|  |
| --- |
| IALA Guideline |

Gnnnn

ASsESSING APTITUDES AND BEHAVIOURS OF VTS OPERATORS IN RECRUITMENT PROCESS

Edition x.x

Date (of approval by Council)

urn:mrn:iala:pub:gnnnn

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

|  |  |  |
| --- | --- | --- |
| Date | Details | Approval |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. INTRODUCTION 5

2. DOCUMENT PURPOSE 5

3. APTITUDES 5

4. BEHAVIOURS 5

5. AEESEEMENT METHODs 6

5.1. Psychometric tests 6

5.1.1. Aptitude tests 7

5.1.2. Personality tests 7

5.2. Practical tests or exercises 7

5.2.1. VTS-Simulation 7

5.2.2. Accuracy under time pressure test 7

5.2.3. Working memory test 7

5.3. Interview 7

6. TESTING METHOD 7

7. DEFINITIONS 8

8. abbreviations 8

9. references 8

List of Tables

Table 1 Example of table with row headers 5

Table 2 Example of table with column headers 5

List of Figures

Figure 1 Example of wrapping in line with text 4

Figure 2 Example of wrapped square 5

Figure 3 Example of how to achieve right justified equation number 7

# INTRODUCTION

Many VTS operations have identifiable skills or aptitudes that VTS operators require to succeed in the work environment. Aptitude testing can serve as a valuable tool for objectively screening high-calibre candidates during the recruitment and hiring process. According to IALA G1156, section 5.1.2, VTS providers should consider testing for personal aptitude, attributes, and overall suitability to ensure that candidates meet the requirements of the role.

# DOCUMENT PURPOSE

The purpose of this document is to provide guidance on the key aptitudes and behaviours required for VTS operators, as well as the methods to assess these qualities during the recruitment process. It aims to support VTS providers and Training Organizations in identifying and selecting high-calibre candidates who possess the necessary skills, attitudes, and competencies to perform effectively in critical maritime environments.

# APTITUDES

An aptitude is defined as the natural ability or skill at doing something. The aptitudes required by VTS operators include:

* Ability to detect abnormalities
* Arithmetic reasoning
* Be able to give, receive and act upon feedback
* Coping with stress
* Decision making
* Empathy
* Memory – short term recall
* Multitasking
* Prioritization
* Reaction time
* Recognize patterns
* Situational awareness
* Spatial reasoning or Visualization
* Synthesize (process) information from multiple inputs

# BEHAVIOURS

A behaviour is the manner of conducting oneself in the external relations of life; demeanour, deportment, bearing, manners. The behaviours required by VTS operators include:

* Ability to be concise
* Adaptability, flexibility
* Assertiveness
* Honesty, ethical
* Initiative or Proactivity
* Maintain attention for an extended time, not easily distracted by external factors
* Maintain effectiveness in single person operations
* Maintain focus during periods of low or intermittent activity
* Remains calm and composed in difficult situations
* Responsibility
* Self-motivation, able to work independently
* Sense of duty, understands the value of their role
* Service or client oriented
* Teamwork, able to work with others

# ASSESSMENT METHODs

To effectively assess a candidate's aptitude, behaviours, and overall suitability, the assistance of specialists may be required. It ensures that appropriate tests and exercises are designed to complement the interview process and provide a comprehensive assessment of the candidate's capabilities.

To ensure candidates meet aptitude and behavioural standards, VTS providers should consider using multiple evaluation methods, even for those with prior maritime experience. Assessment methods may include:

* psychometric tests;
* practical tests or exercises; and
* interviews.

## psychometric tests

(Pick one from the list below.)

From *Cambridge dictionary*: testing designed to show someone's personality, mental ability, opinions etc.

From *Britannia (online)*: A psychometric test is an assessment used to measure an individual’s cognitive ability, personality, or behaviours.

From *Psychometric Institute:* Psychometric tests are a standard and scientific method used to measure individuals' mental capabilities and behavioural style. Psychometric tests are designed to measure candidates' suitability for a role based on the required personality characteristics and aptitude (or cognitive abilities).

### APTITUDE TSETS

(Pick one from the list below.)

From Merriam Webster dictionary: a standardized test designed to predict an individual's ability to learn certain skills.

Cambridge dictionary: a test to find out if someone has a natural ability for a particular type of work.

Investopedia says: An aptitude test is an exam used to determine an individual's skill or propensity to succeed in a given activity.

e.g. English ability, verbal intelligence, figural intelligence, numerical intelligence, spatial reasoning,

### PERSONALITY TSETS

From Merriam Webster dictionary: any of several tests that consist of standardized tasks designed to determine various aspects of the personality or the emotional status of the individual examined.

## pRACTICAL testS OR EXERCISES

Explanation

### VTS-SIMULATION

Explanation

### ACCURACY UNDER TIME PRESSURE TEST

Explanation

### WORKING MEMORY TEST

Explanation

## INTERVIEW

Explanation

# TESTING METHOD

Testing can be conducted through the following methods:

* Online – Remote testing using digital platforms for psychometric and aptitude assessments.
* In-person – On-site testing for practical exercises, simulations, and structured interviews.

# 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.

# abbreviations

VTS Vessel Traffic Services

The list should be typed in alphabetical order. The text automatically aligns as an indented paragraph until carriage return is hit and then the next term can be entered.

# references

References are sources directly referred to in the running text and should be given a sequential number, starting at 1. The reference number should be included as close to the referenced text as possible and included as a number within square brackets.

The reference should be listed in the References section in the following syntax using the **Reference** **list** style:

[Author surname,] <space> [initial.] <space> [year] <space> [title.]

For example:

“Hawking also suggests ways that quantum mechanics can be combined with the theory of special relativity [1]. This text builds on his discussion of the instability of black holes described in *A Brief History of Time* [2].”

should be included in the reference list as follows:

1. Hawking, S. (2001) The Universe in a Nutshell.
2. Hawking, S. (1988) A Brief History of Time.

The **Reference list** style will add a number for the reference as soon as you start typing the text and the paragraph will automatically align with the first line of text. Press return to enter a new reference in the list.