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| IALA Guideline |

Guideline XXXX

RECRUITMENT, TRAINING AND ASSESSMENT OF VTS PERSONNEL

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# INTRODUCTION

A major factor in the effective delivery of a Vessel Traffic Service (VTS) is the competence and experience of its personnel to:

* provide timely and relevant information on factors that may influence the ship's transit and to assist on-board decision making;
* monitor and manage traffic to ensure the safety and efficiency of ship movements; and
* respond to developing unsafe situations to assist the on-board decision-making process.

Training and certification for VTS personnel is recognised internationally through the following framework:

* **IMO Resolution A.857(20) on Guidelines for Vessel Traffic Services** – The Resolution states, inter-alia, that:
* the Contracting Government or Governments or the competent authority should ensure that the VTS authority is provided with sufficient staff, appropriately qualified, suitably trained and capable of performing the tasks required (paragraph 2.2.2.8); and
* ensure that provisions for the training of VTS operators are available (paragraph 2.2.2.10).
* **IALA Standard 1050 – Training and Certification** provides the framework for harmonising the training and assessment of VTS Personnel worldwide. The Standard references normative provisions which are contained in IALA Recommendations, covering the following scope:
* Training and assessment.
* Accreditation, competency, certification and revalidation.

# DOCUMENT PURPOSE

The purpose of this document is to provide guidance on the recruitment, training and assessment of VTS personnel so as to ensure that it is developed and harmonised world‐wide in accordance with the IMO Guidelines on vessel traffic services and the IALA Standards.

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| This Guideline is associated with IALA *Recommendation R0103 (V-103) on Training and Certification of VTS Personnel.* Recommendation R0103is a normative provision of IALA Standard 1050 Training and Certification. To demonstrate compliance with this Recommendation the provisions of this Guideline should be implemented. |

Competent Authorities are encouraged to implement this guidance, together with the associated model courses as a basis for mandatory training in a manner consistent with their domestic legal framework. This may include establishing appropriate qualifications and training requirements to ensure that VTS personnel are certified.

# INTERNATIONAL FRAMEWORK FOR VTS TRAINING

The following extracts from IMO Resolution A.857(20) on Guidelines for Vessel Traffic Services are relevant to VTS training:

*In planning and establishing a VTS, the Government or the Competent Authority should:*

* *determine the services and level to which the services are to be provided by the VTS, having regard to the objectives of the VTS (paragraph 2.2.2.5);*
* *ensure that the VTS Authority is provided with sufficient staff, appropriately qualified, suitably trained and capable of performing the tasks required, taking into consideration the type and level of services to be provided (paragraph 2.2.2.8);*
* *establish appropriate qualifications and training requirements for VTS operators, taking into consideration the type and level of services to be provided (paragraph 2.2.2.9); and*
* *ensure that provisions for the training of VTS operators are available (paragraph 2.2.2.10).*

*In operating a VTS the VTS Authority should:*

* *ensure that the standards set by the Competent Authority for types of service and operator qualifications and equipment are met (paragraph 2.2.3.2); and*
* *ensure that the VTS operations are harmonized with, where appropriate, ship reporting and routeing measures, aids to navigation, pilotage and port operations (paragraph 2.2.3.4).*

The following extracts from IALA Recommendation R0103(V-103) on Training and Certification of VTS Personnel are relevant to VTS training:

* *that competent authorities and VTS authorities implement and establish VTS training and certification in a standardised and harmonised manner in accordance with the guidelines and model courses developed by IALA; and*
* *National Members and competent authorities for VTS to implement the provisions of this Recommendation and its associated Guidelines and Model Courses on VTS training and certification.*

# VTS PERSONNEL

VTS personnel are individuals that are appropriately trained and qualified in VTS operations. They actively contribute to the safe, efficient movement of vessel traffic in conjunction with the bridge team and allied services. Whilst the composition/types of roles for personnel in each VTS may vary, the roles generally consist of:

* VTS Operator;
* VTS Supervisor;
* VTS Manager; and
* On-the-Job Training (OJT) Instructor.

## VTS Operator

VTS Operators are responsible for establishing and maintaining a vessel traffic image and interacting with vessel traffic to improve the safety and efficiency of navigation within the VTS area. The VTS Operator is also required to respond to developing situations after considering information available. To be appropriately qualified, a VTS Operator should complete the IALA V-103/1 VTS Operator qualification.

## VTS Supervisor

The VTS Authority may establish VTS Supervisor positions or assign supervisory functions to assist with managing and co-ordinating the operational activities of the VTS centre. To be appropriately qualified, a VTS Supervisor should complete the IALA V-103/2 VTS Supervisor qualification.

## VTS Manager

The VTS Authority may establish a VTS Manager position. The VTS Manager is responsible for managing and   
co-ordinating the activities of the VTS centre on behalf of the VTS Authority. In some cases, a VTS Manager may have the responsibility for more than one VTS centre and may hold VTS Operator/Supervisor qualifications.

The VTS Manager should become familiar with operations of participating vessels in the VTS area, the tasks performed by the VTS personnel, and interactions with allied services and other stakeholders.

## On the Job Training Instructor

The VTS Authority should have VTS personnel trained as On-the-Job Training (OJT) Instructor(s) to provide and coordinate local training at the VTS centre (e.g. OJT, Updating Training and Adaptation Training). The OJT Instructor should have an in-depth knowledge of the processes and procedures of the VTS centre(s) at which they provide training. To be appropriately qualified, a VTS OJT Instructor should complete the IALA V-103/4 VTS On-the-Job Training Instructor qualification.

VTS Personnel who demonstrate aptitude for the facilitation of training should be encouraged, through the completion of appropriate training, to:

* obtain ability and experience in instructional techniques;
* develop and deliver training programmes; and
* assess competence of the training objective(s).

# SELECTION AND RECRUITMENT

## Job Descriptions

VTS Authorities should develop detailed job descriptions for VTS personnel. Job descriptions should focus on the functions, objectives and responsibilities of the specific VTS Centre concerned.

## Selection process

The VTS Authority should develop policies and processes for the selection and recruitment of VTS personnel. This may include minimum entry requirements such as:

* prior skills and knowledge;
* maritime experience and education;
* personal suitability characteristics; and
* medical fitness requirements.

IMO Resolution A.918(22) on the IMO standard marine communication phrases recognises the wide use of the English language for international navigational communications and that where language difficulties arise, English should be used as a common language for navigational purposes. Potential candidates should demonstrate using reliable tests they have attained a sufficient level of the language. Every candidate for a VTS Operator course certificate should have achieved the International English Language Testing System (IELTS) level 5, or its equivalent.

It is important that a VTS authority assess the suitability of the candidates to perform the required VTS tasks. The selection process may include assessing the personal attributes, aptitude testing, assessment of prior learning and satisfying the medical/physical requirements.

### Personal attributes

Personal attributes are an important component of the selection process and the following elements should be assessed when determining a candidate’s suitability:

* Personality as a prediction of future behaviour.
* Behaviour, whereby candidates should at a minimum show an appropriate sense of responsibility, demonstrate independence as well as having a willingness to co-operate with others as part of a team.

### Aptitude/psychometric testing

The VTS Authority should consider personal aptitude, attributes and suitability requirements for each candidate, even if they have previous maritime experience.

To assess the candidate’s aptitude, attributes and suitability, different types of tests and evaluations may be used, this could include, but not be limited to:

* Interviews;
* written tests;
* practical tests or exercises; and
* psychometric tests.

Assessments should be designed to evaluate the suitability of a candidate within a VTS environment by:

* distinguishing among relevant and irrelevant information (e.g. assess the relative movement of fixed and moving objects);
* combining auditory and visual information;
* demonstrating spatial and situational awareness;
* demonstrating alertness and decisiveness when required;
* carrying out several tasks simultaneously (multi-tasking);
* carrying out routine work without losing situational awareness;
* prioritising and deciding what situations require immediate action;
* show initiative and make decisions whilst working within a framework of standards, regulations and structured procedures;
* working under conditions of stress;
* demonstrating effective participation as a member of a team; and
* demonstrating appropriate communication, literacy (written and oral) and numeracy skills.

To appropriately and fully assess a candidate’s aptitude, attributes and suitability, the assistance of specialists may be required to ensure appropriate tests and exercises are in place to complement the general assessments and interviews which will be conducted by representatives of the VTS Authority.

### Medical/physical requirements

The VTS Authority should establish policies, which candidates and VTS personnel need to meet such as medical, hearing and vision requirements.

## Shiftwork

Candidates may vary in how they cope with shift work depending on their health, fitness, age, lifestyle, and domestic responsibilities.

In the recruitment process, a candidate should be provided with information about the VTS shift work arrangements and procedures. Further, if they are successful it may be possible to offer work experience to allow the candidate to make an informed decision to whether shift work is suitable for them.

VTS Authorities should ensure candidates are aware of the established policies and procedures associated with the management of shift rosters and fatigue management.

# TRAINING

## Introduction

The standards of competence that have to be met by VTS personnel are defined in a series of model courses. The model courses address the competences and the training required to achieve the standards for the knowledge, skills and attitudes required for each qualification and role to be performed.

The model courses provide information on the structure, conduct, monitoring and assessment of training for VTS personnel. This includes suggested course requirements, intake limitations, training staff requirements, facilities, equipment, and references required to successfully implement VTS training. The courses provide a detailed teaching syllabus for each element included in the training. The level of competence expected for each of the training elements is also provided.

The model courses also provide information on the suggested facilities and equipment required to successfully implement VTS training.

Guidance is also provided on the effective evaluation and assessment of trainees and the qualifications of instructors, facilitators, supervisors and assessors.

## Recognition of prior learning

Depending on the prior training and experience of a candidate, it may be possible to provide exemptions from a module or subject elements within a VTS model course. The accredited training organisation delivering the approved model course should assess a candidates prior learning.

Various assessment methods are available to provide an accurate measure of the candidate’s prior learning. A combination of methods may be needed to ensure that all aspects of prior learning are taken into account.

When the prior learning assessment indicates the candidate has achieved the necessary competence, then no training is required for the particular subject(s) for which existing competency has been proved by means of evidence. However, where the assessment indicates that the competence levels are not being met, then appropriate training should be given.

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| *IALA Guideline 1017 - Assessment of Training for VTS* provides further guidance on the assessment and recognition of prior learning. |

## Model courses

Competent Authorities are encouraged to adopt the IALA Model Courses as part of the basis for mandatory training in a manner consistent with their domestic legal framework.

The basis of VTS training is set out in the following IALA Model Courses:

* V‐103/1 – Vessel Traffic Service Operator Training;
* V‐103/2 – Vessel Traffic Service Supervisor Training;
* V‐103/3 – Vessel Traffic Service On‐the‐Job Training;
* V‐103/4 – Vessel Traffic Service On‐the‐Job Training Instructor; and
* V‐103/5 – Revalidation Process for VTS Qualification and Certification.

These courses are designed to produce harmonised international standards of training for VTS personnel. Model courses can be further adapted to meet the training needs of a candidate, and to ensure the course meets the requirements of the Competent/VTS Authority provided that the minimum standards within the model course are maintained.

All training and assessment of VTS Personnel should be:

* structured in accordance with written programmes, including such methods and media of delivery, procedures, and course material as are necessary to achieve the prescribed standard of competence; and
* conducted, monitored, evaluated and supported by persons appropriately qualified.

### V-103/1 VTS Operator

The VTS Operator course provides a candidate with the qualification to enable them to perform the duties of a VTS Operator. In particular, it provides the curriculum to ensure a candidate has the requisite knowledge, understanding and proficiency to:

* provide timely and relevant information on factors that may influence the ship's transit and to assist on-board decision making;
* monitor and manage traffic to ensure the safety and efficiency of ship movements; and

respond to developing unsafe situations to assist the decision-making process on board.

### V-103/2 VTS Supervisor

The VTS Supervisor course provides a qualified VTS Operator with the additional knowledge, understanding and proficiency to:

* provide supervision for VTS operations;
* provide leadership; and
* ensure that co‐ordination takes place between the VTS, allied services and other port facilities and services.

### V-103/3 VTS On-the-Job Training

The VTS Authority shall develop the OJT program based on the V-103/3 Model Course, taking into account the requirements of the particular VTS Centre. VTS Authorities are responsible for ensuring all VTS personnel complete OJT training and are competent to assume operational VTS duties.

The purpose of the model course is to provide a consistent approach to the training of VTS Personnel in a specific operational VTS environment.

VTS Authorities need to determine when OJT training is undertaken to best meet their operational requirements. For example, OJT training may be completed:

* prior to attending formal V-103/1 VTS Operator training;
* after attending formal V-103/1 VTS Operator training; or
* in multiple stages, with some training prior to, and after completing formal V-103/1 VTS Operator training

### V-103/4 VTS On-the-Job Training Instructor

The OJT instructor course is designed to assist VTS Authorities and their instructors in the consistent development and implementation of VTS centre specific OJT, Updating Training and Adaptation Training and the subsequent assessment of the competency of their VTS personnel.

The course ensures that the VTS OJT instructor has the necessary knowledge, understanding and proficiency to:

* create and validate training programmes;
* deliver training programmes;
* competency assessment and evaluation of a trainees progress; and
* development of instructional, coaching and mentoring skills.

### V-103/5 Revalidation process for VTS Qualifications and Certification

This course provides a structured means for VTS personnel to reinforce previous VTS training and maintain a certain level of performance and skills in areas or knowledge which are infrequently used. Revalidation Training should cover generic and area specific elements of competency.

Upon the successful completion of this course, VTS personnel should have demonstrated the skill, knowledge and experience to revalidate their VTS qualifications in order to perform their roles effectively and satisfactory maintain a high level of competence.

## Approval of VTS model courses

A training organisation intending to provide VTS training should apply for accreditation to the Competent Authority of the country in which it is located. The Competent Authority, or a third-party audit provider designated and approved by the Competent Authority, should carry out an audit in order to ensure that the IALA standards as well as any other requirements are met by the training organisation.

Following accreditation, the Competent Authority may approve the training organisation to deliver one or more VTS model courses. Approval is the result of an accredited training organisation successfully demonstrating that the standards specified in an IALA model course for its implementation, delivery and assessment have been met. The Competent Authority must conduct an approval process for each individual model course that the accredited training organisation seeks to deliver.

The approval process is focussed on auditing the ability of the accredited training organisation to meet the specific requirements of an IALA model course.

The purpose of approval is to ensure that accredited training organisations deliver consistent training for VTS personnel in accordance with IALA Recommendation R0103 (V-103) and the respective model courses. It is also important that the model courses be delivered under an approved quality system (e.g. Training Management System).

A list of all training organisations accredited to deliver VTS model courses in accordance with IALA Guideline 1014 are available on the IALA website.

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| *IALA Guideline 1014 - Accreditation and Approval Process for VTS Training* sets out the process by which a training organisation can be accredited to deliver approved VTS Training Courses. |

## Use of simulators

Simulators offer an excellent interactive environment where skills and competencies may be practiced and VTS personnel assessed. Wherever practical, simulation exercises should be incorporated into training programmes.

VTS simulation provides a dynamic environment that can be used to train in the operation of equipment, procedural knowledge, reactive capabilities and emergency response. The realism and complexity of the exercises should increase as the training proceeds.

Scenarios which rarely occur may also be integrated in simulator training, to improve readiness for such situations.

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| *IALA Guideline 1027 – Simulation in VTS training* contains information about the design and implementation of VTS exercises using a simulator. |

# QUALIFICATIONS for INSTRUCTORS AND ASSESSORS

## Instructors and Assessors at Accredited Training Organisations

Competent Authorities should determine the qualifications and experience required for instructors delivering model courses at an accredited training organisation. Competent Authorities should ensure that instructors and assessors hold appropriate and recognised teaching qualifications and that they are appropriately qualified and experienced for the training being provided and for the assessment of competence. The requirements for such qualifications and experience should be incorporated within the accredited training organisations quality and/or training management systems.

## Instructors and Assessors within VTS Authorities

Competent Authorities should ensure that instructors and assessors delivering VTS centre specific OJT, Updating Training and Adaptation Training are suitable experienced and appropriately qualified in accordance with the IALA V-103/4 VTS On-the-Job Training Instructor model course for the training being provided and for the assessment of competence.

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| *IALA Guideline 1103 – Train the trainer* assists instructors with the preparation of and development of training courses and is aimed at courses delivered at an accredited training organisation.  *IALA V103/4 On-the-Job Training Instructor model course* provides a structure to ensure instructors have the knowledge, skill and proficiency to deliver VTS centre specific OJT, Updating Training and Adaptation Training. |

## Instructors

Any person conducting VTS training should:

* have a detailed understanding of the training programme and of the specific training objectives for the type of training being conducted;
* be qualified in the task for which training is being conducted;

Persons conducting approved VTS training courses in an accredited VTS Training Institute should also:

* have a balance of professional and teaching qualifications; and
* if conducting training with the use of a simulator:
* have received guidance in instructional techniques involving the use of simulators;
* have gained practical and operational experience on the simulator being used.

## Assessors

Any person conducting an assessment of competence of VTS personnel during training should:

* have a good level of knowledge and understanding of the competence to be assessed;
* be qualified in the task for which the assessment is being made;
* have received guidance in assessment methods and practices;
* have gained practical assessment experience; and

Persons conducting approved VTS training courses in an accredited VTS Training Institute should also:

* if conducting assessment involving the use of simulators, have gained practical instruction on the type of simulator under the supervision, to the satisfaction of an experienced assessor.

# QUALIFICATION AND CERTIFICATION

## Qualification

Qualification is the education, knowledge, understanding, proficiency, skill, experience or any other attribute which the Competent Authority and/or the VTS Authority has determined desirable for performing the duties of the relevant position. VTS qualifications should be based on the principle that satisfactory results are obtained on completion of the IALA VTS model courses.

VTS personnel should only be considered competent when appropriately trained and qualified for their VTS duties. This includes:

* satisfactorily completing generic V-103/1 VTS Operator training (and V-103/2 VTS Supervisor training, if applicable) at an accredited training organisation;
* satisfactorily completing V-103/3 On-the-Job training at the VTS Centre where the person is employed;
* undergoing periodic assessments and revalidation training to ensure competence is maintained; and
* being in possession of appropriate certification.

VTS qualifications should be periodically revalidated to ensure the operational performance of the VTS personnel is maintained.

## Certification

Certification is the award of a document that confirms that a trainee has met the requirements for the award of a specific qualification. Typically, trainees will receive a certificate as evidence of successfully completing a course.

## VTS Model Course Certificate

A VTS model course certificate is a document awarded by the accredited training organisation, to confirm that a trainee has successfully completed a VTS training course. The course certificate should include:

* the candidate’s full name;
* the country in which it was awarded;
* authorised signature of the accredited training organisation;
* the name relevant model course;
* date of birth and/or unique identification information;
* the date of award; and
* the unique serial number of the course certificate.

The use of the IALA logo on a VTS model course certificate recognises that the Competent Authority is a National Member of IALA and has approved the delivery of that VTS model course by an accredited training organisation.

### Record of Training – V-103/3 and V-103/5

On successful completion of V-103/3 (on-the-job training) and V-103/5 (recurrent, adaptation or refresher training) a course certificate should be issued, or the VTS certification logbook endorsed.

## Recognition of Certificates

A Competent Authority of another State may choose to formally recognise the accreditation and approval processes undertaken by the host country of an accredited training organisation, in accordance with IALA Guideline 1014 on the Accreditation and Approval process for VTS training, if it is satisfied with the training arrangements to ensure the validity of qualifications issued within the other State.

## Validity

A qualification should be valid until either:

* an assessment indicates that the holder has fallen below the standards, including medical requirements, set by the Competent Authority;
* there is a break in service, for any reason, for a period defined by the Competent Authority, or
* the maximum time period for undertaking revalidation training has been reached.

## Maintenance of training records

The VTS Authority should maintain training records for each member of VTS personnel. Such training records should include details of:

* OJT at each VTS centre at which the holder is employed, the name of the OJT assessor and the date the training was completed;
* VTS model courses successfully completed, including the name of the accredited training organisation where the course was undertaken and copies of the course certification;
* regular assessment records and the results thereof;
* any break in service defined by the Competent/VTS Authority;
* successful completion of recurrent, adaptation and updating training including the name of the accredited training organisation at which the qualification was revalidated and the date of revalidation; and
* any other relevant course or training successfully completed (e.g. first aid training).

VTS course certificates should be in the official language or languages of the awarding country. If the language used is not English, the text should include a translation into that language.

The Competent Authority / VTS Authority may consider issuing a VTS certification log as a means to formally record course certificates and training activities of VTS personnel. The log should include (but not be limited to):

* the holders full name;
* the country in which it was awarded;
* date of birth and/or unique identification information;
* the date of issue;
* a unique serial number; and
* brief details of the VTS qualifications held, including the certificate number.

# MAINTAINING VTS QUALFICATIONS

## Formal Revalidation Training

To ensure the continued maintenance of a VTS qualification, the Competent Authority should implement a process of revalidation training. Revalidation training consists of periodic recurrent training which should be supplemented by adaptation training and/or updating training as deemed necessary.

Revalidation training is supported by a process of periodic performance assessment of VTS personnel. It is essential that once VTS personnel are suitably qualified and certified, their performance is observed and monitored to ensure that the established standards continue to be met.

Revalidation training provides a structured means to ensure the holder of a VTS qualification maintains their professional currency, reinforcement of previous training, and providing for continuous professional development.

Revalidation of a VTS qualification may be required when:

* the VTS qualification or VTS certification log is approaching its expiry date;
* there are changes in the physical environment of the VTS, or tasks which necessitate additional training for VTS personnel; or
* there is a break in service, unsatisfactory operational performance or other circumstances leading to a reduced level of competence

A structured training programme should be implemented to enable the continual professional development of the individual and the maintenance of the VTS qualification. IALA Model Course V-103/5 on the revalidation process for VTS qualification and certification provides the framework for each type of revalidation training.

### Recurrent Training

Recurrent Training should be carried out at regular intervals and is a structured means to ensure the holder of a VTS qualification maintains their professional currency, reinforce previous training, and support for continuous professional development. Recurrent training should cover generic and area specific elements of competency.

The Competent Authority should determine the frequency of Recurrent Training. It is recommended that Recurrent Training should be carried out at intervals not exceeding five years.

## Overview

The flowchart below describes the steps necessary in order to enable the revalidation of a VTS qualification.

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REVALIDATION TRAINING

1. Process for the revalidation of VTS qualifications

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| *Notes on Figure 1:*   1. *Performance assessments should be carried out at regular intervals, preferably annually.* 2. *It is recommended that Recurrent Training be carried out at intervals of not exceeding five years.* 3. *Updating Training and Adaptation Training should be carried out when deemed necessary.* |

## Periodic performance assessment

It is essential that once VTS personnel are suitably qualified and certified, their performance is observed and monitored to ensure that the established standards continue to be met.

Performance assessments on VTS Personnel should be carried out at regular intervals, preferably annually, to ensure their qualifications continue to be met. This regular assessment may take the form of a competency assessment, or a performance review or appraisal and should be carried out by a VTS Supervisor, Manager or other suitably qualified person.

If, following a periodic performance assessment, it is identified that the standards set by the VTS Authority are not being met, then the VTS Authority may require training, coaching or some other action deemed appropriate.

## Revalidation Process

The revalidation process for VTS Training includes Recurrent Training, Adaptation Training, and Updating Training. This training is designed to ensure continued professional development of VTS Personnel to increase and enhance their operational performance and competency. In turn, this will assist in ensuring the safety and efficiency of navigation in a designated VTS area.

The VTS Authority should implement a process for revalidation training to ensure that VTS personnel maintain their qualifications.

Revalidation of a VTS qualification may be required when:

* The VTS qualification or VTS certification log is approaching its expiry date
* There are changes in the physical environment of the VTS, or tasks which necessitate additional training for VTS personnel
* There is a break in service, unsatisfactory operational performance or other circumstances leading to a reduced level of competence

The VTS Authority should implement a revalidation process to ensure that VTS personnel maintain their qualifications.

### Recurrent Training

Recurrent training should be carried out at regular intervals and is part of a structured training programme thereby enabling continual professional development and resulting in the maintenance of the VTS qualification[[1]](#footnote-1).

Recurrent training should cover generic and area specific elements of competency.

The Competent Authority should determine the frequency of the recurrent training programme. It is recommended that recurrent training should be carried out at intervals not exceeding five years.

### Adaptation Training

Adaptation training should be carried out whenever significant changes are expected, or when changes have been made concerning equipment, regulations, operational procedures or any other matter relevant to the performance of VTS personnel.

It is recommended that adaptation training should be completed, if possible, before the change(s) takes place.

A programme of adaptation training should be developed on a case-by-case basis taking full account of the nature of the specific change(s). In developing an adaptation training programme, a training needs analysis should be undertaken to determine the nature of the planned change in order to design, develop and implement the required training and to subsequently assess the performance of VTS personnel. The training should consist of a structured scheme of work and/or detailed lesson/training plans for each subject area with clear learning goals based on the results of the training needs analysis.

The VTS Authority would need to identify as part of the training analysis who would be best positioned to develop and deliver the adaptation training. This may be in-house, a training organisation, a service provider (e.g. company installing VTS equipment), or a combination of various parties.

### Updating Training

Updating training provides a structured means for an individual to regain or re-acquiring professional knowledge and skills as well as to reinforce previous training. This may be required due to several reasons:

* after a break in service;
* after a VTS qualification or endorsement has expired;
* following an unsatisfactory outcome of an operational performance assessment or proficiency check of a VTS personnel following recurrent training;
* upon request of a VTS Operator; or
* when deemed necessary by the Competent and/or VTS Authority.

After an event that triggers a requirement for updating training, a training needs analysis should be undertaken to determine any performance gaps and identify training goals and the associated levels of performance to be achieved. The results from the analysis should be used when developing the individuals training programme.

Updating training will be individually tailored covering generic and/or area specific elements of competency. For example, this may include the repetition, in full or components of IALA model course V-103/1, V-103/2 and/or V-103/3 as appropriate.

After a break in service of three months or more, a VTS Authority should consider undertaking a training needs analysis to identify whether updating training is required, taking into account the complexity of the VTS area and their duties.

### Continual professional development

VTS Authorities are recommended to develop a programme of ongoing Continual Professional Development (CPD) to ensure that the standard of training is maintained.

CPD may consist of the following areas:

* Review and analysis of lessons learned from local VTS operations.
* Regular updates of regulatory, procedural and technological developments.
* Continual development through familiarisation trips on vessels with pilots or other stakeholders.
* Visits to allied services, adjacent VTS centres or other similar organisations.
* Attendance and participation in relevant emergency or procedural exercises.

Further, VTS personnel should be encouraged to take responsibility for their own personal continued professional development as a core component of their role.

# VTS CAREER PROGRESSION

The formal recognition of VTS qualifications provides the foundation for a professional framework similar to that adopted by the shipping and pilotage industry. The regular revalidation of these qualifications seeks to create quality standards comparable to other professions.

Additionally, there is scope for career progression with VTS personnel being able to make continued use of the skills and experience gained, in either VTS, or other maritime environments (See example in Figure 2).



1. Career progression

# DEFINITIONS

The definitions of terms used in this Guideline can be found in the International Dictionary of Marine Aids to Navigation (IALA Dictionary) at <http://www.iala-aism.org/wiki/dictionary> and were checked as correct at the time of going to print. Where conflict arises, the IALA Dictionary should be considered as the authoritative source of definitions used in IALA documents.

# ACRONYMS

[Acronym] [Acronym]

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1. Recurrent training is also be referred to by some Competent Authorities as ‘refresher training’. [↑](#footnote-ref-1)