Supplementary Amendment
CAP 2331 Air Traffic Controller's - Licensing and Training

Safety and Airspace Regulation Group

Airspace, ATM & Aerodromes

Number 2026/01

Version 1 **Issued: 09/11/2026**

Effective Date: 31/12/2026

CAP 2331 amendment

1 Introduction

1.1 The purpose of this Supplementary Amendment (SA) to Air Traffic Controller's - Licensing and Training (CAP 2331) is to provide new Means of Compliance and Guidance regarding the crediting of training of third country ATCO licences and UK Military ATC certificate of competences made available through UK Statutory Instrument 2025 No.1203.

1.2 The terms and abbreviations contained within this document are sourced primarily from UK Regulation (EU) 2015/340, UK Statutory Instrument 2025 No.1203 and CAP 2331.

2 Background

2.1 UK Statutory Instrument 2025 No.1203 - The crediting of third country and military certification for air traffic controllers Regulations 2025 requires the CAA to create a process for the acquisition of training credits for applicants for a UK student ATCO licence from holders of a UK Military ATC Certificate of Competency or a third country ATCO licence.

3 Amendment to CAP 2331

3.1 The contents contained in Appendix A to this Supplementary Amendment relate to amendments and additions to CAP 2331, including; additions to the Regulatory framework section; the acronym table; and amendments and additions to Chapter 2 and Chapter 8. Elements changed are shown in blue text.

3.2 With effect from 31/12/2026, CAP 2331 is amended as shown in Appendix A of this supplementary amendment. These changes will be incorporated into CAP 2331 at next amendment.

4 Queries

4.1 Any queries or further guidance required on the content of this Supplementary Amendment (SA) should be marked 'for the attention ATS training' and sent to ats.training@caa.co.uk via email.

4.2 Any queries relating to the availability of this SA should be addressed to:

ATS Documents
Safety & Business Delivery
CAA Safety and Airspace Regulation Group

E-mail: **ats.documents@caa.co.uk**

5 Cancellation

5.1 This SA shall remain in force until incorporated into CAP 2331, or it is cancelled, suspended or amended.

Appendix A

CAP 2331

The Regulatory Framework

Introduction

Civil Aviation Authority civil aviation publications (CAPs) are based upon national and assimilated EU legislation and non-legislative regulatory material, such as ICAO Standards and Recommended Practices. They are published in order to provide:

a) guidance and clarification on the means of achieving compliance with global and UK regulatory requirements, and where applicable:

b) details of UK 'Alternative Means of Compliance', and

c) details of any additional national requirements, including CAA administrative procedures.

Details of appropriate supporting administrative procedures are also included where necessary.

CAPs are subject to periodic revision to take account of changes to source regulatory material, feedback from industry, and recognised best practice. This document provides guidance and clarification relating to ATC Training and licensing requirements – and is to be read in conjunction with the supporting documentation referenced below as applicable.

Non-inclusion of source regulatory material within this CAP does not preclude the end user from either the need to be aware of, or the need to comply with, the requirements contained within the source materials unless otherwise exempted from those requirements.

It is the policy of the UK government that, unless a difference or 'Alternative Means of Compliance' (AltMoC) has been established, compliance is with relevant international (i.e. ICAO and applicable equivalents such as International Telecommunications Union) and UK regulatory material, required to the extent mandated in law. Additionally, compliance with national requirements that are not addressed by international regulations is also required.

The words 'must', 'shall' and 'will' indicate that compliance with applicable regulatory requirements is necessary. In the case of AMC the word 'should' indicates that compliance is required, unless complying with an approved AltMoC.

Regulatory References

This document is published to assist current and applicant Training Organisations, Air Navigation Service Providers and student/air traffic controllers in the understanding of, and compliance with the requirements pertaining to ATCO Licensing and training requirements. The list of supporting documents is as follows:

Assimilated European regulations:

EASA was established by Commission Regulation (EC) No. 1592/2002 and the Agency received further competences in accordance with Regulation (EC) No. 216/2008 (Basic Regulation). This established an extension to EASA's competency to include safety and interoperability of ATM and ANS resulting in new EASA Implementing Regulations. The EASA website can be found at www.easa.eu. EU regulations have been assimilated following EU withdrawal and amended under UK Statutory Instruments.

UK Reg (EU) 2018/1139 common rules in the field of civil aviation**.**
UK Reg (EU) 2015/340 the air traffic controller's (ATCO) licensing and certification regulation.
UK Reg (EU) 373/2017 Requirements for providers of ATM/ANS.

UK Statutory Instruments

SI 2019 No. 645. EXITING THE EUROPEAN UNION – CIVIL AVIATION

SI 2025 No. 1203. THE CREDITING OF THIRD COUNTRY AND MILITARY CERTIFICATION FOR AIR TRAFFIC CONTROLLER'S REGULATIONS 2025

CAA Publications:

CAP 393 – Air Navigation Order 2016 and Regulations.
CAP 794 – Air Traffic Controllers – Initial Training Objectives.
CAP 1049 - Guidance for applicant: Review of conduct of test or exam

ICAO Publications:

Annex 1 – Personnel Licensing.

Supplementary Amendments

Supplementary amendments to CAP 2331 are issued for the following reasons:

- to introduce an entirely new subject or a radical change to existing instructions;
- to re-emphasise an existing requirement.

Such supplementary amendments will be incorporated into the main body of the document in its next revision.

In view of the timescales involved in updating civil aviation publications, references may not be up to date and it is advised that readers take note of any information promulgated via means such as CAP 2331 Supplementary Amendments, CAA updates and CAA website information.

As the Regulatory Framework is being developed, the various CAPs will be amended to take account of the effects of these Regulations.

Definitions (addition)

The following definitions and abbreviations have been included for ease of reference or where terms are unique to the UK.

Third country	"third country" has the same meaning as in Article 3 of UK Regulation (EU) 2018/1139, that being: (35) 'third country' means any country or territory other than the United Kingdom, except that British overseas territories, and the Channel Islands and the Isle of Man, are not within the meaning of third country for the purposes of Commission Regulation (EU) No 452/2014 of 29 April 2014 laying down technical requirements and administrative procedures related to air operations of third country operators pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council.

Abbreviations (amendment and addition)

UK Reg (EU) 2015/340	UK Regulation (EU) 2015/340, and to include UK SI 2019 No.645 and 2025 No.1203
aITC	Adapted initial training course
ITO	A training organisation satisfying the requirements laid down in UK Regulation (EU) 2015/340, Annex III (Part ATCO.OR) and certified to provide initial training.

Chapter 2 Licence recognition and training credits

Recognition

2.57 EU/EEA states have a third country status and ATC licences issued are no longer recognised.

2.58 In addition ECAC ATC licences are not recognised as they are not included within the European Withdrawal Act 2018.

2.59 Third country ATC licence holders and UK military ATC Certifcate of Competence (CoC) holders can now apply for training credits towards the issue of a UK CAA Student ATC licence following the process detailed below.

2.60 There is no recognition for medical certification and English language proficiency assessments obtained outside of the UK and Channel Islands.

Applications for UK military or third country ATC licence training credits

2.61 UK Statutory Instrument 2025 No.1203 enables the UK CAA to create a process for gaining credits for knowledge and skills associated with third country ATC licences or UK Military ATC CoC. The paragraphs below indicate the processes to be followed.

2.62 Whether UK military or third country, in the first instance, the applicant should approach one of the UK Initial Training Organisations (ITO) to enquire in their availability to conduct this evaluation. Due to the bespoke nature of the process, there may be some delay before the ITO have the ability to conduct this.

2.63 Following confirmation from the ITO, the applicant will require to have their ATC licence or UK Military certification verified by the CAA, using the application form SRG 1411C, located on the CAA's website. All applicants must provide a copy of their ATC licence or UK Military certification, and third country applicants must also provide the contact

details of the State authority that issued their licence, with the application form. Once verified, the applicant will receive an email from the UK CAA confirming the verification.

2.64 The applicant should forward the email confirming this verification to the ITO to enable them to commence the training credit process. In coordination with the applicant, the ITO will plan and provide an evaluation of the knowledge and those skills associated with ATC experience, in order to create a recommendation for training credits against the initial training course syllabi objectives from UK Reg (EU) 2015/340 and CAP 794 for Basic and those ratings being requested.

2.65 As these evaluations are bespoke methods of determining knowledge and skills, the ITO may take some time to determine the testing process required prior to this taking place. It should be expected that this process will cover a period of days or weeks and may run coincident with current course schedules. Any costs associated with this process will be advised to the applicant.

2.66 Theoretical examinations, both written and oral will be used to evaluate knowledge credits which may be considered; together with STD's to establish any practical skill credits available. It should be expected that practical skills may not be easily credited due to the significant differences in the UK civilian operational environment from those of the UK military and also any third country.

2.67 No resits are available for the evaluation. A further evaluation cannot be undertaken at any UK ITO for a period of 2 years once completed.

2.68 Following the knowledge and skill evaluation against the UK initial training objectives, the ITO will provide a credit report to the CAA for consideration, including a recommendation of the credits which may be afforded. The credit report template form SRG 1411G is available on the CAA website.

2.69 When the ITO issues a report, this report will contain:

a) A description of the scope of the privileges of the third country ATC licence or UK Military CoC;

b) An indication against which of the requirements of Annex 1 (Part ATCO) to UK Regulation (EU) 2015/340 and CAP 794 that credit may be considered;

c) A description of any additional training, including the required examinations, assessments and associated results, which have been undertaken by the applicant;

d) A statement confirming that undertaking the recommended additional training, examination and assessments, will be equivalent to the successful completion of initial training required under UK Reg (EU) 2015/340 and CAP 794 for the purpose of issuing a student air traffic controller licence and;

e) Copies of all relevant supporting documentation, including where necessary, copies of the relevant third country requirements and procedures, demonstrating how the ITO has established the elements listed in points (a) – (d) of this sub-paragraph.

2.70 The report may recommend credits towards initial training objectives relating to lesson content or practical training duration in order that an adapted Initial Training Course (aITC) can be created for the applicant. Unit training requirements are not included in any credit consideration and any future unit training must be completed in accordance with the approved Unit training requirement or as indicated in paragraph 2.80.

2.71 Once a training credit report has been submitted to the CAA, it will be reviewed to determine if training credits can be granted as recommended. Where this is not agreed, the CAA will consult with the ITO and determine how the recommendation can be reconciled. Once a conclusion has been reached, the applicant and the ITO will be informed of the outcome of the recommendation by email.

2.72 The credit report, together with the email from the CAA can be provided to any UK ITO to request that an aITC can be created and submitted to the CAA for approval. Once approved, the training can be commenced.

The credit report lasts for two years from the date of the letter of acceptance.

2.73 Should the aITC training be partially completed, or should any parts receive an unsatisfactory grade, the CAA must be consulted prior to any training recommencing.

2.74 If following an unsatisfactory grade, it is determined that the grade was unrelated to credited items, the aITC in full or in part, may be retaken with CAA consultation and approval. If however, an unsatisfactory grade relates to credited items, the credit will be withdrawn by the CAA and full training and testing must be undertaken for that element with CAA approval.

Third Country

2.75 The ITO should, when considering any additional training requirements for each third country, also consider any un-learning which may be required, due to differences from the applicants previous third country experience and ICAO SARPs.

2.76 In addition to the above, an English language proficiency assessment must be undertaken for all applicants from third countries during the adapted Initial Training Course (aITC) in accordance with paragraph 8.11(d).

2.77 The commencement of training activities following application for training credits does not infer any Student Visa privileges as required by the UK Border Agency.

2.78 Additionally, the provision of a UK Student licence does not infer any Working Visa privileges as required by UK Visas and Immigration nor any National Security Vetting clearance (e.g. BPSS, AC, SC, CTC/Level 1B) required.

UK Military

2.79 As Military applicants may have received markedly different training over time, it cannot be presumed that each will require similar

recommendations. The ITO should, when considering additional training requirements for UK Military controllers, also consider any unlearning which may be required, due to differences from the applicants previous military experience and UK Civilian procedures.

2.80 In addition to the above, an English language proficiency assessment must be undertaken during the aITC in accordance with paragraph 8.11(d).

Student licence provision

2.81 Once the aITC is satisifactorily completed, the student licence can be applied for using form SRG1421. If unit training does not commence within a period of 1 calendar year from the date of course completion, an assessment of previous competence (APC) will be required in the relevant rating(s), prior to unit training commencing. The APC process is detailed in Chapter 9.

2.82 An adapted UEC may be submitted to the CAA by an employing ATSU, requesting a reduction of the training time for the student licence holder, however this cannot reduce below the ICAO Annex 1 minimum requirement.

Application for the reissue of a UK licence having previously exchanged to an EU member state licence

2.83 For those individuals who have previously held a UK licence, application for the reissue of the UK licence shall made on CAA form SRG1411F available on the CAA Website.

2.84 In addition to any regulatory requirements relating to time periods since last exercising the privileges of the licence, the TO/ITO with whom an individual intends to undertake training, after regaining their UK licence shall ensure an APC in each rating required is undertaken prior to commencing any training.

All further chapter 2 paragraph text remains in place and the same, however numbering will be amended on future update due to above additions.

Chapter 8

Process for initial ELP assessment

8.11 The initial assessment for an English language proficiency endorsement for a UK ATCO licence may take place;

a) during initial training on an advanced phase practical exercise of an air traffic controller rating course or,

b) during the practical STD assessment of an adapted UEC or APC when undertaken at a UK certified ITO which is also a certified LAB,

c) attendance anytime at a UK certified LAB for a full English language proficiency assessment.

d) During the practical STD phase of an adapted Initial Training Course (aITC) following the training credit process.

8.13 For 8.11 a) b) and d), where the candidate is not assessed as Expert Level 6, a full language proficiency assessment shall be undertaken as per 8.11 (c) above.