



ACCREDITED TRAINING ORGANISATION SEMINAR

IALA World-Wide Academy



Prequalification, Examinations and Assessment



Participants – pre qualification MC L1.1

- Participants should demonstrate their ability in English.
- If the course is to be delivered in English, it is expected that participants should have attained the International English Language Testing System (IELTS Band 5 or equivalent) prior to commencing the course.



IELTS Band 5 – Modest User

- *“You have a partial command of the language, and cope with overall meaning in most situations, although you are likely to make many mistakes. You should be able to handle basic communication in your own field”.*



Participants – pre qualification MC L1.1

Should be pre-qualified by demonstrating competence in English and one or more of the following:

- A degree in engineering or related sciences,
- A degree from an accredited maritime college,
- A seagoing Deck STCW qualification or equivalent military naval qualification,
- A diploma in an engineering or related science and at least 3 years' fieldwork experience,
- Be in possession of IALA AtoN Level 2 Certificates and at least 3 years' fieldwork experience,
- At least 2 years' work experience with a recognised AtoN service provider in a junior management capacity.



Model Course L1.1 Syllabus structure

Each Module covers a General Subject.

Modules are divided into Elements covering a number of specific Sub-elements.

The **level of understanding** (knowledge and skill) required of the participants is specified as:

- **Basic;**
- **Satisfactory;**
- **Good;**
- **Detailed.**

Level	Learning Outcome	Instructional Objectives	Required skills
1	The conduct of routine tasks with some supervision	A basic understanding of facts and principles	First stage in acquiring competency of a complex skill. Appropriate responses are identified through trial and error
2	The conduct of routine tasks unsupervised and some more complex tasks under guidance	A satisfactory understanding of theoretical concepts and principles so that they can be applied in practice	Correctly acquired responses have become habitual. Actions can be performed confidently and efficiently
3	The skilful conduct of many complex and non-routine tasks	A good understanding of the subject matter and its interaction with others leading to an analytical distinction between facts and inferences	Complex actions are inherently coordinated and performed smoothly, accurately and skilfully
4	The professional conduct of unsupervised technical and managerial tasks	A detailed understanding of facts, theories and practical applications which enables problem solving and prioritisation	Acquired skills are developed to the extent that rapid reaction and adaptation to unforeseen situations is second nature



Extract from Model Course L1.1 Syllabus



1.4 DETAILED TEACHING SYLLABUS FOR MODULE 1B - BASIC NAUTICAL KNOWLEDGE

Table 5 Detailed Teaching Syllabus Module 1B

Module	Element	Sub-element	Subject	Level of Competence	Recommended training aids; exercises and external visits	References	Lecture No.	
1B	1b.1	NAUTICAL KNOWLEDGE (GENERAL)						
		Principles of Navigation						
		1b.1.1	Introduction to methods of navigation; Lines of Position		1	Nautical quiz to test existing knowledge	IMO Resolution A.923(23)	3
		1b.1.2	Accuracy standards					
		1b.1.3	Phases of navigation: offshore; coastal; restricted waters; harbour					
		1b.1.4	Measurement errors		2			
		1b.1.5	Position fixing system accuracies					
		1b.2	Hydrography; Nautical Charts and maps					
		1b.2.1	Geographical positions, the nautical chart and projections		1	Small, medium and large-scale charts published by National Hydrographic Office. "tour of a chart"	National manuals of navigation such as the UK Manual of Navigation Volume 1	4
		1b.2.2	Chart scales and accuracy					
	1b.2.3	Source data diagram and Zones of Confidence						
	1b.2.4	Basic geodesy and horizontal datums		2	Plotting exercises: Distances on charts Geographical positions Position from range and bearing			
	1b.2.5	Plotting position at sea including by range and bearing						
	1b.2.6	Chart datum; tidal levels and vertical control datum		1	Appropriate charts. Vertical datum diagram drawing exercise	INT 1 – Chart symbols and Abbreviations	5	
	1b.2.7	Chart symbols and abbreviations						
	1b.2.8	Navigation depths and dangers						
	1b.2.9	Magnetic and True North		2	Symbol identification exercise			
	1b.2.10	Grid positions and maps		1				



Methodology – Examination Questions – supplied by IALA

Lecture	Title	Level	Slides	KLPs	%	Qu's	Nos
1	IALA	2	21	7	8%	5	1-5
9	MBS	4	12	5	6%	4	35-38

Question	Easy	Medium	Hard
1	*		
2		*	
3	*		
4		*	
5			*
35		*	
36			*
37			*
38		*	

Total questions	60	%
Total easy	14	23%
Total medium	33	55%
Total hard	13	22%



Examinations and Assessment – future development

- Written examinations will remain.
- The scope of the questions will be widened to focus on enabling candidates to demonstrate their knowledge and skill in a subject area.
- Additional activities may be included within the course that may contribute to a candidates overall result.
- Module Three will be re-mastered to make the whole of the module based around a practical Aids to Navigation management task.





IALA Learning Management System

IALA uses an online Learning Management System.

This resource will be available to ATO's who hold an MoU with an IALA.

- Course material distribution,
- Quizzes & Examinations,
- Guidance documents,
- Portal for Train-the-Trainer course and resources.



Training and Education of Course Supervisors and Instructors



Course Supervisor/Instructors

IALA Recommendation R0141 and R0103 states that Competent Authorities should ensure that Accredited Training Organisations are accountable to the Competent Authority for ensuring that:

- Instructors and assessors are appropriately qualified and experienced and have an appropriate balance of professional and teaching competencies.
- Processes for instructor and assessor qualification are included within Quality/Training Management System procedures.
- Instructors have excellent interpersonal and communication skills and should have a comprehensive understanding of diversity and cultural differences

It is not the intention of the model courses to restrict Instructors in the way they deliver their lectures



IALA Train-the-Trainer programme

A programme for Accredited Training Organisations to develop professional Instructors based upon:

Understanding of the roles of an Instructor related to:

- The IALA framework for education and training,
- Equality,
- Diversity,
- Meeting the needs of course participants.

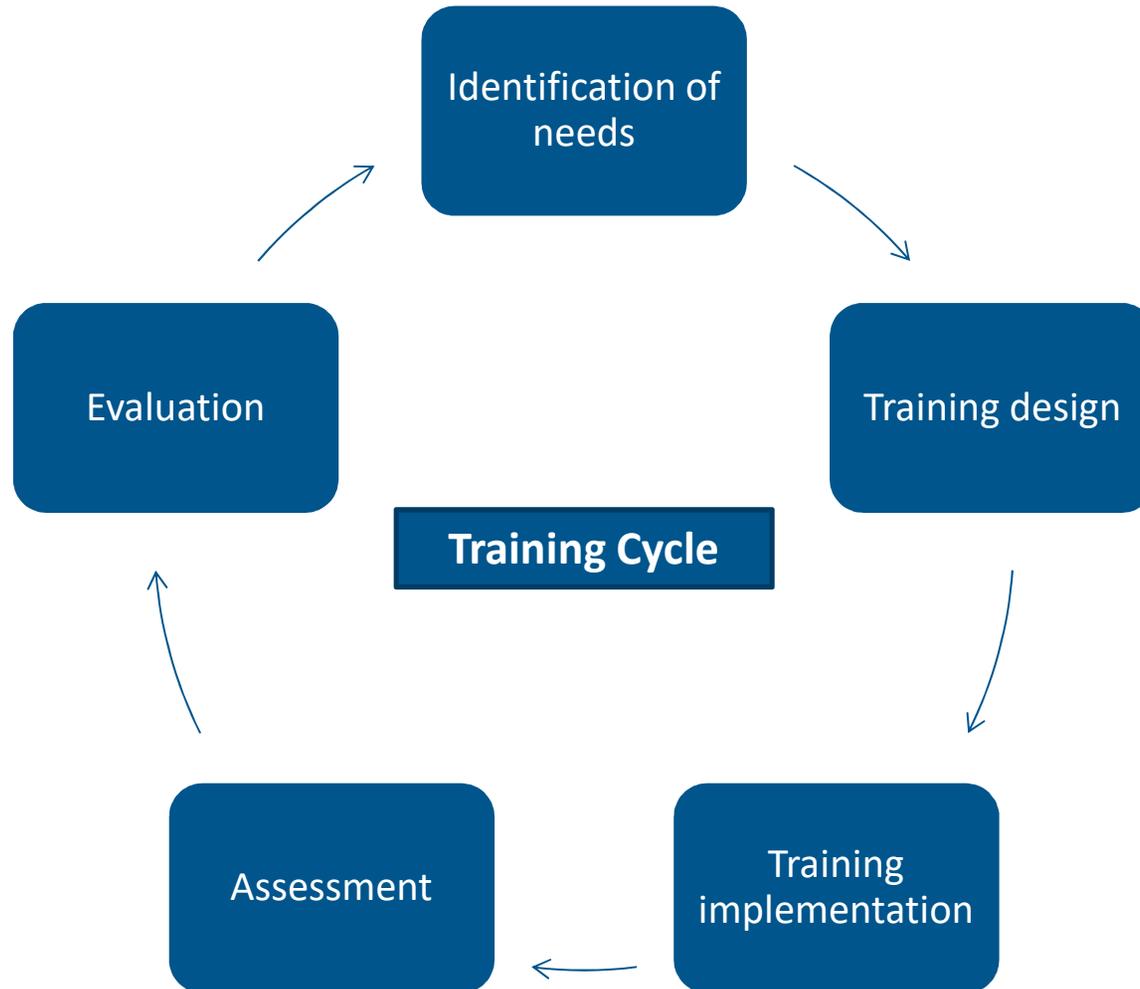
Equipping an Instructor with the knowledge and skill to:

- Plan and sequence learning to meet the participants needs,
- Plan and deliver lessons using a range of teaching techniques and resources,
- Prepare and conduct effective assessment of participants,
- Obtain effective feedback for continual improvement and development.





IALA Train-the-Trainer programme





Phase 1 – Identification of suitable Instructors

Personal attributes

Subject knowledge



Phase 2 – Residential Train-the-Trainer Course

Theories and principles of education and training

Needs Assessment – Planning – Delivery – Assessment – Evaluation



Phase 3 – Distance Learning Phase

Focused online activities supported by self assessment and peer-review



Phase 4 – Review and Reflection

Successful completion results in recognition as an IALA L1.1 AtoN Instructor



Accreditation and Approval Process Update



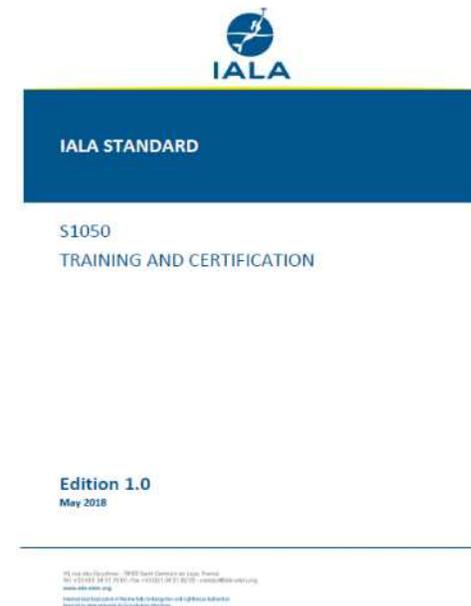
IALA Standard S1050 – Training and Certification

The Standard references normative provisions, detailed in the listed IALA Recommendations, covering:

- Training and Assessment,
- Accreditation, competency, certification and revalidation.

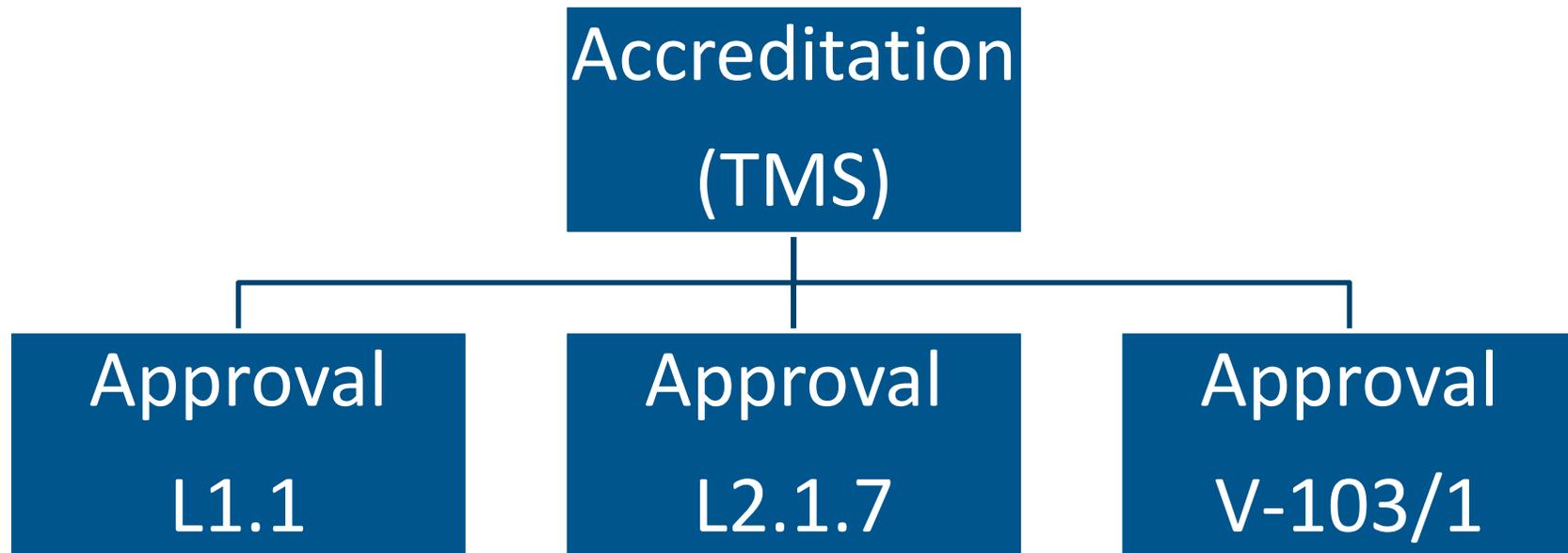
The following Recommendations are **normative** and **shall be observed** if compliance with this Standard is claimed:

- **R0141** – Training and Certification of AtoN Personnel,
- **R0103** – Training and Certification of VTS Personnel,
- **O-149** – Accreditation of Training Organisations.





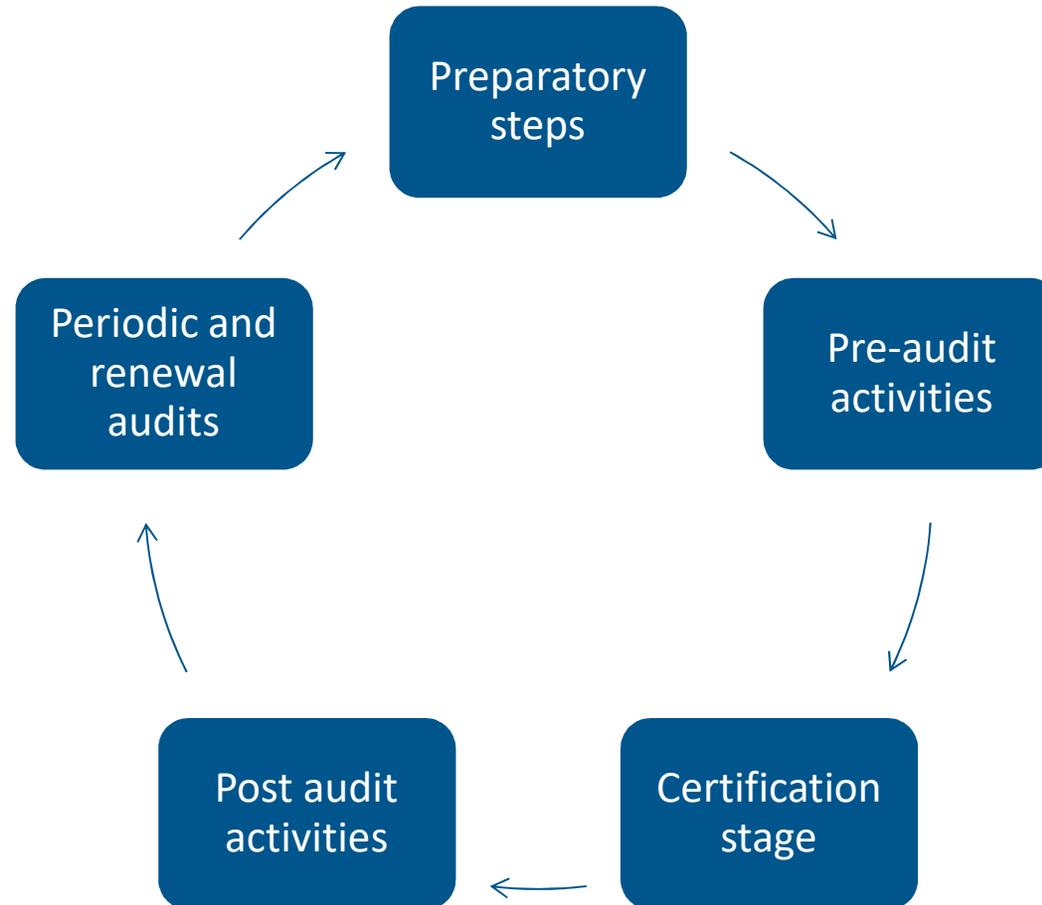
Accreditation and Approval definitions



- An **Accreditation as a Training Organisation** is focused on the implementation of Training and Quality Management Systems.
- Within the scope of the **Accreditation**, the delivery of individual Model Courses may be **Approved**.



IALA Accreditation and Approval Cycle



The recommended validity period for a Training Organisation Accreditation and Course Approval(s) is **five years**.

Periodic audits should be conducted after **two years**.



Accreditation and Approval Periodic Audit and Renewal

IALA Guideline G1100 states that it is recommended that the period of validity for an Accreditation and Approval(s) **should not exceed five years.**

- Periodic audits – normally **after two years.**
- Renewal audits – normally at **five yearly intervals.**

Implementation of Training Management System requirements.

- Effective record keeping,
- Update of course materials.

Upon renewal of the Accreditation and Approval the listing on the IALA website will be maintained.



Outline Programme – pre-audit activities

Submission of a pre-audit questionnaire (within Guideline G1100 and 1014) and supporting documentation to the Competent Authority:

- Training Management System,
- Course documentation and materials,
- Other documentation (such as instructor CV's, facility information etc.).

The Competent Authority conducts an evaluation against the requirements of:

- IALA Recommendation R0141 and/or R0103
- IALA Guidelines G1100 and/or 1014,
- The relevant IALA Model Courses.

If satisfactory, dates for an audit visit may be set. If not satisfactory, corrective action and resubmission will be required.

Assistance from IALA may be provided if required.



Outline Programme – certification stage

The Competent Authority will conduct an audit in accordance with IALA Guideline G1100 and/or 1014.

If satisfactory, a Certificate of Accreditation will be endorsed or a new document issued.

The Competent Authority will audit and review the Model Courses to be delivered:

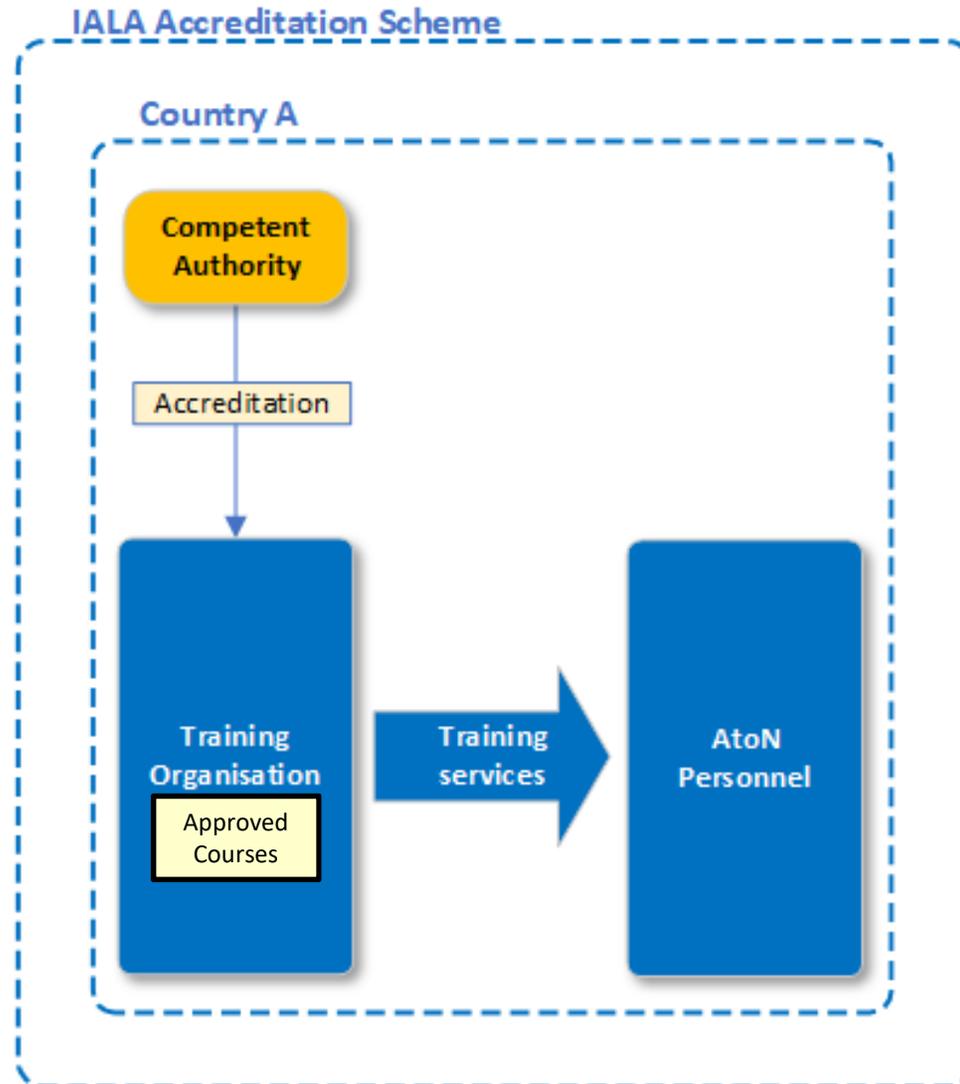
- Approve the course team composition,
- Review course documentation and materials,
- Observe the course delivery.

If course delivery acceptable, certificate(s) of Approval will be endorsed or new documents issued by the Competent Authority.

Assistance from IALA may be provided if required.



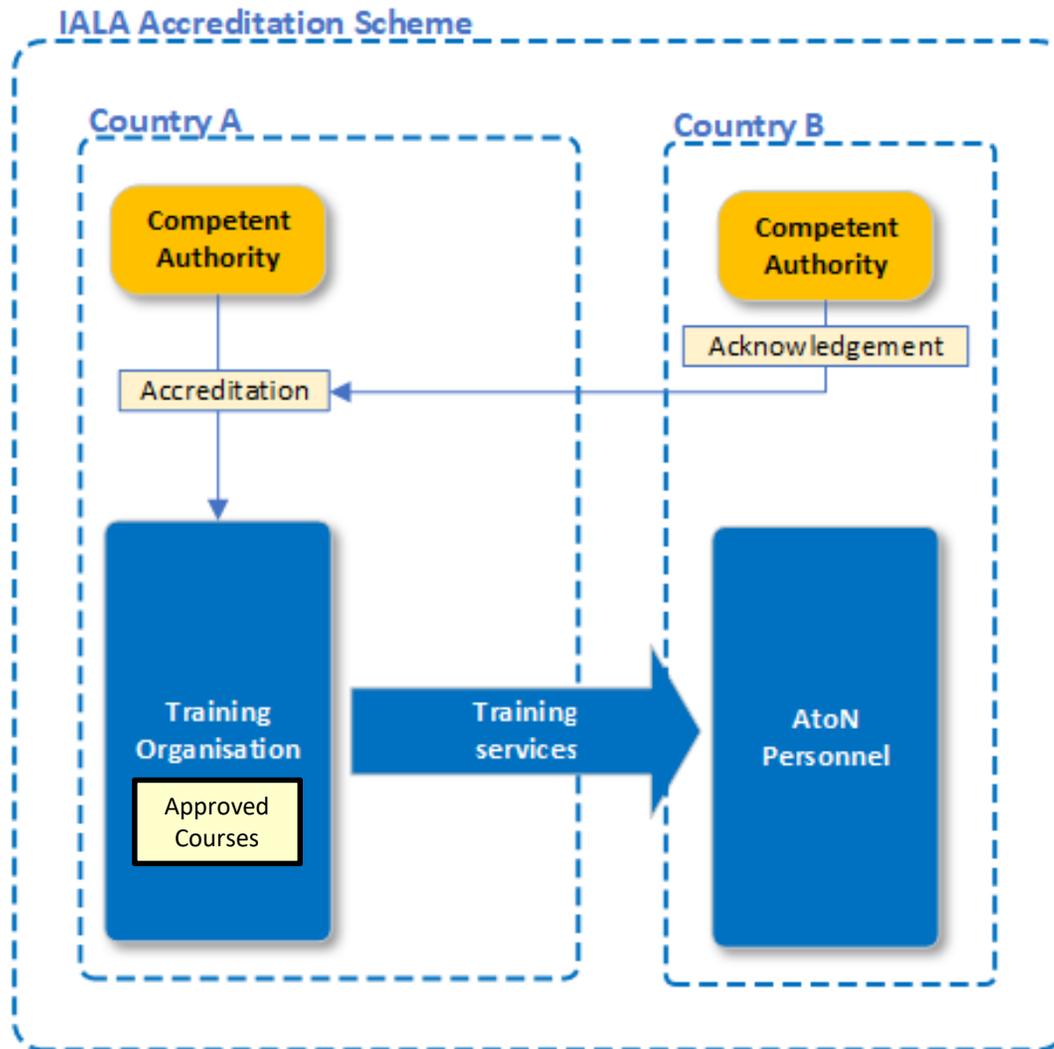
Summary



If the Accreditation and Approval process has been conducted in accordance with IALA Guideline 1100 and 1014 and the Competent Authority is a National Member of IALA, the IALA logo may be used on training documentation.



Summary



If IALA has an MoU with the Competent Authority it is expected that the certification will be recognised by other IALA National Members.

If not, a Competent Authority may recognise the Accreditation and Approval process of the issuing country.



QUESTIONS?