**IALA Model Course**

V-103/1

Vessel Traffic Services Operator Training

Version as reviewed at VTS51 – 20210921; 20210923, 20210927, 20211005

Final items to be reviewed as noted in comments.

General structure agreed to be adopted for other model courses.

Edition 2.0

December 2009

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

|  |  |  |
| --- | --- | --- |
| Date | Page / Section Revised | Requirement for Revision |
| March 1988 | 1st issue |  |
| December 2005 | Ed.1.1 |  |
| December 2009 | Ed.2  Entire document | Reflecting 10 years’ experience and the evolution of technology |
| [date] | Entire document | [text] |
|  |  |  |
|  |  |  |
|  |  |  |

[PART A MODEL COURSE OVERVIEW 5](#_Toc84362694)

[1. Introduction 5](#_Toc84362695)

[2. Purpose of the Model Course 5](#_Toc84362696)

[3. Course Objective 5](#_Toc84362697)

[4. Course Curriculum Outline 6](#_Toc84362698)

[5. Entry Requirements 6](#_Toc84362699)

[6. Course Intake - Limitations 7](#_Toc84362700)

[7. Training Staff Requirements 7](#_Toc84362701)

[8. Facilities and Equipment 7](#_Toc84362702)

[9. Delivery of the Model Course 7](#_Toc84362703)

[9.1. Developing course content 8](#_Toc84362704)

[9.2. Competence levels 10](#_Toc84362705)

[9.3. Competence tables, teaching aids and references 10](#_Toc84362706)

[9.4. Course review and updating 10](#_Toc84362707)

[10. Assessment 10](#_Toc84362708)

[11. Certification 10](#_Toc84362709)

[12. Acronyms 11](#_Toc84362710)

FOREWORD

The International Association of Marine Aids to Navigation and Lighthouse Authorities has been associated with Vessel Traffic Services since 1955 and recognises the importance of human resources to the development of efficient Vessel Traffic Services worldwide.

Taking into account the International Convention on Standards of Training, Certification and Watchkeeping of Seafarers, 1978, as amended in 1995 (STCW Convention), the Seafarer’s Training, Certification and Watchkeeping Code (STCW Code) and STCW 95 Resolution 10, IALA has adopted Recommendation V-103 on Standards of Training and Certification of VTS personnel.

The model training courses developed, or being developed, by IALA for VTS personnel are:

* Model Course V-103/1 - VTS Operator Training
* Model Course V-103/2 - VTS Supervisor Training
* Model Course V-103/3 - VTS On-the-Job Training
* Model Course V-103/4 - VTS On-the-Job Training Instructor
* Model Course V-103/5 – VTS Revalidation Process for VTS Qualification and Certification

These model courses are intended to provide national members and other appropriate authorities charged with the provision of vessel traffic services with specific guidance on the training of VTS Personnel. They may be used by maritime training organisations, and assistance in implementing any course may be obtained through IALA at the following address:

The Secretary-General

IALA Tel: (+) 33 1 34 51 70 01

10 rue des Gaudines, 78100 Fax: (+) 33 1 34 51 82 05

Saint Germain-en-Laye e-mail: [academy@iala-aism.org](mailto:academy@iala-aism.org)

France Internet: [www.iala-aism.org](http://www.iala-aism.org)

1. MODEL COURSE OVERVIEW

IALA recommends that training organisations and other training providers utilise model courses in accordance with IALA Standard 1050 Training and Certification, IALA Standard 1040 Vessel Traffic Services and Recommendation R0103 Training and Certification of VTS Personnel.

# Introduction

IALA Model Courses are training documents which define the level of training and knowledge needed to reach levels of competence defined by IALA.

**IMO Resolution A.### (XX)** states that *“VTS personnel should only be considered competent when appropriately trained and qualified for their VTS duties.”* This includes, inter alia:

* satisfactorily completing generic VTS training approved by a competent authority; and
* being in possession of appropriate certification.

**IALA Recommendation 0103** **- Training and Certification of VTS personnel** specifies the practices associated with the training and certification of VTS personnel to assist authorities when recruiting, training and assessing VTS personnel to ensure the harmonized delivery of vessel traffic services world-wide.

**IALA Guideline 1156 - Recruitment, training and assessment of VTS personnel** states that *“Model courses provided by accredited training organisations should be approved by the competent authority.”*

**IALA Guideline 1014 - Accreditation of VTS training organizations and approval to deliver IALA model courses** sets out the process by which a training organisation can be accredited to deliver approved VTS training courses.

# Purpose of the Model Course

The purpose of the model course is to assist maritime training organisations and their teaching staff in the preparation and introduction of new training courses for VTS Operators, or in enhancing, updating or supplementing existing training material. This document defines the level of training and knowledge needed to reach levels of competence defined by IALA to obtaining a V103/1 certificate.

It is not the intention of the model course to present instructors with a rigid ‘teaching package’. Rather, this model course provides the curriculum content for the training for VTS Operators. It intended to be used by accredited training organisations in preparing their V103/1 training programs.

# Course Objective

Upon successful completion of this course the student should have demonstrated the requisite knowledge, skills and attitude to undertake the duties associated with the provision of a VTS Operator to:

* provide timely and relevant information on factors that may influence the transit of a ship and 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.

Note – As described in A.###(XX) *“VTS personnel should only be considered competent when appropriately trained and qualified for their VTS duties. This includes:*

* *satisfactorily completing generic VTS training approved by the competent authority;*
* *satisfactorily completing on-the-job training at the VTS where the person is employed;*
* *undergoing performance assessment and revalidation training to ensure competence is maintained; and*
* *being in possession of appropriate certification.”*

# Course Curriculum Outline

The complete course comprises seven modules, each of which deals with a specific subject representing a requirement or function of a VTS Operator. Each module contains a subject framework stating its scope and aims, a subject outline, learning objectives and teaching points.

Training activities, simulated exercises and assessments undertaken during the course are intended to represent the role of the VTS Operator and reflect events or incidents that may be experienced at a VTS.

Each module identifies the total recommended number of hours that should be allotted. The recommended hours are indicative, and instructors should revise as required to address the requirements of the students to ensure the learning outcomes are achieved.

The recommended duration in hours does not include the time necessary for assessments and evaluations. Further, the instructor should allow time during the course for revision of course content.[table X refers]

| Module Title | Recommended Duration in Hours | | Overview |
| --- | --- | --- | --- |
| Presentations / Lectures | Exercises / Simulation |
|  |  |  | [copy text from the next section – which describes what the module is about] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Entry Requirements

Every student attending a V-103 model course should have achieved the International English Language Testing System (IELTS) level 5, or its equivalent.

The training organisation may determine, and document, any additional course entry requirements for example, due to national requirements or tailoring the course for the student intake.

Consideration should also be given to the recognition of prior learning, which may reduce the time requirement to meet the level required for certification.

*IALA Guideline 1017 - Assessment for recognition of prior learning in VTS training* provides further guidance assessing and recognizing the prior learning of students.

# Course Intake - Limitations

The training organization should determine the number of students enrolled on the course and provide information on the student to staff ratio. The class/group size should allow the instructor(s) to give adequate individual attention to students as required to meet the learning objective(s).

In general, it is recommended that 8-10 students is the maximum that a single instructor can be expected to train satisfactorily to the level of competence involved. Larger numbers may be admitted depending on the method of delivery.

During practical sessions such as simulations, there may be additional restraints on class/group size. Where the use of a simulator or similar teaching aid is involved, it is recommended that no more than two students be trained simultaneously on any individual piece of equipment.

# Training Staff Requirements

All instructors and assessors should be appropriately qualified for the training being provided and the assessment required for the model course.

As well as instructors and assessors, additional staff may be required for the maintenance of equipment and for the preparations of materials, work areas and supplies for the practical work.

*IALA Guideline 1156 - Recruitment, training, and assessment of VTS Personnel* provides further guidance on the qualifications for instructors.

# Facilities and Equipment

The teaching aids, facilities and equipment students will utilise during the course should be fit for purpose and of a sufficient standard to reflect the training methodologies used in the course delivery. Examples of training methodologies may include:

* classroom sessions
* group based learning activities
* remote learning (e.g. e-learning, online, distance, hybrid, blended)
* simulation training.

Training should be managed in a manner consistent with IALA Guideline 1027 in order to provide sufficient behavioural realism to allow students to acquire the knowledge and skills appropriate to the training objectives.

The training organisation should provide for safe learning environment consistent with any national health and safety requirements.

# Delivery of the Model Course

To make effective use of the model course, training staff should review the course outline, including the competence tables for each module, and prepare a detailed teaching syllabus. The instructor should take into consideration existing knowledge, skills and attitudes of students to support the assessment and recognition of prior learning. A gap analysis should be carried out to identify any differences between the level of skills and competencies of the student and those identified within the curriculum tables, and teaching strategies to address these gaps should be implemented.

*IALA Guideline 1017 - Assessment for recognition of prior learning in VTS training* provides further guidance assessing and recognizing the prior learning of students.

All training and assessment for VTS training should be:

1. Structured in accordance with written programmes, including such methods and means of delivery, procedures and course material as are necessary to achieve the prescribed standard of competence; and,
2. Conducted, monitored, assessed, and supported by qualified persons.

Teaching programmes should ensure that all listed elements are addressed in some manner, and that this is clearly documented.

If students are required to meet additional requirements, then the module objectives, scope and content for each subject may be adjusted to ensure the additional elements are covered. All changes to the training should be clearly documented.

The presentation of concepts and methodologies may be repeated as necessary in various ways until the instructor is satisfied that the student has attained a good working knowledge in each subject.

**Thorough preparation is key to successful implementation of the course.**

## Developing course content

The modular presentation enables the instructor to adjust the course content to suit the student intake and provide any revisions of the subject objectives as required. The instructor should develop lesson plans and detailed learning objectives based on the competence tables, references, and materials as suggested (see Part B).

It is not intended that the modules be presented in the order provided in this model course. It is expected that, to address effective training and learning methodologies, the content of modules will be grouped as appropriate for the learning environment. Presentation of the material should be tailored to reflect specific training objectives and include practical exercises, assessments, etc. When developing lesson plans, the instructor should use a teaching method or combination of methods that will ensure students can achieve the required learning objectives.

Depending on the student intake, the recommended hours may need to be adjusted as necessary. For example, it is normal for different students to require different lengths of time to cover the same content, and minor adjustments may be needed to the course timetable.

1. Competence Level Taxonomy for VTS Training

|  |  |  |  |
| --- | --- | --- | --- |
| Level | Knowledge and/or Attitude | Skill | Verbs |
| **Level 1**  Work of a routine and predictable nature generally requiring supervision | **Comprehension**  Understands facts and principles; interprets verbal/written material; interprets charts, graphs and illustrations; estimates future consequences implied in data; justifies methods and procedures | **Guided response**  The early stages in learning a complex skill and includes imitation by repeating a demonstrated action using a multi-response approach (trial and error method) to identify an appropriate response | listen, list, locate, sketch, label, describe, follow (instructions), select, show willingness, operate, arrange |
| **Level 2**  More demanding range of work involving greater individual responsibility. Some complex/non-routine activities | **Application**  Applies concepts and principles to new situations; applies laws and theories to practical situations; demonstrates correct usage of methods or procedures | **Autonomous response**  The learned responses have become habitual, and the movement is performed with confidence and proficiency | Demonstrate, recognise, perform, display, paraphrase, proceed, comply, give examples (identify) |
| **Level 3**  Skilled work involving a broad range of work activities. Mostly complex and non-routine | **Analysis**  Recognises un-stated assumptions; recognises logical inconsistencies in reasoning; distinguishes between facts and inferences; evaluates the relevancy of data; analyses the organisational structure of work | **Complex observable response**  The skilful performance of acts that involve complex movement patterns. Proficiency is demonstrated by quick, smooth, accurate performance. The accomplishment of acts at this level includes a highly co-ordinated automatic performance | Analyse, justify, differentiate, manipulate, demonstrate, categorise, classify, solve, operate |
| **Level 4**  Work that is often complex, technical and professional with a substantial degree of personal responsibility and autonomy | **Synthesis**  Integrates learning from different areas into a plan for solving a problem; formulates a new scheme for classifying objects or events | **Adaptation**  Skills are so well developed that individuals can adapt rapidly to special requirements or problem situations | Modify, evaluate, devise, explain, adapt, plan, rearrange, organise, predict, resolve |
| **Level 5**  Complex techniques across wide and often unpredicted variety of contexts. Professional/senior managerial work | **Evaluation**  Judges the adequacy with which conclusions are supported by data; judges the value of a work by use of internal criteria; judges the value of a work by use of external standards of excellence | **Creation**  The creation of new practices or procedures to fit a particular situation or specific problem and emphasizes creativity based upon highly developed skills | Judge, evaluate, criticise, construct, compose, draw conclusion, synthesize, coordinate |

## Competence levels

To assist in the development of lesson plans, five levels of competence are used in the model courses for VTS personnel. Levels 1 to 4 are used in the model course for the training of VTS Operators and levels 3 to 5 are used in the model course for VTS Supervisor. Verb taxonomies have been provided with these levels to assist with the creation of detailed learning objectives. [table X refers]

*IALA Guideline 1103 – Train the trainer* assists instructors with the preparation and development of training courses and is aimed at courses delivered an accredited training organisation.

## Competence tables, teaching aids and references

Detailed competence tables are provided, including competence levels and proposed teaching aids and references. The training materials prepared (eg course notes, course presentations and reference documents etc) should be consistent with IALA standards and up-to-date taking into account recent changes and industry developments. These training materials should be available to the student for their reference.

Where remote learning delivery is proposed, training organizations should consider the necessary adjustments that may be required.

## Course review and updating

The course content should be reviewed on a regular basis to ensure it reflects the current IALA standards, recommendations, guidelines and takes into account recent changes and industry developments.

On conclusion of the course, a review should be undertaken based on course feedback and observations during course delivery to identify ongoing improvements and training materials that may need updating.

# Assessment

Student progress should be continually monitored and assessed, and regular reviews undertaken. Any problems that may arise should be addressed so that the student can attain the required levels of competence and has the opportunity to meet the course objectives.

Assessments should reflect the level of competence required, as provided in the competence tables for each module.

The training organisation should determine the assessment methods to be used to ensure competence levels have been attained for each subject of the module course. In addition, the training organisation should have procedures in place to address instances where the student is unable to attain the required competence.

Assessment results should be recorded and retained in accordance with national and/or organisational requirements as evidence to indicate the competence levels that have been attained for each subject of the model course.

# Certification

A course certificate should be issued by the training organisation where a student:

* demonstrates they have the theoretical and practical knowledge, and
* has passed the appropriate assessments to ensure the student has met the required competency as outlined in this model course.

# Acronyms

AIS Automatic Identification System(s)

APL Accredited Prior Learning

ARPA Automatic Radar Plotting Aid

CCTV Close circuit television

COLREGS International Regulations for Preventing Collisions at Sea

DF Direction Finding

DGNSS Differential Global Navigation Satellite System(s)

DR Dead reckoning

DSC Digital Selective Calling

ECDIS Electronic Chart Display and Information System(s)

ECS Electronic Chart System(s)

EP Estimated position

ETA Estimated Time of Arrival

GMDSS Global Maritime Distress and Safety System

GNSS Global Navigation Satellite System(s)

IALA International Association of Marine Aids to Navigation and Lighthouse Authorities - AISM

ICAO International Civil Aviation Organization

IELTS International English Language Test System

IMO International Maritime Organization

ISBN International Standard Book Number

ISPS International Ship and Port Facility Security (Code)

Lat Latitude

LBP Length between perpendiculars

LLTV Low light television

LOA Length overall

LOCODE United Nations Code for Trade and Transport Locations

Long Longitude

LNG Liquified Nitrogen Gas

LOP Line(s) of position

LPG Liquified Petroleum Gas

MAS Maritime Assistance Service

OJT On-the-Job Training

PTT Press To Talk

Racon Radar beacon(s)

Ramark Radar mark(s)

ROC Restricted Operator’s Certificate (GMDSS)

Ro-ro Roll on – roll off

RR Radio Regulations

SAR Search and Rescue

SMCP Standard Marine Communication Phrases (IMO)

STCW Standards of Training, Certification and Watchkeeping of Seafarers, 1978, as amended

VHF Very High Frequency (30 MHz to 300 MHz)

VDES VHF Data Exchange System

VTMIS Vessel Traffic Management Information System(s)

VTS Vessel Traffic Services