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.

|  |  |  |
| --- | --- | --- |
| **Date** | **Page / Section Revised** | **Requirement for Revision** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Table of Contents

1. Introduction
2. General scope
3. Definitions
4. Training
   1. Recurrent Training
      1. Scope
      2. Objective
      3. Frequency
      4. Delivery
      5. Assessment/evaluation
   2. Adaption training
      1. Scope
      2. Objective
      3. Frequency
      4. Delivery
      5. Assessment/evaluation
   3. Updating training
      1. Scope
      2. Objective
      3. Frequency
      4. Delivery
      5. Assessment/evaluation

Revalidation Process for VTS Personnel

# Introduction

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.

# General scope (delivery of training by ATO or VTS-authority)

# Definitions

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.

# Training

## Recurrent training

### Scope (what)

Recurrent training occurs following successful completion of the the VTS Operator Course (V-103/1) and On-the-Job Training (V-103/3). The training is carried out at regular intervals and is part of a training programme and is hence mandatory. VTS Authorities should the determine the frequency and delivery of the recurrent training courses. The cause of the training courses could be generic, local or as deemed necessary.

### Objective (why)

Recurrent training ensures that VTS personnel maintain a satisfactory level of operational performance, regardless of any circumstances, e.g. a break in service, that affect the operator’s performance. Recurrent training guarantees that VTS operator qualifications, obtained during both the VTS Operator Course (V-103/1) and On-the-Job Training (V-103/3), are maintained during the professional career of the operator. Also recurrent training aims at enhancing the level of operational performance through continuously training and developing the skills of the VTS personnel. Finally, recurrent training leads to maintaining certification, appropriate to the service typ(s) provided.

### Frequency (when)

IALA recommendation V-103 ‘Recommendation on Standards for Training and Certification of VTS Personnel’ acknowledges the need for assessments of the performance of the VTS personnel at regular intervals. This to ensure that the standards set by the Competent Authority for operator qualifications are continuing to be met. The VTS Authority should determine a recurrent training programme with fixed intervals for the assessments, preferably annually and not exceeding a period of five years. That said, recurrent training may occur whenever deemed necessary by the VTS Authority of the VTS personnel.

### Delivery (how)

The content of the recurrent training is determined by the VTS Authority and should be part of a fixed training programme. The basis for this programme could be either generic, local or what is deemed necessary. The VTS Authority should determine the standards that are to be met and should implement a programme for VTS operators failing to meet these standards.

To deliver a training course effectively, consideration should be given to the availability and the use of:

* Qualified instructors
* Support staff
* Classrooms, and other spaces
* Equipment, including simulators
* Textbooks and technical papers
* Other reference material

Recurrent training should, wherever practicable, include the use of 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. Examples of recurrent training:

* Traffic management
* Human factor management
* Training on incidents
* Communication
* IALA updates

### Assessment/evaluate

It is recommended that recurrent training is being assessed and evaluated by qualified personnel. These should assure that the VTS operator meets the level of performance determined by the VTS Authority during the recurrent training. VTS operators not meeting these standards should undergo the programme determined by the VTS authority. If performances are poor the VTS Authority may conduct a gap analysis that leads to updating training.  
Complete results of the training records should be included in the VTS certification log.

## Adaptation training (something has changed)

### Scope (what)

An Adaptation Training in the Revalidation Process should take place when there were significant changes in the environment that take effect in VTS Personnel performance. This could happen for instance when there are changes in equipment or procedures.

Because of the fact that VTS Personnel has a VTS Certification based on the IALA Model Course V-103/3 (Vessel Traffic Services On the Job Training) it is assumed, that there could be made changes in all training parts / syllables of that Model Course.

### Objective (why)

After following an Adaptation Training VTS Personnel should have a sustainable high level of VTS operational effectiveness and efficiency to for fill their VTS job (again) in a proper way. The training should take place in accordance with the end level of IALA Model Course V-103/3.

### Frequency (when)

An Adaptation Training should takes place as needed and as deemed necessary by the Competent and/or VTS Authority and could not be on a regular base.

Every time there is a change in the environment that takes a significant effect in VTS Personnel performance there should be performed an Adaptation Training.

### Delivery (how)

The training programme should consist of clearly stated training plans for the subject area providing:

* Clear learning objectives and goals;
* Relation to the module(s) in V-103/3 and
* Assessment or evaluation approval after following an Adaptation Training.

Above all the training programme should be structured so that all elements of the plan are:

**S** - specific, significant, stretching;

**M** - measurable, meaningful, motivational;

**A** - agreed upon, attainable, achievable, acceptable, action-oriented;

**R** - realistic, relevant, reasonable, rewarding, results-oriented;

**T** - time-based, timely, tangible, traceable.

The delivery should be in the form of two training aspects: a theoretical part and a practical part.

The theoretical aspect has to do with a paper study and understanding of the different changes that brought about by the changes of environment vis-a-vis implementation of VTS operation.

On the other hand the practical aspect has to do with the actual application of the theoretical aspect through On the Job Training relative to the VTS operation or training on a dedicated platform. In some parts of this delivery it is preferable to use a VTS Simulator for instance when it Communication Procedures concerns.

All training should be:

* structured in accordance with job performance, standard operating procedures and elements specific to the VTS centre concerned;
* if necessary presented in a realistic, job-centred atmosphere and,
* conducted, monitored, evaluated and supported by persons qualified in accordance with Staff Requirements.

The Adaptation training should include, but not necessarily be limited to, the subjects in the following syllabus:

* Traffic Management;
* Local Knowledge;
* Communication Co-ordination / Language;
* Equipment;
* Personal Attributes
* Emergency Situations and
* Local Publications / Regulations (e.g. Notices to Mariners).

### Assessment/evaluate (e.i. Evaluation / Assessment?)

After following an Adaptation Training VTS Personnel should minimal be awarded with a Certificate of Attendance.

When the training has affect in VTS Personnel performance the Competent and/or VTS Authority should determine the need of an assessment beforehand or that an evaluation is sufficient. In this case an Assessment Certificate or an Evaluation Certificate should be awarded.

## Updating training (something went wrong, or something new is coming)

### Scope

### 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.

### Objective

### Updating training ensures that VTS personnel maintain a satisfactory level of operational performance, regardless of any circumstances, e.g. a break in service, that affect the operator’s performance. Updating training guarantees that VTS operator qualifications, obtained during both the VTS Operator Course (V-103/1) and On-the-Job Training (V-103/3), are maintained during the professional career of the operator. Updating training helps also VTS personnel to maintain sufficient skills on different supportive abilities that are important for safe and effective operating on the watch.

### Frequency (when)

### Updating training should be arranged when there is apparent need for it. Updating training may concentrate on professional performance only, especially when there has been a break in a service, or operational performance has not been on satisfactory level, or professional performance standards have not been met in annual assessment. VTS Authority should determine time limits for breaks in the service when updating training is mandatory.

### Updating training may also cover other matters which are not directly connected with otherwise satisfactory performance, but may affect it negatively without any additional training, for example planned changes in VTS environment, or updates in VTS operating systems and radios, or major changes in supporting tools, for example computer programs that are used during the watch. This kind of updating training does not necessarily need evaluation or assessment, but some kind of evidence of participation or log keeping is recommended. Whatever this supporting updating training may be, distractions to operative VTS watch keeping must be minimized.

### Delivery

The content of the updating training is determined by the VTS Authority and should be part of a fixed training programme. The basis for this programme could be either generic, local or what is deemed necessary. The VTS Authority should determine the standards that are to be met and should implement a programme for VTS operators failing to meet these standards.

To deliver a training effectively, consideration should be given to the availability and the use of:

* Qualified instructors
* Support staff
* Classrooms, and other spaces
* Equipment, including simulators
* Textbooks and technical papers
* Other reference material

Updating training should, wherever practicable, include the use of 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. Examples of updating training:

* Traffic management
* Human factor management
* Training on incidents
* Communication
* IALA updates

### Assessment/evaluate

### It is recommended that updating training is being assessed and evaluated by qualified personnel. This should assure that the VTS operator meets the level of performance determined by the VTS Authority as an outcome of the updating training. VTS Authority may also determine how long training period should be sufficient for a VTS operator to meet the required standards, and what are the consequences if standards are still not met after the updating training is completed in full extent.

### VTS Authority should determine which records of updating training should be included in the VTS certification log.

# References

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

* IMO Resolution MSC.302 (87);
* IALA VTS Manual 2012;
* IALA Dictionary;
* IALA Recommendation V-125;
* IALA Recommendation V-127;
* IALA Recommendation V-128;
* IALA Guideline 1018.
* IALA Guideline 1070;