ROYAL CANADIAN AIR CADETS

PROFICIENCY LEVEL FOUR

INSTRUCTIONAL GUIDE

SECTION 2

EO C460.02 – DESCRIBE AIR TRAFFIC CONTROL (ATC) CAREER OPPORTUNITIES

Total Time: 30 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-804/PG-001, *Proficiency Level Four Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

PRE-LESSON ASSIGNMENT

Have the cadets visit the NAV CANADA ATC careers web site (http://takecharge.navcanada.ca) or provide handouts of the content on the web site at least one week prior to the lesson.

APPROACH

An in-class activity was chosen for TP 1 as it is an interactive way to provoke thought and stimulate interest in ATC career opportunities among cadets.

A group discussion was chosen for TP 2 as it allows the cadets to interact with their peers and share their knowledge, opinions and feelings about ATC career opportunities.

INTRODUCTION

REVIEW

Nil.

OBJECTIVES

By the end of this lesson the cadet shall be expected to describe ATC career opportunities.

IMPORTANCE

It is important for cadets to describe ATC career opportunities as ATC is responsible for the safe and efficient flow of air traffic. An ability to describe these career opportunities is an important step in the process of preparing cadets for aviation-related careers.

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Teaching point 1 **Have the cadets brainstorm ATC career opportunities.**

Time: 10 min Method: In-Class Activity

ACTIVITY

OBJECTIVE

The objective of this activity is to have the cadets brainstorm a list of ATC career opportunities.

RESOURCES

- Flip chart paper, and
- Markers.

ACTIVITY LAYOUT

Nil.

ACTIVITY INSTRUCTIONS

1. Divide the cadets into groups of no more than three.
2. Distribute a piece of flip chart paper and a marker to each group.
3. Have each group brainstorm a list of ATC career opportunities.
4. Have each group present their list to the class.



Encourage the cadets to consider ATC career opportunities at various types of airports (eg, private, municipal, regional, national, international).

SAFETY

Nil.

CONFIRMATION OF TEACHING POINT 1

The cadets' participation in the activity will serve as the confirmation of this TP.

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Teaching point 2 **Conduct a group discussion on ATC career opportunities.**

Time: 15 min Method: Group Discussion

BACKGROUND KNOWLEDGE



The purpose of the group discussion is to draw the following information from the group using the tips for answering / facilitating discussion and the suggested questions provided.

ATC CAREER OPPORTUNITIES

ATC in Canada is provided by a private, not for profit company called NAV CANADA. NAV CANADA is responsible for the selection and training processes. Transport Canada is responsible for setting the prerequisites for candidates and the ensuring that the candidates meet the required standards prior to issuing an ATC license.

ATC CAREERS

There are three main career opportunities in the ATC field:

- flight service specialist,
- instrument flight rules (IFR) air traffic controller, and
- visual flight rules (VFR) air traffic controller.

As a person gains experience in their chosen option, additional opportunities become available (eg, supervisory and management opportunities).



Additional career opportunities exist outside of ATC within NAV CANADA. A list of current opportunities can be view at the NAV CANADA web site (http://www.navcanada.ca) in the Careers section.

Selection Requirements

Previous aviation-related experience and knowledge is not required to be selected for ATC training. The aviation knowledge required is part of the training. In order to be selected for ATC training, all candidates must be:

- at least 18 years old,
- a Canadian citizen (or permanent resident),
- a high school graduate,
- available for training within the next 18 months,
- willing to relocate,
- willing to undergo a medical exam,
- prepared to undergo a security check (secret level),

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- willing to train intensively, and
- English-speaking or fluently bilingual (English and French).

Selection Process

The selection process is designed to select the best applicants who have:

- sharp judgment,
- strong motivation,
- excellent problem-solving abilities,
- a clear voice, and
- a good memory.

There are six steps in the selection process. The first step is to apply online (http://takecharge.navcanada.ca). After completing the application process, there are two online tests that must be taken. If the results from the online tests are favourable, the applicant will be contacted by NAV CANADA and invited to participate in an in-person assessment session. A $200 assessment fee is charged for the in-person session. The testing during this session is more extensive and includes a variety of tests that measure:

- thinking and reasoning,
- communication,
- multi-tasking,
- attention,
- information processing,
- memory,
- motor ability,
- agreeableness,
- conscientiousness,
- emotional stability, and
- knowledge.

The most successful candidates from the in-person assessment sessions are invited to participate in a two-stage interview process. The first interview is conducted during a teleconference, and the second interview is conducted in person. Successful candidates from the interview process are placed on a roster for training. Candidates placed on the roster for training must undergo a medical exam and a security check. Following the medical exam and security check, candidates must then complete a 30–50 hour Introduction to Aviation online course prior to commencing the formal training process.

Training Process

The initial classroom training process for all three specialties is conducted at seven area control centres (ACCs). Candidates will be trained initially in the same area of the country that their on-the-job training (OJT) phase will be conducted.

Flight service specialists receive initial training of up to six months. The tuition for this phase is $1 000. Upon completion of initial training, candidates move to the OJT phase and begin earning a training salary (approximately $30 000 per year). OJT may last up to six months.

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VFR air traffic controllers receive initial training of four to six months in duration. The tuition for this phase is $2 500. Upon completion of initial training, candidates move to the OJT phase and begin earning a training salary (approximately $33 000 per year). OJT will last for four to six months.

IFR air traffic controllers receive initial training of 7–14 months in duration. The tuition for this phase is $3 500. Upon completion of initial training, candidates move to the OJT phase and begin earning a training salary (approximately $33 000 per year). OJT will last for 6–12 months.



The assessment fee, tuition costs and training salaries are current as of April 2009.

GROUP DISCUSSION



TIPS FOR ANSWERING / FACILITATING DISCUSSION:

- Establish ground rules for discussion, eg, everyone should listen respectfully; don't interrupt; only one person speaks at a time; no one's ideas should be made fun of; you can disagree with ideas but not with the person; try to understand others as much as you hope they understand you; etc.
- Sit the group in a circle, making sure all cadets can be seen by everyone else.
- Ask questions that will provoke thought; in other words avoid questions with yes or no answers.
- Manage time by ensuring the cadets stay on topic.
- Listen and respond in a way that indicates you have heard and understood the cadet. This can be done by paraphrasing their ideas.
- Give the cadets time to respond to your questions.
- Ensure every cadet has an opportunity to participate. One option is to go around the group and have each cadet answer the question with a short answer. Cadets must also have the option to pass if they wish.
- Additional questions should be prepared ahead of time.

SUGGESTED QUESTIONS:

Q1. What type of skills would a flight service specialist need?

Q2. What type of skills would a VFR air traffic controller need?

Q3. What type of skills would a IFR air traffic controller need?

Q4. What aviation-specific knowledge would be needed for a career in ATC?

Q5. Why would knowledge of meteorology be important for someone in a career in ATC?

Q6. Why would knowledge of radio communication procedures be important for a career in ATC?

Q7. What are the prerequisites for a career in ATC?

Q8. What is the selection process for a career in ATC?

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Q9. What is the training process for a career in ATC?

Q10. What type of post-secondary training would be helpful to someone looking for a career in ATC?



Other questions and answers will develop throughout the group discussion. The group discussion should not be limited to only those suggested.



Reinforce those answers given and comments made during the group discussion, ensuring the teaching points have been covered.

CONFIRMATION OF TEACHING POINT 2

The cadets' participation in the group discussion will serve as the confirmation of this TP.

END OF LESSON CONFIRMATION

The cadets' participation in the group discussion on ATC career opportunities will serve as the confirmation of this lesson.

CONCLUSION

HOMEWORK / READING / PRACTICE

Nil.

METHOD OF EVALUATION

Nil.

CLOSING STATEMENT

A variety of career opportunities exist in the ATC field. Part of the process of preparing for a career in this field is to describe the career opportunities. By describing the opportunities and discussing the skills, required training, and training institutes you may be able to decide if one of these careers is the one for you.

INSTRUCTOR NOTES / REMARKS

If available, a guest speaker from the field of air traffic control may be used for this lesson.

REFERENCES

C3-332 NAV CANADA. (2009). *Take charge of your career*. Retrieved February 23, 2009, from http://takecharge.navcanda.ca

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