

# Instructor Policy

A explanation to the role and requirements of Instructors within  
VATSIM-UK

# Instructor (I1)

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## **1. Definition:**

An Instructor within VATSIM-UK is someone who has been designated to oversee the training of an RTS; an I1 would be given to an individual who has been designated the RTS Instructor. The instructor would oversee the training within their RTS and liaise with the RTS manager. The RTS Instructor would have to enforce the divisional policy (section 5.13.1) but only to the highest position within their RTS e.g An Instructor within the Midlands RTS would only be able to enforce division policy (5.13.1) up to an approach level; whereas the RTS Instructor of EGTT would be able to enforce division policy (5.13.1) up to an area/en-route level, as well as those below (Approach/Aerodrome).

If the RTS Instructor position of an RTS is vacant, and the RTS Manager is overseeing the duties of the RTS Instructor (this would be for a prolonged period; not, for example; the RTS Instructor was on holiday for 2 weeks). Then the RTS Manager is to be issued with an I1 and has the responsibilities of an I1; as detailed above. Once a suitable replacement for RTS Instructor was found and appointed by the Training department (or VATUK1/2, in the absence of a training department) the RTS Managers I1 would be revoked and then given to the new RTS Instructor.

*Please note that the above may only occur if the RTS Manager conforms to point 1 and 2 of the minimum requirements.* In the event that an RTS Manager does not conform to point 1 & 2 of the minimum requirements a member of the Training Department or VATSIM-UK staff (must confirm to point 1 & 2 of the minimum requirements) will take the Instructor position them self (on a temporary basis) while an appropriate replacement is found. The member of Training Department or VATSIM-UK staff will not receive an Instructor rating(I1) when temporarily performing this role.

## **2. Minimum Requirements:**

1. Approach controller rated (S3)
2. A member of the VATSIM-UK division for more than 6 months.
3. Must have been appointed RTS Instructor by the training department or VATUK1/2 (in the absence of a training department).
4. Controller must have be in line with GRP 2.
5. Must have 55 hours of mentoring within the RTS that the position affects.

## **3. Termination:**

1. The I1 function will be terminated in the event the position held in the division is discontinued. The individual will be set back to his last held VATSIM Rating.
2. If the Instructor (I1) does not show an active role within the division, i.e. not carrying out mentoring, not controlling. This point will be the first factor in deciding. If point 2 is true then point 5 will then be carried out and the decision made by the result of point 3.
3. In the event of an instructor failing to comply with the General Rules and Regulations of VATSIM/VATEUD/VATUK.
4. Genuine, mitigating circumstances will of course be taken into consideration.
5. Every 6 months an audit will be performed by the Training department; if an instructor had not logged on the network for more than 12 hours (this would be under the I1 log in, within the controller client), an email will be sent (Vatsim Registered email). If a reply is not received and there has been no communication with the instructor the I1 will be removed. And the RTS Instructor role they held will be removed.

# Senior Instructor (I3)

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The Senior instructor is deemed to have no use in VATUK at present. All current senior instructors (I3) will retain their title.

## **4. Termination:**

1. The I3 function will terminate when the role the Instructor (I3) is holding is either discontinued or the Instructor resigns from the position.
2. In the event of an instructor (I3) failing to comply with the General Rules and Regulations of VATSIM/VATEUD/VATUK.
3. If the Instructor (I3) does not show an active role within the division, i.e not carrying out mentoring, not controlling. This point will be the first factor in deciding. If point 2 is true then point 3 will then be carried out and the decision made by the result of point 3.
4. Genuine, mitigating circumstances will of course be taken into consideration.
5. Every 6 months an audit will be performed by the Training department; if an instructor (I3) had not logged on the network for more than 12 hours (this would be under the I3 log in, within the controller client), an email will be sent (Vatsim Registered email). If a reply is not received and there has been no communication with the instructor the I3 will be removed.

# Appendix

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<b>Edition</b>	<b>Amendments</b>	<b>Amended Pages</b>	<b>Dates</b>
<b>1</b>	Initial Creation.	n/a	January 2010