Document Revisions

**IALA Guideline No. ####**

**On**

**Revalidation Process**

**for**

**VTS Personnel**

**Edition 1**

**October 2014**

*AISM* Association Internationale de Signalisation Maritime ***IALA***

**International Association of Marine Aids to Navigation and Lighthouse Authorities**

**10, rue des Gaudines**

78100 Saint Germain en Laye, France

Telephone: +33 1 34 51 70 01 Fax: +33 1 34 51 82 05

e-mail: [contact@iala-aism.org](mailto:contact@iala-aism.org) Internet: [www.iala-aism.org](http://www.iala-aism.org)

Revisions to the IALA Document are to be noted in the table prior to the issue of a revised document.

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| **Date** | **Page / Section Revised** | **Requirement for Revision** |
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# Introduction

## Scope

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## Aims and objectives

This Guideline is intended to provide the Competent/VTS Authorities charged with the provision of Vessel Traffic Services guidance on the Revalidation Process of VTS Personnel.

“Revalidation Process” is a generic term for different types of training, appropriate to the service type(s) provided, required by the Competent/VTS Authority on a mandatory basis. This will ensure that VTS Personnel maintain a satisfactory level of operational performance or competence and enables VTS Personnel to maintain the VTS certification. The outcome of the Revalidation Process is the revalidation of the VTS Certification.

To maintain a valid VTS certification the VTS/Competent Authority should implement either Recurrent Training, Adaptation Training and/or Updating Training which should be concluded in an evaluation or assessment.

**Recurrent training** is carried out at regular intervals and is part of a training programme and a continual professional development.

**Adaptation training** is carried out whenever significant changes have been made that may affect the VTS operator performance, such as equipment, regulations, procedures, etc. or whenever deemed necessary.

**Updating training** occurs on an occasional basis when a gap analysis has shown that VTS Personnel need additional training due to for example a break in service for a period determined by the VTS/Competent Authority, to poor operational performance or other circumstances so as to meet a level of competence

The training in the Revalidation Process is intended to cover the assessment of continued knowledge and practical competence required for revalidation of VTS Operators or VTS Supervisors. The training is also aimed in providing the Refresher Training described in IALA Recommendation V-103.

The need to enter the Revalidation Process should be determined by the Competent and/or VTS Authority.  
  
Qualification of instructors and assessors: refer to V103 recommendation (chapter 5.4 Qualifications of Instructors and Assessors)

RECURRENT TRAINING  
  
**Introduction**

Recurrent training (should be mandatory and) assures the continual professional development of VTS Personnel, regardless of existing adaptation training or updating training. It aims at enhancing operational performance by refreshing modules/courses the VTS operator has undertaken at an earlier stage or by .  
VTS Authorities should/may set out a fixed recurrent training programme which enables approved training at regular intervals. The VTS Authority determines the intervals (i.e. intermediary, 1 year, 3 years??), however it is recommended the interval does not exceed 5 years.

**Course outline**

The content of the recurrent training is determined by the VTS Authority and could be any module/course from the V103 recommendation or any content VTS Personnel may benefit from. It is recommended that the recurrent training is being assessed by qualified personnel. Recurrent training should, wherever practicable, include the use of simulation.

Examples of recurrent training:

- IALA updates

- communications

- human factors

- training on incidents

Finland: five year period of revalidation process. Two days course once in five years + VTS simulator training + vessel simulator training or on trip with a pilot once in 2 years (for those with 2 sectors once a year). VTS supervisor assesses VTS operator annually.  
Philipines: V103/1 standard training. After that V103/3. Depending on the audit performance (by the VTS Supervisor) of the VTS-operator, the training for the next year is determined. Adaptation training when deemed necessary.  
Italy: refresher training after break in service (6 months) or after negative assessment. This training is On the Job Training. Revalidation training after five years. That training is now being worked out. Simulator training on INS, NAS & TOS. Adaption training through OJT.  
Spain: requirements are low. Adaptation training in case of new equipment. Updating training after break in service, sort of light version of OJT. No recurrent training at the moment.

Singapore: adaption training in case of new equipment. Updating training after maternity leave and study leave = for months, half a day of  
Twice per year to make sure they comply with the Standard Operation Procedures. Conducted by the Watch Officers.  
Once a year: bottom up evaluation to audit the VTS supervisors.  
Every month meeting will all the staff to conduct RTI (incidents, near misses). This is mandatory.  
Korea: recurrent training: every five years, two weeks of training. Annual assessment: not fixed. Extra training for VTS Supervisor every year.

# Training

The training should be designed to ensure VTS personnel is provided with realistic exercises for assessment of their competence. These exercises should, wherever practicable, use simulation. However, where simulation is not practicable, the exercises should be designed to be fully representative of appropriate situations that occur in a VTS environment.

## Revalidation training in a continuing professional development

## Revalidation training after a break in service

When a training in the Revalidation Process is carried out to ensure the VTS Operator’s or VTS Supervisor’s required level of operational performance after a longer than 3 months break in service, the training is called **Updating Training** (or Refresher Training).

When the break in service is shorter than 3 months the VTS Authority has the ability to train this VTS Personnel in a Recurrent Training. Prior to the Updating Training an assessment of the level of operational performance should be made to determine the content of the Updating Training.

## To ensure required level

It is recommended that both Recurrent Training and Updating Training concludes with a test, assessment or examination in order to ensure that VTS Operator’s and VTS Supervisor’s operational performance is on the required level for the type(s) of services provided by the particular VTS Centre.

The maximum level of competence for VTS Personnel described in V103/1, V103/2 and V103/3 should be reached after following the Revalidation Process.

The Competent and/or VTS Authority should set up a programme for the whole Revalidation Process. When doing so the Competent and/or VTS Authority should – as a minimum – consider the following aspects:

* Duration of training
* Intervals between training
* Is intermediate OJT necessary in between training
* Are intermediate/annual assessments performed in between training
* Are internal and/or external audits performed for training

# Acronyms and Definitions

In several documents the terms used in this documents are described in a different way. The following acronyms and definitions have been used in other documents:

1. General definitions

|  |  |
| --- | --- |
| **Revalidation Training** | |
| **IALA Recommendation V-103 on Standards for Training and Certification of VTS Personnel:**  Training that ensures competence after a break in service. The Competent/VTS  Authority may determine the duration of the break in service after which the revalidation  training is required. | |
| **VTS Manual:**  Training required by the Competent and/or VTS Authority in order to revalidate a VTS  Operator Certificate. The period of revalidation training is determined by the Competent  and/or VTS Authority. | |
| Recurrrent |  |
| Updating |  |
| Refresher |  |
| Application |  |
| Assessment |  |
| Examination |  |
| Break in Service |  |
|  |  |
|  |  |
|  |  |

To assist in the use of this guideline, the following main definitions are used:

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# recurrent training

## Duration of training

## Intervals between training

## Necessity of On-the-Job Training

## Annual assessments

## Internal and/or external audits

## Examples

# updating training

## Duration of training

## Intervals between training

## Necessity of On-the-Job Training

## Annual assessments

## Internal and/or external audits

## Examples

# References

The following primary references have been used in the production of this Guideline: