



## ATSEP BASIC TRAINING

Air Traffic Safety Electronic Personnel

ATSEP training



# Training Description

## COM - Communication

ICAO Doc 10057

EASA Regulation (EU) 2017/373 Annex XIII — Part-PERS

MEMBER OF



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|          |  |           |
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# 1 Training Course Overview (Online)

## Training Compliance (ICAO & EASA)

- ✓ ATSEP Basic [Induction](#) (Shared Subject)
- ✓ ATSEP Basic [Air Traffic Familiarisation](#) (Shared Subject)
- ✓ ATSEP Basic [Communication](#) (Stream)

## Date and Duration

Students will have access to the online Training Zone for 10 consecutive calendar days in which the training can be completed in their own pace.

## Location / Number of Students

Independent, worldwide / Minimum: 1, Maximum: no limits

## Instructor / Qualification

Juan Wanner / [Click here](#)

## Pricing per Course, excl VAT (1CHF = approx. 1.10USD)

CHF 1.050 per Student

### Pricing includes

- ✓ Training Plan (pdf)
- ✓ Training Lesson Plan (pdf)
- ✓ Student Manuals (pdf)
- ✓ Student Training Evidence Document with 200 questions
- ✓ Access to online Video tutorials
- ✓ Exam (and one Re-exam, if required)
- ✓ Electronic Certificate ATSEP Basic Training or Confirmation of Attendance
- ✓ Electronic Copy of certification sent to Training Manager

## Provided by the Client

A dedicated time-block of 10 days to learn for the student.

## Course Confirmation

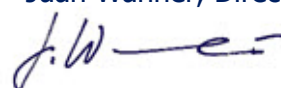
Upon completion of the course and the final exam, the successful participant will receive a course certificate 'Certificate ATSEP Basic Training' outlining the subjects completed.

## Requirements

An adequate English level (KET A2 and higher) and a technical background or education is required. Own electronic device with internet access and sufficient downstream speed (approx. >10Mb/s) to watch the HD Videos.

Switzerland, 01<sup>st</sup> January 2023

Juan Wanner, Director



## 2 General Terms and Conditions

### Booking Conditions and Refund Policy

- Booking is confirmed by full payment in CHF onto our [Swiss Bank Account](#).
- Full payment required prior course commencement.
- Cancellations made 48 hrs or more prior to course commencement will not be charged.
- Cancellations made 24 hrs prior to course commencement will be charged 100% of the student course cost.
- Cancellations or No Shows after the day of course commencement will be entitled to a 0% refund.
- Cancellations or No Shows due to medical emergencies/exceptional circumstances (medical cert required) will be offered alternative courses or where deemed appropriate, a full refund will be made.

### Course Confirmation and Exam Resit

If no other alternative arrangements have been made, upon completion of the course and;

- the final exam result 75% or above, the participant will receive a course Certificate ATSEP Basic Training.
- the final exam result 60-74%, the participant will be offered to resit the exam, otherwise a Confirmation of Attendance will be issued.
- the final exam result less than 60%, the participant will receive a course Confirmation of Attendance.

For a copy/replacement of an embossed course statement (hardcopy), a reissue fee of CHF 50 excl VAT is payable. We reserve the right to charge any expenses, costs or disbursements incurred in recovering any outstanding monies including debt collection fees and solicitors' costs on accounts outside 60 days.

### Exam / Re-Sit

Online (LMS) in English. 39 multiple-choice questions with a single correct answer. IND13Q, ATF10Q, COM16Q. Exam time 39 Minutes. No additional support items allowed. Re-sit: The number of resit is limited to one (1). 19 multiple-choice questions with a single correct answer. Re-sit time 19 Minutes.

### English Level

The course delivery and documentations are in English. An adequate English level (KET A2 and higher) and a technical background or education is required.

### Participant own Supportive Material

The training material will be provided in an electronic format (pdf). Bring your own electronic device. It is recommended to have some writing utensils and paper.

### Appeals, Complaints and Grievance Procedures

Each client (organisation paying for a training course) has the right to express a grievance or lodge an appeal. Grievances should be expressed in written form and forwarded to the Managing Director. The Managing Director shall contact the applicable party and try to resolve the problem.

The Managing Director may resolve a grievance by;

- An offer to correct the error/omission (if proven).
- An offer to refund the student course fee.
- Any other fair and honest action commensurate with the grievance.

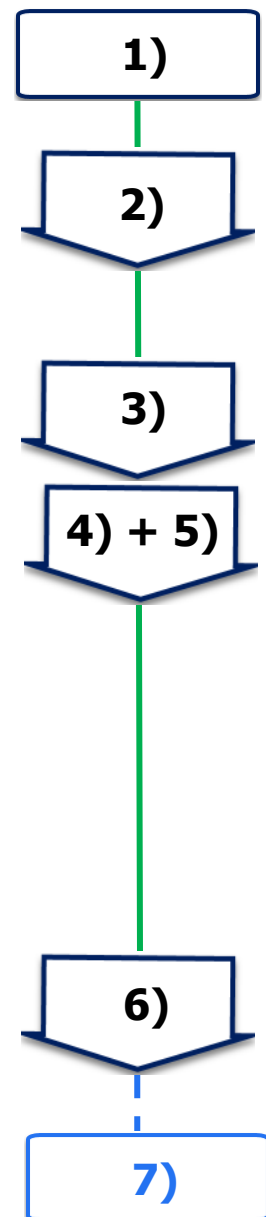
The Managing Director may grant an appeal if;

- The course forms indicate an incorrect judgement was made.
- Records indicate an incorrect certificate was forwarded.







The client shall be advised of the appeal review process and the results in writing by the Managing Director.

### 3 How Does The Video Training Work?







- 1) After full course payment, you shall advise about the **date** you want to **start training**.
- 2) You receive a personal **Username and Password to Login** the Training Zone on our website. This access is granted for 10 consecutive calendar days in which you shall complete the training inclusive final exam. The training is video based and does not require an instructor to be physically present. However, your Training Manager Juan Wanner is monitoring your progress and stays available via email [juan.wanner@atseptraining.ch](mailto:juan.wanner@atseptraining.ch) at any time during the training.
- 3) Download the **Student Training Evidence** document (MS-Word doc) containing 200 Questions.
- 4) **Start training:** The order of the subjects and questions in Student Training Evidence are identical with the video tutorials. F.e. play the first video and the first question is shown in the video. In the video, your instructor Juan will explain the answer. Please write the answer into this document to the corresponding question, and select the date when you answered each particular question. Remember to frequently save this document! We highly suggest to keep the order of the videos as given, work from top-down. Send your Student Training Evidence doc to [juan.wanner@atseptraining.ch](mailto:juan.wanner@atseptraining.ch). He will quickly check your answers and provide you access to the Awareness Test.
- 5) **Awareness Test:** This test is not about passing or failing! You have 19 Minutes to answer 19 Questions, multiple-choice-single-answer. But you should be able to achieve a score above 75%. The Awareness Test is a preparation for the exam. Juan will provide you access to the final exam.
- 6) **Final Exam:** You have 39 Minutes to answer 39 Questions, multiple-choice-single-answer. These are new questions which you have never seen before. The exam is designed without any supporting material (closed-books). Be aware, in case you are using any supporting material, you may run out of time. You have one chance to do the final exam.
- 7) **Re-Exam (if required, according our Rule of Examination):**
  - a) Participants achieving 60%-74% in the Final Exam will be offered to resit the exam within the next 2 days, but within the assigned 10 training days. The Re-Exam consists of 19 Questions in 19 Minutes, multiple-choice-single-answer.
  - b) Participants achieving less than 60% in the Final Exam or Re-Exam will receive a 'Confirmation of Attendance'.



## 4 Training Plan (Online)

| Video Time<br>H:M:S | Subject           | Elements<br>Addressed     | Resources<br>website   | Competency<br>Delivered |   |   |
|---------------------|-------------------|---------------------------|--|-------------------------|---|---|
|                     |                   |                           |  | K                       | S | A |
| 0:26:24             | IND (I)           | 1.1-1.6                   | <br>Consolidation Questions: 30  | ✓                       |   |   |
| 0:47:11             | ATF (I)           | 1.1-1.2                   | <br>Consolidation Questions: 33  | ✓                       |   |   |
| 1:04:43             | ATF (II)          | 1.3-1.5                   | <br>Consolidation Questions: 50  | ✓                       |   |   |
| 0:51:53             | COM-V             | 1.1, 2.1-2.3              | <br>Consolidation Questions: 43  | ✓                       |   |   |
| 0:18:03             | COM-D             | 3.1-3.3                   | <br>Consolidation Questions: 23  | ✓                       |   |   |
| 0:19:16             | IND (II)          | 1.7-1.10                  | <br>Consolidation Questions: 20 | ✓                       |   |   |
| 0:19:00             | Awareness<br>Test | All                       | 19 Minutes for 19 Multiple<br>Choice Questions, single answer  | ✓                       |   |   |
| 0:39:00             | EXM / FBK         | IND13Q, ATF10Q,<br>COM16Q | 39 Minutes for 39 Multiple<br>Choice Questions, single answer  | ✓                       |   |   |

## 5 Lesson Plan (Online)

| Video Time<br>H:M:S | Subject           | Elements<br>Addressed   | Resources<br>website  | Competency<br>Delivered |   |   |
|---------------------|-------------------|---|---|-------------------------|---|---|
|                     |                   |   |   | K                       | S | A |
| 0:26:24             | IND (I)           | 1.1.1, 1.1.2, 1.4.1,<br>1.2.1-1.2.3, 1.3.1-<br>1.3.3, 1.5.1-1.5.3,<br>1.6.1, 1.6.2  | <br>Consolidation Questions: 30   | ✓                       |   |   |
| 0:47:11             | ATF (I)           | 1.1.1, 1.1.6, 1.2.5,<br>1.2.1, 1.2.2, 1.2.4,<br>1.5.2, 1.5.4<br>1.1.2, 1.2.3  | <br>Consolidation Questions: 33   | ✓                       |   |   |
| 1:04:43             | ATF (II)          | 1.1.3, 1.1.4, 1.1.5,<br>1.3.1, 1.4.1, 1.5.5,<br>1.5.6, 1.5.1, 1.5.3   | <br>Consolidation Questions: 50   | ✓                       |   |   |
| 0:51:53             | COM-V             | 1.1.1-1.1.4, 3.2.1,<br>2.1.1-2.1.3, 2.1.6,<br>2.1.8 Covered in DPR,<br>2.1.9 Covered in MET,<br>2.1.4, 2.1.5, 2.1.7,<br>2.2.1-2.2.5, 2.3.1-<br>2.3.5, 2.3.2 Covered<br>in DPR | <br>Consolidation Questions: 43   | ✓                       |   |   |
| 0:18:03             | COM-D             | 3.1.1, 3.1.2, 3.2.2,<br>3.3.1, 3.3.3 Covered<br>in ATF, 3.3.2 Covered<br>in DPR, 3.1.3, 3.1.4,<br>3.2.3   | <br>Consolidation Questions: 23  | ✓                       |   |   |
| 0:19:16             | IND (II)          | 1.7.1-1.7.4, 1.8.1,<br>1.8.2, 1.9.1, 1.10.1-<br>1.10.5  | <br>Consolidation Questions: 20 | ✓                       |   |   |
| 0:19:00             | Awareness<br>Test | All   | 19 Minutes for 19 Multiple<br>Choice Questions, single answer   | ✓                       |   |   |
| 0:39:00             | EXM / FBK         | IND13Q, ATF10Q,<br>COM16Q   | 39 Minutes for 39 Multiple<br>Choice Questions, single answer   | ✓                       |   |   |

## 6 Examination

### 6.1 Examination Conditions

|                      |   |
|----------------------|---|
| Language:            | <b>English</b>  |
| Method:              | <b>Online (LMS Learning Management System)</b>  |
| Time:                | <b>39 minutes</b>   |
| Number of questions: | <b>39</b>   |
| Type of question:    | <b>Multiple choice with single answer</b>   |
| Supporting items:    | <b>None</b>   |
| Minimum pass mark:   | <b>75% of total points</b>  |
| Confirmation:        | <b>75% and above: Certificate ATSEP Basic Training<br/>60% and above: resit<br/>Less than 60%: Confirmation of Attendance</b> |

### 6.2 Examination Plan

| Examination Evidence            | Subject | Elements Addressed    | Number of Questions over Subjects |                  | Dimension of competency being assessed |
|---------------------------------|---------|-----------------------|-----------------------------------|------------------|--|
|                                 |         |                       | Taxonomy Level 1                  | Taxonomy Level 2 |  |
| Electronic Exam (Questionnaire) | IND     | 1.1-1.10              | 4                                 | 9                | Knowledge                              |
|                                 | ATF     | 1.1-1.5               | 5                                 | 5                |  |
|                                 | COM     | 1.1, 2.1-2.3, 3.1-3.3 | 12                                | 4                |  |
|                                 |         |                       | <b>39</b>                         |                  |  |



### 6.3 Re-Examination Conditions

|   |  |
|---|--|
| Minimum training participation to be eligible to attend the re-examination: | <b>Completed Examination with a mark of 60% and above.</b>   |
| Language:   | <b>English</b>   |
| Method:   | <b>Online (LMS Learning Management System)</b>   |
| Time:   | <b>19 minutes</b>  |
| Number of questions:  | <b>19</b>  |
| Type of question:   | <b>Multiple choice with single answer</b>  |
| Supporting items:   | <b>None</b>  |
| Minimum pass mark:  | <b>75% of total points</b>   |
| Confirmation:   | <b>75% and above: Certificate ATSEP Basic Training<br/>Less than 75%: Confirmation of Attendance</b> |

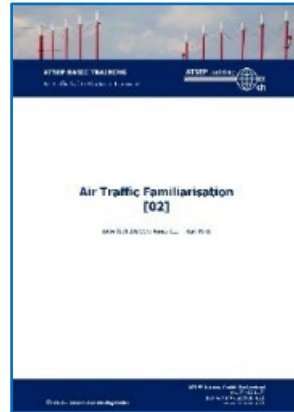
### 6.4 Re-Examination Plan

| Examination Evidence               | Subject | Elements Addressed    | Number of Questions over Subjects |                  | Dimension of competency being assessed |
|------------------------------------|---------|-----------------------|-----------------------------------|------------------|--|
|                                    |         |                       | Taxonomy Level 1                  | Taxonomy Level 2 |  |
| Electronic Re-Exam (Questionnaire) | IND     | 1.1-1.10              | 2                                 | 4                | Knowledge                              |
|                                    | ATF     | 1.1-1.5               | 3                                 | 2                |  |
|                                    | COM     | 1.1, 2.1-2.3, 3.1-3.3 | 5                                 | 3                |  |
|                                    |         |                       | <b>19</b>                         |                  |  |

## 7 Training Material

### 7.1 Student Manuals (pdf)

Click on the Manual to see training Performance Criteria of the subject. *(Internet access required)*



### 7.2 Learning Material e-Learning

A Student Training Evidence document will be used.

e-Learning with HD Video Tutorials including 200 consolidation questions.



## 8 Certificate and Confirmation of Attendance (Sample)

Upon completion of the course and the final exam, the successful participant will receive this course certificate in electronic format, on the same day.

The responsible Training Manager will receive an electronic copy of the certificate for their records, on the same day of course completion.

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# Certificate

Juan Wanner

has attended the course and successfully passed the examination for

**ATSEP Basic Training  
ATSEP BSC**

from 01 October 2020 to 14 October 2020.

Zurich - CHE, 14<sup>th</sup> October 2020

Juan Wanner  
Director / Instructor

ATSEP training GmbH, Switzerland  
 +41 77 452 11 77  
 juan.wanner@atseptraining.ch  
 www.atseptraining.ch

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### ATSEP Basic Training

Basic training may be held as a stand-alone course or as part of a larger initial training course (i.e. basic plus qualification training). ATSEP training is designed to impart fundamental knowledge of the CNS/ATM environment and skills applicable to all learner ATSEPs.

Basic training - SHARED:

A, B, C Subject 1: INDUCTION  
A, B, C Subject 2: AIR TRAFFIC FAMILIARISATION

Basic training - STREAMS:

A, B, C Subject 3: AERONAUTICAL INFORMATION SERVICES  
A, B, C Subject 4: METEOROLOGY  
A, B, C Subject 5: COMMUNICATION  
A, B, C Subject 6: NAVIGATION  
A, B, C Subject 7: SURVEILLANCE  
A, B, C Subject 8: DATA PROCESSING  
A, B, C Subject 9: SYSTEM MONITORING & SYSTEM CONTROL  
A, B, C Subject 10: MAINTENANCE PROCEDURES  
A, B, C Subject 11: INFRASTRUCTURE / FACILITIES

The listed subjects from ATSEP Basic Training comply with:

[A] ICAO Doc 10057  
[B] EUROCONTROL-SPEC-132  
[C] EASA Regulation (EU) 2017/373 Annex XIII — Part-PERS

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# Confirmation of Attendance

Juan Wanner

has successfully attended the course

**ATSEP Basic Training  
ATSEP BSC**

from 01 October 2020 to 14 October 2020.

Zurich - CHE, 14<sup>th</sup> October 2020

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Director / Instructor

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Basic training - SHARED:

A, B, C Subject 1: INDUCTION  
A, B, C Subject 2: AIR TRAFFIC FAMILIARISATION

Basic training - STREAMS:

A, B, C Subject 3: AERONAUTICAL INFORMATION SERVICES  
A, B, C Subject 4: METEOROLOGY  
A, B, C Subject 5: COMMUNICATION  
A, B, C Subject 6: NAVIGATION  
A, B, C Subject 7: SURVEILLANCE  
A, B, C Subject 8: DATA PROCESSING  
A, B, C Subject 9: SYSTEM MONITORING & SYSTEM CONTROL  
A, B, C Subject 10: MAINTENANCE PROCEDURES  
A, B, C Subject 11: INFRASTRUCTURE / FACILITIES

The listed subjects from ATSEP Basic Training comply with:

[A] ICAO Doc 10057  
[B] EUROCONTROL-SPEC-132  
[C] EASA Regulation (EU) 2017/373 Annex XIII — Part-PERS

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 juan.wanner@atseptraining.ch  
 www.atseptraining.ch

## 9 Company Profile

|                    |                              |
|--------------------|------------------------------|
| Name :             | <b>ATSEP training GmbH</b>   |
| Owner :            | Juan Wanner                  |
| Address :          | Schlottenbueelstrasse 32     |
| Postcode / City :  | 8625 Gossau – Zuerich        |
| Country :          | Switzerland                  |
| Phone direct:      | +41 77 452 11 77             |
| Email :            | juan.wanner@atseptraining.ch |
| Web :              | www.atseptraining.ch         |
| UID / MwSt / VAT : | CHE-371.696.600              |
| Company Nr :       | CH-020.4.050.037-8           |
| Founded :          | 28 May 2013                  |
| Canton / Country : | Zuerich / Switzerland        |

---

### 9.1 Employee

#### Juan Wanner

Director and Instructor

Languages: English, German, Swiss-German, Spanish



#### Qualifications and work experience

<https://www.atseptraining.ch/about-us.html>

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### 9.2 Training Scope

#### ATSEP Basic Training

- ✓ ICAO Doc 10057
- ✓ Compliant with EASA (EU) 2017/373

<https://www.atseptraining.ch/atsep-basic-training.html>

#### Training Capacity (ATSEP Basic Training)

For online ATSEP Basic Training are no minimum nor maximum numbers of participants required.

## 9.3 Insurance

### Public Liability PL

#### AXA Insurances Ltd

Cover: 10 Mio  
Police Nr. 1.001266.688  
Expiry date: 31 Dec 2024

### Professional Indemnity PI

#### AXA-ARAG Legal Protection Insurance Ltd

Police Nr. 1.001270.144  
Expiry date: 30 April 2024

### Insurance Address:

Toesstalstr.40  
8488 Turbenthal  
Switzerland

### Contact:

Stefan Ott  
Office direct +41 52 385 35 00

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## 9.4 Bank Account Detail

### Migros Bank

Zurichstrasse 12a  
8610 Uster  
Switzerland

IBAN CH50 0840 1000 0639 0815 8  
SWIFT MIGRCHZZXXX  
Clearing -Nr 8401

Customer Advisor:  
Mrs Silke Seefeldt  
Office +41 848 845 400

---

## 9.5 Accountant

### THR Rueegg & Partner AG

Freiestrasse 24a  
8610 Uster  
Switzerland

Ronny Keller  
Office +41 44 943 10 10  
ronny.keller@thrag.ch  
www.thrag.ch

## 9.6 Memberships & Partners



Member of

