACC and to examine CPT up to C3.

Examiners

Examiners in the Philippines vACC must be approved by VATSEA and be compliant under VATSEA Division Rating Requirements, Section 4. Approved Examiners will be listed on the VATSEA Division Website.

3.7.2 Training Agreement

Theory Training (Basic ATC Course / SEA Test / SOP Courses)

- Students shall put in their best effort to complete all theory modules assigned.
- Students should consult their assigned Trainers or Course Managers if they face any difficulties during the theory course.
- Students shall complete the assigned courses within the stipulated timeframe. If unable to do so, they shall refrain from requesting training and to do so at a later time.
- Students must inform their trainer at least **fifteen (15)** minutes prior to their training session should they be late. Trainers will wait up to their discretion of **ten (10)** minutes for a student if they are late.
- If the student wishes to apply for Leave of Absence (LOA) during the training course, a valid reason via email must be submitted to ACCPHL3 and ACCPHL3A.
- Note that SEA Test Tokens can NOT be retracted by any staff member, and students are expected to finish it within **14** days from the date of issuance.
- Students who fail to complete the course without informing ACCPHL3 and ACCPHL3A prior or with an unapproved LOA such as being marked “Inactive” by the training system, shall have their theory training suspended with a warning letter.

Practical Training (Sweatbox / Live Server)

- Students shall commit at least two (2) hours per training session. Sessions may be extended subject to the availability of the student and trainer. Sessions may end earlier than scheduled should the objective of the training is met.
- Students must inform their trainer at least fifteen (15) minutes prior to their training session should they be late. Trainers will wait up to their discretion of fifteen (15) minutes for a student if they are late.
- Students must inform their trainers at least **twelve (12)** hours in advance should they wish to postpone their training session. Periods less than **twelve (12)** hours must be relayed to ACCPHL3 and ACCPHL3A for reference.
- Students must complete their rating training before a request to transfer to another vACC/Division.
- Students are responsible to arrange for training sessions with their Trainers.

The Philippines vACC

Controller Handbook

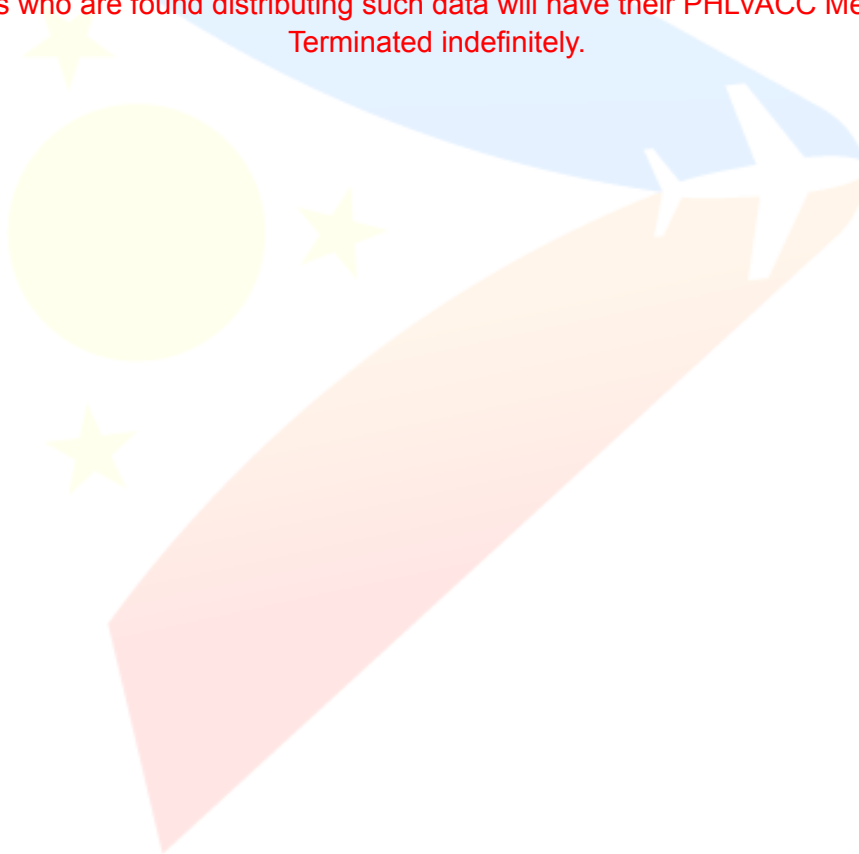
- If the student wishes to apply for Leave of Absence (LOA) during the training course, a valid reason via email must be submitted to ACCPHL3 and ACCPHL3A.

Miscellaneous

Students on LOA for more than 3 months or have not had any training for 3 consecutive months will be removed from their mentor and placed in a common pool until they are able to continue their training, where a mentor will be assigned to them. The mentor assigned may differ from their previous mentor depending on availability. Some cases can be reviewed on a case-by-case basis.

All questions and resources in the PHLvACC Training Academy are restricted to active members of Philippines vACC. The unauthorised reproduction or distribution of these data is strictly prohibited.

Members who are found distributing such data will have their PHLvACC Membership Terminated indefinitely.



Chapter 4: Solo Endorsement Policy

4.1. Solo Endorsements

With reference to VATSIM Global Controller Administration Policy,

- Practical Training also refers to Sweatbox and Live Training.
 - Solo Endorsements **must not** be issued due to the lack of available practical training slots. (VATSIM GCAP 7.3(b))
- PHLvACC will adopt **30** days prior to the CPT, with a max of 60 days additional.
 - A subdivision shall issue solo endorsements for continuous periods with a duration of between 7 and 90 days. The maximum duration of all solo endorsements at a rating is 90 days. (VATSIM GCAP 7.3(c))

Step 1:	Mentor is to administer the following reminder: “Your Solo Endorsement will start today, and you are expected to have your [S2/S3/C1] CPT completed by the end of 30 days of Solo. Should you require an extension after 30 days, please send me a message requesting one. The maximum extension you can request is 60 days from the first extension; anything beyond that will require approval from myself and the Training Department. Please inform me, or create a ticket on discord, for when you want your CPT to be hosted. You must inform us at least 7 days prior to the CPT.”
Step 2:	Mentor, please proceed with the following sub-steps: · Control Centre · Select student's profile · Select 'Request' · Click on 'Solo Endorsement' · Select ACCPHL2 and ACCPHL3 · Send Request

Proper documented steps for renewals can be found in Chapter 4.2.

4.2 Solo Endorsement Extension/Renewal

Students are reminded to look for their respective mentor for their solo endorsement renewal. Should their mentor be on LOA, students are to follow the chain of command and to look for the next person that is able to renew their solo.

The chain of command can be seen in the chart below, with the students' main mentor being the highest priority, and ACCPHL1/2 being the lowest priority.

Should a 4th Solo endorsement be required, students are to draft an email to ACCPHL3 and ACCPHL3A, with a valid reason. The student's mentor should be informed prior to this.

The email will be forwarded to VATGOV5 to seek for approval for the 4th solo.

